

REGISTRATION HANDBOOK

# Fall 2012

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Montana State University  
Office of the Registrar



# Fall 2012 REGISTRATION HANDBOOK

## Welcome to the Registration Handbook.

If you need more information or assistance,  
please contact the Registrar's Office at  
registrar@montana.edu or 994-6650.

For the most current and updated information please refer to our website:  
[www.montana.edu/registrar](http://www.montana.edu/registrar)



## IMPORTANT SEMESTER DEADLINES

<b>August 27</b>	Classes begin at 8:00 a.m.
<b>August 31</b>	Last day to add classes online using MY INFO
<b>September 10</b>	Last day to add classes
<b>September 10</b>	Last day to drop courses online using MY INFO
<b>September 17</b>	Last day to drop classes without a grade
<b>September 17</b>	Students who have not confirmed their bill (paid fees) will be dropped from their classes at 4:30pm.*
<b>Sept. 18 - Nov. 16</b>	Dropped courses are graded "W"
<b>Nov. 19 - Dec. 14</b>	No drops are allowed
<b>Dec. 10 - 14</b>	Final Examinations
<b>Dec. 15</b>	Commencement

\* See pages 4, 12, and 32 for bill confirmation (fee payment) deadlines



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## ACADEMIC CALENDAR • Fall Semester 2012

<b>Aug 10, Friday</b>	Bill Confirmation (Fee Payment) with the Student Accounts Office by 4:30pm for students registered on or before July 31st. Mail (Box 172640), Fax (406-994-1954), E-Mail (studentaccounts@montana.edu), or confirm your bill on the Web under “MyInfo,” or pay by credit card /e-check.
<b>Aug 10, Friday</b>	\$40 Late Fee assessed at 4:30 p.m. for all students (registered on or before July 31st ) who have not confirmed their bill (paid fees) by August 10th.
<b>August 22-24</b>	New Freshmen and Transfer Student Orientation and registration for classes.
<b>Aug 22, Wednesday</b>	New Graduate Student Orientation
<b>Aug 23 &amp; 24</b>	New Graduate Teaching Assistants Orientation
<b>Aug 27, Monday</b>	Classes begin at 8:00 a.m.
<b>Aug 27-Aug 31</b>	Students may continue to add courses using the Web.
<b>Aug 27-Sept 10</b>	Students may continue to drop courses using the Web.
<b>Aug 31, Friday</b>	Bill Confirmation (Fee Payment) with the Student Accounts Office by 4:30pm for students registered on or after August 1st. Mail (Box 172640), Fax (406-994-1954), or E-Mail studentaccounts@montana.edu, or confirm your bill on the Web under “MyInfo”, or pay by credit card/e-check.
<b>Aug 31, Friday</b>	<b>Last day to add courses using “My Info.”</b> After this day, students must submit an Add/Drop form with instructor and advisor signatures; last day to add courses is Monday, Sept. 10th.
<b>Aug 31, Friday</b>	\$40 Late Fee assessed at 4:30pm for all students (registered on or after August 1st) who have not confirmed their bill (paid fees).
<b>Sept 3, Monday</b>	Labor Day-no classes; offices closed.
<b>Sept 6, Thursday</b>	New Graduate Student Reception and Welcome Dinner.
<b>Sept 10, Monday</b>	<b>Last day to drop courses using “My Info.”</b> After this day, students must submit an Add/Drop form with Instructor and advisor signatures; last day to drop courses without a grade is Monday, September 17.
<b>Sept 10, Monday</b>	After this date, Adds are permitted for extraordinary reason only, requests for auditing courses will not be accepted, and changes may not be made for Pass/Fail grading.

<b>Sept 17, Monday</b>	Last day to request health insurance refund from Student Health Office.
<b>Sept 17, Monday</b>	<b>Students who have not confirmed their bill (paid fees) will be dropped from their classes at 4:30 p.m.</b>
<b>Sept 17, Monday</b>	<b>No refunds for classes dropped after this date. Payment for classes added after this date is required.</b>
<b>Sept 17, Monday</b>	Last day to drop a class without a grade.
<b>Sept 17, Monday</b>	\$80 Late Fee assessed at 4:30pm for all registered students who have not confirmed their bill (paid fees).
<b>Sept 17, Monday</b>	Last day to submit an Application for Baccalaureate Degree for Spring 2013 graduation.
<b>Sept 18-Nov 16</b>	Dropped courses are graded "W." Students must submit an Add/Drop form with instructor and advisor signatures.
<b>Sept 20, Thursday</b>	Last day for graduate students to file "Application for Advanced Degree."
<b>Oct 22, Monday</b>	Advising and course selection begins for continuing students for Spring 2013.
<b>Nov 6, Tuesday</b>	Election Day, (no classes, offices closed).
<b>Nov 12, Monday</b>	Veteran's Day Holiday-no classes; offices closed
<b>Nov 19-Dec 14</b>	No Drops allowed.
<b>Nov 21-23</b>	Thanksgiving Holiday-no classes; offices open the 21st and closed the 22nd-23rd
<b>Nov 22-23</b>	Thanksgiving Holiday-no classes; offices closed
<b>Nov 26, Monday</b>	Last day for master's comprehensive or doctoral final examination.
<b>Nov 26, Monday</b>	Last day for approval of thesis, dissertation, or professional paper (if professional paper is submitted to the library) by Graduate Vice Provost.
<b>Dec 10-14</b>	Final Examinations
<b>Dec 14, Friday</b>	Priority confirmation date for students expecting a Financial Aid refund check on the first day of class for Spring 2013 (provided all Financial Aid requirements have been satisfied).
<b>Jan 8, 2013 Tuesday</b>	Bill Confirmation (Fee Payment) for Spring 2013 in the Student Accounts Office or on the Web.
<b>Jan 9, 2013 Wednesday</b>	Spring Semester 2013 begins

## NEW COURSE NUMBERS CONTINUING FALL 2012

### Background

The Montana University System continues to move toward common numbering for all undergraduate courses for public colleges and universities in Montana.

### What this means:

- MSU subject abbreviations, course numbers and course titles are changed as implementation moves forward.
- All public colleges and universities in Montana are beginning to use the same subject abbreviations, course numbers and course titles for courses taught on more than one campus.
- If students transfer to another campus, **ONLY** common courses also taught at the new campus will automatically transfer as equivalent. All other courses will continue to transfer as electives and will be applied to curricular requirements at the discretion of the faculty.
- Some courses have changed level (e.g., from the 300-level to the 400-level).
- Course content remains the responsibility of faculty and will **NOT** be changed as a result of this process.
- During the transition period, which is likely to continue for several years, curricular plans (the lists of courses required for majors) are being updated to reflect the changes.

