

## FALL 2009 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 994-6650.



### IMPORTANT SEMESTER DEADLINES

<b>August 31</b>	Classes begin at 8:00 a.m.
<b>September 4</b>	Last day to add classes online using MY INFO
<b>September 14</b>	Final day to add classes
<b>September 14</b>	Final day to drop courses online using MY INFO
<b>September 21</b>	Final day to drop classes without a grade
<b>September 21</b>	Students who have not confirmed their bill (paid fees) will be dropped from their classes*
<b>Sept. 22 - Nov. 20</b>	Dropped courses are graded "W"
<b>Nov. 23 - Dec. 18</b>	No drops are allowed
<b>December 14 - 18</b>	Final Examinations

\* See pages 4, 12, and 32 for bill confirmation (fee payment) deadlines



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## ACADEMIC CALENDAR • Fall Semester 2009

<b>Aug 14, Fri</b>	Bill Confirmation (Fee Payment) with the Student Accounts Office by 4:30pm for students registered prior to July 31, 2009. Mail (Box 172640), Fax (406-994-1954), or E-Mail studentaccounts@montana.edu, confirm your bill on the web under “MyInfo”, or pay by credit card/e-check.
<b>Aug 14, Fri</b>	\$40 Late Fee assessed at 4:30 p.m. for all students (registered prior to July 31, 2009) who have not confirmed their bill (paid fees) by Aug 14, 2009.
<b>Aug 26 - 28</b>	New Freshman and Transfer Student Orientation and registration for classes.
<b>Sept 4, Fri</b>	Bill Confirmation (Fee Payment) with the Student Accounts Office by 4:30pm for students registered on or after July 31, 2009. Mail (Box 172640), Fax (406-994-1954), or E-Mail studentaccounts@montana.edu, confirm your bill on the web under “MyInfo”, or pay by credit card/e-check.
<b>Aug 31, Mon</b>	Classes begin at 8:00 a.m.
<b>Sept 7, Mon</b>	Labor Day (no classes; offices closed).
<b>Aug 31 - Sept 4</b>	Students may continue to add courses using the Web
<b>Aug 31 - Sept 14</b>	Students may continue to drop courses using the Web
<b>Sept 4, Fri</b>	Last day to add courses using “MyInfo”. After this day, students must submit an Add/Drop form with instructor and advisor signatures; last day to add courses is Monday, Sept 14.
<b>Sept 14, Mon</b>	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 without a grade is Monday, Sept 21.
<b>Sept 4, Fri</b>	\$40 Late Fee assessed at 4:30pm for all students (registered on or after July 31, 2009) who have not confirmed their bill (paid fees).
<b>Sept 14, Mon</b>	After this date, Adds are permitted for extraordinary reason only, requests for auditing courses will not be accepted, and changes may not be made for Pass/Failing grading.
<b>Sept 9, Wed</b>	New Graduate Student Welcome Dinner.
<b>Sept 21, Mon</b>	Last day for graduate students to file “Application for Advanced Degree.”

<b>Sept 21, Mon</b>	Last day to request health insurance refund from Student Health Insurance Office.
<b>Sept 21, Mon</b>	<b>Students who have not confirmed their bill (paid fees) will be dropped from their classes at 4:30pm.</b>
<b>Sept 21, Mon</b>	<b>No refunds for classes dropped after this date. Payment for classes added after this date is required.</b>
<b>Sept 21, Mon</b>	Last day to drop a class without a grade.
<b>Sept 21, Mon</b>	\$80 Late Fee assessed at 4:30pm for all registered students who have not confirmed their bill (paid fees).
<b>Sept 21, Mon</b>	Last day to submit an Application for Baccalaureate Degree for Spring 2010 graduation.
<b>Sept 22 - Nov 20</b>	Dropped courses are graded "W." Students must submit an Add/Drop form with instructor and advisor signatures.
<b>Nov 11, Wed</b>	Veteran's Day Holiday (no classes; offices closed).
<b>Nov 25 - 27</b>	Thanksgiving Day Holiday (no classes).
<b>Nov 26 - 27</b>	Thanksgiving Day Holiday (offices closed).
<b>Nov 30, Fri</b>	Last day for master's comprehensive or doctoral final examination.
<b>Nov 30, Fri</b>	Last day for approval of thesis, dissertation, or professional paper (if professional paper is submitted to the library) by Graduate Vice Provost.
<b>Oct 26 - Jan 12</b>	Advising and course selection for continuing students for Spring 2010.
<b>Nov 23 - Dec 18</b>	No Drops allowed.
<b>Dec 11, Fri</b>	Bill Confirmation (Fee Payment) for Spring 2010 in the Student Accounts Office or on the Web.
<b>Dec 14 - 18</b>	Final Examinations
<b>Jan 13, Wed</b>	Spring Semester 2010 begins

## NEW COURSE NUMBERS FOR FALL 2009

### Background

The Montana University System is moving to common numbering for all undergraduate courses for public colleges and universities in Montana.

What this means:

- Most current MSU subject abbreviations and numbers **WILL CHANGE** as implementation moves forward. Those that will change for Fall semester 2009 (with registration beginning in April 2009) are listed below.
- All public colleges and universities in Montana will use the same subject abbreviations (the letter codes that indicate the course subject), numbers, and titles for courses taught on more than one campus.
- If students transfer to another campus, **ONLY** courses also taught at the new campus will automatically transfer as equivalent. All other courses will continue to transfer as electives and will be applied to curricular requirements at the discretion of the faculty.
- Many familiar course titles will change.
- Some courses will change level (e.g., from the 300-level to the 400-level).
- Course content remains the responsibility of faculty and will **NOT** be changed as a result of this process.
- During the transition period, which is likely to last several years, curricular plans (the lists of what courses are required for majors) will be updated yearly to reflect the changes.

### What you need to do

There is a new web page to help you with this transition – see [www.montana.edu/newnumbers](http://www.montana.edu/newnumbers). On this page, you will also find the “Course Number Equivalency Tool” that shows how the old courses have changed. You can select the old subject abbreviation and see what those courses are now called, or you can select the new subject code and see what they used to be called.

The online version of MSU’s catalog has been updated to include the new numbers and titles in all curricula. However, the printed version will not be updated until spring of 2010. If you are using the printed catalog, you can use the link above to find the new numbers.

