Submitting Changes for the Schedule of Classes

1. Navigate to MyInfo and click on ‘Schedule of Classes-find CRN here’:

   MSU Alert: Register to receive urgent MSU safety messages.
   Apply for Admission
   General Financial Aid
   Campus Directory
   Schedule of Classes - find CRN here
   Schedule of Classes - Gallatin College
   Schedule of CORE Classes
   Schedule of Classes - Online, Undergraduate for All MSU Campuses
   Registration Handbooks
   Registration Timetable
   Common Hour Exams and Finals
   Course Catalog
   Transfer Equivalencies
   Frequently Asked Questions

   RELEASE: 8.8.4.1

2. Select the Subject code and Term, then click Search Class:

   ![Image of schedule search interface]

   - Term:
     - 2020 Spring Semester
   - Subject List:
     - Mathematics
   - Instructor:
     - All Instructors
     - Aamot, Kirk
     - Adams, Dean Sheldon
     - Ahmed, Selena
   - Course Type:
     - Any
     - Online
     - Face to Face
   - Course Number:
   - Days:
     - Mon
   - Begin Time:
     - Hour: 00
     - Minute: 00

   ![Search Class and Reset buttons]
3. Right click on your mouse and choose 'Select All', or simply click and drag all content on the page and copy (CTRL).

4. Paste your selection into an Excel spreadsheet and make your edits. Please do not use Microsoft WORD, as it is much harder to edit and format. Once you paste the selection into Excel, you may have to adjust column widths and row heights etc. Please use strikethrough when making edits in order to preserve original info; do not simply overwrite the existing info. If you have multiple rubrics (subject codes) in your department, please use a different tab within the spreadsheet for each subject code. Also, please be sure to pay close attention to courses with OTD (Out of Term dates) and indicate any special instructions or Part of Term. If you make your edits in RED, they will be easier to spot.
5. To indicate a new section of a course needs to be added, follow the formatting of the Schedule of Classes and enter new info; color the text red and notate “ADD” in a column off to the side where it will be visible. See below for example. *New CRN’s are generated for every new course and change from term to term, so that info is not required when requesting a new section. Use the Available Rooms tool to search for available rooms in Ad Astra.

<table>
<thead>
<tr>
<th>ADD</th>
<th>GEO 105IN-001</th>
<th>Oceanography</th>
<th>new CRN</th>
<th>00</th>
<th>00</th>
<th>Staff</th>
<th>0022-1275</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth Sciences</td>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. To indicate a course deletion, use strikethrough and notate “DELETE” in a column off to the side where it will be visible.

<table>
<thead>
<tr>
<th>DELETE</th>
<th>GEO 140IN-001</th>
<th>Planetary Geoscience</th>
<th>00</th>
<th>00</th>
<th>Staff</th>
<th>0023-1215</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth Sciences</td>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. All course and section info is updated in Banner by the Office of the Registrar. Please send edits to coursescheduling@montana.edu. Refer to the Registrar Administrative Calendar for due dates for the Schedule of Classes. Please be advised that edits are processed in the order that they are received. A confirmation email will be sent once changes have been completed.

8. After Advising has begun for a term, any major changes to the Schedule of Classes requires a “Scheduled Section Change” form to be routed through the Provost’s Office for signatures and approvals. Major changes include adding new sections, deleting or cancelling sections, changing semester dates, changing times/days of the week, instructional method or restrictions. Cap, instructor, and room changes can still be sent to coursescheduling@montana.edu after this date.