### What you need to do

There is a Web page to help you with this transition – see [www.montana.edu/newnumbers](http://www.montana.edu/newnumbers). On this page, you will find the “Course Number Equivalency Tool” that shows how the old courses have changed. You can select the old subject abbreviation and see what those courses are now called, or you can select the new subject abbreviation and see what they used to be called.

The Online version of MSU’s catalog is updated to include the new subject abbreviations, course numbers and course titles in all curricula. However, the printed version will not be updated until summer 2012. If you are using the printed catalog, use the new numbers link above to find the new subject codes.

### The following changes will begin Fall 2012:

- Agricultural Business and Economics - **AGEC** courses will be **AGBE**
- Aviation Flight Training - **AST** courses will be **AVFT**
- Business: General - most **MGMT** courses and a few **BUS** and **MKTG** courses will be **BGEN**
- Business: Management - most **MGMT** courses and a few **BUS** courses will be **BMGT**
- Business: Marketing - most **MKTG** courses and a few **BUS** courses will be **BMKT**
- Early Childhood Education - most **HDCF** courses will be **EDEC**
- Film - many **MTA** courses will be **FILM**

- Interior Design - **DE** courses will be **IDSN**
- Photography - many **MTA** courses will be **PHOT**

### The following changes began Fall 2011:

- Agricultural Education - **AGED** courses remain **AGED** but numbers and titles will change
- Agricultural Sciences - Some **AG**, **PSPP**, and **LRES** will be **AGSC**
- Agricultural Technology - **AGED 314** will be **AGTE 355**, Power System Operational Control
- Animal Science - some **ARNR** courses will be **ANSC**
- Anthropology - **ANTH** courses will be **ANTY**
- Art - History - some **ART** courses will be **ARTH**
- Art - Visual/Studio - some **ART** courses will be **ARTZ**
- Civil Engineering - most **CE** courses will be **ECIV**
- Chemical & Biological Engineering - most **CHBE** courses will be **EBIO** (Biological Engineering) or **ECHM** (Chemical Engineering)
- Education - **EDCI**, **EDEL**, and **EDSD** courses will be **EDU**, and a very few will be **MUSE**
- Electrical Engineering - **EE** courses will be **EELE**
- Engineering Technology - Civil & Construction - most **CET** courses will be **ETCC**
- Environmental Engineering - some **BREN**, **ENVE**, and **CE** courses will be **EENV**
- Environmental Sciences - some **LRES** courses will be **ENSC**
- Equine - some **ARNR** courses will be **EQUH** (Equine Horsemanship) or **EQUUS** (Equine Science)
- Finance - all **FIN** and a few **BUS** courses will be **BFIN** (Business Finance)
- Fish & Wildlife - some **ARNR** and **F&WL** courses will be **WILD** (Fish & Wildlife Science & Management)
- General Engineering Core - some **I&ME**, **EM**, **ENGR**, and **ME** courses will be **EGEM**
- Horticulture - some **PSPP** courses will be **HORT** (Horticulture & Landscape Design)
- Industrial Engineering - most **I&ME** will be **EIND**
- Materials Engineering - some **CHBE** and **ME** courses will be **EMAT**
- Mechanical Engineering Core - some **ME** and **MET** courses will be **EMEC**
- Mechanical Engineering Technology - some **ME** and **MET** courses will be **ETME**
- Native American Studies - **NAS** courses will be **NASX**
- Natural Resources Science & Management - some **ARNR**, **LRES**, and **VTMB** courses will be **NRSM**
- Nutrition and Sustainable Foods - **HDFN** courses will be **NUTR** (Nutrition) or **SFBS** (Sustainable Foods & Bioenergy Systems)

## NEW COURSE NUMBERS (cont.)

### The following changes began in Fall 2010:

- Biochemistry: **BCHM** is now **BCH**, and a very few are **CHMY** (Chemistry)
- **BIOL**, **LRES**, **MB**, **MBEH**, **PSPP**, and **VTMB**: *Some* of these subject codes have changed to **BIOB** (General Biology), **BIOE** (Ecological Biology), **BIOH** (Human Biology), **BIOO** (Organismal Biology), and/or **BIOM** (Micro Biology)
- Computer Science: *Some* **CS** courses are now **CSCI** (Computer Science/ Programming)
- Health and Human Development: *A few* **HHD** courses are now **DANC** (Dance)
- Media and Theatre Arts: *Some* **MTA** courses are now **THTR** (Theatre)
- Music: **MUS** is now **MUSE** (Music-Education), **MUSI** (Music-General), or **MUST** (Music-Technology), as are *a few* Education courses
- Nursing: **N** is now **NRSG**
- Philosophy: **PHIL** is now **PHL**
- Physics: *Most* **PHYS** courses are now **PHSX**, *a few* are **ASTR** (Astronomy)
- Religious Studies: **RELS** is now **RLST**

### The following changes began in Fall 2009:

- Accounting: *Some* **BUS** and *all* **ACCT** courses are now **ACTG**
- Chemistry: **CHEM** is now **CHMY**
- Computer Science: *Only* **CS 150** is now **CAPP 120** (Computer Applications)
- Earth Sciences: **ESCI** is now **ERTH** (Earth Systems), as are a few **GEOG** and **GEOL**
- Economics: **ECON** is now **ECNS**
- English: *Most* undergraduate **ENGL** courses are now **WRIT** (Writing) or **LIT** (Literature)
- Geography: *Most* **GEOG** is now **GPHY**, a few are **ERTH** (Earth Systems)
- Geology: *Most* **GEOL** is now **GEO**, a few are **ERTH** (Earth Systems)
- History: **HIST** is now **HSTA** (American History) or **HSTR** (World History)
- Modern Languages,
  - **MLA** is now **ARAB** (Arabic), **MLF** is now **FRCH** (French). **MLG** is now **GRMN** (German), **MLJ** is now **JPNS** (Japanese), and **MLS** is now **SPNS** (Spanish)
- Mathematics: **MATH** is now **M**
- Political Science: **POLS** is now **PSCI**
- Psychology: **PSY** is now **PSYX**
- Sociology: **SOC** is now **SOCI**
- Statistics: **STAT** *remains* **STAT**, but some titles have changed

### Important web sites on New Course Numbers:


[www.montana.edu/newnumbers](http://www.montana.edu/newnumbers)

Course Number Equivalency Tool: Link from [www.montana.edu/newnumbers](http://www.montana.edu/newnumbers)

For updated information: [https://mus.edu/transfer/CCN/ccn\\_default.asp](https://mus.edu/transfer/CCN/ccn_default.asp)


## WEB LINKS


 My Passwords: To change your Portal, Net ID, Desire2Learn, or Library password, go to **<http://password.montana.edu>** (also on the home page.)


