Submitting Changes for the Schedule of Classes

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

MSU Alert: Register to receive urgent MSU safety messages.

Apply for Admission

General Financial Aid

Campus Directory

Schedule of Classes - find CRN here

Schedule of Classes - Gallatin College

Schedule of CORE Classes

Schedule of Classes - Online, Undergraduate for All MSU Campuses

Registration Handbooks

Registration Timetable

Common Hour Exams and Finals

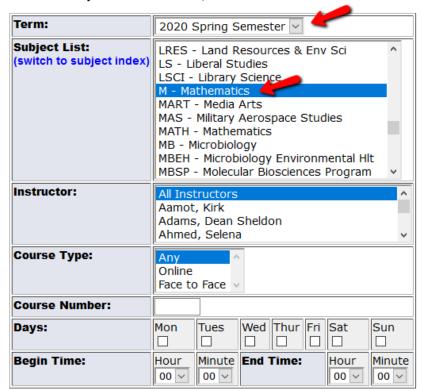
Course Catalog

Transfer Equivalencies

Frequently Asked Questions

RELEASE: 8.8.4.1

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





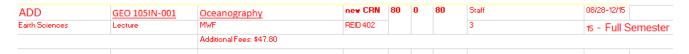
3. Right click on your mouse and choose 'Select All', or simply click and drag all content on the page and copy (CTRL).

| Mathematical Sciences | M 121Q-001 Lecture | College Algebra MWF 0800-0850 Additional Feet 316.16 | 31845 WILSON 1134 | 34 | 0 | 34 | Staebler-Wiseman, Heidi A 3.0 | 01/13-05/08 15 - Full Semester |
|-----------------------|-----------------------|---|----------------------|----|---|----|-----------------------------------|-----------------------------------|
| Mathematical Sciences | M 121Q-002 Lecture | College Algebra MWF 0900-0950 Additional Feax 319 10 | 31846 WILSON 1119 | 34 | 0 | 34 | Staebler-Wiseman, Heidi A 3.0 | 01/13-05/08 15 - Full Semester |
| Mathematical Sciences | M 121Q-003 Lecture | College Algebra TR 0926-1040 Additional Fess 1919 | 31847 WILSON 1134 | 34 | 0 | 34 | Staebler-Wiseman, Heidi Al 3.0 | 01/13-05/08 15 - Full Semester |
| Mathematical Sciences | M 121Q-004 Lecture | College Algebra MVVF 1000-1050 Additional Fass 319 12 | 31848 WILSON 1143 | 35 | 0 | 35 | Staebler-Wiseman, Heidi A 3.0 | 01/13-05/08 15 - Full Semester |
| Mathematical Sciences | M 121Q-005 Lecture | College Algebra MVVF 1100-1150 Additional Fake 118 12 | 31849 WILSON 1119 | 34 | 0 | 34 | Staebler-Wiseman, Heidi A 3.0 | 01/13-05/08 15 - Full Semester |
| Mathematical Sciences | M 121Q-006 Lecture | College Algebra MWF 1200-1250 Additional Files 518 10 | 31850 WILSON 1119 | 36 | 0 | 36 | Staebler-Wiseman, Heidi A 3.0 | 01/13-05/08 15 - Full Semester |
| Mathematical Sciences | M 121Q-007 Lecture | College Algebra TR 1050-1205 Additional Fiess 18 15 | 31851 REID 332 | 35 | 0 | 35 | Staebler-Wiseman, Heidi A 3.0 | 01/13-05/08 15 - Full Semester |
| Mathematical Sciences | M 121Q-008 Lecture | College Algebra MWF 1310-1400 Addisonal Fees 318 15 | 31852 WILSON 1134 | 34 | 0 | 34 | Staebler-Wiseman, Heidi A 3.0 | 01/13-05/08 15 - Full Semester |

4. 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.

| | M 121Q-001 | College Algebra MWF 0800-0850 | 31845 | 34 | 0 | 34 | Conder, Dere 01/13-05/08 | | |
|--------------------------|-----------------------|----------------------------------|----------------------|----|---|----|--------------------------|--------------------|--|
| Mathematical Sciences | Lecture | MWF 0800-0850 | WILSON 1134 | | | | 3 | 15 - Full Semester | |
| oderices | | Additional Fees: \$18.15 | | | | | | | |
| | | | | | | | | | |
| | M 121Q-002 | College Algebra | 31846 | 34 | 0 | 34 | | 01/13-05/08 | |
| Mathematical Sciences | Lecture | MWF 0900-0950 | WILSON 1119 | | | | 3 | 15 - Full Semester | |
| 00,011005 | | Additional Fees: \$18.15 | | | | | | | |
| | | | | | | | | | |
| | M 121Q-003 | College Algebra | 31847 | 34 | 0 | 34 | | 01/13-05/08 | |
| Mathematical Sciences | Lecture | TR 0925-1040 | WILSON 1134 | | | | 3 | 15 - Full Semester | |
| | | Additional Fees: \$18.15 | | | | | | | |
| | | | 31848 | 35 | 0 | 35 | U1 0: | 01/13-05/08 | |
| Mathematical | M 121Q-004 Lecture | College Algebra MWF 1000-1050 | 31046 WILSON 1143 | 35 | U | 35 | niggs, Stevel | | |
| Sciences | Lecture | | WIESON 1145 | | | | , | 15 - Full Semester | |
| | | Additional Fees: \$18.15 | | | | | | | |
| | M 121Q-005 | College Algebra | 31849 | 34 | 0 | 34 | Birch, Esther | 01/13-05/08 | |
| Mathematical | Lecture | MWF 1100-1150 | WILSON 1119 | | | | 3 | 15 - Full Semester | |
| Sciences | | Additional Fees: \$18.15 | | | | | | is Tull outliester | |
| | | 7133113113113113113 | | | | | | | |
| | M 121Q-006 | College Algebra | 31850 | 36 | 0 | 36 | Higgs, Steve | 01/13-05/08 | |
| Mathematical | Lecture | MWF 1200-1250 | WILSON 1119 | | | | 3 | 15 - Full Semester | |
| Sciences | | Additional Fees: \$18.15 | | | | | | | |
| | | | | | | | | | |
| Mathematical Sciences | M 121Q-007 | College Algebra | 31851 | 35 | 0 | 35 | | 01/13-05/08 | |
| | Lecture | TR 1050-1205 | REID 332 | | | | 3 | 15 - Full Semester | |
| | | Additional Fees: \$18.15 | | | | | | | |
| | | | | | | | | | |
| Madagast | M 121Q-008 | College Algebra MWF 1310-1400 | 31852 WILSON 1134 | 34 | 0 | 34 | | 01/13-05/08 | |
| Mathematical Sciences | Lecture | | WILDUN 1134 | | | | 3 | 15 - Full Semester | |
| | | Additional Fees: \$18.15 | | | | | | | |
| | | - 111 -1 | 31894 | 34 | 0 | 34 | Stacklar-Wie | 01/13-05/08 | |
| 4 6 | M 122-009 Math Stat + | College Algebra | 31034 | J# | | JT | Staepler-WIS | 0110-03100 | |
| | IVIALII Stat | | | | | | | | |

5. 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.



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



- 7. All course and section info is updated in Banner by the Office of the Registrar. Please send edits to 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.
- 8. <u>After Advising has begun</u> 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 coursescheudling@montana.edu after this date.