**Completed Disciplines with NEW Subject Abbreviations**

- Accounting: *Some BUS* and all ACCT courses are now **ACTG**
- Chemistry: CHEM is now **CHMY**
- Computer Science: Only CS 150 is now **CAPP** 120 (Computer Applications)
- Earth Sciences: ESCI is now **ERTH** (Earth Systems)
- Economics: ECON is now **ECNS**
- English: Most ENGL (undergraduate only) changed to **WRIT** (Writing) or **LIT** (Literature)
- Geography: GEOG is now **GPHY**
- Geology: GEOL is now **GEO**
- History: HIST is now **HSTA** (American History) or **HSTR** (World History)
- Modern Languages, Arabic: MLA is now **ARAB**
- Modern Languages, French: MLF is now **FRCH**
- Modern Languages, German: MLG is now **GRMN**
- Modern Languages, Japanese: MLJ is now **JPNS**
- Modern Languages, Spanish: MLS is now **SPNS**
- Mathematics: MATH is now **M**
- Political Science: POLS is now **PSCI**
- Psychology: PSY is now **PSYX**
- Sociology: SOC is now **SOCI**
- Statistics: STAT *remains* **STAT**, but some titles have changed












**Important web sites on New Course Numbers:**

[www.montana.edu/newnumbers](http://www.montana.edu/newnumbers)



Course Number Equivalency Tool: Link from  
[www.montana.edu/newnumbers](http://www.montana.edu/newnumbers)

## WEB LINKS

-  For current Schedule of Classes with timelines and procedures, go to [www.montana.edu](http://www.montana.edu)/ select *MyInfo*, arrow down to select *schedule of classes*.
-  Common course link:  
[www.homepage.montana.edu/~transfer/phpBB3/index.php](http://www.homepage.montana.edu/~transfer/phpBB3/index.php)
-  General education requirements, CORE 2.0 are located at:  
[www.montana.edu/wwwcat/requirements/reqs4.html](http://www.montana.edu/wwwcat/requirements/reqs4.html)
-  Questions regarding eligibility for Math courses, use the Math Placement Flow Chart at:  
[www.math.montana.edu/undergrad/prereq\\_flow.html](http://www.math.montana.edu/undergrad/prereq_flow.html)
-  Information on Spanish courses, and placement for previous course work in Spanish, go to: [www.montana.edu/wwwml](http://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](http://www.montana.edu/wwwus)
-  Minimum grade requirements effective Fall Semester 2005, established by the Montana University System Board of Regents, go to: [www.montana.edu](http://www.montana.edu) and enter minimum grade requirements
-  For questions on the Student Conduct Guidelines and Grievance Procedures: [www.montana.edu/wwwds](http://www.montana.edu/wwwds)
-  To access MyPortal: <https://myportal.montana.edu>
-  For information about disability services or accommodations, veteran's affairs and nontraditional age student services, contact [www.montana.edu/wwwres/index.shtml](http://www.montana.edu/wwwres/index.shtml)
-  Division of Graduate Education  
[www.montana.edu/gradstudies/cat\\_dates&dead.shtml](http://www.montana.edu/gradstudies/cat_dates&dead.shtml)

## GENERAL PROCEDURE REMINDERS

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

### Registration Checklist

1. Refer to the University Catalog for information about the courses, [www.montana.edu/wwwcat](http://www.montana.edu/wwwcat)
2. Plan your next semester schedule.
3. Obtain your Personal Data Form (PDF). For continuing students, it is available from your department or advisor during the advising period. (Alternate PIN is on this form.)
4. If the Personal Data Form indicates you are NOT eligible to register, see the appropriate office.
5. Use MyInfo for registration. See instructions on page 14.
6. All outstanding fees/charges must be paid before registration.

### 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 must have earned 30 semester credits.
- **Junior:** a student must have earned 60 semester credits.
- **Senior:** a student must have earned 90 semester credits.
- **Second bachelor's degree candidates:** 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 Division of Graduate Education.
- **Non-degree undergraduate:** undergraduate taking self-interest courses.
- **Summer only:** students who are not formally admitted though enrolled during the summer session.

### Add Procedure

Students may add courses using MyInfo through the 5th 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 until 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 for the following semester, with the approval of the academic advisor and their course instructor.

1. Students obtain the Add/Drop form from their advisor, department, or the Registrar's Office. [www.montana.edu/registrar](http://www.montana.edu/registrar)
2. Seek the instructor's approval. If the instructor approves, 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.

**Cancellation of Courses**

A course may be cancelled for lack of sufficient enrollment or other appropriate reason, 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 registered, but have not attended class, may be required by the instructor to drop the course when space and/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 confirm your bill by the due date may result in the loss of all classes. (Refer to page 4 for deadline dates and explanations.) However, 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.

**University Withdrawal**

A student who, for personal reasons, must withdraw his or her registration during a semester, should apply for a University Withdrawal from the Dean of Students Office.

A student who withdraws before the end of the 15th day of the semester will not receive grades for any of the courses taken. Thereafter, through the last day of

instruction, a grade of "W" shall be assigned in all courses for which the student is registered unless the Dean of Students indicates otherwise.

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

<b>Days of Instruction</b>	<b>Percent Refunded</b>
Prior to Aug. 31	100
Aug. 31 - Sept. 4	90
Sept. 5 - 14	75
Sept. 15 - 21	50
Sept. 22 - on	0

No refunds 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.

**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 requests, in writing, 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 departments and are not required for graduation. Pass/fail courses may not be applied toward completion of Core requirements. This restriction does not apply to HHD activity courses.
2. A student may not register for more than one pass/fail elective course per semester, excluding one-credit HHD 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 register for pass/fail courses in the same manner as for other courses, but they must have 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 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 Admission and Graduation Requirements Board will review petitions for exceptions to the pass/fail policy.

Graduate students should consult the on-line Graduate bulletin ([www.montana.edu/wwwdg](http://www.montana.edu/wwwdg)) concerning pass/fail courses.

#### **Deficiencies and "I" Grade Makeups for Graduating Seniors**

All deficiency 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 completion. 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 Fall Semester. Students wishing to receive their grades can access them via MyInfo.

#### **Notification of Degree Candidacy**

It is the responsibility of the student to file an application for a degree. Applications should be filed in the Registrar's Office prior to the 15th course day of the proceeding semester the student plans to graduate. No applications will be accepted after the last day of registration for any continuing student or after the first week of registration for a former returning student.

Applications for a Baccalaureate Degree are available in all departmental offices.

#### **Late Fee**

Students who have registered prior to July 31, 2009, and who have not paid fees or confirmed their bill by 4:30 pm on August 14, 2009, will be assessed a \$40 late fee.

Students who registered on or after July 31, 2009, and who have not paid fees, confirmed their bill, or registered for classes by 4:30 pm on Sept. 4, 2009, 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 (Sept. 21, 2009).

### **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 must accompany the request for transcripts. Bill(s) must be paid and the Registrar's Office notified by the Student Accounts Office before transcripts will be issued.

Under normal conditions, requests for transcripts will be processed three to five 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. For more information, go to [www.montana.edu/registrar](http://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 through MyMSU Portal (<https://myportal.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 a student as a result of financial aid, dropping credits, etc., will be mailed to the student. Note: Please be sure your addresses are kept current.

