Spring 2015
REGISTRATION HANDBOOK

Welcome to the Registration Handbook.
If you need more information or assistance, please contact the Registrar’s Office at registrar@montana.edu or (406) 994-6650.

For the most current and up-to-date information, please refer to our website: www.montana.edu/registrar

IMPORTANT SEMESTER DEADLINES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 14</td>
<td>Classes begin at 8:00 a.m.</td>
</tr>
<tr>
<td>January 21</td>
<td>Last day to add classes online using MyInfo</td>
</tr>
<tr>
<td>January 28</td>
<td>Last day to add classes with an Add/Drop form</td>
</tr>
<tr>
<td>January 28</td>
<td>Last day to drop courses online using MyInfo</td>
</tr>
<tr>
<td>February 4</td>
<td>Last day to drop classes without a grade</td>
</tr>
<tr>
<td>February 4</td>
<td>Students who have not confirmed their bill (paid fees) will be dropped from their classes at 4:30pm.*</td>
</tr>
<tr>
<td>Feb. 5-April 17</td>
<td>Dropped courses are graded “W”</td>
</tr>
<tr>
<td>April 20-May 8</td>
<td>No drops are allowed</td>
</tr>
<tr>
<td>May 4- 8</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 9</td>
<td>Spring Commencement</td>
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* See pages 4, 12, and 31 for bill confirmation (fee payment) deadlines
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<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dec 19, Friday</td>
<td>Priority confirmation date for students expecting a Financial Aid refund check on the first day of class for Spring 2015 (provided all financial aid requirements have been satisfied).</td>
</tr>
<tr>
<td>Jan. 9, Friday</td>
<td>$40 Late Fee assessed at 4:30 p.m. for all students (registered on or before Jan. 2 who have not confirmed their bill (paid fees) by Jan. 9, 2015.</td>
</tr>
<tr>
<td>Jan 9, Friday</td>
<td>Bill Confirmation (Fee Payment) with the Student Accounts Office by 4:30pm for students registered on or before Jan. 2: Mail (Box 172640), Fax (406-994-1954), E-Mail (<a href="mailto:studentaccounts@montana.edu">studentaccounts@montana.edu</a>) confirm your bill on the Web in “MyInfo,” or pay by credit card /e-check.</td>
</tr>
<tr>
<td>Jan 12-13</td>
<td>New Freshmen and Transfer Student Orientation and registration for classes</td>
</tr>
<tr>
<td>Jan. 12, Monday</td>
<td>Graduate Student Orientation-8:30-12:00, Leon Johnson 346</td>
</tr>
<tr>
<td>Jan. 13, Tuesday</td>
<td>Graduate Teaching Assistants Orientation 9:00-12:00, Leon Johnson 346</td>
</tr>
<tr>
<td>Jan 14, Wednesday</td>
<td>Classes begin at 8:00 am.</td>
</tr>
<tr>
<td>Jan 14, Wednesday</td>
<td>Graduate school one-credit extension deadline.</td>
</tr>
<tr>
<td>Jan 14-21</td>
<td>Students may continue to add courses using the web.</td>
</tr>
<tr>
<td>Jan 19, Monday</td>
<td>Martin Luther King holiday; No Classes; Offices closed.</td>
</tr>
<tr>
<td>Jan 21, Wednesday</td>
<td>Last day to add courses using “My Info.” After this day, students must submit an Add/Drop form with Instructor and advisor signatures; last day to add courses is Wednesday, January 28th.</td>
</tr>
<tr>
<td>Jan 21, Wednesday</td>
<td>Bill Confirmation (Fee Payment) with the Student Accounts Office by 4:30pm for students registered on or after Jan.3 Mail (Box 172640), Fax (406-994-1954), E-Mail (<a href="mailto:studentaccounts@montana.edu">studentaccounts@montana.edu</a>) confirm your bill on the Web in “MyInfo,” or pay by credit card/e-check.</td>
</tr>
<tr>
<td>Jan. 21, Wednesday</td>
<td>$40 Late Fee assessed at 4:30pm for all students (registered on or after Jan. 3 who have not confirmed their bill (paid fees).</td>
</tr>
<tr>
<td>Jan. 28, Wednesday</td>
<td>Last day to drop courses using “MyInfo.” After this day, students must submit an Add/Drop form with Instructor and advisor signatures; last day to drop courses without a grade is Wednesday, February 4th.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jan. 28, Wednesday</td>
<td>After this date, Adds are permitted for extraordinary reason only, requests for auditing courses will not be accepted, and changes may not be processed for Pass/Fail grading.</td>
</tr>
<tr>
<td>Feb. 4, Wednesday</td>
<td>Last day to request health insurance refund from Student Health Insurance Office.</td>
</tr>
<tr>
<td>Feb. 4, Wednesday</td>
<td>Students who have not confirmed their bill (paid fees) will be dropped from their classes at 4:30 p.m.</td>
</tr>
<tr>
<td>Feb. 4, Wednesday</td>
<td>No refunds for classes dropped after this date. Payment for classes added after this date is required.</td>
</tr>
<tr>
<td>Feb. 4, Wednesday</td>
<td>Last day to drop a class without a grade.</td>
</tr>
<tr>
<td>Feb. 4, Wednesday</td>
<td>$80 Late Fee assessed at 4:30 pm for all registered students who have not confirmed their bill (paid fees).”</td>
</tr>
<tr>
<td>Feb 5 – April 17</td>
<td>Dropped courses are graded “W.” Students must submit an Add/Drop form with instructor and advisor signatures.</td>
</tr>
<tr>
<td>Feb. 5, Thursday</td>
<td>Last day for graduate students to file “Application for Advanced Degree” to graduate.</td>
</tr>
<tr>
<td>Feb 16, Monday</td>
<td>President’s Day Holiday-no classes.</td>
</tr>
<tr>
<td>March 2, Monday</td>
<td>Last day to submit an Application for Baccalaureate Degree for Summer and Fall 2015 graduation.</td>
</tr>
<tr>
<td>March 9-13</td>
<td>Spring Break-no classes; offices open.</td>
</tr>
<tr>
<td>March 16, Monday</td>
<td>Advising and course selection for continuing students for Summer 2015 and Fall 2015.</td>
</tr>
<tr>
<td>April 3, Friday</td>
<td>University Day Holiday-no classes, offices open.</td>
</tr>
<tr>
<td>April 20 - May 8</td>
<td>No Drops allowed.</td>
</tr>
<tr>
<td>April 21, Tuesday</td>
<td>Last day for master’s comprehensive or doctoral final examination.</td>
</tr>
<tr>
<td>April 21, Tuesday</td>
<td>Last day for approval of thesis, dissertation, or professional paper (if professional paper is submitted to the library) by Graduate Dean.</td>
</tr>
<tr>
<td>May 4-8</td>
<td>Finals Week</td>
</tr>
<tr>
<td>May 9, Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 18, Monday</td>
<td>Summer Semester Begins</td>
</tr>
<tr>
<td>August 24, Monday</td>
<td>Fall Semester Begins</td>
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</tbody>
</table>
My Passwords: To change your Net ID, Desire2Learn, or Library password, go to
http://password.montana.edu

For a current Schedule of Classes with timelines and procedures, go to
http://www.montana.edu/students/ select “MyInfo,” then
“Schedule of Classes - find CRN here.”

General education requirements, CORE 2.0 are located at:
catalog.montana.edu/core-general-curricular-requirements/

Questions regarding eligibility for Math courses, use the Math Placement Flow Chart at:
www.math.montana.edu/undergrad/policies.html, then click on the link for ACT, SAT
and Math Hierarchy Flowchart.

Information on Spanish courses, and placement for previous course work in Spanish, go to:
www.montana.edu/wwwml

Undergraduate students who need help with choosing a degree program, or completing CORE
requirements, try the Academic Advising Center at www.montana.edu/wwwus/advising.

