

## Submitting Changes for the Schedule of Classes

1. Navigate to MyInfo and click on 'Schedule of Classes-find CRN here':

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[Schedule of CORE Classes](#)

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[Course Catalog](#)


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### RELEASE: 8.8.4.1

2. Select the Subject code and Term, then click Search Class:

|   |  |
|---|--|
| <b>Term:</b>                                      | 2020 Spring Semester    |
| <b>Subject List:</b><br>(switch to subject index) | LRES - Land Resources & Env Sci<br>LS - Liberal Studies<br>LSCI - Library Science<br><b>M - Mathematics</b> <br>MART - Media Arts<br>MAS - Military Aerospace Studies<br>MATH - Mathematics<br>MB - Microbiology<br>MBEH - Microbiology Environmental Hlt<br>MBSP - Molecular Biosciences Program |
| <b>Instructor:</b>                                | All Instructors<br>Aamot, Kirk<br>Adams, Dean Sheldon<br>Ahmed, Selena   |
| <b>Course Type:</b>                               | Any<br>Online<br>Face to Face  |
| <b>Course Number:</b>                             |  |
| <b>Days:</b>                                      | Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>   |
| <b>Begin Time:</b>                                | Hour: 00 Minute: 00 <b>End Time:</b> Hour: 00 Minute: 00   |



- Right click on your mouse and choose 'Select All', or simply click and drag all content on the page and copy (CTRL).

|                       |            |  |                      |    |   |    |                           |             |
|-----------------------|------------|--|----------------------|----|---|----|---------------------------|-------------|
| Mathematical Sciences | M 121Q-001 | College Algebra<br>MwF 0800-0850<br>Additional Fees: \$18.15 | 31845<br>WILSON 1134 | 34 | 0 | 34 | Staebler-Wiseman, Heidi A | 01/13-05/08 |
| Mathematical Sciences | M 121Q-002 | College Algebra<br>MwF 0900-0950<br>Additional Fees: \$18.15 | 31846<br>WILSON 1119 | 34 | 0 | 34 | Staebler-Wiseman, Heidi A | 01/13-05/08 |
| Mathematical Sciences | M 121Q-003 | College Algebra<br>TR 0925-1040<br>Additional Fees: \$18.15  | 31847<br>WILSON 1134 | 34 | 0 | 34 | Staebler-Wiseman, Heidi A | 01/13-05/08 |
| Mathematical Sciences | M 121Q-004 | College Algebra<br>MwF 1000-1050<br>Additional Fees: \$18.15 | 31848<br>WILSON 1143 | 35 | 0 | 35 | Staebler-Wiseman, Heidi A | 01/13-05/08 |
| Mathematical Sciences | M 121Q-005 | College Algebra<br>MwF 1100-1150<br>Additional Fees: \$18.15 | 31849<br>WILSON 1119 | 34 | 0 | 34 | Staebler-Wiseman, Heidi A | 01/13-05/08 |
| Mathematical Sciences | M 121Q-006 | College Algebra<br>MwF 1200-1250<br>Additional Fees: \$18.15 | 31850<br>WILSON 1119 | 36 | 0 | 36 | Staebler-Wiseman, Heidi A | 01/13-05/08 |
| Mathematical Sciences | M 121Q-007 | College Algebra<br>TR 1050-1205<br>Additional Fees: \$18.15  | 31851<br>REID 332    | 35 | 0 | 35 | Staebler-Wiseman, Heidi A | 01/13-05/08 |
| Mathematical Sciences | M 121Q-008 | College Algebra<br>MwF 1310-1400<br>Additional Fees: \$18.15 | 31852<br>WILSON 1134 | 34 | 0 | 34 | Staebler-Wiseman, Heidi A | 01/13-05/08 |

- Paste your selection into an Excel spreadsheet and make your edits. Please do not use Microsoft WORD, as it is much harder to edit and format. Once you paste the selection into Excel, you may have to adjust column widths and row heights etc. Please use ~~strikethrough~~ when making edits in order to preserve original info; do not simply overwrite the existing info. If you have multiple rubrics (subject codes) in your department, please use a different tab within the spreadsheet for each subject code. Also, please be sure to pay close attention to courses with OTD (Out of Term dates) and indicate any special instructions or Part of Term. If you make your edits in **RED**, they will be easier to spot.

