Exchange Student Orientation

How to log on to MSU Campus Computers

Enter your NetID and password. If you do not know your NetID, you can find it in MyInfo under "Personal Information" and click "View IDs." You can initially login as a guest to access MyInfo.

The computer will log you in and bring you to a home screen.
Remember to use this same log-in when accessing computers throughout campus.

Don't forget to log off when you are done using the computer.

Registration for Courses

Accessing CatCourse

- Go to www.montana.edu/students and select the MyInfo tab, located at the top of the screen.

- Log into "MyInfo" using your GID and pin.
  (If you have never logged in, there are instructions on the "MyInfo" log-in page that will direct you.)

- To register for classes, click on "Student Services."

- Select "Registration."

- If you are adding classes for the first time in the semester, the next window to open will be the "Advisor Verification Number" page.
  Use the "Alternate PIN" "112591" box if this is your first time accessing the registration page.
- Click on "CatCourse."

Adding Classes

- Select the "2018 Spring Semester" term and click on the "Submit" button.

- Click the "Add Courses" button, and search for courses by subject and course number.
  When you have added all of your desired courses select" Save and Close."

  NOTE: If a blue bar appears under one of the courses on your list, this is an indication that this course has section-specific notes attached to it. Click on "Options" to see the section-specific information. You can also use "Options" to pre-select specific sections of a course you wish to include.

Registering for Classes

- If you have already registered for classes, they will appear under "Current Schedule" and will affect the generated schedules.

- Scroll to the bottom and select "Generate Schedules" to see your schedule possibilities.
  - Then, click "View" to see each individual schedule. You can compare up to 4 schedules at a time, but there may only be one option available.

  NOTE: There might not be a schedule that works with all of your desired classes. In this case, you will need to change one or more of the conflicting classes.

Finalizing Registration

- When you have viewed and compared the schedules, select the generated schedule that you like the best, and click "Send to Registration Cart."

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

- To review your schedule, return to MyInfo home.
  - Click "Student Services"
  - Click "Registration"
  - Click "Student Schedule by Day and Time"

Registration Add-Errors?

- Time conflict errors indicate that two or more of your classes overlap. If this occurs, you will need to adjust your courses to remove all conflicts. This can be done by either selecting another section of the course or by dropping one of the conflicting courses.
  - Note: not all courses have more than one section.

- "Consent of Instructor", "Restricted entry", and "Pre-Requisite Hold' means the instructor or an academic advisor has to sign an "Add/Drop" form, which you will return to the Registrar's Office in Montana Hall, allowing you to enroll in the course.

- Closed sections of a course indicate all the seats for the class are taken. If you would like to attempt to enroll in a class that is full, you can request faculty approval by contacting the professor or the relevant academic advisor. An "Add/Drop" form will need to be signed and submitted to the Registrar's Office.
- To add a course:
  - Before Janurary 17th, use CatCourse
  - After January 17th, you need to complete an Add / Drop Request Form" with all the correct signatures.
- To drop a course:
  - Before Janurary 24th, use CatCourse
  - After Janurary 24th, you need to complete an Add / Drop Request Form" with all the correct signatures.

If you are having trouble with Registration Errors, contact a staff member and they will assist you.

Extra Course Suggestions

Department / Class	Title Catalog Description
American Studies / AMST 101D	Intro to American Studies
History / HSTA 102IH	American History II
Geography / GPHY 141D	Geophraphy of World Regions
Political Science / PSCI 210IS	Intro to American Government
Native American Studies / NASX 105D	Intro to Native American Studies