

ACTION 1:

Finding a CRN

To register for your classes, you will need to find each course's CRN (course registration number).

- 1. Go to the MSU Bozeman student homepage at www.montana.edu/students/
- 2. Click on the link to "MyInfo."



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3. Click on "Schedule of classes - find CRN here"

https://atlas.montana.edu:9000/pls/bzagent/twbkwbis.P_GenMenu?name=homepage
lace your bookmarks here on the bookmarks bar. <u>Import bookmarks now...</u>
Content-type: text/html; charset=UTF-8 Set-Cookie: SESSID=SIVTMIAwMTMzODU4OA==;

Welcome to the MSU-Bozeman campus

You must have cookies enabled on your browser to use this website.

Please note that the menu item formerly entitled 'Enter Secure Area' now appears as 'Log into MyInfo'.

MSU Alert: Register to receive urgent MSU safety messages. Log into MyInfo Apply for Admission General Financial Aid Campus Directory Schedule of Classes - find CRN here

Schedule of CORE Classes Registration Handbooks Registration Timetable Common Hour Exams and Finals Course Catalog Transfer Equivalencies Frequently Asked Questions



4. Select Term "2018 Fall Semester"

Term:	2018 Fall Semester	
Subject List: (switch to subject inde	 A&TE - Agriculture & Technology Educ AC - Addiction Counseling ACCT - Accounting ACT - Activities: General ACTG - Accounting ACTV - Activities: Varsity AG - Agriculture AGBE - Agricultural Business and Econ AGEC - Agricultural Economics AGED - Agricultural Education 	•
Instructor:	All Instructors Aamot, Kirk Ackerman, Kimberly Lynn	



5. Find classes by searching by Subject List or Subject Index

Term:	2018 Fall Semester 🔻		Term:	2018 Fall Semester	
Subject List: (switch to subject index)	A&TE - Agriculture & Technology Educ AC - Addiction Counseling ACCT - Accounting ACT - Activities: General ACTG - Accounting ACTV - Activities: Varsity AG - Agriculture AGBE - Agriculture AGBE - Agricultural Business and Econ AGEC - Agricultural Economics AGED - Agricultural Education	*	Subject Index: (switch to subject list)	Accounting ACTG - Accounting Agriculture AGBE - Agricultural Business and Econ AGED - Agricultural Education AGSC - Agricultural Science AGTE - Agricultural Technology ANSC - Animal Science ARNR - Animal & Range Natural Res ENTO - Entomology	*

- 6. The CRN is a unique 6-digit course identification number (listed in the third column).
 - This is a number that you will input when you register for a class.
 - If your class includes a lab or recitation section, you will need to input an additional CRN for the lab or recitation section.
 - Check to see if their are seats available in the desired class (green means seats are available, and red means the class is full).
 - If there are no seats available see section "Troubleshooting" on page 15.

16 Fall Semester Instructors		Subj: BIOH	OH Crn: 201		Days: Any		
Biology-Human							
Status Department	Class	Title - Catalog Description Time	Cm	• Cap	Enrl	Avail	Instructor Credits
Cell Biology & Neuroscience	BIOH 201-001 Lecture	Hum Anatomy & Physiology I TR 0800-0915 FORMERLY BIOL 207 Additional Fees: \$32	23080 GH 101	225	211	14	Taylor, Scott Edward 5.0
CLOSED Cell Biology & Neuroscience	BIOH 201-002 Lab	Hum Anatomy & Physiology I MW 1210-1400 FORMERLY BIOL 207	23099 JUNH 223	25	25	0	Taylor, Scott Edward
CLOSED Cell Biology & Neuroscience	BIOH 201-003 Lab	Hum Anatomy & Physiology I MW 1410-1600 FORMERLY BIOL 207	23100 JONH 223	25 this section	25 on has av	0 ailable sea	Taylor, Scott Edward
Cell Biology & Neuroscience	BIOH 201-004 Lab	Hum Anatomy & Physiology I MW 1610-1800 FORMERLY BIOL 207	23101 JONH 223	25	23	2	Taylor, Scott Edward
CLOSED Cell Biology & Neuroscience	BIOH 201-005 Lab	Hum Anatomy & Physiology I MW 1810-2000 FORMERLY BIOL 207	23102 JONH 223	0	0	0	Taylor, Scott Edward
CLOSED Cell Biology & Neuroscience	BIOH 201-006 Lab	Hum Anatomy & Physiology I TR 1000-1150 FORMERLY BIOL 207	23103 JONH 223	25 this	25 section is	0 s full	Taylor, Scott Edward
CLOSED Cell Biology & Neuroscience	BIOH 201-007 Lab	Hum Anatomy & Physiology I TR 1200-1350 FORMERLY BIOL 207	23104 JONH 223	25	25	0	Taylor, Scott Edward
CLOSED Cell Biology & Neuroscience	BIOH 201-008 Lab	Hum Anatomy & Physiology I TR 1400-1550	23105 JONH 223	25	25	0	Taylor, Scott Edward