Minimum grade requirements effective Fall Semester 2005, established by the Montana University
System Board of Regents, go to: http://mus.edu/borpol/bor300/301-5-3.pdf and select
“Minimum Competency Requirements”

For questions on the Student Conduct Guidelines and Grievance Procedures:
www.montana.edu/wwwds

For information about disability services or accommodations, veteran’s affairs and nontraditional
age student services, contact www.montana.edu/wwwres/

Graduate School: catalog.montana.edu/graduate/

Desire2Learn, learning management system: http://ecat.montana.edu
Not all instructors choose to use Desire2Learn; those who do must activate the course in order for
students to see it. If you don’t see your course as of the start date, please contact your instructor.
DegreeWorks is a web-based degree audit and tracking system for students and academic advisors to monitor progress toward degree completion. It also allows for advising notes and provides a place to create semester plans. DegreeWorks provides a more accessible, convenient, and organized way for students to know their academic standing, and how best to plan the rest of their college careers. The “What-If” allows students to view how their progress changes with a new major, which classes can still be applied towards the new major or minor, and which new classes need to be taken.

The “Plans” tab allows students to plot their courses through graduation. Some departments require that students complete a plan prior to attending their advising session.

**Students should review their DegreeWorks worksheet before meeting with their advisor.**

To review your DegreeWorks worksheet, log into MyInfo > Secure Area > Student Services > DegreeWorks.

For more information about DegreeWorks including instructions, frequently asked questions, and an introductory video, check out www.montana.edu/degreeworks.

If you have questions about your progress toward your degree you should consult your academic advisor.

If you have questions about the accuracy of the courses as they appear on your DegreeWorks worksheet, please check out the Frequently Asked Questions section on the degreeworks website www.montana.edu/degreeworks. There, you can contact the DegreeWorks technical team if you do not find an answer to your questions.
GENERAL PROCEDURE REMINDERS

Students are responsible for knowing regulations governing registration, Add/Drops, withdrawals, and other procedures and regulations outlined in this publication, the University Catalog, and any special registration instructions which may be issued on a semester basis.

Registration Checklist
1. All outstanding fees/charges must be paid before registration.
2. Refer to the University Catalog at catalog.montana.edu for information about courses offered.
3. Review your Degree Works worksheet (see page 8) to plan your next semester’s course selection.
4. Meet with an advisor during the advising period to receive your Advising and Registration Form (ARF).
5. Use MyInfo to register for classes. If MyInfo indicates you are NOT allowed to register, see the appropriate office. Go to page 14 or detailed registration instructions.
6. Make sure you pay your bill to confirm your registration and hold your classes.

Classification of Students
Students are classified as follows:
• **Freshman**: a student who has earned less than 30 semester credits and who is entitled to regular or conditional admission.
• **Sophomore**: a student who has earned 30-59 credits.
• **Junior**: a student who has earned 60-89 credits.
• **Senior**: a student who has earned 90 or more credits.
• **Second bachelor’s degree candidate**: a student seeking a bachelor’s degree who has already earned one bachelor’s degree (Post Baccalaureate status).
• **Non-degree graduate student**: a student with at least a bachelor’s degree but not seeking another degree.
• **Graduate degree student**: a student who has at least a bachelor’s degree and has been accepted into the Graduate School.
• **Non-degree undergraduate**: undergraduate taking self-interest courses.

Add Procedure
Students may add courses using MyInfo through the 5th class day of the semester. After the 5th day, all adds require signatures from the instructor and advisor on the Add/Drop form. After the 10th day of the semester, all adds require the additional signature of the Academic College Dean on the Add/Drop form.
Drop Procedure
Students may drop courses using MyInfo through the 10th day of the semester. After the 10th day of the semester, all drops require signatures from the instructor and the advisor on the Add/Drop form. Although no refund will be given after the 15th day of the semester, students may continue to drop one or more courses with a grade of "W" up through the last day of the official registration period, with the approval of the academic advisor and the course instructor.

1. Students obtain the Add/Drop form from their advisor, department, the Registrar's Office, or online: www.montana.edu/registrar.
2. Seek the instructor's approval. If the instructor approves and signs the form, go to your advisor.
3. Discuss with your advisor the reason for the change. If the advisor approves and signs the form, return the completed Add/Drop form to the Registrar's Office with a picture ID.

University Withdrawal
An undergraduate student who, for personal reasons, must withdraw his or her entire registration during a semester, should initiate a request for a University Withdrawal from the Office of Student Success. Graduate students need to contact The Graduate School.

A student who withdraws before the end of the 15th day of the semester will not receive grades for any of their courses. Thereafter, through the last day of instruction, a grade of “W” will be assigned on all courses for which the student is registered unless the Office of Student Success indicates otherwise.

While the registration fee ($30), tuition payment plan processing fee, orientation fee, ID fee, late fees, social fee, foreign student fee and dorm deposit are not refundable, all other tuition and fees will be refunded based upon the following schedule. The Office of Student Success record will determine the date used for refunding.

<table>
<thead>
<tr>
<th>Days of Instruction</th>
<th>Percent Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to January 14</td>
<td>100</td>
</tr>
<tr>
<td>January 14 - 21</td>
<td>90</td>
</tr>
<tr>
<td>January 22 - 28</td>
<td>75</td>
</tr>
<tr>
<td>January 29 - February 4</td>
<td>50</td>
</tr>
<tr>
<td>February 5 forward</td>
<td>0</td>
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</tbody>
</table>

No refund of health or dental fees are given if medical services have been provided.

A student who leaves the campus without withdrawing his or her registration through regular channels will receive “F” grades in all courses for which he or she was registered.
Cancellation of Courses
A course may be cancelled for lack of sufficient enrollment or other appropriate rea-
son, up to the end of the 10th day of university instruction. Such cancellation requires
the approval of the dean of the college and the vice president for academic affairs and
is not official until these approvals have been obtained.

Registered Students Who Fail to Attend Class
During the third day of university instruction and thereafter, those students who have reg-
istered, but have not attended class, may be required by the instructor to drop the course
when space or equipment is limited and other students want to add that class. Students are
not automatically dropped. This requires a student-initiated Add/Drop form.

Registered Students Who Fail to Pay Fees
Students are personally responsible for paying all fees at the time designated for each
semester. Failure to pay fees or to confirm attendance by the due date may result in the loss
of all classes. (Refer to pages 4-5 for deadline dates and explanations.) Any student who
continues to attend class after the 15th semester day, even though attendance confirmation
or payment has not occurred, is responsible for all charges related to that semester.

Make-Up of “I” Grades
An “I” grade make-up is reported by the department to the Registrar on a Grade
Change form. Make-up of “I” grades must be accomplished by the end of the next
semester of the student’s enrollment or the completion date indicated on the “I”
Grade Authorization form. If the grade is not reported to the Registrar’s Office, the
“I” reverts to an “F” grade, unless the instructor submits a written request for an
extension of time.

Pass/Fail Elective Courses
Undergraduate students may elect to take some of their university courses on a “pass/
fail” basis subject to the following restrictions:
1. Students can elect the pass/fail option only for courses that are outside their require-
ments for graduation. Pass/fail courses may not be applied toward completion of
Core requirements. These restrictions do not apply to ACT activity courses.
2. A student may not register for more than one pass/fail elective course per semester,
excluding one-credit ACT activity courses. Pass/fail requests cannot be accepted
after the 10th day of university instruction.
3. Undergraduate students may take a maximum of 12 credits of pass/fail elective
courses. This maximum does not include courses which are offered only on a pass/
fail basis.
4. Students may register for pass/fail grading with written permission from their advisors, college deans, and the instructors of the course. The Registrar’s Office has forms for this purpose.

