How to log on to MSU Campus Computers

Enter your NetID and password. If you do not know your NetID, you can find it in MyInfo under “Personal Information” and click “View IDs.” You can login as a guest first to access MyInfo.

The computer will log you on and bring you to a home screen.
Remember to use this same log-in when accessing computers throughout campus.

*Don't forget to log off when you are done using the computer.*

Accessing CatCourse

- Go to www.montana.edu/students the MyInfo tab is located on the top of the screen

- Log into “MyInfo” using your pin.
  (If you have never logged in, there are instructions on the “MyInfo” log-in page that will direct you.)

- To register for classes, click on “Student Services.”

- Click on “Registration.”

- 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.
  Enter “145236” in the “Alternate PIN” box if this is your first time accessing the registration page.

- Click on “CatCourse.”

Adding Classes

- Select the "2016 Fall Semester" term and click on the “Submit” button.

- Click the "Add Courses" button, and search for courses by subject and course number.
  When you have added all of your desired courses click "Save and Close.”

NOTE: If a blue bar appears under one of the courses on your list, this is an indication that this course has a section-specific notes related to it. Click on “Options” to see the section-specific information. You can also use “Options” to pre-select specific sections of a course you wish to include.

Registering for Classes

- If you have already registered for classes, they will appear under "Current Schedule" and will affect the generated schedules.

- Scroll to the bottom and click “Generate Schedules” to see your schedule possibilities.
  Then, click “View” to see each one. You can compare up to 4 schedules at a time, but there may only be one option available.

NOTE: There might not be a schedule that works with all your desired classes. In this case, you will need to change one or more of the conflicting classes.
Finalizing Registration

- When you have viewed and compared the schedules, select the generated schedule that you like the best, and click “Send to Registration Cart.”

- You will be directed to the CatCourse Registration Cart. Make sure all boxes are checked and click “Register.” You are now registered for your classes.

- To review your schedule, return to MyInfo home.
  - Click “Student Services”
  - Click “Registration”
  - Click “Student Schedule by Day and Time”

Registration Add-Errors?

- Time conflict errors indicate two or more of your classes overlap in time. You need to adjust your courses so there is no conflict, by selecting another section of the course or by dropping one of the conflicting courses.
  - Note: not all courses have more than one section.

- “Consent of Instructor” and “Restricted entry” means the instructor or an academic advisor has to sign an “Add/Drop” form, which you return to the Registrar’s Office, in Montana Hall, allowing you into the course.

- Closed sections of a course indicate all the seats for the class are taken. If you would like to try and get into a class that is full, you can get faculty approval by contacting the professor or going to talk to the academic advisor. An “Add/Drop” form will need to be signed and submitted to the Registrar’s Office.

- To add a course:
  - Before September 2nd use CatCourse
  - After September 2nd you need to complete an Add / Drop Request Form” with all the correct signatures.

- To drop a course:
  - Before September 9th use CatCourse
  - After September 9th you need to complete an Add / Drop Request Form” with all the correct signatures.

If you are having trouble with Registration Errors, contact a staff member and they will assist you.

<table>
<thead>
<tr>
<th>Department/Class</th>
<th>Title-Catalog Description</th>
<th>Crn</th>
</tr>
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<tbody>
<tr>
<td>University College/ UC 102</td>
<td>Leadership Foundations</td>
<td>23679</td>
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<tr>
<td>Film/FILM 101H</td>
<td>Understanding Film and Media</td>
<td>24260</td>
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<td>Geography/GPHY 141D</td>
<td>Geography of World Regions</td>
<td>20863</td>
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<td>Political Science/ PSCI 230D</td>
<td>Intro to International Relations</td>
<td>21123</td>
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<td>Political Science/ PSCI 210S</td>
<td>Intro to American Government</td>
<td>21135</td>
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<tr>
<td>Native American Studies/ NASX 105D</td>
<td>Intro Native American Studies</td>
<td>21215/21832/21833/21834</td>
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