

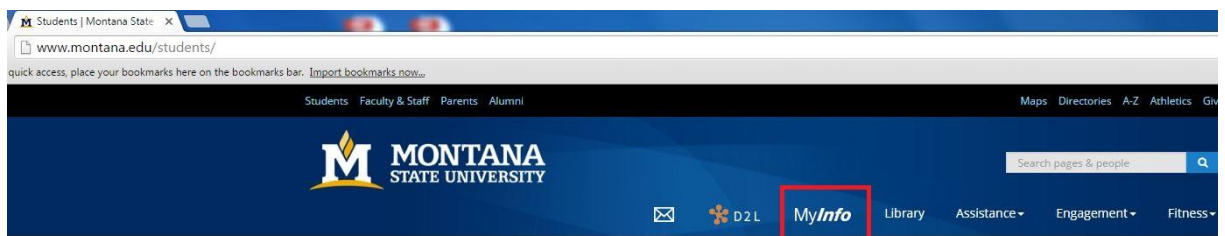
Course Registration Guide

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."



STUDENTS



MSU remains school of choice for state's brightest

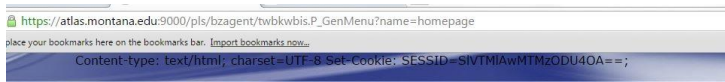
Seventy-two percent of the top academically ranked high school scholars from across the state have indicated they plan to attend MSU in the fall. The largest share of MUS Honor Scholarship recipients have enrolled at MSU for at least the last six years. [READ MORE](#)



[MORE NEWS](#)

Course Registration Guide

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



Welcome to the MSU-Bozeman campus

You must have cookies enabled on your browser to use this website.

Please note that the menu item formerly entitled 'Enter Secure Area' now appears as 'Log into MyInfo'.

MSU Alert: Register to receive urgent MSU safety messages.

- Log into MyInfo
- Apply for Admission
- General Financial Aid
- Campus Directory
- Schedule of Classes - find CRN here**
- Schedule of Classes - Gallatin College
- Schedule of CORE Classes
- Registration Handbooks
- Registration Timetable
- Common Hour Exams and Finals
- Course Catalog
- Transfer Equivalencies
- Frequently Asked Questions

4. Select Term “2016 Fall Semester”

Course Number Equivalency Tool

Course Materials (textbooks)

PLEASE SELECT THE DESIRED TERM AND SUBJECT TO SEARCH FOR CLASSES.

BE SURE TO USE THE SUBJECT LIST FOR ALL SEMESTERS PRIOR TO FALL 2009.

You can switch between the subject list and the index by clicking the link next to the subject select box. To view more than one subject, hold down the CTRL key when selecting

Spring 2017 is available for editing purposes only.

Search by subject
and course number

Term:	2016 Fall Semester
Subject List: (switch to subject index)	AST - Aviation ASTR - Physics-Astronomy AVFT - Aviation Flight Training BCH - Biochemistry BCHM - Biochemistry BFIN - Business Finance BGEN - Business: General BIOB - Biology-General BIOE - Biology-Ecological BIOH - Biology-Human
Instructor:	All Instructors Aamot, Kirk Ackerman, Kimberly Lynn Adams, Dean Sheldon
Course Type:	Any Online Face to Face
Course Number:	201
Days:	Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>
Begin Time:	Hour: 00 Minute: 00 End Time: Hour: 00 Minute: 00

Search Class

RELEASE: 8.7.1

Course Registration Guide

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.