 For current Schedule of Classes with timelines and procedures, go to **[www.montana.edu/](http://www.montana.edu/)** select ***My Info***, arrow down to select ***schedule of classes***.


 Common course link:  
**[www.montana.edu/newnumbers/](http://www.montana.edu/newnumbers/)**


 General education requirements, CORE 2.0 are located at:  
**[www.montana.edu/wwwcat/requirements/reqs4.html](http://www.montana.edu/wwwcat/requirements/reqs4.html)**


 Questions regarding eligibility for Math courses, use the Math Placement Flow Chart at:  
**[www.math.montana.edu/undergrad/documents/MHierarchy.pdf](http://www.math.montana.edu/undergrad/documents/MHierarchy.pdf)**


 Information on Spanish courses, and placement for previous course work in Spanish, go to: **[www.montana.edu/wwwml](http://www.montana.edu/wwwml)**

 Undergraduate students who need help with choosing a degree program, or completing CORE requirements, try the Academic Advising Center at **[www.montana.edu/wwwcat/academic](http://www.montana.edu/wwwcat/academic)**.

 Minimum grade requirements effective Fall Semester 2005, established by the Montana University System Board of Regents, go to: **[www.montana.edu/wwwcat/academic](http://www.montana.edu/wwwcat/academic)** and select “Minimum Competency Requirements”

 For questions on the Student Conduct Guidelines and Grievance Procedures: **[www.montana.edu/wwwds](http://www.montana.edu/wwwds)**

 Official University email accounts will be created automatically for all enrolled students in MSU Google Apps where the students log-on from the link for Student E-mail on the MSU home page (**<http://www.montana.edu>**) with their NetID and password. Passwords can be set from the link for My Passwords off the MSU homepage.

 For information about disability services or accommodations, veteran’s affairs and nontraditional age student services, contact **[www.montana.edu/wwwres/](http://www.montana.edu/wwwres/)**

## WEB LINKS (cont.)



Graduate School

[www.montana.edu/gradschool/cat\\_dates&dead.html](http://www.montana.edu/gradschool/cat_dates&dead.html)



Desire2Learn, learning management system: <http://ecat.montana.edu>

Not all instructors choose to use Desire2Learn; those who do must activate the course in order for students to see it. If you don't see your course as of the start date, please contact your instructor.

## GENERAL PROCEDURE REMINDERS

Students are responsible for knowing regulations governing registration, drop/adds, withdrawals, and other procedures and regulations outlined in this publication, in the University Catalog and in any special registration instructions which may be issued on a semester basis.

### Registration Checklist

1. Refer to the University Catalog for information about the courses, [www.montana.edu/wwwcat](http://www.montana.edu/wwwcat).
2. Plan your next semester's schedule.
3. Obtain your Personal Data Form (PDF). For continuing students, it is available from your department or advisor during the advising period. (Alternate PIN is on this form.)
4. If My Info indicates you are NOT eligible to register, see the appropriate office.
5. Use My Info for registration. See instructions on page 14.
6. All outstanding fees/charges must be paid before registration.

### Classification of Students

Students are classified as follows:

- **Freshman:** a student who has earned less than 30 semester credits and who is entitled to regular or conditional admission.
- **Sophomore:** a student must have earned 30 semester credits.
- **Junior:** a student must have earned 60 semester credits.
- **Senior:** a student must have earned 90 semester credits.
- **Second bachelor's degree candidates:** a student seeking a bachelor's degree who has already earned one bachelor's degree. (Post Baccalaureate status)
- **Non-degree graduate student:** a student with at least a bachelor's degree but not seeking another degree.
- **Graduate degree student:** a student who has at least a bachelor's degree and has been accepted into the Graduate School.
- **Non-degree undergraduate:** undergraduate taking self-interest courses.

### Add Procedure

Students may add courses using My Info through the 5th class day of the semester. After the 5th day, all adds require signatures from the instructor and advisor on the Add/Drop form. After the 10th day of the semester, all adds require the additional signature of the Academic College Dean on the Add/Drop form.

### **Drop Procedure**

Students may drop courses using My Info through the 10th day of the semester. After the 10th day of the semester, all drops require signatures from the instructor and the advisor on the Add/Drop form. Although no refund will be given after the 15th day of the semester, students may continue to drop one or more courses with a grade of "W" up through the last day of the official registration period, with the approval of the academic advisor and the course instructor.

1. Students obtain the Add/Drop form from their advisor, department, the Registrar's Office, or online: [www.montana.edu/registrar](http://www.montana.edu/registrar).
2. Seek the instructor's approval. If the instructor approves, go to your advisor.
3. Discuss with your advisor the reason for the change. If the advisor approves and signs the form, return the completed Add/Drop form to the Registrar's Office with a picture ID.

### **Cancellation of Courses**

A course may be cancelled for lack of sufficient enrollment or other appropriate reason, up to the end of the 10th day of University instruction. Such cancellation requires the approval of the dean of the college and the vice president for academic affairs and is not official until these approvals have been obtained.

### **Registered Students Who Fail to Attend Class**

During the third day of University instruction and thereafter, those students who have registered, but have not attended class, may be required by the instructor to drop the course when space and/or equipment is limited and other students want to add that class. Students are not automatically dropped. This requires a student-initiated Add/Drop form.

### **Registered Students Who Fail to Pay Fees**

Students are personally responsible for paying all fees at the time designated for each semester. Failure to pay fees or to confirm attendance by the due date may result in the loss of all classes. (Refer to page 4 for deadline dates and explanations.) However, any student who continues to attend class after the 15th semester day, even though attendance confirmation or payment has not occurred, is responsible for all charges related to that semester.

### **University Withdrawal**

An undergraduate student who, for personal reasons, must withdraw his or her registration during a semester, should apply for a University Withdrawal from the Dean of Students Office. Graduate students need to contact the Graduate School.

A student who withdraws before the end of the 15th day of the semester will not receive grades for any of the courses taken. Thereafter, through the last day of

instruction, a grade of "W" shall be assigned in all courses for which the student is registered unless the Dean of Students indicates otherwise.

While the registration fee (\$30), deferred installment fee, orientation fee, ID fee, late fees, social fee, foreign student fee and dorm deposit are not refundable, all other fees will be refunded based upon the following schedule. The Student Affairs Office record will determine the date used for refunding.

<b>Days of Instruction</b>	<b>Percent Refunded</b>
Prior to August 27	100
August 27 - 31	90
September 1 - 10	75
September 11 - 17	50
September 18 - on	0

No refunds of health or dental fees are given if medical services have been provided.

A student who leaves the campus without withdrawing his or her registration through regular channels will receive "F" grades in all courses for which he or she was registered.

