

## CatCourse Instructions

Welcome to CatCourse, MSU's tool for creating a personalized course schedule.

Consult with your Advisor and DegreeWorks Plan(s) to identify the courses that you will register for in the upcoming term(s).

**Personal Information** **Student Services** **Financial Aid** **Electronic Billing and Payment**

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**Welcome, Champ T. Bobcat, to the Montana State**

Have you setup your new Student Email powered by Google?

[Undergraduate Admissions Checklist](#)  
Check your Undergraduate Admissions status

[Personal Information](#)  
View your address(es), phone number, and email address(es); Change

[Student Services](#)

[Electronic Billing and Payment](#)  
Review your current Web Bill; View your most recent Electronic Billing S

[Financial Aid](#)  
View your Financial Aid Awards; Accept your Financial Aid Awards ; View

[Employee Services](#)  
View your leave history or balances, job information, pay stubs and m  
"IMPORTANT TAX RETURN DOCUMENT AVAILABLE"

[Communications](#)  
University Communications

[MyApps](#)  
A list of applications you can access

From your MyInfo menu, click on "Student Services".

**Personal Information** **Student Services** **Financial Aid**

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student Services

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[Click here](#) for more information regarding MSU's Student Enrollment

**FERPA Information:** [Click here](#) for the Family Education Rights

**Enrollment Verification:** [Connect to the National Student Clearinghouse](#)

**Official Transcripts:** [Connect to the National Student Clearinghouse](#)

**New Course Numbers:** [Click here](#) (opens in new window)

[DegreeWorks](#)  
Please CLEAR YOUR CACHE prior to your first login after July 1, 2011.  
Please use MSU-Secure rather than MSU-Guest if connecting from a computer.  
DegreeWorks is not compatible with the latest version of Internet Explorer. Please use Internet Explorer 8 or earlier.  
DegreeWorks is an electronic degree audit program that provides academic a

[Required Online Education](#)  
Online training for new students is mandated by the Board of Regents

[Registration](#)

Check your registration status; Add or drop classes; Select variable

[Registration Timetable](#)

[Student Records](#)  
View your holds; Display grades and transcripts; View your Student Records  
**GO GREEN> Click on Student Records to opt for the electronic version**

Choose "Registration".

Personal Information **Student Services**

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Registration

**REMINDER: MSU does not mail paper bill button at the bottom of the [Electronic F](#)**

Many subject abbreviations and course num

### CatCourse

CatCourse is a tool for creating a personalized co

[CatCourse Registration Cart](#)

Register for courses which have been sent to Reg

[Information for New Course Numbers](#)

[Course Number Equivalency Tool](#)

[Add/Drop Classes](#)

Select "CatCourse".

CatCourse Text Only



### Select Term

Term

2015 Summer Session

2015 Fall Semester

Save And Continue

If prompted, select the term for which you intend to register. Click "Save and Continue". Note: you may not be prompted to select a term if there is only one term available.

It is recommended to NOT change the settings in "Campuses" or "Instruction Modes". These are defaults set for optimum and accurate course selection.



Term	2015 Fall Semester	<input type="button" value="Change"/>	Course Status	Open Classes Only	<input type="button" value="Change"/>
Campuses	All Campuses Selected	<input type="button" value="Change"/>	Instruction Modes	All Instruction Modes Selected	<input type="button" value="Change"/>

**Instructions:** Add desired courses and breaks and click **Generate Schedules** button. To Register, click "View" on your preferred schedule and then "Send to Registration Cart".

Most students choose a mix of courses from MSU, Gallatin College and Extended University. Only adjust these default settings if you are confident that you will not be inadvertently limiting your options.

### Courses

+ Add Course

### Breaks

+ Add Break

Add the courses you wish to take for the upcoming term.

Add times during the day you do not wish to take classes.

### Schedules

Generate Schedules

Click "Add Course" to add the courses you wish to take for the upcoming term.

Courses can be added by Subject, CORE category, or from a locked, activated DegreeWorks Plan.