2016 Fall Semester		Instr: All Instructors	Subj: BIOH	Crn: 201	Days: Any		
Biology-Human							
Status	Class	Title - Catalog Description	Crn	Cap	Enrl	Avail	Instructo
Department			Location				Credits
Cell Biology & Neuroscience	BIOH 201-001 Lecture	Hum Anatomy & Physiology I TR 0800-0915 FORMERLY BIOL 207 Additional Fees: \$32	23080 JONH 101	225	211	14	Taylor, St 5.0
CLOSED Cell Biology & Neuroscience	BIOH 201-002 Lab	Hum Anatomy & Physiology I MW 1210-1400 FORMERLY BIOL 207	23059 JONH 223	25	25	0	Taylor, St
CLOSED Cell Biology & Neuroscience	BIOH 201-003 Lab	Hum Anatomy & Physiology I MW 1410-1600 FORMERLY BIOL 207	23100 JONH 223	25	25	0	Taylor, St this section has available seats
Cell Biology & Neuroscience	BIOH 201-004 Lab	Hum Anatomy & Physiology I MW 1610-1800 FORMERLY BIOL 207	23101 JONH 223	25	23	2	Taylor, St
CLOSED Cell Biology & Neuroscience	BIOH 201-005 Lab	Hum Anatomy & Physiology I MW 1810-2000 FORMERLY BIOL 207	23102 JONH 223	0	0	0	Taylor, St
CLOSED Cell Biology & Neuroscience	BIOH 201-006 Lab	Hum Anatomy & Physiology I TR 1000-1150 FORMERLY BIOL 207	23103 JONH 223	25	25	0	Taylor, St this section is full
CLOSED Cell Biology & Neuroscience	BIOH 201-007 Lab	Hum Anatomy & Physiology I TR 1200-1350 FORMERLY BIOL 207	23104 JONH 223	25	25	0	Taylor, St
CLOSED Cell Biology & Neuroscience	BIOH 201-008 Lab	Hum Anatomy & Physiology I TR 1400-1550 FORMERLY BIOL 207	23105 JONH 223	25	25	0	Taylor, St
Cell Biology & Neuroscience	BIOH 201-009 Lab	Hum Anatomy & Physiology I TR 1600-1750 FORMERLY BIOL 207	23106 JONH 223	25	15	10	Taylor, St
CLOSED Cell Biology & Neuroscience	BIOH 201-010 Lab	Hum Anatomy & Physiology I TR 1800-1950 FORMERLY BIOL 207	23107 JONH 223	0	0	0	Taylor, St
	BIOH 201-011	Hum Anatomy & Physiology I	23108	25	23	2	Taylor, St

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."

Course Registration Guide

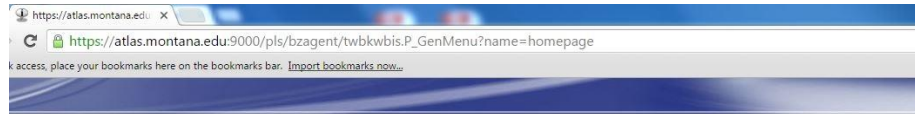
3. Click on “Log into MyInfo”

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.



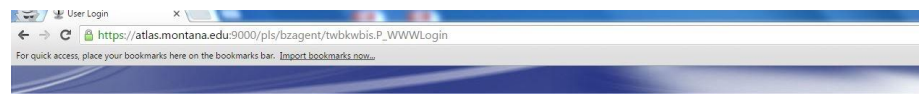
Welcome to the MSU-Bozeman campus

You must have cookies enabled on your browser to use this website.

Please note that the menu item formerly entitled 'Enter Secure Area' now appears as 'Log into MyInfo'.

MSU Alert: Register to receive urgent MSU safety messages.

- [Log Into MyInfo](#)
- [Apply for Admission](#)
- [General Financial Aid](#)
- [Campus Directory](#)
- [Schedule of Classes - find CRN here](#)
- [Schedule of Classes - Gallatin College](#)



HELP EXIT
User Login

Login Instructions:

User ID = Student/faculty/staff ID (GID) with dash (-12345678) or Social Security number with no dashes (123456789)
PIN = First-time PIN is your birthdate formatted as 23apr1989 (month must be 3 letters lower case!)

You will be prompted to change your first-time PIN upon logging in.
 Your PIN will be deactivated after 10 unsuccessful login attempts.