5. Students may change a pass/fail registration to a regular registration, or a regular registration to a pass/fail registration, prior to the end of the 10th day of university instruction. Students will follow the regular Add/Drop procedures, except that students changing to a pass/fail registration must also secure the written permission of the instructor and advisor (see 4 above).

6. Prerequisites will apply for all courses taken on a pass/fail basis.

7. The instructor’s requirement to obtain a grade of “P” in the course must be submitted with the Request for Pass/Fail form.

8. The Graduation and Admission Requirements Committee will review petitions for exceptions to the pass/fail policy.

Graduate students should consult the on-line Graduate catalog (catalog.montana.edu/graduate) concerning pass/fail courses.

**Deficiencies and “I” Grade Makeups for Graduating Seniors**

All make-up grades, correspondence work, and transcripts must be completed and filed in the Registrar’s Office at least one month before the end of the semester of expected graduation. Students must be registered at Montana State University the semester they complete their degree requirements.

**Grade Reports**

Grades will be processed at the end of the semester after all grade rosters have been submitted. Students wishing to receive their grades can access them via MyInfo.

**Notification of Degree Candidacy**

For students graduating in the Spring, applications must be filed with the Registrar’s office by October 1. Students graduating in the Summer or the Fall must file their application with the Registrar’s office by March 1. Former students, who are graduating the semester of their return, must submit this form by the 15th semester day.

Applications for a Baccalaureate Degree are available online.

**Late Fee**

Students who have registered on or before January 2, 2015, and who have not paid fees or confirmed their bill by 4:30 pm on January 9, 2015, will be assessed a $40 late fee.

Students who registered on or after January 3, 2015, and who have not paid fees, confirmed their bill, or registered for classes by 4:30 pm on January 21, 2015, will be assessed a $40 late fee.
An additional $40 will be charged to anyone paying fees, confirming their bill, or registering for classes after the 15th class day (February 4, 2015).

**Suspended Students**
Suspended students, who are reinstated or whose suspension is rescinded, must file an “Intent to Register” form with the Registrar’s Office.

**Transcript Requests**
For every transcript request, a fee of $3 per copy will be charged. Fees and a signature must accompany the request for transcripts. Outstanding university bill(s) must be paid before transcripts will be issued to students with holds on their accounts.

Under normal conditions, requests for transcripts will be processed four to six working days after they are received in the Registrar’s Office. Transcript requests for registered students during Finals Week will not be honored until that semester’s grades are posted.

Transcripts are sent only upon the student’s written request or online through the National Student Clearinghouse website (www.studentclearinghouse.org). For more information, go to www.montana.edu/registrar. Telephoned, emailed, or faxed requests will not be processed.

**Student Electronic Communications Policy**
All students currently enrolled at Montana State University are assigned an email address. Email is a mechanism for official communication within Montana State University. Official email communications are intended only to meet the academic and administrative needs of the campus community. Official university email accounts will be created automatically for all enrolled students in MSU Google Apps where the students logon from the link for Student E-mail on the MSU home page (http://www.montana.edu/students) with their NetID and password. You can set your NetID password by visiting http://password.montana.edu. Students are expected to check their e-mail no less frequently than twice a week in order to stay current with university related communications. Students have the responsibility to recognize that certain communications may be time-critical. Faculty will determine how electronic forms of communication will be used in their classes, and will specify their requirements in the course syllabus. Faculty can therefore make the assumption that students’ official e-mail is being accessed and they can use email, chats and message boards for their classes accordingly.

**Refund Checks**
Any refund due to a student as a result of financial aid, dropping credits, etc., will be dispersed by Direct Deposit or mailed to the student if the student has not signed up for Direct Deposit. To sign up for Direct Deposit, choose Electronic Billing & Payment from your MyInfo page, and click on Quik Pay. Note: Please be sure your addresses are kept current.
REGISTRATION INSTRUCTIONS

Before Registering for Courses
1. **Check your Degree Works audit and create a “plan”** for the next semester. Please see page 8 for more information.
2. **Meet with your advisor.** If you do not have an advisor, the department of your major will appoint one to you. If you are a new student, you will meet with an advisor during Orientation.
3. **Your advisor will provide you with your Advising Registration Form (ARF) which contains your Alternate PIN.** You will only need your Alternate PIN (sometimes referred to as an “Advisor PIN”) to register for classes when prompted by the MyInfo system.
4. **Do you have any holds (immunization requirements, outstanding financial bills, academic problems) on your account?** If so, you may not be able to register for courses. MyInfo will list any holds on your account as well as which office to contact to correct the situation.
5. **If you did not attend classes the previous semester and wish to return,** you will need to submit an **Intent to Register form,** which is located in the “Student Services” tab of MyInfo.

Registering for Courses
Follow these step-by-step instructions and registering for courses will be easy! If a pop-up 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 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. This is either your student ID number with a dash in front of the first number (example: -01234567) or your Social Security number without any dashes (example: 123456789.)
5. Enter your MyInfo PIN.
   • If you have never entered the secure area before, or if your PIN has been reset, your PIN is your birthdate. For example, if you were born on April 9, 1992, your PIN would be 09apr1992. Please note that this format is case sensitive, and must be entered without any spaces or dashes.
   • If you have entered the secure area before, then your PIN is whatever you have previously designated.
   • If you have forgotten your PIN, proceed to step 6.
6. If you have forgotten your PIN, enter your user ID as listed in step 4, then click on “Forgot Pin?” The system will then prompt you to answer the security questions that you have previously set up.

7. Please explore the different options available in MyInfo if you have not already done so; learn what MyInfo has to offer (including waiving the Health Insurance Fee, updating your addresses and viewing your bill.) For registering for classes, click on “Student Services.”

8. Click on “Registration.”

9. Click on “Add/Drop Classes.”

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

11. 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.

12. Select the appropriate term, and click on “Submit.”

13. 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 is the “Alternate PIN” (often referred to as the “Advisor PIN”) found on your ARF 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.”

14. If you receive an error message indicating that registration is not allowed, check the registration timetable (page 17) to verify that you are indeed eligible to register at that time. If you should be able to register based on the timetable and registration status, but you are receiving a message stating that you are not, call the Registrar’s Office (406-994-6650). If the system indicates that you have a hold on your account that prevents registration, go to your MyInfo and click on “Enter Secure Area.” Following log-in, click the “Student Services” tab, then “Student Records,” and finally “View Holds.”

15. 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 numbers—see glossary for more information) of the courses you want, simply enter them into the boxes and click on “Submit Changes.” The system may be a bit slow as it has to gather data from many different areas, so please be patient.

16. Courses offered with variable credits (credits appear as a range, i.e. 1-12) will default to the minimum credit. To change the number of credits in MyInfo, click on the underlined credits, make the change in the box that opens, and select “Submit changes.” Credits may also be changed with an Add/Drop form.
17. Common 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). Please be advised that some courses have three components; for example a lecture, lab and recitation.

- Time conflict errors indicate that two or more of your classes overlap in time. You will either need to adjust your courses so there are no time conflicts, or bring a signed Add/Drop form to the Registrar’s Office for manual entry into the course.

- Consent of Instructor and Restricted Entry designations indicate that an instructor or department administrator is required to either register you for the course, or sign an Add/Drop form to be brought to the Registrar’s Office for manual entry into the course.

- 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 an Add/Drop form.

18. In MyInfo, 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 “Submit Changes”.

19. To find a class while in the “Add/Drop Classes” area, click on the “Class Search” button. You can choose to search classes by subject, instructor, or time.

20. If there is a class in the class search that you want, check the 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 or designated Restricted Entry or Consent of Instructor. Please refer to number 17 above for instruction on how to register for these courses.

21. 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.

22. Once you have registered for classes, your bill will be automatically generated and will be viewable from the “Student Records” portion of MyInfo. 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 located in Montana Hall. Failure to pay or confirm your bill by the 15th class day of the semester will result in the loss of your classes.