## REGISTRATION INSTRUCTIONS

### Before Registering for Courses

1. **Meet with your advisor.** If you do not have an advisor, one will be assigned to you. To find your advisor, or to be appointed one, go to the department of your major. If you are a new student at MSU, you will meet with an advisor during Orientation.
2. **Your advisor will provide you with a PDF – Personal Data Form – containing your alternate PIN.** You need the alternate PIN (sometimes called an “Advisor PIN”) to register for classes. Only use the alternate PIN when the MyInfo system prompts you for the alternate PIN. The only time you need the alternate PIN is when adding or dropping classes.
3. **Do you have any holds (immunization requirements, outstanding financial bills, academic problems) on your account?** If you do, you may not be able to register for courses. MyInfo will list any holds on your account, along with a message about which office to contact to correct the situation.
4. **Did you enroll in classes the previous semester?** If you did not take classes the previous semester and you are a returning student, you will need to complete an **Intent to Register** form. The form is available online at [www.montana.edu/registrar](http://www.montana.edu/registrar).

### Registering for Courses

Follow these step-by-step instructions and registering for courses will be easy!

1. Go to the MSU-Bozeman homepage at [www.montana.edu](http://www.montana.edu)
2. Click on the link to “MyInfo”
3. Click on “Enter Secure Area”
4. Enter your MyInfo user ID; this is your student ID with a dash in front of the first number (example: -09876543) or use your Social Security number without any dashes (example: 111332222).
5. Enter your MyInfo PIN.
  - If you have never entered the secure area before, then your pin is your birthday as six numbers: month month day day year year. For example, if you were lucky enough to be born on Groundhog Day in 1971, your PIN, if you have never entered the secure area before or if you have had the Registrar’s Office reset it for you, would be 020271.
  - If you have entered the secure area of MyInfo before, then your PIN is whatever you designated.
  - If you have forgotten your PIN, proceed to step 6.
6. **Forgot Pin?** If you have forgotten what your MyInfo Pin is, enter your user ID

as in step four, then click on “Forgot Pin?” This will cause the system to prompt you for your security question. Answers to the security question are case sensitive. You may add and/or change the security question once you have entered the secure area of MyInfo. Make your security question and answer simple, as in this example: Question: My dog’s name, all lower case letters? Answer: yoho

7. Once you have entered the secure area (and agreed to the terms of use, if you are a first-time user), you will see many options. Explore these different options if you have not previously; learn what MyInfo has to offer (including Health Insurance Fee waiver, Confirming Attendance, viewing your bill). For registering in classes, click on “Student Services.”
8. The Student Services section of MyInfo also has many useful options to choose from. Please note the links “for more information regarding MSU’s Student Email Policy,” Attendance Confirmation, and more. For registration, click on “Registration.”
9. On the Registration page of MyInfo, there are many choices. For registering in classes, click on “Add/Drop Classes.”
10. You will be asked to waive your Health Insurance (if you are covered by your own policy or parents’), or elect the School’s Insurance.

The next two steps, 11 and 12, may occur in the order listed or may be reversed.

11. Now you need to select the term and click on the “Submit” button.
12. 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 in the “Alternate PIN” box is the alternate PIN (often referred to as the “Advisor PIN”) found on your PDF 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.”
13. Registration is not allowed at this time? You have a hold? Check the registration timetable and verify you are, indeed, eligible to register now. Check if there are holds on your account preventing registration. And, from the “Registration” page, click on “Check your Registration Status.” If you should be able to register, based on the timetable and registration status, but you are receiving a message stating you are not, call the Registrar’s Office (406-994-6650).
14. 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 number—see glossary for more information) of the courses you want, simply enter them into the boxes and click “Submit Changes.” The system will be a bit slow as it has to gather data from many different areas, so please be patient.
15. 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 at 4.00 credits and CHMY 121-18 at 0.00 credits).
  - Time conflict errors indicate two or more of your classes overlap in time. You either need to adjust your courses so there is no time conflict or, if necessary, the Registrar's Office can override this error.
  - Sometimes a link error occurs because there is a time conflict; fix the time conflict and you may very well fix the link error.
  - Consent of Instructor and Restricted entry means the Instructor or a department administrator has to sign an add form, which you return to the Registrar's Office, allowing you into the course unless the department actually registers you in the class.
  - Closed sections of a course indicate all the seats for the class are taken and/or the Instructor is only allowing students with an Add form (signed by the instructor and returned to the Registrar's Office).
16. 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 on the "Submit Changes" button.
  17. To find a class while in the "Add/Drop Classes" area, just click on the "Class Search" button. You can search by subject, instructor, even time. In fact, if you have a time slot you want to fill with a class or two, just select the specific subjects you're interested in (hold the keyboard "Ctrl" button down while clicking on individual subjects) or all the subjects (click on the first subject, hold the keyboard "Shift" key down and while keeping the key down, scroll to the last subject and click on it—all subjects will be highlighted), select the start time and end time, select the days, and click on "Class search."
  18. If there is a class in the class search that you want, just click on the square check-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, restricted, or requires the consent of the instructor. You may be able to add the course with an Add form if the Instructor will sign it.
  19. 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.

20. 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/or fee questions although many answers may be found by clicking on 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. Failure to pay and/or confirm your bill by the 15th class day of the semester will result in the loss of your classes.



### WEB REGISTRATION TIMETABLE For Fall and Summer 2009

Registration times are listed by the *day* of the month you were born. For example: If you were born on February 2, you would register on April 8th at 2:00 p.m.

<b>March 30</b>  Graduates, Seniors, Non-Degree Grads  <b>A-K Last Name</b> <b>8:00 am</b>	<b>March 31</b>  Graduates, Seniors, Non-Degree Grads  <b>L-Z Last Name</b> <b>8:00 am</b>	<b>April 1</b>  Birth Day – Registration Time  <b>16 – 8:00 am</b> <b>17 – 11:00 am</b> <b>18 – 2:00 pm</b>	<b>April 2</b>  Birth Day – Registration Time  <b>19 – 8:00 am</b> <b>20 – 11:00 am</b> <b>21 – 2:00 pm</b>	<b>April 3</b>  Birth Day – Registration Time  <b>22 – 8:00 am</b> <b>23 – 11:00 am</b> <b>24 – 2:00 pm</b>
<b>April 6</b>  Birth Day – Registration Time  <b>25 – 8:00 am</b> <b>26 – 11:00 am</b> <b>27 – 2:00 pm</b>	<b>April 7</b>  Birth Day – Registration Time  <b>28 – 8:00 am</b> <b>29 – 11:00 am</b> <b>30 – 2:00 pm</b>	<b>April 8</b>  Birth Day – Registration Time  <b>31 – 8:00 am</b> <b>1 – 11:00 am</b> <b>2 – 2:00 pm</b>	<b>April 9</b>  Birth Day – Registration Time  <b>3 – 8:00 am</b> <b>4 – 11:00 am</b> <b>5 – 2:00 pm</b>	<b>April 10</b>  <b>University Day</b> No classes Offices open
<b>April 13</b>  Birth Day – Registration Time  <b>6 – 8:00 am</b> <b>7 – 11:00 am</b>	<b>April 14</b>  Birth Day – Registration Time  <b>8 – 8:00 am</b> <b>9 – 11:00 am</b>	<b>April 15</b>  Birth Day – Registration Time  <b>10 – 8:00 am</b> <b>11 – 11:00 am</b>	<b>April 16</b>  Birth Day – Registration Time  <b>12 – 8:00 am</b> <b>13 – 11:00 am</b>	<b>April 17</b>  Birth Day – Registration Time  <b>14 – 8:00 am</b> <b>15 – 11:00 am</b>