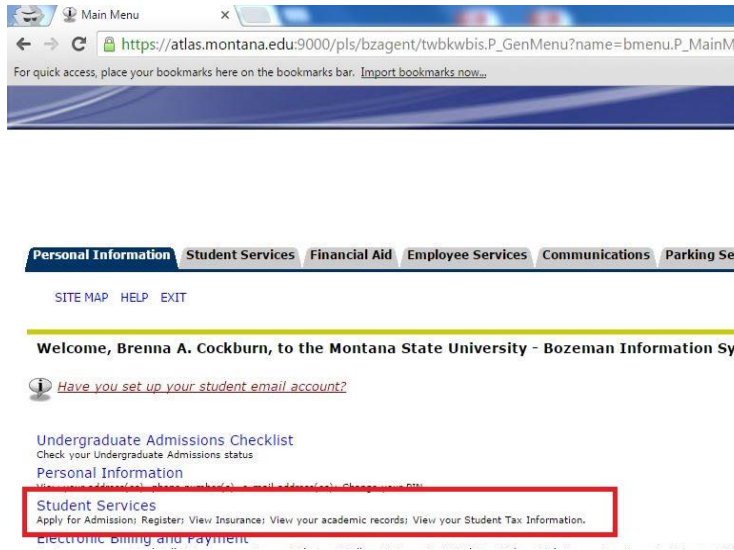
User ID:
 PIN:

Course Registration Guide

ACTION 3:

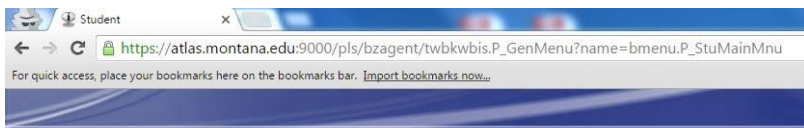
Creating a schedule in “CatCourse” and Registering for Classes

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



Course Registration Guide

3. Click on “Registration.”



Personal Information **Student Services** Financial Aid Employee Services Communications Parking Services MyApps

RETURN TO MENU SITE MAP HELP EXIT

Student Services

Click [here](#) for more information regarding MSU's Student Email Policy.

FERPA Information: Click [here](#) for the Family Education Rights and Privacy Act information.
Enrollment Verification: Connect to the National Student Clearinghouse to print a free enrollment verification certificate
Official Transcripts: Connect to the National Student Clearinghouse to order an official transcript and pay with a credit or debit card.

New Course Numbers: Click [here](#) (opens in new window) for info on new subject abbreviations and course numbers.

DegreeWorks
 Please CLEAR YOUR CACHE prior to your first login after July 1, 2015 to ensure DegreeWorks is functioning properly given the recent system upgrade.
 Please use MSU-Secure rather than MSU-Guest if connecting from the wireless network on campus.
 DegreeWorks is an electronic degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress.

Registration
 Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Registration Timetable
 Student Records

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.

Personal Information **Student Services** Financial Aid Faculty Services Employee Services Communications Parking Services MyApps

SITE MAP HELP EXIT

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](#).

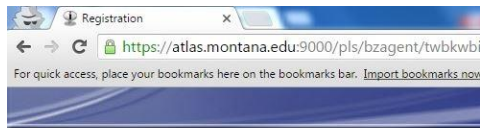
Important Notice: If you have Montana Medicaid, please **ELECT** the MSU student insurance plan. This includes the new expanded Medicaid “HELP” program. Montana Medicaid will pay your student insurance premium if you fax or send them a copy of your fee statement showing the insurance charge. The student 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.

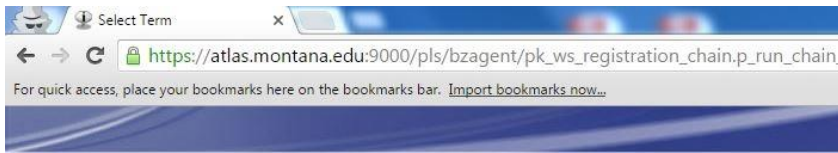
Notice: Knowingly furnishing false information to any University official, faculty member or office is a violation of the Student Conduct Code and is subject to the disciplinary sanctions of the code.

Course Registration Guide

- 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**
- Click on “CatCourse.”