WEB REGISTRATION TIMETABLE — FOR SPRING 2015

Spring 2015 Registration Access (Begins in October, 2014)
Initiated by students and to support progress toward degree completion, access to registration will be based on your earned credits and class standing. This access to registration removes the previous randomly assigned access dates, and enables students to better plan academic programs as they work toward degree completion. Be sure to check the Registration timetable so that you see your advisor before your listed registration start date. Your registration access begins on the assigned date, but continues through the 5th day of Fall Semester.

UNDERGRADUATE REGISTRATION SCHEDULE FOR SPRING 2015

Registration days are based on current class standing and current total earned credits.

Each registration day begins at 8:00am.

Graduates and Post-Baccs begin registration on October 29th at 8:00am.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 27</td>
<td>October 28</td>
<td>October 29</td>
<td>October 30</td>
<td>October 31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seniors 109 and above earned credits</td>
<td>Seniors 100 to 108 earned credits</td>
<td>Seniors 90 to 99 earned credits</td>
</tr>
<tr>
<td>November 3</td>
<td>November 4</td>
<td>November 5</td>
<td>November 6</td>
<td>November 7</td>
</tr>
<tr>
<td>Juniors 76 to 89 earned credits</td>
<td>Election Day</td>
<td>Juniors 70 to 75 earned credits</td>
<td>Juniors 60 to 69 earned credits</td>
<td>Sophomores 47 to 59 earned credits</td>
</tr>
<tr>
<td>November 10</td>
<td>November 11</td>
<td>November 12</td>
<td>November 13</td>
<td>November 14</td>
</tr>
<tr>
<td>Sophomores 40 to 46 earned credits</td>
<td>Veteran’s Day</td>
<td>Sophomores 30 to 39 earned credits</td>
<td>Freshmen 16 to 29 earned credits</td>
<td>Freshmen 0 to 15 earned credits</td>
</tr>
</tbody>
</table>
### SCHEDULE WORKSHEET

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
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</thead>
<tbody>
<tr>
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### ALTERNATE SCHEDULE WORKSHEET

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<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
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<tbody>
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FINAL EXAMINATIONS

SCHEDULES FOR FINAL EXAMINATION
Regular classrooms will be used for the examinations unless instructors make special arrangements through the Registrar’s Office. Examinations in courses must be scheduled according to the class sequence. Announcements of time and room should be made by the instructor for all examinations. Rooms must be reserved with the Registrar’s Office for “Common Final” examinations in order to avoid conflicts. Instructors will announce to their classes the rooms to be used for all common final examinations. Final examinations in one-credit courses are to be given during the last regular class period. For classes beginning 5:00 p.m. or later, final exams are given at 8:00 p.m. - 9:50 p.m. on Monday if your course meets M, W, or F, and on Tuesday if your course meets T or R.

Exception: No formal laboratory classes are held during final examination days.

Final examinations for all other courses are scheduled by the Registrar, and published online.

It is the policy of the university to consider the examination period as instructional time, and it is expected that some instructional use is made of this period even if a final examination is not given.

When a final examination is given, it must be given at the time shown in the examination schedule. However, under some circumstances an instructor may require that a student take an early final exam. The Dean of Students may authorize an “I” grade in cases of true medical or family emergencies which require the student to be absent during the Final Exam.

Final exams are listed by course number online at http://www.montana.edu/registrar/Schedules.php. These times will replace the meeting times that are determined by the regularly scheduled class meeting.

A student who has three (3) or more final examinations on any one day should first work with the instructors of the courses to see if one exam could be rescheduled. If this rescheduling cannot be resolved, then the student should contact the assistant dean of his or her college at least one week before the beginning of final examination week for assistance in resolving the conflict.

COMMON HOUR EXAMS
Departments may request common examinations in multi-section courses throughout the semester. The following is the Common Hour Exam policy.

Common Hour Examination Policies:
1. The nominal examination time may be from one to two hours.
2. For each Common Hour Examination, students will be excused from an equivalent period of instruction.
3. Requests regarding the date, duration, and room assignments for Common Hour Examinations must be submitted to the Registrar’s Office by the 10th class day of the prior semester.

4. Departments must provide for make-up examinations or other equivalent means of evaluating the student who are absent from the scheduled examination for legitimate reasons.

4.1. Make-up examinations for conflicts are to be given only to those students who, at the same hour:
   a. Have another Common Hour Examination
   b. Have a regularly scheduled class
   c. Are engaged in an activity or event sanctioned in paragraph 310.01 of the Student Conduct Code. (Official student representatives with a regularly scheduled practice or meeting that conflicts with a Common Hour Exam see point 5 below.)
   d. Sustained a personal emergency that prevented participation in the scheduled examination.

4.2. During the third week of classes, the Registrar’s Office will generate a list of the students who have conflicts among scheduled Common Hour Examinations (cf 4.1.a.). This list will be updated regularly after that date and made available to all instructors. A priority list for resolving conflicts between Common Hour Examinations (cf 4.4.) will also be published during the third week of classes.

4.3. Students are responsible for identifying all conflicts. Apart from unforeseeable, personal emergencies (4.1.d.), students are required to confirm the need for make-up examinations with the instructor as early as possible, but no later than ten days before the schedule examination.

4.4. In the event of a conflict between scheduled Common Hour Examinations (cf 4.1.a.), the priority of scheduled versus make-up examinations will be determined by the priority list published by the Registrar’s office. The order of priority will vary from semester to semester.

4.5. Dates for make-up examinations will be arranged by the instructor. The examinations are to be equivalent to the original examinations as a means of evaluating the student. These examinations and their scheduling are to be non-punitive.

5. All faculty should consider the Common Hour Examination schedule when planning their own evening examinations and other activities. Common Hour Examinations take precedence over all activities that occur outside of scheduled class hours.
EXPLANATION OF THE TIME SCHEDULE OF CLASSES
All courses are scheduled, generally, between the hours of 8 a.m. and 5 p.m., Monday through Friday.

The following abbreviations are used in the Time Schedule of Classes:
Rct—Recitation/Discussion    M—Monday
Lab—Laboratory               T—Tuesday
Stu—Studio                   W—Wednesday
Ind—Independent Study        R—Thursday
Lec—Lecture                  F—Friday
Sem—Seminar                  S—Saturday
                                U—Sunday

Class Hours
M, W, F classes
8:00 to 8:50 a.m.          11:00 to 11:50 a.m.          2:10 to 3:00 p.m.
9:00 to 9:50 a.m.          12:00 to 12:50 p.m.          3:10 to 4:00 p.m.
10:00 to 10:50 a.m.            1:10 to 2:00 p.m.          4:10 to 5:00 p.m.

T, R classes
8:00 to 9:15 a.m.              10:50am to 12:05 p.m.      1:40 to 2:55 p.m.
9:25 to 10:40 a.m.            12:15 to 1:30 p.m.            3:05 to 4:20 p.m.
                       4:30 to 5:45 p.m.
University Core 2.0 Course Descriptions
The letter following the course number denotes core courses.

**Foundation Courses**
- US - University Seminar
- W - College Writing
- Q - Quantitative Reasoning
- D - Diversity
- CS - Contemporary Issues in Science

**Ways of Knowing Courses**
- IA - Inquiry Arts
- R - Research
- IH - Inquiry Humanities
- RA - Research Arts
- IN - Inquiry Natural Science
- RH - Research Humanities
- IS - Inquiry Social Science
- RN - Research Natural Science
- RS - Research Social Science

Example: CLS 101US Knowledge & Community, 3 cr., designates that this course is in the University Seminar Core 2.0 group.

The mission of **CORE 2.0** is to enhance students’ use of multiple perspectives in making informed critical and ethical judgments in their personal, public, and professional lives.

**Foundation:** Students learn to think, speak, and write effectively; evaluate the oral and written expression of others; and use complex knowledge in making decisions and judgments.