# Add Course

By Subject | Search CORE Courses | DegreeWorks

Subject: Select Subject

Course: Select Course

Save and Close | + Add Course

## Add Course

By Subject | Search CORE Courses | DegreeWorks

Subject: Select Subject

Course: [Search Box]

- ACT - Activities: General
- ACTG - Accounting**
- ACTV - Activities: Varsity
- AGBE - Agricultural Business and Econ
- AGED - Agricultural Education
- AGSC - Agricultural Science
- AHMA - Allied Health: Medical Assist
- AUMC - Allied Health: Medical Support

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.

## Add Course

By Subject | Search CORE Courses | DegreeWorks

Subject: PSCI - Political Science

Course: Select Course

- 200 Introduction to Conducting Political Inquiry
- 210IS Introduction to American Government
- 220 Intro to Comparative Politics**
- 230D Introduction to International Relations
- 240 Introduction to Public Administration

After selecting a Subject, choose the specific course. Note: if a desired course is not listed, it is likely either not offered for the selected term, or is closed. To search for closed courses, go back to the main CatCourse screen and change the default "Course Status" mode to Open & Full.

Upon finding the course you would like to add, click "Add Course".

CatCourse Text Only Help Back to MyInfo

### Add Course

By Subject Search CORE Courses DegreeWorks

Subject: M - Mathematics  
Course: 121Q College Algebra

Save and Close + Add Course

#### M 121Q - College Algebra

(3 Lec) F,S,Su  
PREREQUISITE: M 096, M 097 or Math Placement Test within the past 12 months.  
-- Further development of algebraic skills through the study of linear, quadratic, polynomial, exponential, and logarithmic functions.  
-- Department of Mathematical Sciences

#### Courses

- CHMY 121IN Introduction of General Chemistry
- M 121Q College Algebra
- MUSI 2031A American Popular Music
- NASX 105D Intro Native Amer Studies
- US 101US First Year Seminar

Be sure to note any pre- or co-requisites which appear in the course description upon selecting a course to add.

Courses you select will appear on the right side of the screen.

## Add Course

By Subject Search CORE Courses DegreeWorks

Core Category: Select Core Category  
Contemp Issues in Science  
Diversity  
Inquiry-Arts  
Inquiry-Humanities  
Inquiry-Natural Sciences  
Inquiry-Social Sciences  
Quantitative Reasoning

To add courses by CORE, use the pull-down menu to select a CORE category. Then choose the subject and then the course number. Click on "Add Course" as shown above. The course will appear in the list on the right side of the screen.

## Add Course

**By Subject** | Search CORE Courses | **DegreeWorks**

**Courses**  
Choose a course and click **Add Course**

**Degree Plan** Bachelor of Science

**Plan Term** 2016 Spring Semester

- Anthropology 215IS** - Human Prehistory
- Film & Photography 101IH** - Understanding Film and Media
- Mathematics 171Q** - Calculus I
- Sociology 101IS** - Introduction to Sociology
- University Studies 101US** - First Year Seminar

Save and Close + Add

From the DegreeWorks tab, you can see all of your planned courses for next term. If you have more than one Plan, select the correct Plan from the pull down menu. Confirm the course(s) you intend to take by checking the appropriate boxes and clicking "Add".

## Add Course

**By Subject** | Search CORE Courses | **DegreeWorks**

**Degree Plan** Bachelor of Science

**Plan Term** 2016 Spring Semester

- 
- Anthropology 215IS** - Human Prehistory
- Film & Photography 101IH** - Understanding Film and Media
- Mathematics 171Q** - Calculus I
- Sociology 101IS** - Introduction to Sociology
- University Studies 101US** - First Year Seminar

Save and Close + Add

**Courses**

- ANTY 215IS**  
Human Prehistory
- FILM 101IH**  
Understanding Film and Media
- M 171Q**  
Calculus I
- SOCI 101IS**  
Introduction to Sociology
- US 101US**  
First Year Seminar

When you are finished adding courses, click "Save and Close". This list can include multiple courses used to view variable potential schedules.



<b>Term</b>	2015 Fall Semester	<input type="button" value="Change"/>	<b>Course Status</b>	Open Classes Only	<input type="button" value="Change"/>
<b>Campuses</b>	All Campuses Selected	<input type="button" value="Change"/>	<b>Instruction Modes</b>	All Instruction Modes Selected	<input type="button" value="Change"/>

**Instructions:** Add desired courses and breaks and click **Generate Schedules** button. To **Register**, click "View" on your preferred schedule and then "Send to Registration Cart".