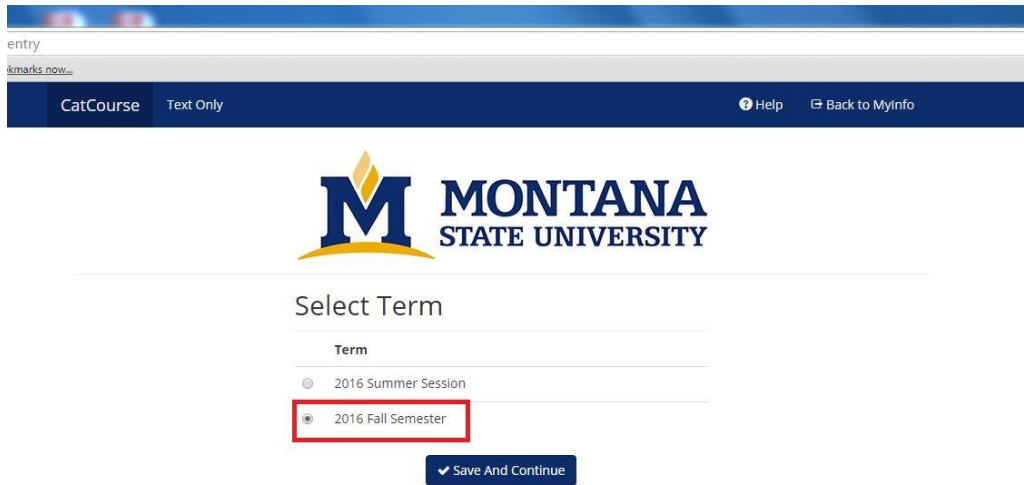


- Select “Fall 2016” and click submit.



Course Registration Guide

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



entry

marks now...

CatCourse Text Only Help Back to MyInfo

M MONTANA STATE UNIVERSITY

Select Term

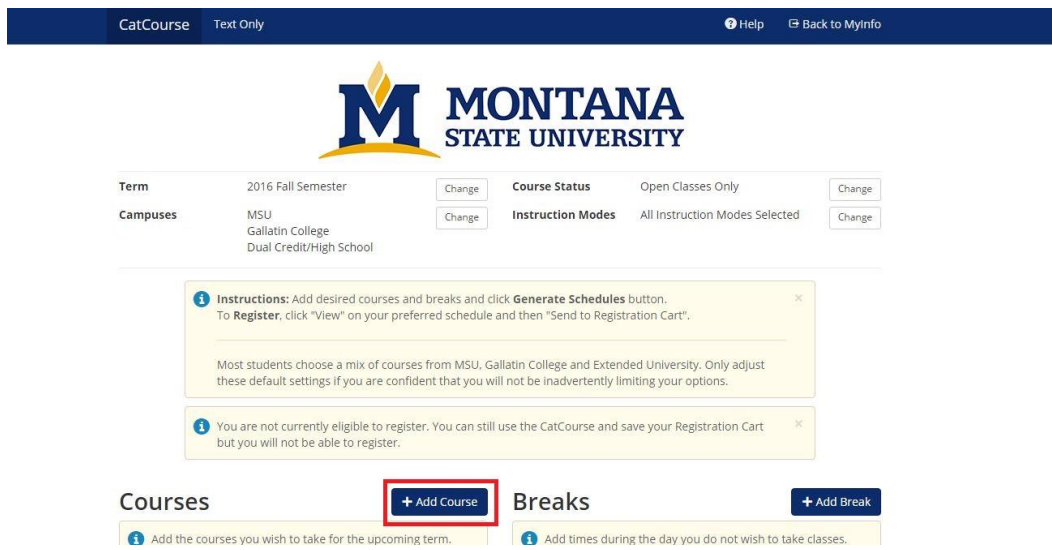
Term

2016 Summer Session

2016 Fall Semester

Save And Continue

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



CatCourse Text Only Help Back to MyInfo

M MONTANA STATE UNIVERSITY

Term 2016 Fall Semester Change Course Status Open Classes Only Change

Campuses MSU Gallatin College Dual Credit/High School Change Instruction Modes All Instruction Modes Selected Change

i Instructions: Add desired courses and breaks and click **Generate Schedules** button. To **Register**, click "View" on your preferred schedule and then "Send to Registration Cart".