**SCHEDULE WORKSHEET**

	Mon	Tues	Wed	Thurs	Fri
8:00					
9:00					
10:00					
11:00					
12:00					
1:10					
2:10					
3:10					
4:10					
5:10					
eve					

**ALTERNATE SCHEDULE WORKSHEET**

	Mon	Tues	Wed	Thurs	Fri
8:00					
9:00					
10:00					
11:00					
12:00					
1:10					
2:10					
3:10					
4:10					
5:10					
eve					

## FINAL EXAMINATIONS

Final examinations in one-credit courses are given during the regular class periods. Final examinations for all other courses are scheduled by the Registrar, and they may not be rescheduled or given prior to the start of the final examination period. 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 in the Final Examination Schedules on pages 23-24 and replace the exam 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 through the instructors of the courses to see if one exam could be rescheduled. If this rescheduling can't 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.

All laboratory assignments, and all notebooks, reports, term papers and other course requirements are to be completed and turned in by 5 p.m. on the last day of instruction, or on the day of the final examination, whichever is later.

### Common Hour Exams

Departments may request common examinations in multisection courses throughout the semester. These exams are to be given on Tuesday and Thursday evenings. Departmental requests should indicate the exact dates and times for these examinations, and when these are posted in the Schedule of Classes, they become part of the student's commitment when he or she enrolls in the course. The common hour test period is expected to replace one class period for that particular course. The assigned test period is not in addition to regularly scheduled classes.

A student will not be expected to take more than two common hour exams on any one day. If more than two are scheduled, the student should report to the instructor to work out the conflict. If the conflict can't be resolved, then the student should see the assistant dean of his or her college at least one week before the common hour examination, and arrangements will be made to reschedule the student's exam.

Tuesday and Thursday evening common hour examinations are scheduled for multi-sectioned courses.

## COMMON HOUR EVENING EXAMS

Course	Time	Date
ACTG 202	7:15 - 9:15 PM	Tuesday, September 29, 2009
ACTG 202	7:15 - 9:15 PM	Thursday, October 22, 2009
ACTG 202	7:15 - 9:15 PM	Tuesday, November 24, 2009
ACTG 327	6:15 - 8:15 PM	Thursday, September 24, 2009
ACTG 327	6:15 - 8:15 PM	Thursday, October 15, 2009
ACTG 327	6:15 - 8:15 PM	Thursday, November 12, 2009
ACTG 401	6:00 - 8:00 PM	Thursday, October 1, 2009
ACTG 401	6:00 - 8:00 PM	Thursday, October 22, 2009
ACTG 401	6:00 - 8:00 PM	Tuesday, November 17, 2009
ACTG 410	6:15 - 8:15 PM	Tuesday, October 6, 2009
ACTG 410	6:15 - 8:15 PM	Tuesday, November 3, 2009
CHMY 121IN	6:00 - 7:00 PM	Thursday, September 24, 2009
CHMY 121IN	6:00 - 7:00 PM	Thursday, October 15, 2009
CHMY 121IN	6:00 - 7:00 PM	Thursday, November 5, 2009
CHMY 121IN	6:00 - 7:00 PM	Thursday, December 3, 2009
CHMY 141	7:15 - 8:45 PM	Thursday, September 24, 2009
CHMY 141	7:15 - 8:45 PM	Thursday, October 15, 2009
CHMY 141	7:15 - 8:45 PM	Thursday, November 5, 2009
CHMY 141	7:15 - 8:45 PM	Thursday, December 3, 2009
CHMY 211	7:15 - 8:45 PM	Thursday, September 24, 2009
CHMY 211	7:15 - 8:45 PM	Thursday, October 22, 2009
CHMY 211	7:15 - 8:45 PM	Thursday, November 19, 2009
CHMY 321	7:15 - 8:45 PM	Tuesday, September 29, 2009
CHMY 321	7:15 - 8:45 PM	Tuesday, October 27, 2009
CHMY 321	7:15 - 8:45 PM	Tuesday, November 24, 2009
EM 251	6:00 - 8:00 PM	Thursday, October 08, 2009
EM 251	6:00 - 8:00 PM	Tuesday, November 17, 2009
EM 252	6:00 - 8:00 PM	Thursday, September 24, 2009
EM 252	6:00 - 8:00 PM	Tuesday, October 20, 2009
EM 252	6:00 - 8:00 PM	Thursday, November 12, 2009
EM 253	6:00 - 8:00 PM	Thursday, October 08, 2009
EM 253	6:00 - 8:00 PM	Thursday, November 05, 2009
M 121	6:00 - 7:00 PM	Thursday, September 24, 2009
M 121	6:00 - 7:00 PM	Thursday, October 22, 2009
M 121	6:00 - 7:00 PM	Thursday, November 19, 2009
M 151Q	6:00 - 7:00 PM	Tuesday, September 22, 2009
M 151Q	6:00 - 7:00 PM	Tuesday, October 20, 2009
M 151Q	6:00 - 7:00 PM	Thursday, November 19, 2009

**Common Hour Evening Exams, cont.**

M 165Q	6:00 - 7:00 PM	Thursday, September 24, 2009
M 165Q	6:00 - 7:00 PM	Thursday, October 22, 2009
M 165Q	6:00 - 7:00 PM	Thursday, November 19, 2009
M 171Q	6:00 - 7:00 PM	Tuesday, September 29, 2009
M 171Q	6:00 - 7:00 PM	Tuesday, October 27, 2009
M 171Q	6:00 - 7:00 PM	Tuesday, November 24, 2009
M 172Q	6:00 - 8:00 PM	Tuesday, September 22, 2009
M 172Q	6:00 - 8:00 PM	Tuesday, October 20, 2009
M 172Q	6:00 - 8:00 PM	Tuesday, November 17, 2009
PHYS 101IN	6:00 - 7:00 PM	Thursday, September 17, 2009
PHYS 101IN	6:00 - 7:00 PM	Thursday, October 22, 2009
PHYS 101IN	6:00 - 7:00 PM	Tuesday, November 17, 2009
PHYS 201IN	6:00 - 8:00 PM	Tuesday, September 29, 2009
PHYS 201IN	6:00 - 8:00 PM	Tuesday, October 27, 2009
PHYS 201IN	6:00 - 8:00 PM	Thursday, November 19, 2009
PHYS 205	7:15 - 9:00 PM	Thursday, September 24, 2009
PHYS 205	7:15 - 9:00 PM	Tuesday, October 20, 2009
PHYS 205	7:15 - 9:00 PM	Tuesday, November 17, 2009
STAT 216Q	6:00 - 7:00 PM	Tuesday, October 06, 2009
STAT 216Q	6:00 - 7:00 PM	Tuesday, November 10, 2009

Dates and times subject to change. Contact instructor or check MyInfo (Fall 09 Reg. Handbook/Final Exams) for updates.