Most students choose a mix of courses from MSU, Gallatin College and Extended University. Only adjust these default settings if you are confident that you will not be inadvertently limiting your options.

<b>Courses</b>	<input type="button" value="+ Add Course"/>	<b>Breaks</b>	<input type="button" value="+ Add Break"/>
<input type="button" value="i"/> Add the courses you wish to take for the upcoming term.		<input type="button" value="i"/> Add times during the day you do not wish to take classes.	
<b>Schedules</b>	<input type="button" value="Generate Schedules"/>		

On the CatCourse homepage, Click "Add Break" to enter times during the day when you do not wish to take classes.

## Add New Break

Breaks are time during the day that you do not wish to take classes.

**Break Name**

**Start Time**  :

**End Time**  :

**Days**  Select Weekdays

MON  TUE  WED  THU  FRI  SAT  SUN

Upon adding a name to the break and designating the times and days of the break(s), click "Add Break". Note: if you intend to end a break at the same time you intend to start a class, you must use a five minute time lapse. For example, if you intend to begin classes at 9:00, set your break to end at 8:55.

Back on the CatCourse homepage, you'll see the courses you've added and the Breaks you've entered.

**Courses** + Add Course

- EELE 201** Circuits I for Engineering Options i 🔒 ✕  
Check Course Info for prerequisites Corequisites
- LS 101US** Ways of Knowing Options i 🔒 ✕  
Check **Options** for section specific information
- MUSI 101IA** Enjoyment of Music Options i 🔒 ✕
- PHL 101IH** Intro Phil:Reason and Reality Options i 🔒 ✕
- PHSX 222** Physics II (w/ calculus) Options i 🔒 ✕  
Check Course Info for prerequisites Check **Options** for section specific information

**Breaks** + Add Break

- practice** MWF - 3:00pm to 5:00pm Edit ✕

Note: if a gold bar or a turquoise bar appears under one of the courses on your list, this indicates that this course has a pre-requisite and/or co-requisite. Click on the "i" symbol for information. If you do not have the pre- or co-requisite, it is unlikely that you will be able to register for this course.

Note: if a blue bar appears under one of the courses on your list, this course has section-specific notes. Click on "Options" to view.

Optional: Courses on your list can be selected or de-selected via the radial buttons.

## Literature 110IH

Introduction to Literature: Explorations in Literature

Please select the classes you wish to include.

Enabled Options (4 of 4)		Disabled Options (1)					
<input checked="" type="checkbox"/>	Section	Component	Seats Open	Instructor	Dates	Day(s) & Location(s)	Campus
<input checked="" type="checkbox"/>	001	Recitation	20	Leubner, Benjamin Jordan	01/14/2016 - 05/05/2016	TTh 1:40pm - 2:55pm - AJM 237	MSU
Has Notes Notes AMERICAN POETRY WEB ENHANCED							
<input checked="" type="checkbox"/>	003	Recitation	12	Thomas, Amy	01/13/2016 - 05/06/2016	MWF 8:00am - 8:50am - 312A	MSU
Has Notes Notes FROM KATNISS TO SUPERMAN AND BEYOND! HEROES AND THE ART OF STORYTELLING WEB EHNANCED							
<input checked="" type="checkbox"/>	004	Recitation	24	Bennett, Robert	01/13/2016 - 05/06/2016	MWF 1:10pm - 2:00pm - 312A	MSU
Has Notes Notes MODERN AMERICAN POETRY & ZOMBIES WEB ENHANCED							
<input checked="" type="checkbox"/>	098	Recitation	3	Hostetler, Jeffrey William	01/14/2016 - 05/05/2016	TTh 5:30pm - 6:40pm - 312A	MSU
Has Notes Notes COLLEGE RESTRICTION-MUST BE GALLATIN COLLEGE STUDENT							

Under "Options", you will see the section specific notes. Here you can de-select or select certain sections of this course via the radial buttons based on the notes.