Most students choose a mix of courses from MSU, Gallatin College and Extended University. Only adjust these default settings if you are confident that you will not be inadvertently limiting your options.

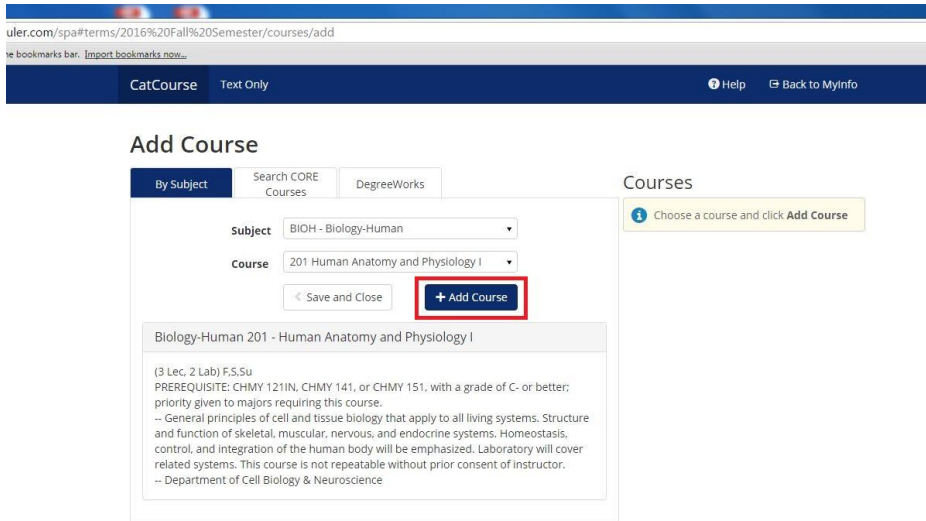
i You are not currently eligible to register. You can still use the CatCourse and save your Registration Cart but you will not be able to register.

Courses **+ Add Course** Breaks **+ Add Break**

i Add the courses you wish to take for the upcoming term. **i** Add times during the day you do not wish to take classes.

Course Registration Guide

11. Select course by subject and course number.



uler.com/spa#terms/2016%20Fall%20Semester/courses/add

ie bookmarks bar: [Import bookmarks now...](#)