**FINAL EXAMINATION SCHEDULES**

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 classes having 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 –9:50 p.m. during the evening of finals week when the class regularly meets.

Exception: Course work in straight laboratory courses, in which no final examinations are given, may be completed up to the last day of the semester, although no formal laboratory classes are held during final examination days.

**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 am	11:00 to 11:50 am	2:10 to 3:00 pm
9:00 to 9:50 am	12:00 to 12:50 pm	3:10 to 4:00 pm
10:00 to 10:50 am	1:10 to 2:00 pm	4:10 to 5:00 pm

**T, R classes**

8:00 to 9:15 am	11:00am to 12:15 pm	2:10 to 3:25 pm
9:30 to 10:45 am	12:45 to 2:00 pm	3:35 to 4:50 pm

**SCHEDULE OF FINALS WEEK EXAMS**

**Course Sequence for classes whose first class day of the week is M, W, or F**

Regular Course Meeting Time	Final Exam Period	Final Exam Date
8:00 a.m.	4-5:50pm	Dec 17
9:00 a.m.	8-9:50am	Dec 17
10:00 a.m.	8-9:50am	Dec 16
11:00 a.m.	4-5:50pm	Dec 15
12:00 p.m.	8-9:50am	Dec 14
1:00 p.m.	6-7:50pm	Dec 17
2:00 p.m.	8-9:50am	Dec 15
3:00 p.m.	8-9:50am	Dec 18
4:00 p.m.	4-5:50pm	Dec 14

**Course Sequence for classes whose first class day of the week is T or R (Th)**

Regular Course Meeting Time	Final Exam Period	Final Exam Date
8:00 a.m.	12-1:50pm	Dec 14
8:00 - 9 :15 a.m.	12-1:50pm	Dec 14
9:00 a.m.	2-3:50pm	Dec 15
9:30 - 10:45 a.m.	4-5:50pm	Dec 16
10:00 a.m.	4-5:50pm	Dec 16
11:00 a.m.	2-3:50pm	Dec 18
11:00 - 12:15 p.m.	2-3:50pm	Dec 18
12:00 p.m.	12-1:50pm	Dec 16
12:45 - 2:00 p.m.	12-1:50pm	Dec 17
1:10 p.m.	12-1:50pm	Dec 17
2:10 p.m.	12-1:50pm	Dec 15
2:10 - 3:25 p.m.	12-1:50pm	Dec 15
3:10 p.m.	2-3:50pm	Dec 14
3:35 - 4:50 p.m.	12-1:50pm	Dec 18
4:10 p.m.	12-1:50pm	Dec 18

**COMMON HOUR FINAL EXAMS**

Course	Time	Date
ACTG 201	Tuesday, December 15, 2009	6-7:50pm
ACTG 202	Monday, December 14, 2009	6-7:50pm
ACTG 327	Thursday, December 17, 2009	10-11:50am
ACTG 401	Friday, December 18, 2009	10-11:50am
ACTG 410	Monday, December 14, 2009	6-7:50pm
ACTG 411	Tuesday, December 15, 2009	6-7:50pm
ACTG 441	Wednesday, December 16, 2009	2-3:50pm
ACTG 529	Wednesday, December 16, 2009	10-11:50am
BIOL 301	Wednesday, December 16, 2009	6-7:50pm
BUS 101US	Monday, December 14, 2009	10-11:50am
BUS 311	Thursday, December 17, 2009	2-3:50pm
BUS 331	Tuesday, December 15, 2009	10-11:50am
BUS 351	Friday, December 18, 2009	10-11:50am

## Common Hour Final Exams, Cont.

CHMY 121IN	Thursday, December 17, 2009	2-3:50pm
CHMY 141	Wednesday, December 16, 2009	2-3:50pm
CHMY 211	Tuesday, December 15, 2009	10-11:50am
CHMY 321	Monday, December 14, 2009	6-7:50pm
EM 251	Thursday, December 17, 2009	2-3:50pm
EM 252	Monday, December 14, 2009	10-11:50am
EM 253	Wednesday, December 16, 2009	2-3:50pm
FIN 453	Tuesday, December 15, 2009	10-11:50am
FIN 455	Thursday, December 17, 2009	10-11:50am
FIN 457R	Thursday, December 17, 2009	2-3:50pm
I&ME 350	Tuesday, December 15, 2009	10-11:50am
LRES 201IN	Thursday, December 17, 2009	10-11:50am
M 065	Thursday, December 17, 2009	10-11:50am
M 096	Tuesday, December 15, 2009	10-11:50am
M 121	Friday, December 18, 2009	10-11:50am
M 135	Friday, December 18, 2009	10-11:50am
M 136Q	Friday, December 18, 2009	10-11:50am
M 145Q	Wednesday, December 16, 2009	2-3:50pm
M 151Q	Wednesday, December 16, 2009	6-7:50pm
M 161Q	Thursday, December 17, 2009	10-11:50am
M 165Q	Wednesday, December 16, 2009	6-7:50pm
M 166Q	Tuesday, December 15, 2009	6-7:50pm
M 171Q	Wednesday, December 16, 2009	10-11:50am
M 172Q	Wednesday, December 16, 2009	6-7:50pm
M 273Q	Wednesday, December 16, 2009	6-7:50pm
M 274	Wednesday, December 16, 2009	2-3:50pm
MGMT 231IS	Monday, December 14, 2009	10-11:50am
PHYS 101IN	Monday, December 14, 2009	6-7:50pm
PHYS 201IN	Wednesday, December 16, 2009	10-11:50am
PHYS 205	Monday, December 14, 2009	10-11:50am
PHYS 211	Tuesday, December 15, 2009	6-7:50pm
STAT 216Q	Wednesday, December 16, 2009	10-11:50am
STAT 217Q	Thursday, December 17, 2009	2-3:50pm

## CORE 2.0

### 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 College Seminar, 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.)