ACTION 2:

Logging into MyInfo

- ** Before you register for your classes, make sure you have the CRNs required for each course**
- 1. Go to the MSU Bozeman student homepage at www.montana.edu/students/
- 2. Click on the link for MyInfo.
- 3. Click on "Log into MyInfo"
- 4. Enter your MyInfo user ID.
 - Your student ID number with a dash i n front of the first number (example: -01234567).
 - Your ID is on the **Profile** section of your <u>My Global</u> Connection account.
- 5. Enter your MyInfo PIN.
 - Your PIN is your birthdate. For example, if you were born on April 9, 1992, your PIN would be 09apr1992. All letters are lowercase and should be entered without spaces or dashes.



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ACTION 3.A.:

Creating a schedule in "CatCourse" and Registering for Classes

- 1. To create a schedule in "CatCourse", log into "MyInfo" using the steps listed above.
- 2. Click on "Student Services."





3. Click on "Registration."



4. Click on "CatCourse"





5. Select "2018 Fall Semester" and click submit.

RETURN TO MENU SITE MAP HELP E	VIT
	A11
Select Term	
Select a Term: 2018 Fall Semester	×

- 6. You may be asked to verify or add a preferred email address; please do so.
- 7. You may be asked to either "Waive your Health Insurance" (choose this option if you have insurance) OR select the school's Insurance if you do not have your own insurance, you must select the School's insurance.

Personal Information Student Services Financial Aid Faculty Services Employee Services Communications Parking Services MyApps

SITE MAP HELP EXIT

Before registering, please select ELECT or WAIVE insurance.

All MSU students are required to have health insurance if enrolled for 6 or more credits.

If you have other medical insurance coverage, you may **WAIVE** the University sponsored student insurance plan.

If you do not have health insurance coverage, or you wish additional coverage, you may ELECT the student insurance program.

Blue Cross Blue Shield of Montana underwrites the student insurance program. For information about the health insurance policy offered to students, click HERE.

Important Notice: If you have Montana Medicaid, please ELECT the MSU student insurance plan. This includes the new expanded Medicaid "HELP" program. Montana Medicaid will pay your student insurance premium if you fax or send them a copy of your fee statement showing the insurance charge. The student policy will be your primary insurance carrier and Medicaid will be secondary. The Student Insurance office will assist you in submitting your fee statement to Medicaid.

If you are covered by Healthy Montana Kids (for people under age 19), please WAIVE the student insurance.

Notice: Knowingly furnishing false information to any University official, faculty member or office is a violation of the Student Conduct Code and is subject to the disciplinary sanctions of the code.

ELECT HEALTH INSURANCE WAIVE HEALTH INSURANCE



8. Select 2018 Fall Semester" (or appropriate term) and click save And Continue."



Select Term

Term
2018 Summer Session
2018 Fall Semester
Save And Continue



9. Click the "Add Courses" button to add classes to your schedule

Term 2016 Fall Semester Change Course Status Campuses MSU Change Instruction M Gallatin College Dual Credit/High School	odes All Instruction Modes Selected Chang	
Campuses MSU Change Instruction M Gallatin College Dual Credit/High School	odes All Instruction Modes Selected Chang	
Instructions: Add desired courses and breaks and click Generate Sch To Register, click "View" on your preferred schedule and then "Send to	edules button. × Registration Cart".	
Most students choose a mix of courses from MSU, Gallatin College and these default settings If you are confident that you will not be inadverted these default settings of the set of the	Extended University. Only adjust ently limiting your options.	