### **Make-Up of "I" Grades**

An "I" grade make-up is reported by the department to the Registrar on a Grade Change form. Make-up of "I" grades must be accomplished by the end of the next semester of the student's enrollment or the completion date indicated on the "I" Grade Authorization form. If the grade is not reported to the Registrar's Office, the "I" reverts to an "F" grade, unless the instructor requests, in writing, an extension of time.

### **Pass/Fail Elective Courses**

Undergraduate students may elect to take some of their University courses on a "pass/fail" basis subject to the following restrictions:

1. Students can elect the pass/fail option only for courses that are outside their departments and are not required for graduation. Pass/fail courses may not be applied toward completion of Core requirements. This restriction does not apply to HHD activity courses.
2. A student may not register for more than one pass/fail elective course per semester, excluding one-credit HHD activity courses. Pass/fail requests cannot be accepted after the 10th day of University instruction.
3. Undergraduate students may take a maximum of 12 credits of pass/fail elective courses. This maximum does not include courses which are offered only on a pass/fail basis.

4. Students register for pass/fail courses in the same manner as for other courses, but they must have written permission from their advisors, college deans, and the instructors of the course. The Registrar's Office has forms for this purpose.
5. Students may change a pass/fail registration to a regular registration, or a regular registration to a pass/fail registration, prior to the end of the 10th day of instruction. Students will follow the regular Add/Drop procedures, except that students changing to a pass/fail registration must also secure the written permission of the instructor and advisor (see 4 above).
6. Prerequisites will apply for all courses taken on a pass/fail basis.
- 7 The instructor's requirement to obtain a grade of "P" in the course must be submitted with the Request for Pass/Fail form.
8. The Admission and Graduation Requirements Board will review petitions for exceptions to the pass/fail policy.

Graduate students should consult the on-line Graduate bulletin ([www.montana.edu/wwwdg](http://www.montana.edu/wwwdg)) concerning pass/fail courses.

### **Deficiencies and "I" Grade Makeups for Graduating Seniors**

All deficiency make-up grades, correspondence work, and transcripts must be completed and filed in the Registrar's Office at least one month before the end of the semester of expected completion. Students must be registered at Montana State University the semester they complete their degree requirements.

### **Grade Reports**

Grades will be processed at the end of Spring Semester. Students wishing to receive their grades can access them via My Info.

### **Notification of Degree Candidacy**

For students graduating in the Spring or Summer, applications must be filed with the Registrar's office by the last semester day of the preceding Spring Semester. Students graduating in the Fall must file their application with the Registrar's office by the last Semester day of the preceding Fall Semester. Former students, who are graduating the semester of their return, must submit this form by the 15th semester day.

Applications for a Baccalaureate Degree are available in all departmental offices.

### **Late Fee**

Students who have registered on or before July 31, 2012, and who have not paid fees or confirmed their bill by 4:30 pm on August 10, 2012, will be assessed a \$40 late fee.

Students who registered on or after August 1, 2012, and who have not paid fees, confirmed their bill, or registered for classes by 4:30 pm on August 31, 2012, will be assessed a \$40 late fee.

An additional \$40 will be charged to anyone paying fees, confirming their bill, or registering for classes after the 15th class day (September 17, 2012).

### **Suspended Students**

Suspended students, who are reinstated or whose suspension is rescinded, must file an “Intent to Register” form with the Registrar’s Office.

### **Transcript Requests**

For every transcript request, a fee of \$3 per copy will be charged. Fees must accompany the request for transcripts. Outstanding university bill(s) must be paid and the Registrar’s Office notified before transcripts will be issued to students with holds on their accounts.

Under normal conditions, requests for transcripts will be processed four to six working days after they are received in the Registrar’s Office. Transcript requests for registered students during Finals Week will not be honored until that semester’s grades are posted.

Transcripts are sent only upon the student’s written request. For more information, go to [www.montana.edu/registrar](http://www.montana.edu/registrar). Telephoned, emailed, or faxed requests will not be processed.

### **Student Electronic Communications Policy**

All students currently enrolled at Montana State University are assigned an email address. Email is a mechanism for official communication within Montana State University. Official email communications are intended only to meet the academic and administrative needs of the campus community. Official University email accounts will be created automatically for all enrolled students in MSU Google Apps where the students logon from the link for Student E-mail on the MSU home page (<http://www.montana.edu>) with their NetID and password. Passwords can be set from the link for My Passwords off the MSU home page. Students are expected to check their e-mail no less frequently than twice a week in order to stay current with University related communications. Students have the responsibility to recognize that certain communications may be time-critical. Faculty will determine how electronic forms of communication will be used in their classes, and will specify their requirements in the course syllabus. Faculty can therefore make the assumption that students’ official e-mail is being accessed and they can use email, chats and message boards for their classes accordingly.

### **Refund Checks**

Any refund due to a student as a result of financial aid, dropping credits, etc., will be mailed to the student. Note: Please be sure your addresses are kept current.

# REGISTRATION INSTRUCTIONS

## Before Registering for Courses

1. **Meet with your advisor.** If you do not have an advisor, one will be assigned to you. To find your advisor, or to be appointed one, go to the department of your major. If you are a new student at MSU, you will meet with an advisor during Orientation.
2. **Your advisor will provide you with a PDF – Personal Data Form – containing your alternate PIN.** You need the alternate PIN (sometimes called an “Advisor PIN”) to register for classes. Only use the alternate PIN when the My Info system prompts you for the alternate PIN. The only time you need the alternate PIN is when adding or dropping classes.
3. **Do you have any holds (immunization requirements, outstanding financial bills, academic problems) on your account?** If you do, you may not be able to register for courses. My Info will list any holds on your account, along with a message about which office to contact to correct the situation.
4. **Did you enroll in classes the previous semester?** If you did not take classes the previous semester and you are a returning student, you will need to complete an **Intent to Register** form. The form is available online via the My Info site.

## Registering for Courses

Follow these step-by-step instructions and registering for courses will be easy! If a pop-up window opens stating “Your changes have already been submitted,” just close the box, refresh your web page (click “resend” if asked) and you will be able to continue where you left off.

1. Go to the MSU-Bozeman homepage at [www.montana.edu](http://www.montana.edu).
2. Click on the link to “My Info.”
3. Click on “Enter Secure Area.”
4. Enter your My Info user ID; this is your student ID with a dash in front of the first number (example: -09876543) or use your Social Security number without any dashes (example: 111332222).
5. Enter your My Info PIN.
  - If you have never entered the secure area before, then your pin is your birthday. For example, if you were born on February 2, 1971, your PIN, if you have never entered the secure area before or if you have had the Registrar’s Office reset it for you, would be 02feb1971, with the 3 character month all lower case.
  - If you have entered the secure area of My Info before, then your PIN is whatever you designated.
  - If you have forgotten your PIN, proceed to step 6.
6. Forgot Pin? If you have forgotten what your My Info Pin is, enter your user ID as in step four, then click on “Forgot Pin?” This will prompt the system to ask

your security questions. Answers to the security questions are case sensitive. You may change the security questions or answers once you have entered the secure area of My Info.