Be sure to select or de-select sections of courses for which are for a certain subset of students (ex: Gallatin College students, sections for majors only, sections that are online only, etc).

## Film & Photography 100IH

Intro to Film & Photography

Please select the classes you wish to include.

Enabled Options (3 of 3)							
<input checked="" type="checkbox"/>	Section	Component	Seats Open	Instructor	Dates	Day(s) & Location(s)	Campus
<input checked="" type="checkbox"/>	001	Lecture	40	Ricciardelli, Lucia	01/14/2016 - 05/05/2016 01/19/2016 - 05/03/2016	Th 10:00am - 10:50am - AJM 251 T 2:10pm - 4:00pm - LINH 125	MSU
Has Notes Notes SFP MAJORS ONLY							
<input checked="" type="checkbox"/>	002	Lecture	40	Ricciardelli, Lucia	01/19/2016 - 05/03/2016 01/13/2016 - 05/04/2016	W 10:10pm - 4:00pm - LINH 125 W 10:10pm - 3:00pm - WIL 1142	MSU
<input checked="" type="checkbox"/>	003	Lecture	40	Ricciardelli, Lucia	01/13/2016 - 05/04/2016 01/19/2016 - 05/03/2016	W 10:10am - 10:50am - VCB 182 T 2:10pm - 4:00pm - LINH 125	MSU

## Earth Systems 101IN

Earth System Sciences

Please select the classes you wish to include.

Enabled Options (8 of 9)		Disabled Options (5)					
<input checked="" type="checkbox"/>	Section	Component	Seats Open	Instructor	Dates	Day(s) & Location(s)	Campus
<input checked="" type="checkbox"/>	001	Lecture	45	Wooldridge, Robyn Elaine	01/13/2016 - 05/06/2016	MWF 10:00am - 10:50am - JONH 339	MSU
<input type="checkbox"/>	002	Lab	1	Not Assigned	01/18/2016 - 05/02/2016	M 11:00am - 12:50pm - GH 147	MSU
<input checked="" type="checkbox"/>	001	Lecture	45	Wooldridge, Robyn Elaine	01/13/2016 - 05/06/2016	MWF 10:00am - 10:50am - JONH 339	MSU
<input type="checkbox"/>	005	Lab	4	Not Assigned	01/13/2016 - 05/04/2016	W 8:00am - 9:50am - GH 147	MSU
<input checked="" type="checkbox"/>	801	Lecture	4	Wooldridge, Robyn Elaine	01/13/2016 - 05/06/2016	TBA	Online

To see all possible schedules, click on "Generate Schedules".

# Schedules

 Generate Schedules

 Shuffle

Clicking the "Shuffle" button will randomize the schedule results. Clicking the "Shuffle" button again will revert the schedules to their original order.

 Generated **89** Schedules

 Compare  Select at least two schedules to compare side by side

- [View](#) 1   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-001 , WRIT-201-002
- [View](#) 2   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-018 , WRIT-201-002
- [View](#) 3   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-002 , WRIT-201-002
- [View](#) 4   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-003 , WRIT-201-002
- [View](#) 5   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-008 , WRIT-201-002
- [View](#) 6   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-009 , WRIT-201-002
- [View](#) 7   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-010 , WRIT-201-002
- [View](#) 8   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-012 , WRIT-201-002
- [View](#) 9   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-013 , WRIT-201-002
- [View](#) 10   PSCI-230D-001 , PSYX-230-001 , STAT-216Q-015 , WRIT-201-002

Click on "View" to see your detailed schedule options.

Check up to four boxes to "Compare" schedules.

Hover over the magnifying glass to see a color-coded image of schedules.

You must "View" a schedule prior to registering.

CatCourse Text Only Help Back to MyInfo

Back Print Send to Registration Cart Shuffle Schedule 3 of 15

\*You are viewing a potential schedule only and you must still register.