CatCourse Text Only Help Back to MyInfo

Add Course

By Subject Search CORE Courses DegreeWorks

Subject: BIOH - Biology-Human

Course: 201 Human Anatomy and Physiology I

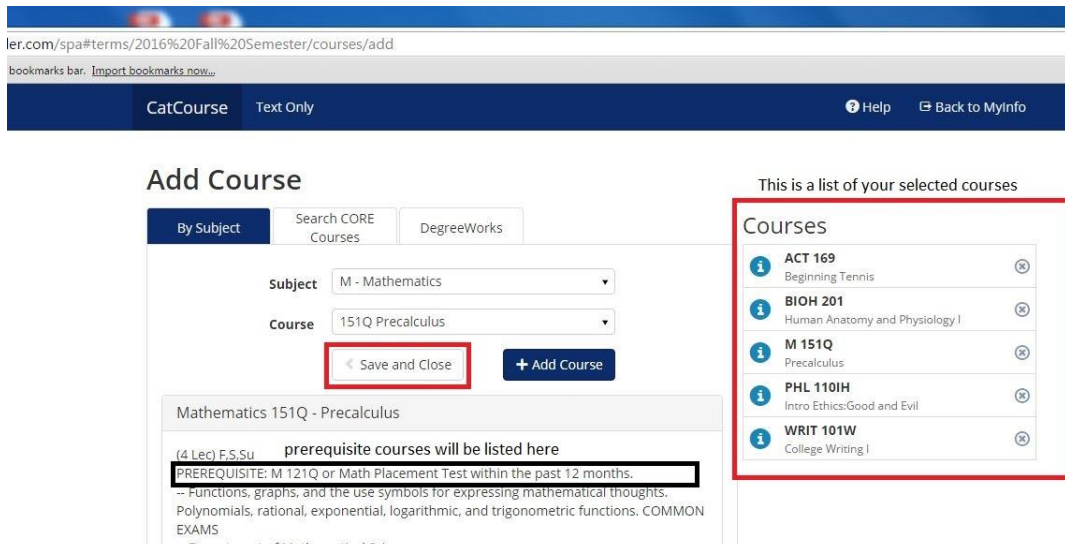
< Save and Close **+ Add Course**

Courses
Choose a course and click Add Course

Biology-Human 201 - Human Anatomy and Physiology I

(3 Lec, 2 Lab) F,S,Su
PREREQUISITE: CHMY 121IN, CHMY 141, or CHMY 151, with a grade of C- or better; priority given to majors requiring this course.
-- General principles of cell and tissue biology that apply to all living systems. Structure and function of skeletal, muscular, nervous, and endocrine systems. Homeostasis, control, and integration of the human body will be emphasized. Laboratory will cover related systems. This course is not repeatable without prior consent of instructor.
-- Department of Cell Biology & Neuroscience

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



ler.com/spa#terms/2016%20Fall%20Semester/courses/add

bookmarks bar: [Import bookmarks now...](#)

CatCourse Text Only Help Back to MyInfo

Add Course

By Subject Search CORE Courses DegreeWorks

Subject: M - Mathematics

Course: 151Q Precalculus

< Save and Close **+ Add Course**

This is a list of your selected courses

Courses

- ACT 169 Beginning Tennis
- BIOH 201 Human Anatomy and Physiology I
- M 151Q Precalculus
- PHL 110IH Intro Ethics: Good and Evil
- WRIT 101W College Writing I

Mathematics 151Q - Precalculus

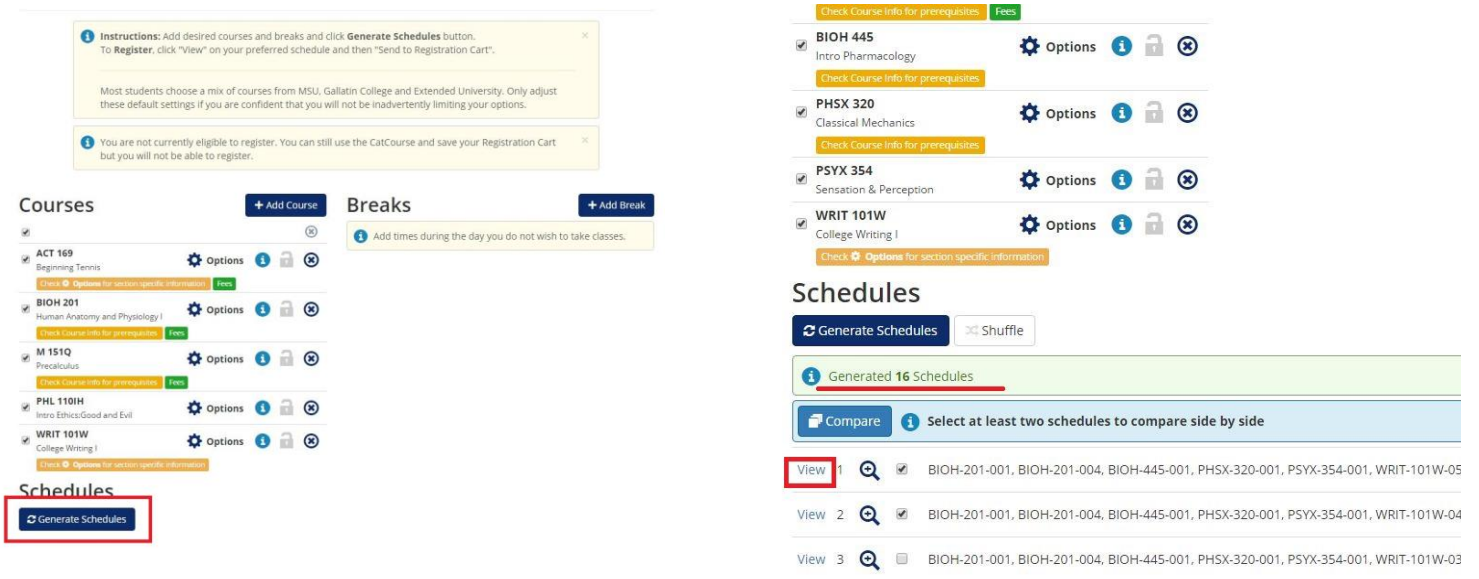
(4 Lec) F,S,Su prerequisite courses will be listed here

