



## Summer School Orientation 2016- New Student Checklist

You can access your student information online through your **My Info** account. To log into My Info:

- Go to [www.montana.edu/myinfo/](http://www.montana.edu/myinfo/)
- Click on "Enter Secure Area". Enter your User ID and PIN. (Instructions for logging in are found on that page.)

**Admissions Checklist:**

Check on the status of your application as well as updates on housing, financial aid and other information by looking at the Undergraduate Admissions Checklist on your My Info page (see log in instructions above) and click on 'Undergraduate Admissions Checklist'.

**Immunizations:**

Students cannot register for classes till all MSU immunization requirements are met. Required immunizations include two measles-mumps-rubella (MMR) shots and completion of MSU's Tuberculosis Screening Form. More information about these requirements can be found at the Health Service website: [www.montana.edu/health](http://www.montana.edu/health). Click on the Patient Portal link to submit a PDF of your immunization records and to fill out the TB screening form. First time users must register for this secure website and will need to know their MSU student ID number.

Please submit your immunization records at least two weeks prior to arriving at Orientation to ensure you will be able to register for classes. If you have questions, visit the Health Service website, or call (406) 994-2311.

**Course Selection and Registration:**

Contact the Academic Advising Center for help in choosing and registering for your summer courses. Summer course offerings can be found online at [www.montana.edu/myinfo/](http://www.montana.edu/myinfo/) (click on Schedule of Classes and select 2016 Summer Session) or in the Summer Bulletin. See enclosed Orientation letter for registration and advising instructions.

**Attendance Confirmation (Fee Payment):**

Students registered for the 12-week and/or first 6-week session **must** pay fees by 4:30 p.m., Wednesday, May 18. Students registered for the second 6-week session **must** pay fees by 4:30 p.m., Wednesday, June 29. Payments can be made:

- Online at [www.montana.edu/myinfo](http://www.montana.edu/myinfo) (Click on "Electronic Billing and Payment").
- Mailing a check and/or money order with a copy of your online bill to MSU Student Accounts, P.O. Box 172640, Bozeman, MT 59717.
- In person at the Cashier Window or the drop box on the first floor of Montana Hall. Cashier hours are 8:00–5:00, Monday - Friday.

If you have a zero balance due to your costs being paid from other sources, such as financial aid, you still need to confirm your attendance. You can do so by contacting the Student Accounts Office or through My Info by clicking on the 'confirm' button at the bottom of your online bill.

**PLEASE NOTE:** All new freshmen will be charged a **\$65 New Student Fee** and all new transfer students will be charged a **\$50 New Transfer Student Fee** that will appear on the summer session online bill. This one-time fee is **NON-REFUNDABLE** and is paid by ALL new students.

**Financial Aid:**

The Financial Aid office located in 183 SUB and is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Feel free to stop by their office with your questions about loans, grants and work study at MSU or call them at 406 994-2845.

**Parking:**

The University Police will enforce parking regulations throughout the summer. Please check with the University Police Department (406 994-2121), located at the corner of South 7<sup>th</sup> Avenue and Kagy Blvd., open 24 hours a day, 7 days a week, regarding parking options while at MSU. Parking information is also available on the University Police website at [www.montana.edu/wwwmsupd](http://www.montana.edu/wwwmsupd).

**Cat Card:**

Students can get their Cat Card (student I.D. card) from 9:00 a.m. to 3:00 p.m. in the Cat Card office (134 SUB). Students need to present photo I.D. to get their Cat Card.

**Registration for Fall Semester Courses/Orientation:**

If you are planning on taking courses at MSU in the fall, you will need to register for and attend an MSU Orientation. Register for Orientation through your Undergraduate Admissions Checklist which can be accessed online at [www.montana.edu/myinfo/](http://www.montana.edu/myinfo/).

## TIPS FOR COURSE SELECTION

### Materials to Use in Course Selection

**A. Summer Bulletin**

The Summer Bulletin has a section devoted to the summer 2016 offerings and can be found online at [www.montana.edu/summer](http://www.montana.edu/summer). This is a preliminary course listing as of January 2016. Please refer to the Summer Session online class schedule for the most current information at [www.montana.edu/myinfo/](http://www.montana.edu/myinfo/) (click on Schedule of Classes and select 2016 Summer Session). The schedule will include detailed course information regarding meeting days, times and locations, instructors and class enrollment numbers.

**B. Course Bulletin (Undergraduate Catalog)**

The 2015-2016 Course Bulletin can be found online at <http://catalog.montana.edu>. In the Course Bulletin, you will find brief course descriptions that may help you determine the content of a particular course. The course description also indicates which semester(s) the course is offered, the number of credits for the course, what portion of the credits is spent in lecture/lab and required prerequisite courses, if any.

**C. Core Curriculum Requirements**

The University's core curriculum requirements are described in the Course Bulletin or found online at [www.montana.edu/wwwcat/requirements/reqs4.html](http://www.montana.edu/wwwcat/requirements/reqs4.html).

**D. Math Placement**

Placement into math courses at MSU can be achieved in one of three ways:

1. ACT/SAT Math test scores
2. Taking the MSU Math Placement Level Exam (MPLEX) <http://www.math.montana.edu/undergrad/mplex.html>
3. Advanced Placement (AP) or college transfer credits

You can review the required math courses for your degree program in the MSU Course Catalog <http://catalog.montana.edu/>.

**E. Add/Drop Request Form**

If one of your desired summer courses has no space available, obtain an Add/Drop Request Form from your academic department or the Registrar's Office. Consult with and obtain the signatures of both the instructor and your academic advisor. Take the signed form to the Registrar's Office in order to register for the course(s). If you wish to drop a course after registration, the same process is required. **Consult the calendar in the Summer Bulletin or online at [www.montana.edu/summer](http://www.montana.edu/summer) for add/drop deadline dates.**

### Course Selection

Summer session differs from regular semesters in that the atmosphere is usually more informal. Because of the short length of the sessions, however, the academic work is more intense. Therefore, it is very important that you plan your academic schedule carefully, keeping in mind your work schedule or other activities. Plan on several hours of study each day to remain up to date with coursework.