<b>Foundation:</b> 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.	<b>FOUNDATION COURSES</b>	<b>COURSE NUMBER</b>
	<b>Seminar (US)</b> (1 Course)	
	<b>Writing* (W)</b> (1 Course)	
	<b>Quantitative Reasoning (Q)</b> (1 Course)	
	<b>Diversity (D)</b> (1 Course)	
	<b>Contemporary Issues in Science (CS)</b> (1 Course)	
<b>Inquiry:</b> Students are introduced to the methods used to discover and create the factual and theoretical knowledge of the discipline.	<b>WAYS OF KNOWING: INQUIRY AND RESEARCH &amp; CREATIVE EXPERIENCE</b>	
	<b>Arts (IA or RA)</b> (1 Course)	
	<b>Humanities (IH or RH)</b> (1 Course)	
	<b>Social Sciences (IS or RS)</b> (1 Course)	
	<b>Natural Science (IN or RN)</b> (1 Course)	
<b>Research:</b> Students experience the process of research or creative activity as a unique intellectual practice leading to a scholarly or artistic product.	<b>Research &amp; Creative Experience (R, RA, RH, RN, or RS)</b> (3 credits) <i>Courses designated RA, RH, RN, or RS double count. For example, a course designated as RA will satisfy both the Arts and the Research &amp; Creative Experience requirements.</i>	

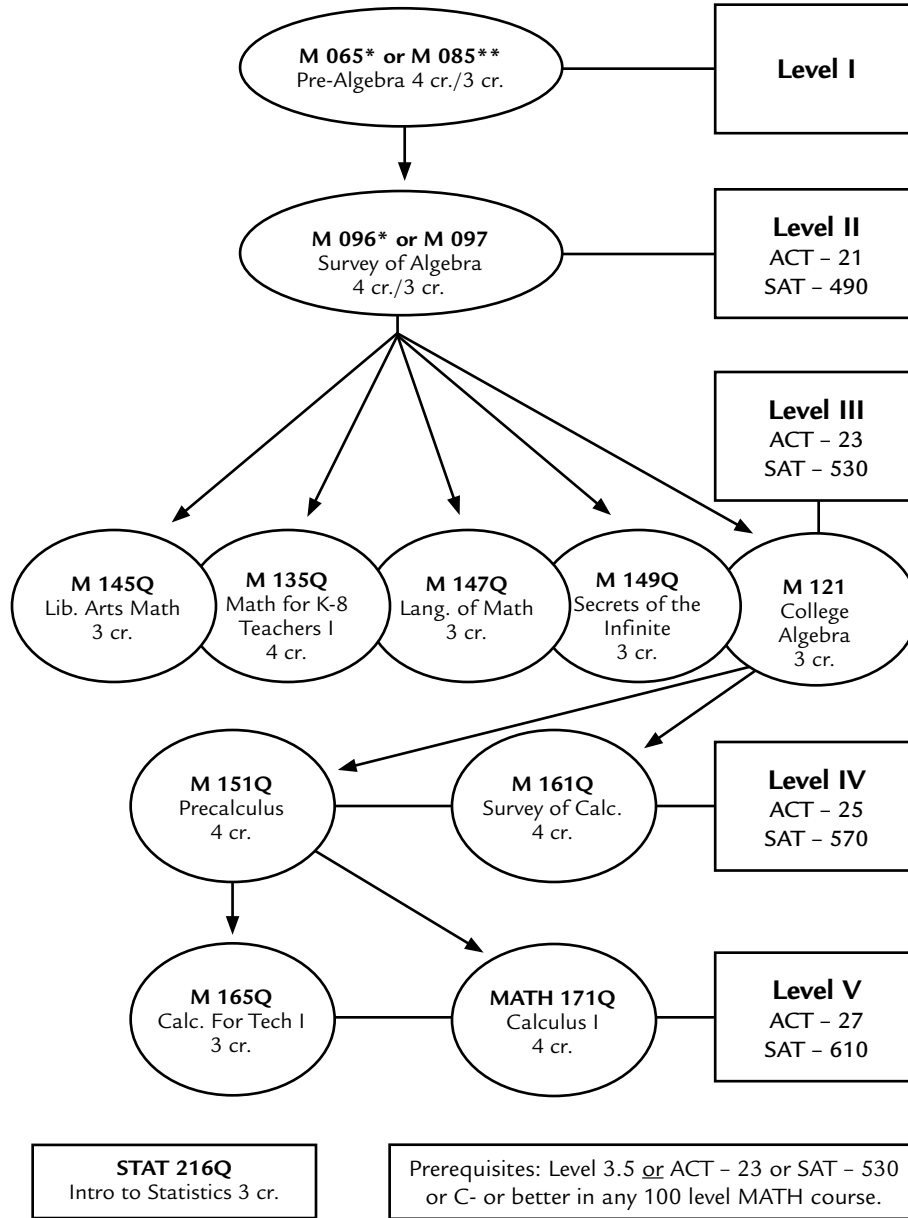
*Notes:*

1. A grade of C- or better is required in all core 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 Natural Science Inquiry requirements: ARNR 240; BIOL 101, 102, \*207, \*208, 213, 214, 215, 251 (\*Previously offered as BIOL 209, 210, 211); CHMY 121; CHMY 123; CHMY 141; CHMY 143; CHMY 151; CHMY 211; GEO 101; GEO 103; GEO 205; GEO 211; GPHY 111; LRES 201; MB 201; MBEH 210; PHYS 205, 206, 211, 212, 213, 221, 222; PSPP 101, 102. Individual substitutions for one requirement or the other are not permissible.
3. Completion of UH 202 with a grade of C- or better satisfies the Humanities Inquiry requirement.
4. 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, 9; otherwise, 10.
5. \*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 requirement. Please refer to your academic advisor to determine if you need to take an additional writing course.

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

- Visit [www.montana.edu/wwwcat/requirements/reqs4.html](http://www.montana.edu/wwwcat/requirements/reqs4.html).
- See your departmental advisor.
- Contact the Academic Advising Center, University Studies, 418 Reid Hall, 994-3532, [universitystudies@montana.edu](mailto:universitystudies@montana.edu).

FALL 2009 PREPARATORY AND INTRODUCTORY MATHEMATICS  
 Department of Mathematical Sciences



\*Classes are taught through College of Technology

\*\*Classes are taught through the TRiO Program.

“Q” means Class satisfies the Core Quantitative Reasoning requirement.

“New Course Number” Info and Equivalents:  
[www.montana.edu/newnumbers](http://www.montana.edu/newnumbers)

## BUILDING ABBREVIATIONS

<b>AJM</b>	Arthur J.M. Johnson Hall
<b>BB</b>	Bridger Bowl
<b>BFH</b>	Breeden Fieldhouse
<b>BLGS</b>	Billings (Nursing, upper division campus)
<b>BOZ</b>	Bozeman (Nursing, lower division campus)
<b>CHA</b>	Community Health Agencies
<b>CHBCH</b>	Chemistry/Biochemistry Bldg.
<b>*CHMN</b>	Chemistry Modular North
<b>*CHMS</b>	Chemistry Modular South
<b>COBH</b>	Cobleigh Hall
<b>CHVR</b>	Cheever Hall
<b>DF</b>	Drill Field
<b>DYB</b>	Dairy Barn
<b>EPS</b>	Engineering-Physical Science
<b>*FCMO</b>	Faculty Court Modular
<b>GH</b>	Gaines Hall
<b>GTFL</b>	Great Falls (Nursing, upper division campus)
<b>HAM</b>	Hamilton Hall
<b>HANH</b>	Hannon Hall
<b>HAYH</b>	Haynes Hall
<b>HELN</b>	Helena
<b>HH</b>	Herrick Hall
<b>HOWH</b>	Howard Hall (formerly MUS-Music Bldg)
<b>JNST</b>	Johnstone Hall
<b>JONH</b>	Leon H. Johnson Hall
<b>KALS</b>	Kalispell Extended Campus
<b>LEWH</b>	Lewis Hall
<b>LINH</b>	Linfield Hall
<b>LWST</b>	Lewistown Extended Campus
<b>MARL</b>	Marsh Research Laboratory
<b>MCH</b>	McCall Hall
<b>MH</b>	Montana Hall
<b>MILS</b>	Military Science Bldg.
<b>MLC</b>	Miles City Extended Campus
<b>MSLA</b>	Missoula (Nursing, upper division campus)