7. Once you have entered the secure area, you will see many options. Explore these different options if you have not previously; learn what My Info has to offer (including Health Insurance Fee waiver, Confirming your bill, viewing your bill). For registering in classes, click on “Student Services.”
8. The Student Services section of My Info also has many useful options to choose from. Please note the links “for more information regarding MSU’s Student Email Policy,” Attendance Confirmation, and more. For registration, click on “Registration.”
9. On the Registration page of My Info, there are many choices. For registering in classes, click on “Add/Drop Classes.”
10. You will be asked to waive your Health Insurance (if you are covered by your own policy or parents’), or elect the School’s Insurance.

The next two steps, 11 and 12, may occur in the order listed or may be reversed.

11. Now you need to select the term and click on the “Submit” button.
12. The next window to open may be the “Advisor Verification Number” page. This page will open when you are adding classes for the first time for the semester. The number you need to enter in the “Alternate PIN” box is the alternate PIN (often referred to as the “Advisor PIN”) found on your PDF form or given to you by the Registrar’s Office after you have met with an advisor. Enter the six-digit number and click “Submit.”
13. Registration is not allowed at this time? You have a hold? Check the registration timetable and verify you are, indeed, eligible to register now. Check if there are holds on your account preventing registration. And, from the “Registration” page, click on “Check your Registration Status.” If you should be able to register, based on the timetable and registration status, but you are receiving a message stating you are not, call the Registrar’s Office (406-994-6650).
14. If it is your time to register and you have no holds on your account, the next page to open will be the “Add Classes Worksheet.” If you know the CRN’s (course reference number—see glossary for more information) of the courses you want, simply enter them into the boxes and click “Submit Changes.” The system will be a bit slow as it has to gather data from many different areas, so please be patient.

15. Registration Add Errors?
  - Link errors indicate you have not registered for a lecture/lab (ex: A1, A2) or a recitation/studio combination at the same time; that is, you need to register for the credit part of the course and the additional, non-credit component at the same time (CHMY 121-001 at 4.00 credits and CHMY 121-018 at 0.00 credits).
  - Time conflict errors indicate two or more of your classes overlap in time. You either need to adjust your courses so there is no time conflict or, if necessary, the Registrar's Office can override this error.
  - Sometimes a link error occurs because there is a time conflict; fix the time conflict and you may very well fix the link error.
  - Consent of Instructor and Restricted entry means the Instructor or a department administrator has to sign an add form, which you return to the Registrar's Office, allowing you into the course unless the department actually registers you in the class.
  - Closed sections of a course indicate all the seats for the class are taken or the Instructor is only allowing students with an Add form.
16. In My Info, the classes you have registered for will show under the "Current Schedule" section of the Add/Drop page. If you want to drop a course from the schedule, simply use the drop-down menu under "action" so that "Drop on the web" shows, and click on the "Submit Changes" button.
17. To find a class while in the "Add/Drop Classes" area, just click on the "Class Search" button. You can search by subject, instructor, even time. In fact, if you have a time slot you want to fill with a class or two, just select the specific subjects you're interested in (hold the keyboard "Ctrl" button down while clicking on individual subjects) or all the subjects (click on the first subject, hold the keyboard "Shift" key down and while keeping the key down, scroll to the last subject and click on it—all subjects will be highlighted), select the start time and end time, select the days, and click on "Class search."
18. If there is a class in the class search that you want, just click on the square check-box next to the course and click on "Register" at the bottom of the page. If there is no check-box then the class is either closed, restricted, or requires the consent of the instructor. You may be able to add the course with an Add form if the Instructor will sign it.
19. To see your schedule by day and time, use the "Student Schedule by Day and Time" link from the Registration page on the Student Services tab. If the week shown has holidays, not all your classes will show; just click on the "Next Week" link above the schedule to see a full week. You may also print this schedule.
20. Once you have registered for classes, your bill will be automatically generated and will be viewable from the "Student Records" portion of My Info. The Student Accounts Office can help with billing and fee questions although many

answers may be found by clicking the links on the Web Bill Summary page. Please note, if you are receiving financial aid, loan money, scholarship money, or other third-party money for fees, you **MUST** confirm your bill with the Student Accounts Office. If “Confirm Your Bill” is not a check-box option on the Web Bill Summary page, you must confirm your bill directly with the Student Accounts Office. Failure to pay or confirm your bill by the 15th class day of the semester will result in the loss of your classes.



## WEB REGISTRATION TIMETABLE — SPRING 2012

### Spring Semester 2012 Registration Access – You’ve Been Heard!

Initiated by students and to support progress toward degree completion, access to registration will be based on your **earned credits and class standing**. This access to registration removes the previous randomly assigned access dates, and enables students to better plan academic programs as they work toward degree completion. Be sure to check the Registration timetable so that you see your advisor before your listed registration start date. Your registration access begins on the assigned date, but continues through the 5th day of Spring Semester.

### UNDERGRADUATE REGISTRATION SCHEDULE FOR FALL & SUMMER 2012

Registration days are based on class standing and total earned credits.  
Each registration day begins at 8:00am.  
Graduates and Post-Baccs being registration on March 26, at 8:00am.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>March 26</b> Seniors 109 to 200 earned credits	<b>March 27</b> Seniors 100 to 108 earned credits	<b>March 28</b> Seniors 90 to 99 earned credits	<b>March 29</b> Juniors 79 to 89 earned credits	<b>march 30</b> Juniors 70 to 75 earned credits
<b>April 2</b> Juniors 60 to 69 earned credits	<b>April 3</b> Sophomores 47 to 59 earned credits	<b>April 4</b> Sophomores 40 to 46 earned credits	<b>April 5</b> Sophomores 30 to 39 earned credits	<b>April 6</b> <i>University Day</i> <i>No Classes</i> <i>Offices Open</i>
<b>April 9</b> Freshmen 16 to 29 earned credits	<b>April 10</b> Freshmen 0 to 15 earned credits	<b>April 11</b> Freshmen open registration	<b>April 12</b>	<b>April 13</b>

## SCHEDULE WORKSHEET

	Mon	Tues	Wed	Thurs	Fri
8:00					
9:00					
10:00					
11:00					
12:00					
1:10					
2:10					
3:10					
4:10					
5:10					
eve					

## ALTERNATE SCHEDULE WORKSHEET

	Mon	Tues	Wed	Thurs	Fri
8:00					
9:00					
10:00					
11:00					
12:00					
1:10					
2:10					
3:10					
4:10					
5:10					
eve					

## FINAL EXAMINATIONS

Final examinations in one-credit courses are given during the regular class periods. Final examinations for all other courses are scheduled by the Registrar, and they may not be rescheduled or given prior to the start of the final examination period. It is the policy of the University to consider the examination period as instructional time, and it is expected that some instructional use is made of this period even if a final examination is not given.