PREREQUISITE: M 121Q or Math Placement Test within the past 12 months.
-- Functions, graphs, and the use symbols for expressing mathematical thoughts. Polynomials, rational, exponential, logarithmic, and trigonometric functions. COMMON EXAMS
Department of Mathematical Sciences

Course Registration Guide

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.



Instructions: Add desired courses and breaks and click **Generate Schedules** button. To **Register**, click “View” on your preferred schedule and then “Send to Registration Cart”.

Most students choose a mix of courses from MSU, Gallatin College and Extended University. Only adjust these default settings if you are confident that you will not be inadvertently limiting your options.

You are not currently eligible to register. You can still use the CatCourse and save your Registration Cart but you will not be able to register.

Courses + Add Course

- ACT 169 Beginning Tennis
- BIOH 201 Human Anatomy and Physiology I
- M 151Q Precalculus
- PHL 110IH Intro Ethics/Good and Evil
- WRIT 101W College Writing I

Breaks + Add Break

- Add times during the day you do not wish to take classes.

Schedules

Generate Schedules Shuffle

Generated 16 Schedules

Compare Select at least two schedules to compare side by side

View 1 BIOH-201-001, BIOH-201-004, BIOH-445-001, PHSX-320-001, PSYX-354-001, WRIT-101W-05

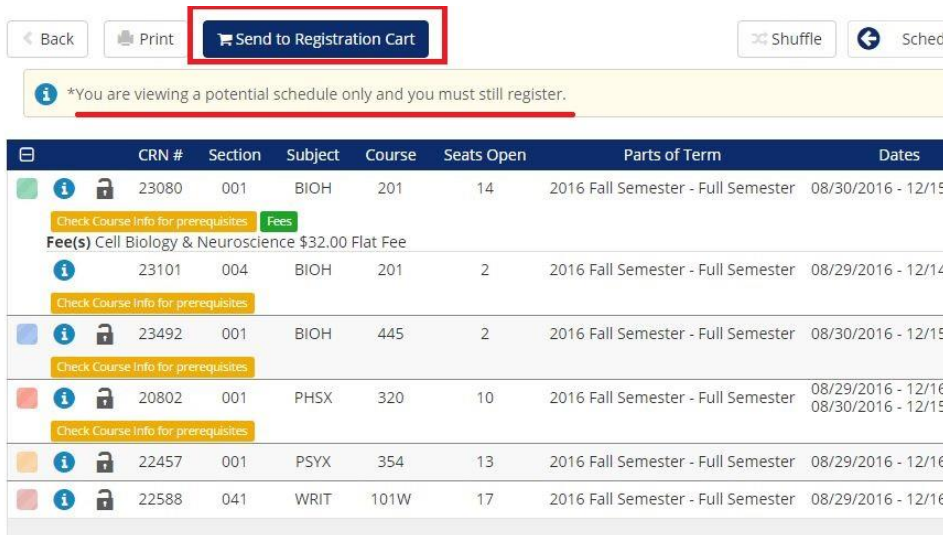
View 2 BIOH-201-001, BIOH-201-004, BIOH-445-001, PHSX-320-001, PSYX-354-001, WRIT-101W-04