<b>MSP</b>	Miller Stock Pavilion (formerly SP)
<b>NS</b>	Nursery School
<b>PBS</b>	Plant Bioscience
<b>PEC</b>	Hosaeus Health & Physical Education Complex
<b>PF</b>	Poultry Farm
<b>PLGR</b>	Plant Growth Center
<b>REID</b>	Reid Hall
<b>ROBH</b>	Roberts Hall
<b>RLIB</b>	Renne Library
<b>ROM</b>	Romney Gymnasium
<b>SHC</b>	Swingle Student Health Center
<b>SHER</b>	Sherrick Hall
<b>SID</b>	Sidney Extended Campus
<b>SUB</b>	Strand Union Building
<b>TAYH</b>	Taylor Hall (formerly EB—Extension Bldg)
<b>THTR</b>	Theater, Visual Communications Building
<b>TRAP</b>	Traphagen Hall
<b>VCB</b>	Visual Communications Building
<b>WIL</b>	Wilson Hall
<b>WL</b>	Wool Laboratory
<b>XHAC</b>	Hedges Academic Center

*\*See map of Chemistry Instructional Labs at  
[www.facilities.montana.edu/pdc/planning/files/ChemInstLabs.pdf](http://www.facilities.montana.edu/pdc/planning/files/ChemInstLabs.pdf)*

## COMPUTER ACCESS

MSU provides computer access for all students via the global student computer labs. Locations are in Reid, Roberts, and Cheever halls, and Renne Library. For more information about the global student computer labs, see the Web page at <http://greywulff.gsl.montana.edu/cgi-bin/usagape/index.cgi>.

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

Every registered student is assigned a computer account. The account allows you to use the global labs and even build a personal Web page. If you are a new student or were not registered last semester, you will need to create a new account. You can obtain instructions for creating your account from the ITC Help Desk (Room 75 Renne Library Basement), the global student lab in Room 306 Reid Hall, or on the Web at <http://greywulff.gsl.montana.edu/usagape/GSL1.pdf>.

### Off-Campus Computer Access

For assistance or information about the availability of remote Internet access through a commercial dial-up or broadband subscription service call the ITC Help Desk at 994-1777



## GLOSSARY

**Add/Drop Forms:** 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 **Personal Data Form (PDF)** 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. Once the alternate PIN has been used, it is not needed after the next day. Often referred to as the "advisor 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 to 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.

**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.

**PDF (Personal Data Form):** This is the “Personal Data 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.

**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 in the form of six digits representing month, day, and year. If your birthday is January 15, 1982, then your PIN will be 011582. You need a PIN to enter the secure area of MyInfo. You also need a PIN to enter MyPortal. For help with your PINs, go to <http://password.montana.edu>.

**Restricted Entry:** To enroll in a Restricted Entry course, you must first have permission from the department.

**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](http://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’ Office, Monday – Friday, 8a.m. – 5p.m. at (406) 994-6650.

## 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 under "My Info" and pay your bill via credit card or e-check.

**Procedure:** In July we will assess fees for all registered students and continue assessing daily. You must go online under "MyInfo" to view your Web bill. Student Accounts no longer mails 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 Aug. 14, 2009, for Fall 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 Aug. 14, 2009.
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 Aug. 14, 2009.
3. **If part or all of your costs are paid by other sources** (ie. 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 Aug. 14, 2009.
4. **If all your costs are paid by other sources** (ie. financial aid, athletics, vocational rehabilitation) and you owe nothing (zero), you **MUST** still **"confirm your bill"** on the Web under "MyInfo" by the deadline of Aug. 14, 2009.
  - If you are NOT planning to return and have not paid fees for Fall Semester 2009, please call the Registrar's Office at 406-994-6650 to drop all your classes.
  - **Deferred Installment Payment Plan:** This plan permits qualified applicants to pay a minimum of one-third 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. Deferred fee payment installment loan 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](http://www.streamlinebus.com)) which students may use.

**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 Media & Theatre Arts are charged a program fee of \$250 per semester beginning their sophomore year.
- Students who have declared a major in Art are charged a program fee of \$170 per semester.
- Students who have declared a major in the College of Engineering will pay an additional program fee each semester (\$81 for freshmen, \$116 for sophomores through graduate level, and \$46 for all levels during the summer).
- Students who have enrolled in a class within the College of Business will pay an additional \$17 per credit for each course.
- Students who have declared a major in Music Technology will pay an additional \$170 program fee each Fall semester.
- Students enrolled in Graduate Nursing classes will pay an additional \$60 per credit.
- Undergraduate nursing students will pay an additional \$16.25 per credit.

## DEFERRED FEE PAYMENT PLAN

The Deferred Fee Payment Plan is an installment loan 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 federal loan, or students who have a poor repayment history at Montana State University in Bozeman.

### General Instructions

1. Submit an installment loan application each semester to the Student Accounts Office, P.O. Box 172640, Bozeman, MT 59717-2640. A nonrefundable \$30 processing fee will be added to the student's fee statement for each approved application. Applications received after the deadline date will be assessed a \$15 late fee. If you fax an application (406-994-1954), please provide us with the original including an ORIGINAL STUDENT SIGNATURE. A hold will be placed on the student's account until the original form is received in the Student Accounts Office.

Please note:

**Application Deadline for Fall 2009 is August 14, 2009**

**Application Deadline for Spring 2010 is December 11, 2009**

2. Pay your first installment according to established fee payment procedure. Remember you must have your fee statement confirmed and verified even if your first payment is zero. Please note:  
**A minimum payment of at least one-third of the total fees and charges due for the semester must be paid by the fee payment deadline date. All available financial aid credited to your university account will be applied to the minimum due by the published deadline. Financial aid in excess of the minimum is applied to future installments. A \$15 late deferred installment fee will be assessed for each installment payment which is late.**
3. Loan installments as well as any other outstanding charges due Montana State University-Bozeman are to be paid at the MSU Student Accounts Office, P.O. Box 172640, Bozeman, MT 59717-2640, either by mail, in person, in the Montana Hall drop box or on-line by credit card or e-check. Any installment payments that are mailed must be RECEIVED by the Student Accounts Office on or before the due date.