When a final examination is given, it must be given at the time shown in the examination schedule. However, under some circumstances an instructor may require that a student take an early final exam. The Dean of Students may authorize an “I” grade in cases of true medical or family emergencies which require the student to be absent during the Final Exam.

Final exams are listed by course number online at <http://www.montana.edu/registrar/exams> and replace the exam times that are determined by the regularly scheduled class meeting.

A student who has three (3) or more final examinations on any one day should first work with the instructors of the courses to see if one exam could be rescheduled. If this rescheduling can't be resolved, then the student should contact the assistant dean of his or her college at least one week before the beginning of final examination week for assistance in resolving the conflict.

All laboratory assignments, and all notebooks, reports, term papers and other course requirements are to be completed and turned in by 5 p.m. on the last day of instruction, or on the day of the final examination, whichever is later.

### Common Hour Exams

Departments may request common examinations in multisection courses throughout the semester. These exams are usually given on Tuesday and Thursday evenings. Departmental requests should indicate the exact dates and times for these examinations, and when these are posted in the Schedule of Classes, they become part of the student's commitment when he or she enrolls in the course. The common hour test period is expected to replace one class period for that particular course. The assigned test period is not in addition to regularly scheduled classes.

A student will not be expected to take more than two common hour exams on any one day. If more than two are scheduled, the student should report to the instructor to work out the conflict. If the conflict can't be resolved, then the student should see the assistant dean of his or her college at least one week before the common hour examination, and arrangements will be made to reschedule the student's exam.

Tuesday and Thursday evening common hour examinations are scheduled for multi-sectioned courses.

**EXPLANATION OF THE TIME SCHEDULE OF CLASSES**

All courses are scheduled, generally, between the hours of 8 a.m. and 5 p.m., Monday through Friday.

The following abbreviations are used in the Time Schedule of Classes:

Rct—Recitation/Discussion	M—Monday
Lab —Laboratory	T—Tuesday
Stu—Studio	W—Wednesday
Ind —Independent Study	R—Thursday
Lec —Lecture	F—Friday
Sem—Seminar	S—Saturday
	U—Sunday

**Class Hours****M, W, F classes**

8:00 to 8:50 a.m.	11:00 to 11:50 a.m.	2:10 to 3:00 p.m.
9:00 to 9:50 a.m.	12:00 to 12:50 p.m.	3:10 to 4:00 p.m.
10:00 to 10:50 a.m.	1:10 to 2:00 p.m.	4:10 to 5:00 p.m.

**T, R classes**

8:00 to 9:15 a.m.	10:50am to 12:05 p.m.	1:40 to 2:55 p.m.
9:25 to 10:40 a.m.	12:15 to 1:30 p.m.	3:05 to 4:20 p.m.
		4:30 to 5:45 p.m.

**FINAL EXAMINATION SCHEDULES**

Regular classrooms will be used for the examinations unless instructors make special arrangements through the Registrar's Office. Examinations in courses must be scheduled according to the class sequence. Announcements of time and room should be made by the instructor for all examinations. Rooms must be reserved with the Registrar's Office for "Common Final" examinations in order to avoid conflicts. Instructors will announce to their classes the rooms to be used for all common final examinations. Final examinations in one-credit courses are to be given during the last regular class period. For classes beginning 5:00 p.m. or later, final exams are given at 8:00 p.m. - 9:50 p.m. on Monday if your course meets M, W, or F, and on Tuesday if your course meets T or R.

Exception: Course work in straight laboratory courses, in which no final examinations are given, may be completed up to the last day of the semester, although no formal laboratory classes are held during final examination days.

**IMPORTANT CHANGE: COMMON HOUR EVENING EXAMS**

**The common hour evening exams are no longer listed in this handbook due to last-minute scheduling changes.** For an up-to-date listing of the Common Hour Evening/Final Exams, please refer to the web under My Info:

**[www.montana.edu/registrar/exams](http://www.montana.edu/registrar/exams)**

**SCHEDULE OF FINALS WEEK EXAMS**

Please refer to the web at: <http://www.montana.edu/registrar/exams>

## CORE 2.0

**University Core 2.0 Course Descriptions**

The letter following the course number denotes core courses.

**Foundation Courses**

US - University Seminar                      W - College Writing

Q - Quantitative Reasoning                D - Diversity

CS - Contemporary Issues in Science

**Ways of Knowing Courses**

IA - Inquiry Arts                                R - Research

IH - Inquiry Humanities                    RA - Research Arts

IN - Inquiry Natural Science            RH - Research Humanities

IS - Inquiry Social Science                RN - Research Natural Science

RS - Research Social Science

Example: CLS 101US Knowledge & Community, 3 cr., designates that this course is in the University Seminar Core 2.0 group.

The mission of **CORE 2.0** is to enhance students' use of multiple perspectives in making informed critical and ethical judgments in their personal, public, and professional lives.

**Foundation:** Students learn to think, speak, and write effectively; evaluate the oral and written expression of others; and use complex knowledge in making decisions and judgments.

**Inquiry:** Students are introduced to the methods used to discover and create the factual and theoretical knowledge of the discipline.

**Research:** Students experience the process of research or creative activity as a unique intellectual practice leading to a scholarly or artistic product.