CRN #	Section	Subject	Course	Seats Open	Parts of T
31361	020	CHMY	141	20	2016 Spring Semester
31523	002	CHMY	141	282	2016 Spring Semester
33960	041	CHMY	141	32	2016 Spring Semester - Full Semester 01/18/2016 - 05/02/2016 0
31203	003	M	171Q	45	2016 Spring Semester - Full Semester 01/14/2016 - 05/05/2016 01/15/2016 - 05/06/2016 4
		US	101US	17	2016 Spring Semester - Full Semester 01/14/2016 - 05/05/2016 3
30166	010	WRIT	101W	25	2016 Spring Semester - Full Semester 01/13/2016 - 05/06/2016 3

You can toggle through multiple detailed schedules to see all schedule options by using the arrows on the screen or on your keyboard.

Full schedule details are displayed at the top of the screen.

A display showing whether courses in this schedule are offered for the full term is shown here.

Week 2 (01/18/2016 - 01/24/2016)

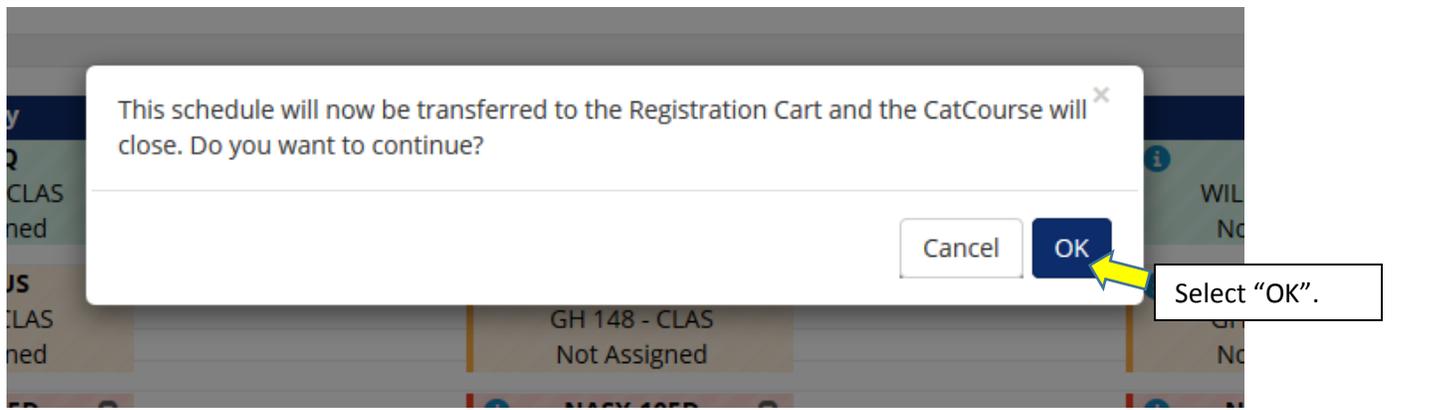
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CHMY 141															
M 171Q															
US 101US															
WRIT 101W															

The schedule option's details by day are shown here.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	CHMY-141 CLAS - GH 030 Frame, Fredrick Andrew				
9am			CHMY-141 CLAS - GH 245 Amin, Shadmani Malik		
10am	M-171Q CLAS - WIL 1141 Not Assigned	M-171Q CLAS - REID 401 Not Assigned		M-171Q CLAS - REID 401 Not Assigned	M-171Q CLAS - WIL 1141 Not Assigned
12pm	WRIT-101W CLAS - WIL 1117 Ruhsenberger, Alexander	US-101US CLAS - GH 148 Gilbertson, Sheila Kay	WRIT-101W CLAS - WIL 1117 Ruhsenberger, Alexander	US-101US CLAS - GH 148 Gilbertson, Sheila Kay	WRIT-101W CLAS - WIL 1117 Ruhsenberger, Alexander
1pm	CHMY-141 CLAS - GH 101 Frame, Fredrick Andrew		CHMY-141 CLAS - GH 101 Frame, Fredrick Andrew		CHMY-141 CLAS - GH 101 Frame, Fredrick Andrew
2pm					

An individual course can be locked by using the padlock icon. Locking a course will narrow your schedule results and build your schedule around that section.

Upon selecting a schedule, click "Send to Registration Cart" at the top of this screen.



Note: CatCourse will not let you register for more than 10 sections of courses or more than 21 credits of courses. An attempt at registering for more than 10 sections of courses or more than 21 credits will prevent your selected schedule from importing to your Registration Cart. Therefore, reduce the number of sections of courses or number of credits prior to sending to Registration Cart.