**Inquiry:** Students are introduced to the methods used to discover and create the factual and theoretical knowledge of the discipline.

**Research:** Students experience the process of research or creative activity as a unique intellectual practice leading to a scholarly or artistic product.
**CORE 2.0 (cont.)**

The mission of CORE 2.0 is to enhance students’ use of multiple perspectives in making informed critical and ethical judgments in their personal, public, and professional lives.

<table>
<thead>
<tr>
<th>Foundation Courses: Students learn to think, speak, and write effectively; evaluate the oral and written expression of others; and use complex knowledge in making decisions and judgments.</th>
<th>FOUNDATION COURSES</th>
<th>COURSE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Seminar (US) (at least 3 credits)</td>
<td></td>
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</tr>
<tr>
<td>College Writing* (W) (at least 3 credits)</td>
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<td></td>
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<tr>
<td>Quantitative Reasoning (Q) (at least 3 credits)</td>
<td></td>
<td></td>
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<tr>
<td>Diversity (D) (at least 3 credits)</td>
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<td></td>
</tr>
<tr>
<td>Contemporary Issues in Science (CS) (at least 3 credits)</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inquiry Courses: Students are introduced to the methods used to discover and create the factual and theoretical knowledge of the discipline.</th>
<th>WAYS OF KNOWING: INQUIRY AND RESEARCH &amp; CREATIVE EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts (IA or RA) (at least 3 credits)</td>
<td></td>
</tr>
<tr>
<td>Humanities (IH or RH) (at least 3 credits)</td>
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</tr>
<tr>
<td>Social Sciences (IS or RS) (at least 3 credits)</td>
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<tr>
<td>Natural Science (IN or RN) (at least 3 credits)</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Courses: Students experience the process of research or creative activity as a unique intellectual practice leading to a scholarly or artistic product.</th>
<th>Research &amp; Creative Experience (R, RA, RH, RN, or RS) (at least 3 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses designated RA, RH, RN, or RS fulfill two Core 2.0 requirements. For example, a course designated as RA will satisfy both the Inquiry Arts and the Research &amp; Creative Experience Core 2.0 requirements.</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. A grade of C- or better is required in all Core 2.0 courses.
2. Completion of at least two of the following courses with a grade of C- or better satisfies both the Contemporary Issues in Science and the Inquiry Natural Science requirements: BIOB 110; BIOB 160; BIOB 170; BIOB 260; BIOH 201; BIOH 211; BIOM 210; BIOM 250; BIOO 220; CHMY 121; CHMY 123; CHMY 141; CHMY 143; CHMY 151; CHMY 153; CHMY 211; ERTH 101; ERTH 201; GEO 103; GEO 211; ENSC 245; NRSM 240; PHSX 205; PHSX 207; PHSX 220; PHSX 222; PHSX 224; PHSX 240; PHSX 242. Individual substitutions for one requirement or the other are not permitted.
3. Total number of courses: If the Research and Creative Experience requirement is completed as part of the requirements in Arts, Humanities, Natural Sciences or Social Sciences, 27 credits; otherwise, 30 credits.
4. Students with an ACT English score of 28 or higher or an SAT Critical Reading score of 650 or higher are exempt from the College Writing Core 2.0 requirement. Please refer to your academic advisor to determine if you should take an additional writing course.

**Where can I find answers to my questions about Core 2.0?**

- Visit www.montana.edu/core2
- See your departmental advisor
- Contact the Academic Advising Center, 130 Gaines Hall, 994-3532, advising@montana.edu
MATH PLACEMENT FLOW CHART

Level 1

M 088* Mathematical Literacy 4 cr.

Level 2

ACT – 21
SAT – 500

M 145Q Math for the Liberal Arts 3 cr.
M 147Q Language of Math 3 cr.
M 149Q Secrets of the Infinite 3 cr.
STAT 201Q Statistics in the World 3 cr.

Level 3

ACT – 22
SAT – 520

M 096* or M 097* Survey of Algebra 4 cr. **See Note**

Level 3.5

Introduction to Statistics 3 cr.

Prerequisites:
Level 3 on the MPLEX
or ACT – 23
SAT – 540
or a C- or better in M 121

Level 4

ACT – 25
SAT – 580

M 151Q Precalculus 4 cr.

Level 5

ACT – 27
SAT – 620

M 161Q Survey of Calculus 4 cr.

M 171Q Calculus 1 4 cr.

M 155Q Calculus for Technology I 3 cr.

M 132 Level 3.6 Number and Operation for K-8 Teachers 3 cr.

Prerequisites:
Level 3 on the MPLEX
or ACT – 23
SAT – 540
or a C- or better in M 121

M 121Q College Algebra 3 cr.

M 161Q Calculus for Technology I 3 cr.

M 165Q Calculus for Technology I 3 cr.

M 151Q Precalculus 4 cr.

M 161Q Survey of Calculus 4 cr.

M 171Q Calculus I 4 cr.

*Indicates the class is being taught through Gallatin College.
** M 096 / M 097 meet the prerequisite for any level 3 course, including M 145Q, M 147Q, and M149Q.
*Q* Indicates the class satisfies the Core Quantitative Reasoning requirement.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AJM</td>
<td>Arthur J.M. Johnson Hall</td>
</tr>
<tr>
<td>BB</td>
<td>Bridger Bowl</td>
</tr>
<tr>
<td>BFH</td>
<td>Breeden Fieldhouse</td>
</tr>
<tr>
<td>BLGS</td>
<td>Billings (Nursing, upper division campus)</td>
</tr>
<tr>
<td>BOZ</td>
<td>Bozeman (Nursing, lower division campus)</td>
</tr>
<tr>
<td>CHA</td>
<td>Community Health Agencies</td>
</tr>
<tr>
<td>CHBCH</td>
<td>Chemistry/Biochemistry Bldg.</td>
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<tr>
<td>CHMN</td>
<td>Chemistry Modular North</td>
</tr>
<tr>
<td>CHMS</td>
<td>Chemistry Modular South</td>
</tr>
<tr>
<td>CHVR</td>
<td>Cheever Hall</td>
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<tr>
<td>COBH</td>
<td>Cobleigh Hall</td>
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<tr>
<td>DF</td>
<td>Drill Field</td>
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<tr>
<td>DYB</td>
<td>Dairy Barn</td>
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<tr>
<td>EPS</td>
<td>Engineering–Physical Science</td>
</tr>
<tr>
<td>FCMO</td>
<td>Faculty Court Modular</td>
</tr>
<tr>
<td>GH</td>
<td>Gaines Hall</td>
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<tr>
<td>GTFL</td>
<td>Great Falls (Nursing, upper division campus)</td>
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<td>HAM</td>
<td>Hamilton Hall</td>
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<td>HANH</td>
<td>Hannon Hall</td>
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<td>Haynes Hall</td>
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<td>Helena</td>
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<td>HH</td>
<td>Herrick Hall</td>
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<td>HOWH</td>
<td>Howard Hall (formerly MUS-Music Bldg)</td>
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<td>Johnstone Hall</td>
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<td>JONH</td>
<td>Leon H. Johnson Hall</td>
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<tr>
<td>KALS</td>
<td>Kalispell Extended Campus</td>
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<td>LEWH</td>
<td>Lewis Hall</td>
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<tr>
<td>LINH</td>
<td>Linfield Hall</td>
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<tr>
<td>LWST</td>
<td>Lewistown Extended Campus</td>
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<tr>
<td>MARL</td>
<td>Marsh Research Laboratory</td>
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<td>MILS</td>
<td>Military Science Bldg.</td>
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<tr>
<td>MLC</td>
<td>Miles City Extended Campus</td>
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<tr>
<td>MSLA</td>
<td>Missoula (Nursing, upper division campus)</td>
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<tr>
<td>BUILDING ABBREVIATIONS</td>
<td></td>
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<td>-------------------------</td>
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<tr>
<td>MSP</td>
<td>Miller Stock Pavilion (formerly SP)</td>
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<tr>
<td>NS</td>
<td>Nursery School</td>
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<tr>
<td>PBS</td>
<td>Plant Bioscience</td>
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<tr>
<td>PEC</td>
<td>Hosaeus Health &amp; Physical Education Complex</td>
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<td>PF</td>
<td>Poultry Farm</td>
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<td>Plant Growth Center</td>
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<td>Quad</td>
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<td>Reid Hall</td>
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<td>RLIB</td>
<td>Renne Library</td>
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<td>ROBH</td>
<td>Roberts Hall</td>
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<tr>
<td>ROM</td>
<td>Romney Gymnasium</td>
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<td>SHC</td>
<td>Swingle Student Health Center</td>
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<td>SHER</td>
<td>Sherrick Hall</td>
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<tr>
<td>SID</td>
<td>Sidney Extended Campus</td>
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<tr>
<td>SUB</td>
<td>Strand Union Building</td>
</tr>
<tr>
<td>TAYH</td>
<td>Taylor Hall (formerly EB—Extension Bldg)</td>
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<tr>
<td>TCE</td>
<td>Temporary Classrooms East (located just north of Chemistry Modulars)</td>
</tr>
<tr>
<td>TCW</td>
<td>Temporary Classrooms West (located just north of Chemistry Modulars)</td>
</tr>
<tr>
<td>THTR</td>
<td>Theater, Visual Communications Building</td>
</tr>
<tr>
<td>TRAP</td>
<td>Traphagen Hall</td>
</tr>
<tr>
<td>VCB</td>
<td>Visual Communications Building</td>
</tr>
<tr>
<td>WIL</td>
<td>Wilson Hall</td>
</tr>
<tr>
<td>WL</td>
<td>Wool Laboratory</td>
</tr>
<tr>
<td>XHAC</td>
<td>Hedges Academic Center</td>
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</tbody>
</table>
COMPUTER ACCESS

