REGISTERING FOR COURSES USING CATCOURSE

1. Consult with your advisor and review your DegreeWorks plans to identify the courses that you will register for in the upcoming term(s).

2. Go to the MSU student homepage at www.montana.edu/students/.

3. Click on the link to “MyInfo.”

4. Click on “Log into MyInfo.”

5. 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).

6. Enter your MyInfo PIN.
   a. 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.
   b. If you have entered the secure area before, then your PIN is whatever you have previously designated.
   c. If you have forgotten your PIN, proceed to step 7.

7. If you have forgotten your PIN, enter your user ID as listed in step 5, then click “Forgot Pin?” The system will prompt you to answer the security questions that you had previously established.

8. For course registration, click on “Student Services,” then “Registration.”

9. You will be asked to verify or add a preferred email address and update your contact information; please do so.

10. 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.

11. Click on “CatCourse.”

12. Select the term for which you intend to register.
13. Click on “Add Course” to select your courses. Note: you can search and select courses by subject, CORE category, or from a DegreeWorks Plan that has been locked and activated by an advisor.

   a. When searching by subject or CORE, when a course is selected the course description, including any prerequisites, appears. Click “Add Course” to add this course to your list, which appears on the right side of the screen.
   b. After all courses are listed, click “Save and Close.”

14. Click on “Add Break” to enter times during the day that you do not wish to take classes.

15. Back on the CatCourse homepage, if a blue bar appears under one of the courses on your list, this is an indication that this course has section-specific notes related to it. Click on “Options” to see the section-specific note and de-select or select certain sections of this course based on the notes.

16. Back on the CatCourse homepage, if a gold bar appears under one of the courses on your list or a purple bar appears under one of the courses on your list, this is an indication that this course has a prerequisite and/or co-requisite. Click on the information button to see what the prerequisite(s) and/or co-requisite(s) are. If you have not fulfilled the pre or co-requisite, you will not be able to register for this course.

17. After viewing any section-specific notes and pre or co-requisites, you are ready to generate schedules. Click on “Generate Schedules.” This provides all the possible schedule options from your list of courses and breaks.

   a. Note: if any courses conflict, the specific courses and/or sections which conflict will be described at the bottom of the page.

18. To view schedules that are generated, you can:
   a. Hover over the magnifying glass to see a color-coded view of schedules.
   b. Check up to four boxes to “Compare” schedules side by side.
   c. Click on “View” to see your detailed schedule options. Note: you must open a “View” of a schedule in order to “Send to Registration Cart.”

19. “Shuffle” allows you to shuffle your schedule results after generating schedules. Clicking the shuffle button will randomize the order that the schedule results are shown. Clicking the shuffle button again will revert the schedules back to their original order.

20. Tips to narrow the number of possible schedules:
   a. De-select or select a specific section(s) of a course by clicking on “Options.” “Options” is available on the list of courses on the CatCourse homepage.
   b. Lock a specific section of a course using the padlock icon. To lock a course, you must view a schedule. Once a course is locked the schedule results are automatically changed to be compatible with the locked selection(s).

21. “Send to Registration Cart” when you have selected a schedule. Then click “Register.” Note: you must have your registration (“Alternate”) PIN to register for courses, and you may not register before your designated registration time (see Registration Timetable on page18).