Add Course

By Subject	Search CORE Courses DegreeWork			
	Subject	Select Sub	oject	q
	Course	ACT - Acti	vities: General	<u>^</u>
		ACTG - AG	counting tivities: Varsity	
		AGBE - Ag	gricultural Business a	and Econ
		AGED - A	gricultural Education	I
		AGSC - A	gricultural Science Ilied Health: Medical	Assist
				······

10. To add courses by Subject, use the pull-down menu to select a subject from the alphabetical list. You can also type a keyword into the search box to find a Subject.



Course Registration Guide





14. Scroll to the bottom and click "Generate Schedules" to generate your schedule possibilities. Then, click "View" to see each one. There may only be one option available. There also might not be a schedule that is possible with your desired classes. In this case, you will need to change one or more of the conflicting classes.

				Check Course Info	o for prerequisites Fees				
i Instructions: Add To Register, click "	desired courses and breaks and cli "View" on your preferred schedule a	ck Generate Schedules button. × and then "Send to Registration Cart".		BIOH 445 Intro Pharmacolo	ogy 🔾	Options	0 a	۲	
Most students cho these default settin	ose a mix of courses from MSU, Ga ngs if you are confident that you wi	llatin College and Extended University. Only adjust Il not be inadvertently limiting your options.		Check Course Info	o for prerequisites	Options	0 8	8	
You are not curren but you will not be	ntly eligible to register. You can still e able to register.	use the CatCourse and save your Registration Cart $\qquad \times$		Check Course Info	o for prerequisites				
				Sensation & Perc	ception 🕻	Options	0	\otimes	
Courses ø	+ Add Course	Add times during the day you do not wish to take of the day you do not you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of the day you do not wish to take of take o	+ Add Break	WRIT 101W College Writing I	<	Options	0 a	۲	
ACT 169 Beginning Tennis	🗘 Options 3 🔒 🛞			Check 🛱 Options	s for section specific informati	ion			
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Schedules									
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				View 3 🔍 🛙	BIOH-201-001, BI	OH-201-004, B	BIOH-445-	-001, PHSX-320-001, PSYX-354-001,	WRIT-101W-036

Θ	Monday	Tuesday	Wednesday	Thursday	Friday
8am (1) 8:15 8:30 8:45	PSYX-354 CLAS - TRAP 308 Marchak, Frank M	BIOH-201 CLAS - GH 101 Taylor, Scott Edward	CLAS - TRAP 308 Marchak, Frank M	BIOH-201 CLAS - GH 101 Taylor, Scott Edward	PSYX-354 CLAS - TRAP 308 Marchak, Frank M
9am					
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3pm 3:15 3:30	NotAssigned		Hot Assigned		Nochospica
3:45					
4pm					
A-15	BIOH-201		BIOH-201 그		



15. If you like your generated schedule, click "Send to Registration Cart" and click OK."

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0	*You a	are viewing	a potential	schedule o	nly and yo	u must still regi	ster.	
Θ		CRN #	Section	Subject	Course	Seats Open	Parts of Term	Dates
		23080	001	BIOH	201	14	2016 Fall Semester - Full Semester	08/30/2016 - 12/15/2
Fe	heck Cou e(s) Ce D heck Cou	urse Info for pre II Biology & 23101 urse Info for pre	requisites F Neurosciel 004 requisites	nce \$32.00 BIOH	Flat Fee 201	2	2016 Fall Semester - Full Semester	08/29/2016 - 12/14/2
	herk Cou	23492	001	BIOH	445	2	2016 Fall Semester - Full Semester	08/30/2016 - 12/15/2
) a	20802	001	PHSX	320	10	2016 Fall Semester - Full Semester	08/29/2016 - 12/16/2 08/30/2016 - 12/15/2
		22457	requisites 001	PSYX	354	13	2016 Fall Semester - Full Semester	08/29/2016 - 12/16/2
) a	22588	041	WRIT	101W	17	2016 Fall Semester - Full Semester	08/29/2016 - 12/16/2

16. You will be directed to the "CatCourse Registration Cart". Make sure all of the boxes are checked and click "Register". You should now be registered for your classes.