MSU provides computer access for all students via the global student computer labs. The labs managed by Information Technology Center (ITC) are located in: Roberts Hall, Reid Hall, Linfield Hall, Library Mini-labs, SUB, PE Center, Animal Bioscience Building, and AJM.

In addition to the global labs managed by the Information Technology Center (ITC), there are other labs provided by MSU academic departments and Residence Life. Most of these labs are supported by the Student Computer Fee.

MSU NetID accounts are automatically created for every registered student. These accounts are used to log on to the global lab computers as well as access wireless (non-public) on campus.

The link to get more information about the global labs is http://studentlabs.montana.edu/

Tech help is available during normal business hours at the IT Services Desk in the 1st floor Library Commons area, and some extended hours at the Reid and Roberts student labs. You can also visit www.montana.edu/itcenter for complete campus IT information or you may submit a question to the IT Services Desk by emailing helpdesk@montana.edu or calling 994-1777.
BILL CONFIRMATION (FEE PAYMENT)

You can confirm your bill (pay fees) through the mail (Box 172640) or e-mail (studentaccounts@montana.edu) without having to stand in line. You can also confirm your bill on the Web in “MyInfo” and pay your bill online via credit card or e-check.

**Procedure:** In early December we will assess fees for all registered students and continue assessing daily. You must go online in “MyInfo” to view your Web bill. Student Accounts does not mail copies of bills to students. It is the students’ responsibility to view their balance online and confirm their bill (pay fees) by the deadline date.

It will be necessary to have your bill confirmed by January 9, 2015, for Spring Semester, even if your balance is zero. This can be accomplished in several ways:

1. **If all costs are paid by you,** send your check and/or money order in the mail with a copy of your Web bill. DO NOT SEND CASH IN THE MAIL! Your payment MUST be received by January 9, 2015.

2. **If all costs are paid by you** and you wish to pay by credit card (Visa, Master Card or Discover), you can view your bill on-line and pay on-line by credit card or e-check no later than January 9, 2015. Note: no cost to pay online!

3. **If part or all of your costs are paid by other sources** (i.e. financial aid, athletics, vocational rehabilitation) and there is a remaining balance, you MUST pay that balance in one of the two ways listed above by January 9, 2015.

4. **If all your costs are paid by other sources** (i.e. financial aid, athletics, vocational rehabilitation) and you owe nothing (zero), you MUST still “confirm your bill” on the Web in “MyInfo” by the deadline of January 9, 2015.
   - If you are NOT planning to return and have not paid fees for Spring Semester 2015, please call the Registrar’s Office at 406-994-6650 to drop all of your classes.
   - **Tuition Payment Plan:** This plan permits qualified applicants to pay a minimum of one-fourth of the applicable university charges at the beginning of the semester with the balance being deferred until later in the semester. A nonrefundable processing fee is assessed for each approved application. Tuition Payment Plan applications or additional information may be obtained from the Student Accounts Office in person or on the Student Accounts Office Web site.

**Optional Fees**

For students taking six credits or less ONLY.

These fees are regularly assessed to full-time students, but not to those students taking six credits or less. The option to pay is available if the following services are desired:
Health and Dental Fees
This fee allows students to use the Health and Dental Services, as well as the pharmacy.

Athletic Fee
This fee is used to support the Bobcat Athletic Program. It allows students to receive free or discounted tickets to all MSU athletic events.

Associated Students of Montana State University (ASMSU) Fees
These fees include the following:
1. ASMSU Activity Fee provides for the operation of the student government and its committees. Students paying this fee may vote, use the ASMSU Legal Services, and use the ASMSU Tutorial Services.
2. ASMSU Intramural Fee contributes to the operational cost of intramural facilities and programs. Students paying this fee may participate in intramural programs and use intramural facilities.
3. ASMSU Bus Fee funds the Streamline Bus Transit (www.streamlinebus.com) which students may use.
4. ASMSU Student Sustainability Fee contributes to the promotion and implementation of sustainability practices.
5. ASMSU Student Organization Fee supports Registered Student Organizations.
6. ASMSU Press Fee provides funding for the student Newspaper, The Exponent.
7. ASMSU Student Leadership Fee provides funding for the MSU Leadership Institute.

Program Fees
Note: All fees subject to change with Montana Board of Regents approval.
• Students who have declared a major, minor, or double-major in Film and Photography are charged a program fee of $320 per semester beginning their sophomore year.
• Students who have declared a major in Art are charged a program fee of $182.00 per semester.
• Students who have declared a major in the College of Engineering will pay an additional program fee each semester ($87.65 for freshmen, $125.35 for sophomores through graduate level, and $49.75 for all levels during the summer).
• Students who have enrolled in a class within the College of Business will pay an additional $21 per credit for each course.
• Students who have declared a major in Music Technology will pay an additional $140.70 program fee each Fall and Spring semester.
• Students enrolled in Graduate Nursing classes will pay an additional $55.10 per credit.
• Undergraduate nursing students will pay an additional $35.00 per credit.
• Students who have enrolled in a Math or STAT course will pay an additional $5.65 per credit for each course.
TUITION PAYMENT PLAN

The Tuition Payment Plan is an installment plan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and/or room and board charges on regular fee payment day. This plan is available to all students with these exceptions: students whose financial aid is ready at fee payment day and is equal to or greater than fees charged, students who are in default on a Perkins/Nursing loan, or students who have a poor repayment history at Montana State University in Bozeman.

General Instructions
1. Go to http://www.montana.edu/wwwbu/studentaccts.html and click on the Tuition Payment Plan link for information on how to submit an application. A nonrefundable processing fee will be added for each approved application. **Application Deadline for Spring 2015 is January 9, 2015.**

2. Please note: All available financial aid credited to your university account will be applied to the total charges for the semester. The remaining balance will be divided into 4 payments with the first payment due on January 9, 2015. A late fee will be assessed for each installment payment which is late.