**FALL 2009**

Installment payment due October 1  
Installment payment due November 1

**SPRING 2010**

Installment payment due March 1  
Installment payment due April 1



To download the application for the  
**Deferred Fee Payment Plan,**  
please visit this Web site:

[www.montana.edu/wwwbu/studentaccts\\_defpay.html](http://www.montana.edu/wwwbu/studentaccts_defpay.html)

*Montana State University reserves the right to reject or decline any application and to require a guarantor on any deferred installment loan made.*

## FINANCIAL AID

**Office of Financial Aid Services**

Phone: 406-994-2845

Fax: 406-994-6962

Web: [www.montana.edu/wwwfa](http://www.montana.edu/wwwfa)**Student Accounts Office**

Phone: 406-994-1991

Fax: 406-994-1954

E-mail: [studentaccounts@montana.edu](mailto:studentaccounts@montana.edu)**Financial Aid Priority and Deadline Dates**

**March 1, 2009** Priority filing date for 2009/2010 Academic Year  
**November 30, 2009** Last day to apply for Fall 2009 assistance

**Fall Semester 2009**

In order to apply for financial assistance for Fall Semester 2009, you must complete a 2009-2010 Free Application for Federal Student Aid (FAFSA). You can fill out the FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or you can pick up a paper worksheet from the Office of Financial Aid Services. For Fall Semester 2009 aid consideration, MSU must receive your FAFSA data from the Federal Processor no later than November 30, 2009. 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 institutional Satisfactory Academic Progress Policy standards. This policy is available at Financial Aid Services Office and on the Web at [www.montana.edu/wwwfa](http://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 Dean of Students Office room 174 Strand Union (undergraduate students), or the Division of Graduate Education (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 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 the Financial Aid Office.

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 (994-1991). 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. This includes allowable charges (current semester tuition, fees, other education-related charges, and institutional room and board) plus any prior-term or non-educational charges assessed by the University. Work Study awards or private checks received by the University but payable to you will not be reflected on your bill.

If you do not wish your financial aid awards to be applied toward allowable prior year charges (not to exceed \$200) or other charges assessed by the University, please contact the Office of Financial Aid Services at any time prior to payment being made to you for the applicable term.

**Bill Confirmation**

University charges must be confirmed (paid in full) by the date established by the Student Accounts Office. If you do not Confirm your Bill for Fall 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 Students Accounts Office will refund (pay) the difference to you provided you meet all eligibility requirements. Refund checks are generated and mailed by the Student Accounts Office as soon as possible at the beginning of Fall Semester classes. Please contact the Student Accounts Office (994-1991) regarding any questions you may have about the amount of your refund, or when your refund check will be mailed.

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 with the Student Accounts Office for the term.

**Short Term Loan**

Short term loans are available through Financial Aid Services for students whose aid funds are delayed or who have experienced a shortage of funds to meet an immediate educational expense.

To qualify, you must be enrolled for at least 6 credit hours and have a cumulative grade point average of 2.00 or better. All loans must be guaranteed by Financial Aid Services or by a co-signer acceptable to the University.

A \$30 processing fee will be charged and is nonrefundable unless the loan is not approved. Applications may be requested from Financial Aid Services.

**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](http://www.montana.edu/wwwfa).



## EXTENDED UNIVERSITY

### Courses, Degrees, Certificates And Continuing Education Opportunities

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](mailto:distance@montana.edu) or visit <http://eu.montana.edu/distance>.

#### Graduate and PhD level:

- Master of Science in Health and Human Development—Family Financial Planning option
- Master of Education in Curriculum and Instruction (professional educator, educational researcher and technology education options)
- Master of Education in Educational Leadership
- Master of Nursing
- Master of Science in Mathematics—Mathematics Education Option
- Master of Science in Science Education
- 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
- Center for Learning and Teaching in the West—On-line doctoral level coursework in science and math
- National Teachers Enhancement Network—500-level online courses in biology, chemistry, physics and other sciences

#### Undergraduate level:

- U.S. Arabic Distance Learning Network: Study Arabic and Islamic culture at MSU, and then study abroad in Morocco.

#### Individual courses, professional development and continuing education

Many opportunities are available on-line and face-to-face, and the offerings are con-

stantly 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's Burns Technology Center maintains an on-line resource library for educators who wish to teach fully or partially on-line. Visit <http://eu.montana.edu/btc/tlt/resources/> for information about course development, pedagogy, evaluation, copyright and other topics.

**Web address: <http://eu.montana.edu>**



**MSU – GREAT FALLS COLLEGE OF TECHNOLOGY COURSES**

Fall 2009 Bozeman and Distance Learning Programs

College of Technology in Bozeman, 201 Culbertson Hall, MSU

Gallatin Valley residents and MSU students now have access to some of the best benefits of a local two-year college. All courses are taught on the MSU campus.

- Preparatory courses in Math, English, and college study skills prepare students for college level courses.
- An Associate of Applied Science Degree in Aviation prepares students for a career as a professional pilot.
- An Associate of Applied Science Degree in Interior Design prepares students for careers in commercial and residential design.
- A Certificate of Applied Science in Welding prepares students to make welds using a number of different techniques.
- An Associate of Applied Science Degree in Design Drafting prepares students for entry-level jobs in the design drafting industry.

Visit the COT in Bozeman Web site: <http://bozeman.msugf.edu/> or contact our office at (406) 994-5536

**Online Programs**

MSU – Great Falls College of Technology offers over 100 fully online courses.

MSU – Great Falls College of Technology also offers a number of online degrees, which are listed below:

- **Associate of Applied Science Degrees**
  - Health Information Technology
  - Medical Transcription
  - Computer Information Technology (90 percent online)
- **Certificate Degrees**
  - Health Information Coding
  - Medical Billing
  - Medical Transcription
- **Transferable Courses and Degrees**
  - Associate of Arts
  - Associate of Science
  - Montana University System Core
- **Specialized Endorsements**
  - Microcomputer Applications
  - Professional Communications

Visit our Web site: <http://distance.msugf.edu> for specific programs and course offerings.

Students who pursue online courses or degree programs follow the MSU Great Falls COT Academic Calendar for Fall Semester 2009:

MSU-GF Continuing Students Fall Registration Begins	April 1
MSU-GF New Student Fall Registration Begins	May 18
Payment Deadline	August 28
Fall Classes Begin	August 31
Last Day to Add Classes using Banner Web	September 4
Last Day to Drop/Delete (and receive a partial refund)	September 21
Last Day to Drop Classes with a “W” grade	December 4
Last Day of the Semester	December 11
Last Day of Finals	December 17

For more information contact us by e-mail: [distance@msugf.edu](mailto:distance@msugf.edu) or by phone: 1-800-446-2698.

Contact the Outreach and Workforce Development Center at (406) 522-0830 for more information about short-term computer and business courses, or visit the Web site at: <http://outreach.msugf.edu/bozeman>



NOTES