|                       |                            |  |                      |    |   |    |                           |
|-----------------------|----------------------------|--|----------------------|----|---|----|---------------------------|
| Mathematical Sciences | <a href="#">M 121Q-001</a> | <a href="#">College Algebra</a><br>MwF 0800-0850<br>Additional Fees: \$18.15 | 31845<br>WILSON 1134 | 34 | 0 | 34 | Conder, Dere 01/13-05/08  |
| Mathematical Sciences | <a href="#">M 121Q-002</a> | <a href="#">College Algebra</a><br>MwF 0900-0950<br>Additional Fees: \$18.15 | 31846<br>WILSON 1119 | 34 | 0 | 34 | Conder, Dere 01/13-05/08  |
| Mathematical Sciences | <a href="#">M 121Q-003</a> | <a href="#">College Algebra</a><br>TR 0925-1040<br>Additional Fees: \$18.15  | 31847<br>WILSON 1134 | 34 | 0 | 34 | Adams, Katie 01/13-05/08  |
| Mathematical Sciences | <a href="#">M 121Q-004</a> | <a href="#">College Algebra</a><br>MwF 1000-1050<br>Additional Fees: \$18.15 | 31848<br>WILSON 1143 | 35 | 0 | 35 | Higgs, Stever 01/13-05/08 |
| Mathematical Sciences | <a href="#">M 121Q-005</a> | <a href="#">College Algebra</a><br>MwF 1100-1150<br>Additional Fees: \$18.15 | 31849<br>WILSON 1119 | 34 | 0 | 34 | Birch, Esther 01/13-05/08 |
| Mathematical Sciences | <a href="#">M 121Q-006</a> | <a href="#">College Algebra</a><br>MwF 1200-1250<br>Additional Fees: \$18.15 | 31850<br>WILSON 1119 | 36 | 0 | 36 | Higgs, Stever 01/13-05/08 |
| Mathematical Sciences | <a href="#">M 121Q-007</a> | <a href="#">College Algebra</a><br>TR 1050-1205<br>Additional Fees: \$18.15  | 31851<br>REID 332    | 35 | 0 | 35 | Adams, Katie 01/13-05/08  |
| Mathematical Sciences | <a href="#">M 121Q-008</a> | <a href="#">College Algebra</a><br>MwF 1310-1400<br>Additional Fees: \$18.15 | 31852<br>WILSON 1134 | 34 | 0 | 34 | Staebler-Wis 01/13-05/08  |
| Math                  | <a href="#">M 121Q-009</a> | <a href="#">College Algebra</a>  | 31834                | 34 | 0 | 34 | Staebler-Wis 01/13-05/08  |

- To indicate a new section of a course needs to be added, follow the formatting of the Schedule of Classes and enter new info; color the text red and notate "ADD" in a column off to the side where it will be visible. See below for example. \*New CRN's are generated for every new course and change from term to term, so that info is not required when requesting a new section. Use the Available Rooms tool to search for available rooms in Ad Astra.

|                |                      |                          |                |           |          |           |       |                    |
|----------------|----------------------|--------------------------|----------------|-----------|----------|-----------|-------|--------------------|
| <b>ADD</b>     | <u>GEO 105IN-001</u> | <u>Oceanography</u>      | <b>new CRN</b> | <b>80</b> | <b>0</b> | <b>80</b> | Staff | 08/28-12/15        |
| Earth Sciences | Lecture              | MWF                      | REID 402       |           |          |           | 3     | 15 - Full Semester |
|                |                      | Additional Fees: \$47.80 |                |           |          |           |       |                    |

- To indicate a course deletion, use ~~strikethrough~~ and notate "DELETE" in a column off to the side where it will be visible.

|                |                          |                                 |  |              |              |              |       |                    |
|----------------|--------------------------|---------------------------------|--|--------------|--------------|--------------|-------|--------------------|
| <b>DELETE</b>  | <del>GEO 140IN-001</del> | <del>Planetary Geoscience</del> |  | <del>0</del> | <del>0</del> | <del>0</del> | Staff | 08/28-12/15        |
| Earth Sciences | Lecture                  |                                 |  |              |              |              | 3     | 15 - Full Semester |
|                |                          | Additional Fees: \$47.80        |  |              |              |              |       |                    |

- All course and section info is updated in Banner by the Office of the Registrar. Please send edits to [coursescheduling@montana.edu](mailto:coursescheduling@montana.edu). Refer to the Registrar Administrative Calendar for due dates for the Schedule of Classes. Please be advised that edits are processed in the order that they are received. A confirmation email will be sent once changes have been completed.
- After Advising has begun for a term, any major changes to the Schedule of Classes requires a "Scheduled Section Change" form to be routed through the Provost's Office for signatures and approvals. Major changes include adding new sections, deleting or cancelling sections, changing semester dates, changing times/days of the week, instructional method or restrictions. Cap, instructor, and room changes can still be sent to [coursescheduling@montana.edu](mailto:coursescheduling@montana.edu) after this date.