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[SITE MAP](#) [HELP](#) [EXIT](#)

## CatCourse Registration Cart

Welcome to the CatCourse Registration Cart.

### Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title
<input checked="" type="checkbox"/>	21215	NASX	105D	001	Intro Native Amer Studies
<input checked="" type="checkbox"/>	21267	MUSI	203IA	001	American Popular Music
<input checked="" type="checkbox"/>	21567	US	101US	002	First Year Seminar
<input checked="" type="checkbox"/>	22081	WRIT	101W	024	College Writing I
<input checked="" type="checkbox"/>	22348	M	121Q	001	College Algebra

Register Add to WorkSheet Save Cart Clear Cart

After sending your selected schedule to the Registration Cart, you have these options:

1. Select "Register" to register immediately if you have your registration PIN and it is your scheduled time to register;
2. Select "Add to Worksheet" to go directly to the Add/Drop Classes section of MyInfo where you can edit your selections prior to returning to CatCourse;
3. Select "Save Cart" to register at another time (Note: you can enter Registration Cart directly from the MyInfo Student Services Registration menu if you have a Cart saved);
4. Select "Clear Cart" to remove all courses and start over.

Successful registration will result in a confirmation of courses and credit total.

Personal Information Student Services Financial Aid Communications

RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes:

Use this interface to add or drop classes. If you are unsure of which class to add, click on the "Add Class" button. If you have selected a class to add, click on the "Add Class" button. Dropping to zero credits will result in a "Dropped" status. If you have already registered for the term, those classes will appear in the "Class Registered Successfully" section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes. You may change the number of credits that you are registering for by clicking on the course credit count below. If you have already paid fees, or confirmed your attendance for Financial Aid purposes, you must do a University Withdrawal through the Allen Yarnell Center for Student Success. You may contact them at 406-994-ROAR(7627) or the Registrar's Office at (406) 994-6650. We will then be able to make arrangements to drop your courses.

Return to CatCourse

Notice you can return directly to CatCourse from this screen.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
**Web Registered** on Jun 08, 2015	None	21215	NASX	105D	001 Undergraduate - Semester 3.000	Traditional			Intro Native Amer Studies
**Web Registered** on Jun 08, 2015	None	21267	MUSI	203IA	001 Undergraduate - Semester 3.000	Traditional			American Popular Music
**Web Registered** on Jun 08, 2015	None	22081	WRIT	101W	024 Undergraduate - Semester 3.000	Traditional			College Writing I
**Web Registered** on Jun 08, 2015	None	22348	M	121Q	001 Undergraduate - Semester 3.000	Traditional			College Algebra
**Web Registered** on Jun 08, 2015	None	24554	COMX	111US	003 Undergraduate - Semester 3.000	Traditional			Introduction to Public Speaking

Total Credit Hours: 15.000  
 Billing Hours: 15.000  
 Minimum Hours: 0.000  
 Maximum Hours: 21.000  
 Date: Jun 08, 2015 01:50 pm

Personal Information Student Services Financial Aid Communications

RETURN TO MENU SITE MAP HELP EXIT

Registration

REMINDER: MSU does not mail paper bills. Bill notifications are sent to your student email address. [Electronic Billing page](#) to setup a parent to receive the email.

Many subject abbreviations and course numbers are changing; For more information see [Information for...](#)

- [CatCourse Scheduling](#)  
CatCourse is a tool for creating a personalized course schedule at MSU.
- [CatCourse Registration Cart](#)  
Register for courses which have been sent to the Registration Cart from CatCourse.
- [Information for New Course Numbers](#)
- [Course Number Equivalency Tool](#)
- [Add/Drop Classes](#)
- [Change Class Options](#)
- [Student Schedule by Day & Time](#)
- [Student Detail Schedule](#)
- [Check Your Registration Status](#)
- [Registration Timetable](#)
- [Select Term](#)

To see and/or print a confirmed schedule, click on **Student Services** and select "Student Schedule by Day & Time".

To edit your course schedule via CatCourse, see separate instructions for Adding and Dropping a course after you have registered.