## CORE 2.0 (cont.)

*The mission of CORE 2.0 is to enhance students' use of multiple perspectives in making informed critical and ethical judgments in their personal, public, and professional lives.*

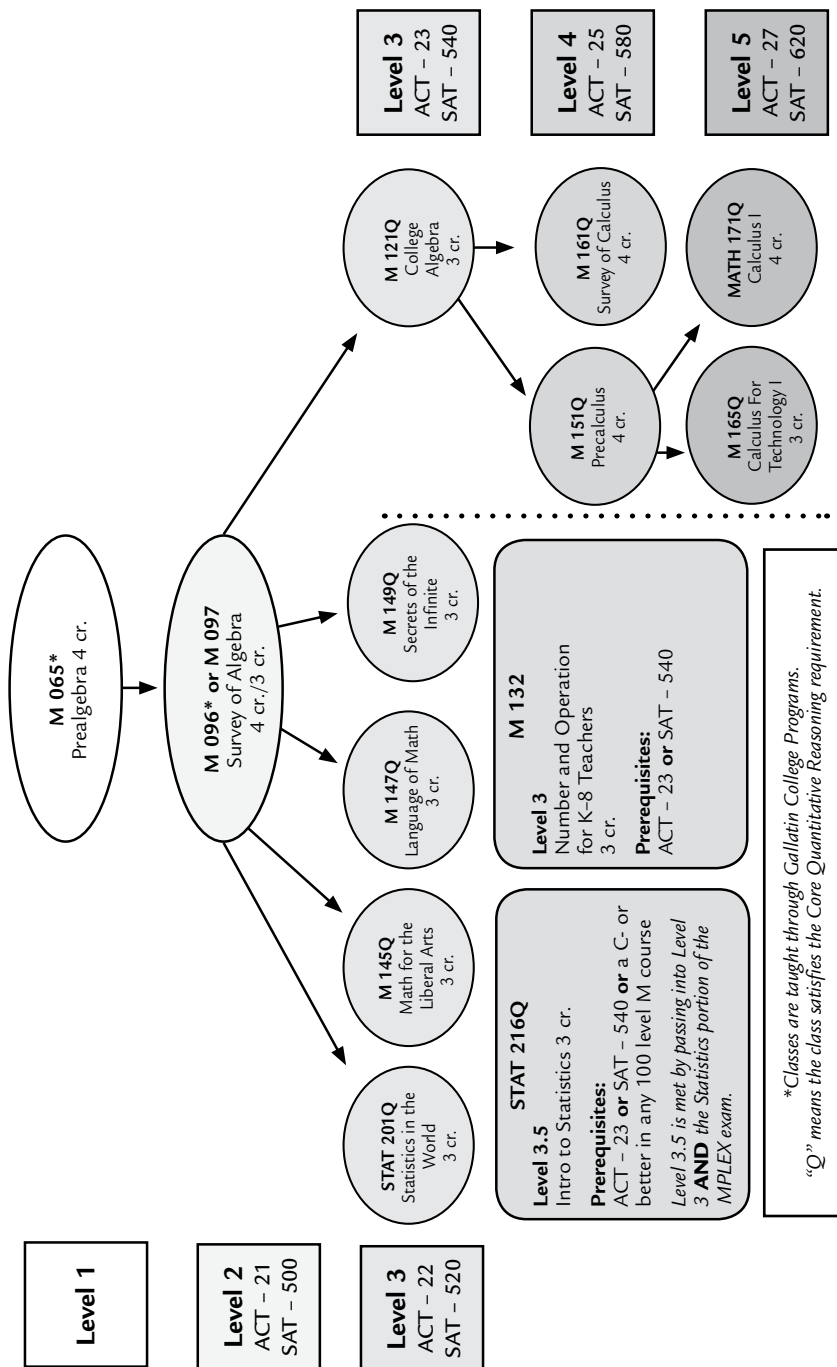
<b>Foundation:</b> Students learn to think, speak, and write effectively; evaluate the oral and written expression of others; and use complex knowledge in making decisions and judgments.	<b>FOUNDATION COURSES</b>	<b>COURSE NUMBER</b>
	<b>University Seminar (US)</b> (1 Course)	
	<b>College Writing* (W)</b> (1 Course)	
	<b>Quantitative Reasoning (Q)</b> (1 Course)	
	<b>Diversity (D)</b> (1 Course)	
	<b>Contemporary Issues in Science (CS)</b> (1 Course)	
	<b>WAYS OF KNOWING: INQUIRY AND RESEARCH &amp; CREATIVE EXPERIENCE</b>	
<b>Inquiry:</b> Students are introduced to the methods used to discover and create the factual and theoretical knowledge of the discipline.	<b>Arts (IA or RA)</b> (1 Course)	
	<b>Humanities (IH or RH)</b> (1 Course)	
	<b>Social Sciences (IS or RS)</b> (1 Course)	
	<b>Natural Science (IN or RN)</b> (1 Course)	
<b>Research:</b> Students experience the process of research or creative activity as a unique intellectual practice leading to a scholarly or artistic product.	<b>Research &amp; Creative Experience (R, RA, RH, RN, or RS)</b> (3 credits) <i>Courses designated RA, RH, RN, or RS double count. For example, a course designated as RA will satisfy both the Arts and the Research &amp; Creative Experience requirements.</i>	

### Notes:

1. A grade of C- or better is required in all core courses.
2. Completion of at least two of the following courses with a grade of C- or better satisfies both the Contemporary Issues in Science and the Natural Science Inquiry requirements: ARNR 240; BIOB 160; BIOB 170; BIOB 256; BIOB 258; BIOB 260; BIOL 207; BIOL 208; BIOM 210; BIOM 250; BIOO 220; CHMY 121; CHMY 123; CHMY 141; CHMY 143; CHMY 151; CHMY 153; CHMY 211; GEO 101; GEO 103; GEO 205; GEO 211; GPHY 111; LRES 201; PHSX 205; PHSX 207; PHSX 220; PHSX 222; PHSX 224; PHSX 240; PHSX 242; PSPP 102. Individual substitutions for one requirement or the other are not permissible.
3. Completion of UH 202 with a grade of C- or better satisfies the Humanities Inquiry requirement.
4. Total number of courses: If the Research and Creative Experience requirement is completed as part of the requirements in Arts, Humanities, Natural Sciences or Social Sciences, 9; otherwise, 10.
5. \*Students with an ACT English score of 28 or higher or an SAT Critical Reading score of 650 or higher are exempt from the College Writing requirement. Please refer to your academic advisor to determine if you need to take an additional writing course.

### Where can I find answers to my questions about Core 2.0?

- Visit [www.montana.edu/core2](http://www.montana.edu/core2)
- See your departmental advisor.
- Contact the Academic Advising Center, University Studies, 130 Gaines Hall, 994-3532, [universitystudies@montana.edu](mailto:universitystudies@montana.edu)