View 3 BIOH-201-001, BIOH-201-004, BIOH-445-001, PHSX-320-001, PSYX-354-001, WRIT-101W-03

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	PSYX-354 CLAS - TRAP 308 Marchak, Frank M	BIOH-201 CLAS - GH 101 Taylor, Scott Edward	PSYX-354 CLAS - TRAP 308 Marchak, Frank M	BIOH-201 CLAS - GH 101 Taylor, Scott Edward	PSYX-354 CLAS - TRAP 308 Marchak, Frank M
9am					
10am					
11am					
12pm	PHSX-320 CLAS - ROBH 321 Qiu, Jiong	PHSX-320 CLAS - REID 453 Qiu, Jiong		PHSX-320 CLAS - REID 453 Qiu, Jiong	PHSX-320 CLAS - ROBH 321 Qiu, Jiong
1pm					
2pm	WRIT-101W CLAS - ROBH 208 Not Assigned		WRIT-101W CLAS - ROBH 208 Not Assigned		WRIT-101W CLAS - ROBH 208 Not Assigned
3pm					
4pm					

Course Registration Guide

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

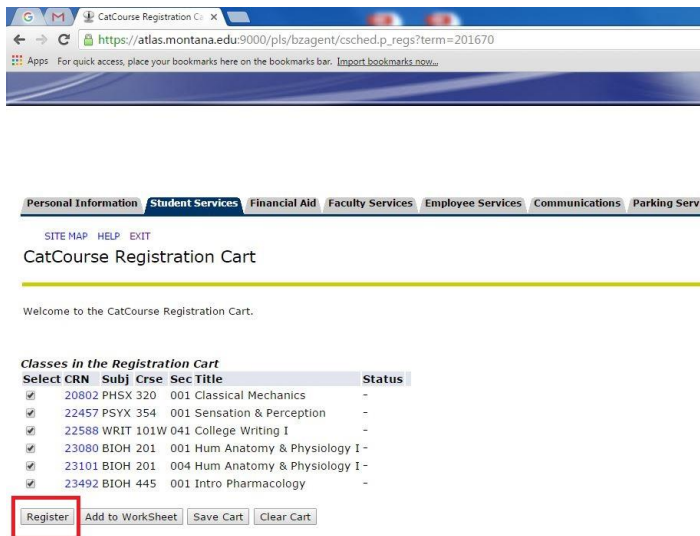


Navigation: < Back, Print, **Send to Registration Cart**, Shuffle, Sched

*You are viewing a potential schedule only and you must still register.

CRN #	Section	Subject	Course	Seats Open	Parts of Term	Dates
23080	001	BIOH	201	14	2016 Fall Semester - Full Semester	08/30/2016 - 12/15
Check Course Info for prerequisites Fees Fee(s) Cell Biology & Neuroscience \$32.00 Flat Fee						
23101	004	BIOH	201	2	2016 Fall Semester - Full Semester	08/29/2016 - 12/14
23492	001	BIOH	445	2	2016 Fall Semester - Full Semester	08/30/2016 - 12/15
20802	001	PHSX	320	10	2016 Fall Semester - Full Semester	08/29/2016 - 12/16 08/30/2016 - 12/15
22457	001	PSYX	354	13	2016 Fall Semester - Full Semester	08/29/2016 - 12/16
22588	041	WRIT	101W	17	2016 Fall Semester - Full Semester	08/29/2016 - 12/16

15. You will be directed to the “CatCourse Registration Cart”. Make sure all of the boxes are checked and click “Register.”



Personal Information | **Student Services** | Financial Aid | Faculty Services | Employee Services | Communications | Parking Services

SITE MAP | HELP | EXIT

CatCourse Registration Cart

Welcome to the CatCourse Registration Cart.

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	20802	PHSX	320	001	Classical Mechanics	-
<input checked="" type="checkbox"/>	22457	PSYX	354	001	Sensation & Perception	-
<input checked="" type="checkbox"/>	22588	WRIT	101W	041	College Writing I	-
<input checked="" type="checkbox"/>	23080	BIOH	201	001	Hum Anatomy & Physiology I	-
<input checked="" type="checkbox"/>	23101	BIOH	201	004	Hum Anatomy & Physiology I	-
<input checked="" type="checkbox"/>	23492	BIOH	445	001	Intro Pharmacology	-

Register | Add to Worksheet | Save Cart | Clear Cart

You should now be registered for your classes.

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.

Course Registration Guide

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.”

Course Registration Guide

- 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.