3. Payment Plan installments, as well as any other outstanding charges due Montana State University-Bozeman, are to be RECEIVED on or before the due date.

**SPRING**
- Second installment payment due February 1
- Third installment payment due March 1
- Fourth installment payment due April 1

**FALL**
- Second installment payment due October 1
- Third installment payment due November 1
- Fourth installment payment due December 1

*Montana State University reserves the right to reject or decline any application and to require a guarantor on any tuition payment plan.*
FINANCIAL AID

Financial Aid Priority and Deadline Dates

March 1, 2015 | Priority FAFSA filing date for 2015/2016 Academic Year
November 15, 2015 | Last day to apply for Fall 2015 assistance
March 31, 2015 | Last day to apply for Spring 2015 assistance
March 31, 2015 | Priority application date for Summer Session 2015
June 30, 2015 | Last day to apply for Summer Session 2015

Fall Semester 2015
In order to apply for financial assistance for Fall Semester 2015, you must complete a 2015-2016 Free Application for Federal Student Aid (FAFSA). You can fill out the FAFSA on the Web at www.fafsa.ed.gov. For Fall Semester 2015 aid consideration, MSU must receive your FAFSA data from the Federal Processor no later than November 15, 2015. You must allow sufficient time for Financial Aid Services to complete all awarding and disbursing steps prior to the end of the semester.

Satisfactory Academic Progress
To receive financial aid, you must meet all Satisfactory Academic Progress Policy standards. This policy is available at Financial Aid Services and on the Web at www.montana.edu/wwwfa. It is your responsibility to know if your academic performance meets the standards.

Change in Enrollment Status On or Before the 15th Class Day
The disbursement of your aid is contingent upon the number of credits for which you are enrolled at the time your aid is disbursed. If your enrollment status changes on or before the 15th day of university instruction due to your dropping credits after financial aid funds have been disbursed, including any retroactive drops with an effective date within the first 15 class days, you may have received funds that you were not entitled to receive. You will receive a bill from the Student Accounts Office for any overpayment made to you.

Withdrawing from Classes After the 15th Class Day
If you withdraw from some, but not all, of your classes after the 15th day of university instruction, earning a "W" (withdraw) in the class(es), your current financial aid may not be affected. However, grades of "W" are not considered passing for purposes of the Satisfactory Academic Progress Policy and may affect your future financial aid eligibility.
Withdrawing from the University

If you have confirmed your bill (accepted your charges/paid fees with the Student Accounts Office) and you decide to stop attending classes at MSU, you must officially withdraw from the university by contacting the Office of Student Success, room 177 Strand Union Building (undergraduate students), or the Graduate School (graduate students). If you withdraw from the university and are assigned no grade prior to the 15th class day or a grade of "W" after the 15th class day, then an official withdrawal has taken place. For financial aid purposes, the withdrawal date will be assessed by your first date of contact to the respective offices listed above. The institution may use any date they deem acceptable in considering potential refunds for university charges. These two dates are not interchangeable and the Financial Aid Services withdrawal date is not negotiable. If you never attend any class, make this known upon completing your university withdrawal.

If you received a combination of passing and non-passing grades, and your schedule includes courses with start and/or end dates outside of the standard course calendar, it may be determined that you unofficially withdrew if you did not complete your last scheduled class.

If you earned all non-passing grades ("F", "I", "N", "W", "NR") at the end of the semester, it is determined that you unofficially withdrew and the amount of Title IV aid to be returned for the payment period will be calculated based on the latest date recorded as “last date of attendance” by your professor(s). If your “last date of attendance” cannot be determined, the amount of Title IV aid to be returned for the payment period will be calculated as if you withdrew at the 50 percent point of the semester.

The date of official or unofficial withdrawal, the type and amount of financial aid received and the amount of your original charges are factors used to determine the aid repayment amount. For more complete details on the calculation performed please contact Financial Aid Services.

If you received funds for which you were not eligible, you will receive a bill from the Student Accounts Office and a Financial Aid Revision Notice from Financial Aid Services. If you have any student loans, your loan service center will be notified of the change in your enrollment status. In keeping with the terms of your loan promissory note, you are expected to notify your loan service center regarding any changes in address or enrollment status.

If you are one of the few students who are eligible for a post-withdrawal disbursement, you will be sent a letter of notification of your eligibility. Your response must be returned within 14 days from the date of the notice, or the offer will be rescinded.
If you plan to return to MSU in a subsequent term during the award year, please notify Financial Aid Services.

University Charges and Financial Aid
Your university charges for the semester will be posted to your university student account maintained by the Student Accounts Office. You should receive an e-mail notification from the Student Accounts Office when your bill is processed. Provided you meet all qualifications to receive financial aid funds, any scholarship, grant, or loan funds awarded to you will be applied towards the semester’s charges through a credit to your university student account. Your student account/bill includes allowable charges (current semester tuition, fees, other education-related charges, and institutional room and board) plus any minor prior-year charges of up to $200 or any other charges assessed by the university such as library or parking fines. Work Study awards or private checks received by the university but payable to you will not be reflected on your bill.

Bill Confirmation/Fee Payment
University charges must be confirmed (paid in full) by the date established by the Student Accounts Office. If you do not Confirm your Bill (pay fees) for Spring Semester by the date established by the Student Accounts Office, it will be assumed you are not attending. This will result in both your classes and financial aid being canceled. Reinstatement of classes or financial aid will be based on availability at the time reinstatement is requested.

Refund Checks
If your financial aid exceeds your university charges, the Student Accounts Office will refund (pay) the difference to you provided you meet all eligibility requirements. Refunds are generated by the Student Accounts Office as soon as possible at the beginning of each semester. Refunds will be by Direct Deposit or mailed to the student if the student has not signed up for Direct Deposit. To sign up for Direct Deposit, choose Electronic Billing and Payment from your MyInfo page, and click on Quik Pay. Please contact the Student Accounts Office regarding any questions you may have about the amount of your refund, or when your refund will be processed.

The Student Accounts Office will not release a refund check unless (1) all required financial aid documents and promissory loan notes are completed and returned to the Office of Financial Aid Services, and (2) you have Confirmed your Bill (paid fees) with the Student Accounts Office for the term.
Short Term Loan
This is a loan which permits a student, who may be experiencing temporary difficulties, to borrow a small sum of money for a short period of time. No collateral is required for a short-term loan, although the student must identify a reliable source of repayment and pay a $30 loan application fee. In addition, a student must have a cumulative grade-point average of 2.0 or better at MSU, be enrolled for at least six credits as a degree-seeking student, and have a satisfactory repayment record with respect to any previous loan(s) received.

The university reserves the right to reject or decline any application, to determine the amount and a date of repayment for any loan approved, and to require a guarantor. Applications and other information regarding the short-term loan program may be obtained from Financial Aid Services. Allow a minimum of three (3) working days to process a short-term loan application which must be submitted at least one month prior to the end of the term.

Book Loan
This loan is designed to assist students with money to buy books at the MSU Bookstore before refund checks are distributed. Financial Aid Services has to verify that each student requesting a book loan has adequate funds after university charges are paid to cover the costs of the loan.

Funds borrowed are deposited to the student’s CatCard no earlier than 10 days prior to the beginning of the term. When the student’s financial aid is disbursed, it is applied to the book loan as well as a nonrefundable loan processing fee of $30. This loan may be requested from Financial Aid Services.

Confidentiality Statement
The Family Educational Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of a student’s educational record, and State of Montana statutes, specify that the university may not release information from a student’s record to anyone outside the university without the express written consent of the student. These confidential records include financial aid, scholarship, and billing/account information. If you wish to authorize university personnel to release confidential account information to another person such as a parent, you will need to complete the Authorization to Release Financial Information form. The form is available in Financial Aid Services or on the Web at www.montana.edu/wwwfa.
Extended University administers and coordinates on- and off-campus instruction in the form of distance-delivered, face-to-face and hybrid courses, as well as special programs, institutes, conferences and field experiences that supplement MSU’s formal academic curriculum. Extended University is also the main clearinghouse for information about distance learning at MSU. EU’s three divisions are Continuing Education, Montana State Online, and the Burns Technology Center, which administers and supports MSU’s Learning Management System software.