ACTION 3.B.:

Registering for Classes: METHOD 2

- 1. To register for classes, click on "Student Services".
- 2. Click on "Registration."
- 3. Click on "Add/Drop Classes."
- 4. The next window is the "Advisor Verification Number" page. Enter your Alternate Pin (located on your My Global Connections Application under profile).
- 5. You will be asked to verify or add a preferred email address; please do so.
- You will be asked to either "Waive your Health Insurance" (choose this option if you have insurance) <u>OR</u> elect the School's Insurance. If you do not have your own insurance, you must select the School's insurance.
- 7. Select 2018 Fall Semester" and click submit.
- 8. You may encounter a hold placed on your account. To resolve this, follow the steps that are listed under the "Troubleshooting" section of this document.
- 9. The next window is the "Add Classes Worksheet." If you know the CRN's (course reference numbers) of the courses you want, simply enter them into he boxes and click on "Submit Changes."

ACTION 4:

Changing your course schedule

• If you need to change our course schedule, follow the same process as you did to register for your classes.

Viewing your class schedule

- 1. Go to the MSU Bozeman student homepage at www.montana.edu/students/.
- 2. Click on the link to "MyInfo."
- 3. Click on "Enter Secure Area."
- 4. Enter your MyInfo user ID.
 - Your student ID number with a dash in front of the first number (example:-01234567).
- 5. Enter your MyInfo PIN.



- Your PIN is your birthdate. For example, if you were born on April 9, 1992, your PIN would be 09apr1992. All letters are lowercase and should be entered without spaces or dashes.
- 6. Click on "Student Services".
- 7. Click on "Registration."
- 8. Click on "Student Detail Schedule" OR \"Student Schedule by Day and Time"

ACTION 5:

Finding your "Net ID"

- 1. Click the link to "MyInfo" on the MSU Bozeman student homepage.
- 2. Log in to "MyInfo" and click "Personal Information".
- 3. Click "View IDs" to view your "MSU ID" and your "Net ID"

TROUBLESHOOTING

- You need to register for the credit part of the course and the additional, non credit component at the same time (CHMY 121n 001 at 4.00 credits and CHMY 121 018 at 0.00 credits). Please be advised that some courses have three components; for example a lecture, lab and recitation.
- Closed sections of a course indicate that all of the seats for the class are full or the Instructor is only allowing students in with written permission. Contact the department advisor to discuss enrollment in the course. Follow the link at <u>http://www.montana.edu/academics/colleges/</u> to find information about departments and their contacts.
- Many of the upper division courses (300's and 400's) have prerequisite classes. To register for the upper devision classes, you may need to contact the department chair or advisor to gain entry into the class. You may also need to provide a copy of your academic transcript for the department advisor. You can access this from your online study abroad account.
 - If you are registering for business courses, please contact Brenda Truman directly <u>bstruman@montana.edu</u> or Liz Greenfield at <u>lgrant@montana.edu</u>.
- **Holds:** You may receive a notification that there is a hold on your account. If the system indicates that you have a hold on your account that prevents registration.
 - 1. Go to your MyInfo, and click on "Enter Secure Area."



- 2. Click the "Student Services" tab at the top of the page
- 3. Click "Student Records"
- 4. Click "View Holds."
 - i. You may have a hold on your account because of required health forms. Submit your immunization records to the Office of International Programs to have this hold removed. After the hold is removed, you may register for your courses.

• Registration for Graduate level courses

- 1. Go to the Graduate forms page at http://www.montana.edu/gradschool/forms.html
- 2. Click on the "Petition to Reserve/Register for Credits" document. This is under "Forms for Current Students"
- 3. At the top of the document, check the "Register for a graduate class as a foreign exchange student" box. Fill out the document and submit to the Registrar's Office.

You will not be able to submit the paperwork for graduate level classes until you attend orientation.

If you have questions, contact gradschool@montana.edu

GLOSSARY

CatCourse: This web page is used to help design a class schedule and provide a way of registering for classes.

CRN: CRN stands for course registration number. It is a 6 digit number that is used for class registration that is not conducted via the internet. You will need to know this number if you are registering for graduate level ourses.

MyInfo: This is where you register for classes. You can also see your personal information such as health records, financial information, and academic records.

MSU ID: This is the number that you will use to log into "MyInfo" (also known as GID).

Net ID: This is the number that you will use to log into "D2L", the online portal where you will access material for your classes during the academic semester.