Distance learning at Montana State University
Experience MSU’s high-quality, research-based curriculum delivered conveniently online. Extended University can help you connect with the distance program that best suits your needs. Call (406) 994-6550, or e-mail distance@montana.edu or visit http://eu.montana.edu/online.

Graduate and PhD level:
• Native American Studies graduate certificate
• Addiction Counseling Certificate
• Master of Science in Health and Human Development—Family Financial Planning option
• Master of Education in Curriculum and Instruction [professional educator, educational researcher, technology education options, and professional teachers program (ProT)]
• Master of Education in Educational Leadership
• Master of Nursing—Doctor of Nursing Practice; Nursing Education certificate
• Master of Science in Mathematics—Mathematics Education Option
• Master of Science in Science Education
• Graduate Certificates (12 credits) in science teaching: Chemistry, Earth Science, Elementary School Science, Life Science, Physics
• Certificate for Principal or Superintendent Endorsement
• Certificate in School Library Media
• Northern Plains Transition to Teaching Licensure/Certificate—A program for adults with bachelor’s degrees who want to become public school teachers
• National Teachers Enhancement Network—500-level online courses in biology, chemistry, physics and other sciences
• Master of Science in Land Resources and Environmental Sciences
• Professional Master of Science and Engineering Management
• Master of Science in Agricultural Education
• Professional Practice of Architecture Graduate Certificate

Undergraduate level:
• Liberal Studies degree completion program. For students with two years worth of college credit but no bachelor’s degree.
• U.S. Arabic Distance Learning Network: Study Arabic and Islamic culture at MSU, and then study abroad in Morocco.
• Business Administration Minor. For students enrolled in an undergraduate non-business degree program at MSU.

Individual courses, professional development and continuing education
Many opportunities are available on-line and face-to-face, and the offerings are constantly updated. Visit http://eu.montana.edu for the most current list. EU can also work with employers to develop training programs for credit or CEU’s. Call (406) 994-6683.

Registration
Some courses are open to all, others are open only to enrolled MSU students. Visit http://eu.montana.edu and select Office of Continuing Education for credit and non-credit courses and professional development opportunities, or select Montana State Online for degrees and certificates delivered online.

Teaching with Technology
Extended University maintains an on-line resource library for educators who wish to teach fully or partially on-line. Visit http://eu.montana.edu/online/faculty for information about course development, pedagogy, evaluation, copyright and other topics.

Web address: http://eu.montana.edu
Southwest Montana residents and MSU students now have access to some of the best benefits of a local two-year college. Courses are taught at various locations including the MSU campus, Gallatin College North at Bozeman High School, Gallatin College East and other community locations in the valley.

**Workforce Program Majors:**

**Associate of Applied Science (AAS)**
- Aviation
- Design Drafting
- Interior Design

**Certificate of Applied Science (CAS)**
- Bookkeeping
- CNC Machining*
- Health Information Coding
- Medical Assistant
- Welding

**Professional Certificate** (*not financial aid eligible on its own*)
- Business Management*

**General Education/Transfer Degree Majors (AA/AS):**

**Associate of Art**

**Associate of Science**

Visit the Gallatin College website: [www.gallatin.montana.edu](http://www.gallatin.montana.edu) or call our office at 406.994.5536 for more information.

*New this year*
GLOSSARY

Add/Drop Form: You may add classes online until midnight on the 5th day of the semester, and you may drop classes online until midnight on the 10th day of the semester. If you want to add or drop classes past the online deadlines, you must fill out an Add/Drop form, obtain the necessary signatures, and return it to the Registrar’s Office.

Advisor: Meet with your advisor to discuss which courses you should take and to plan your program of study. Your advisor will also provide you with your Advising and Registration Form (ARF) containing the alternate PIN needed for course registration.

Alternate PIN: When adding and/or dropping classes within the secure area of MyInfo, the system will prompt for the alternate PIN. This is a number on the student’s PDF that must be entered the first time classes are added or dropped via MyInfo. Often referred to as the “Advisor PIN.”

ARF (Advising and Registration Form): This is the form a student receives prior to each registration period. The student’s advisor provides the form, and on the form, along with helpful instructions and useful information, is the student’s “alternate PIN,” often referred to as the “Advisor PIN.” A student cannot register for courses without an Alternate PIN.

Audit: You may enroll in a course and audit it, with the permission of the instructor. You will earn zero credits and receive a grade of “AU.” You may decide to audit a course up through the 10th class day of the semester. Auditors pay the same fee as students enrolled for credit.

CRN: Course Reference Number. Every course has this number as a unique identifier. Use the CRN when adding and/or dropping courses.

DegreeWorks: A Web-based degree audit and tracking system for students and advisors to monitor progress toward degree completion.

Desire2Learn (D2L): The learning management system used by MSU to offer fully online, blended and web-enhanced courses.

Holds: Holds (financial, academic, etc.) may be placed on your record preventing you from registering for courses, ordering transcripts, or other activities. You may check for holds in the Student Services section of MyInfo.

Learning Management System: A teaching and learning software application, often web-based, used to develop, deliver and manage courses.

MSU NetID Account: Your MSU NetID account is required for many services on campus that require authentication: MSU-Secure Wi-Fi, Student Lab and SUB Computers, Desire2Learn, iClicker registration, Remote Library use, free McAfee Antivirus, Email/Google Apps, VPN (remote access), and Z Drive network file storage. You can set your NetID password by visiting password.montana.edu.
MyInfo PIN: A Personal Identification Number (PIN) is a security code needed to access you student records and other information via the Secure Area of MyInfo. Initially, your MyInfo PIN is set to your birthday. If your birthday is January 15, 1982, then your PIN will be 15jan1982.

Online definitions –

• **Online course:** Any course in which all of the required content and interaction take place online.

• **Blended course:** This label refers to a course that is conducted partially online and partially through face-to-face (F2F) interaction to serve a primarily off-campus audience. Both online and F2F activities are required, and there is significantly reduced F2F class meeting time in a blended course compared to the equivalent credit classroom course.

• **Web-enhanced course:** Web-enhanced courses are traditionally scheduled face-to-face class meetings enriched by required use of online tools (such as discussion, chat, gradebook, etc.). In a web-enhanced course, there is no reduced classroom time; in a blended course, there is.

PIN: A Personal Identification Number (PIN) is a security code needed to access your student records. Initially, your MyInfo PIN is set to your birthday. If your birthday is January 15, 1982, then your PIN will be 15jan1982. You need a PIN to enter the secure area of MyInfo. For help with your PINs, go to http://password.montana.edu.

Restricted Entry: To enroll in a Restricted Entry (Consent of Instructor) course, you must contact the department offering the course.

Retroactive Withdrawal Policy: A retroactive university withdrawal may be an option for students who were unable to complete a university withdrawal during the semester of their departure from the university. Students who are granted a retroactive university withdrawal receive “W” grades in all courses for the term/semester requested. Requests for retroactive withdrawals must be submitted no later than three years from the last day of the semester for which the withdrawal is sought. For policy and procedure information, contact the Dean of Students at www.montana.edu/wwwds.

Variable Credits: Requests for courses offered with variable credits (credits appear as a range, i.e., 1-12) will default to the minimum. To change the number of credits in MyInfo, click on the underlined credits, make the change in the box that opens, and select “Submit Changes.” Credits may also be changed with an Add/Drop form. For assistance, call the Registrar’s Office, Monday – Friday, 8am – 5pm at (406) 994-6650.
Please make corrections to your address and e-mail via the myinfo Web site