## BUILDING ABBREVIATIONS

<b>ABB</b>	Animal BioScience Bldg.
<b>AJM</b>	Arthur J.M. Johnson Hall
<b>BB</b>	Bridger Bowl
<b>BFH</b>	Breeden Fieldhouse
<b>BLGS</b>	Billings (Nursing, upper division campus)
<b>BOZ</b>	Bozeman (Nursing, lower division campus)
<b>CHA</b>	Community Health Agencies
<b>CHBCH</b>	Chemistry/Biochemistry Bldg.
<b>*CHMN</b>	Chemistry Modular North
<b>*CHMS</b>	Chemistry Modular South
<b>CHVR</b>	Cheever Hall
<b>COBH</b>	Cobleigh Hall
<b>DF</b>	Drill Field
<b>DYB</b>	Dairy Barn
<b>EPS</b>	Engineering-Physical Science
<b>*FCMO</b>	Faculty Court Modular
<b>GH</b>	Gaines Hall
<b>GTFL</b>	Great Falls (Nursing, upper division campus)
<b>HAM</b>	Hamilton Hall
<b>HANH</b>	Hannon Hall
<b>HAYH</b>	Haynes Hall
<b>HELN</b>	Helena
<b>HH</b>	Herrick Hall
<b>HOWH</b>	Howard Hall (formerly MUS-Music Bldg)
<b>JNST</b>	Johnstone Hall
<b>JONH</b>	Leon H. Johnson Hall
<b>KALS</b>	Kalispell Extended Campus
<b>LEWH</b>	Lewis Hall
<b>LINH</b>	Linfield Hall
<b>LWST</b>	Lewistown Extended Campus
<b>MARL</b>	Marsh Research Laboratory
<b>MCH</b>	McCall Hall
<b>MH</b>	Montana Hall
<b>MILS</b>	Military Science Bldg.
<b>MLC</b>	Miles City Extended Campus
<b>MSLA</b>	Missoula (Nursing, upper division campus)

<b>MSP</b>	Miller Stock Pavilion (formerly SP)
<b>NS</b>	Nursery School
<b>PBS</b>	Plant Bioscience
<b>PEC</b>	Hosaeus Health & Physical Education Complex
<b>PF</b>	Poultry Farm
<b>PLGR</b>	Plant Growth Center
<b>QUAD F</b>	Quad
<b>REID</b>	Reid Hall
<b>RLIB</b>	Renne Library
<b>ROBH</b>	Roberts Hall
<b>ROM</b>	Romney Gymnasium
<b>SHC</b>	Swingle Student Health Center
<b>SHER</b>	Sherrick Hall
<b>SID</b>	Sidney Extended Campus
<b>SUB</b>	Strand Union Building
<b>TAYH</b>	Taylor Hall (formerly EB—Extension Bldg)
<b>THTR</b>	Theater, Visual Communications Building
<b>TRAP</b>	Traphagen Hall
<b>VCB</b>	Visual Communications Building
<b>WIL</b>	Wilson Hall
<b>WL</b>	Wool Laboratory
<b>XHAC</b>	Hedges Academic Center

## COMPUTER ACCESS

MSU provides computer access for all students via the global student computer labs. The labs managed by Information Technology Center (ITC) are located in: Roberts Hall, Reid Hall, Linfield Hall, Library Mini-labs, SUB PE Center, Wilson Hall, and Animal Bioscience Building.

In addition to the global labs managed by the Information Technology Center (ITC), there are other labs provided by MSU academic departments and Residence Life. Most of these labs are supported by the Student Computer Fee.

MSU domain accounts are automatically created for every registered student. Students no longer create their own accounts. These accounts are used to log on to the global lab computers as well as access wireless (non-public) on campus.

The link to get more information about the global labs is

**[www.montana.edu/studentlabs](http://www.montana.edu/studentlabs)**

For general IT assistance, visit: **[www.montana.edu/helpdesk](http://www.montana.edu/helpdesk)** or, contact the ITC Help Desk (Room 75 Renne Library Basement) or, phone 406-994-1777.

## GLOSSARY

**Add/Drop Forms:** You may add classes online until midnight on the 5th day of the semester, and you may drop classes online until midnight on the 10th day of the semester. If you want to add or drop classes past the online deadlines, you must fill out an Add/Drop form, obtain the necessary signatures, and return it to the Registrar's Office.

**Advisor:** Meet with your advisor to discuss which courses you should take and to plan your program of study. Your advisor will also provide you with your **Personal Data Form (PDF)** containing the alternate PIN needed for course registration.

**Alternate PIN:** When adding and/or dropping classes within the secure area of My Info, the system will prompt for the alternate PIN. This is a number on the student's PDF that must be entered the first time classes are added or dropped via My Info. Often referred to as the "advisor PIN."

**Audit:** You may enroll in a course and audit it, with the permission of the instructor. You will earn zero credits and receive a grade of "AU." You may decide to audit a course up through the 10th class day of the semester. Auditors pay the same fee as students enrolled for credit.

**CRN:** Course Reference Number. Every course has this number as a unique identifier. Use the CRN when adding and/or dropping courses.

**Desire2Learn (D2L):** The learning management system used by MSU to offer fully online, blended and web-enhanced courses.

**Holds:** Holds (financial, academic, etc.) may be placed on your record preventing you from registering for courses, ordering transcripts, or other activities. You may check for holds in the Student Services section of My Info.

**Learning Management System:** A teaching and learning software application, often web-based, used to develop, deliver and manage courses.

**MSU Domain Account:** Also known as your Windows Domain Account, your MSU Domain Account is required for many services that include Wireless, access, your "Z" Drive, VPN services (remote access), and Student Lab/SUB Computers. **Note:** If you reset your MSU Domain password you will need to log off your computer and then log back on before using your new password. See <http://www.montana.edu/password/DomainAccountServices.html>.

**NetID:** A NetID is a new kind of unique user ID that we are implementing for non-Banner systems at MSU. See <http://www.montana.edu/itcenter/accounts/netid.php>.

**Online definitions –**

- **Online course:** Any course in which all of the required content and interaction take place online.
- **Blended course:** This label refers to a course that is conducted partially online and partially through face-to-face (F2F) interaction to serve a primarily off-campus audience. Both online and F2F activities are required, and there is significantly reduced F2F class meeting time in a blended course compared to the equivalent credit classroom course.
- **Web-enhanced:** Web-enhanced courses are traditionally scheduled face-to-face class meetings enriched by required use of online tools (such as discussion, chat, gradebook, etc.). In a web-enhanced course, there is no reduced classroom time; in a blended course, there is.

**PDF (Personal Data Form):** This is the “Personal Data Form” a student receives prior to each registration period. The student’s advisor provides the form, and on the form, along with helpful instructions and useful information, is the student’s “alternate PIN,” often referred to as the “advisor PIN.” A student cannot register for courses without an Alternate PIN.

**PIN:** A Personal Identification Number (PIN) is a security code needed to access your student records. Initially, your My Info PIN is set to your birthday. If your birthday is January 15, 1982, then your PIN will be 15jan1982. You need a PIN to enter the secure area of My Info. You also need a PIN to enter MyPortal. For help with your PINs, go to <http://password.montana.edu>.

**Restricted Entry:** To enroll in a Restricted Entry (consent of instructor) course, you must contact the department offering the course.

**Retroactive Withdrawal Policy:** A retroactive university withdrawal may be an option for students who were unable to complete a university withdrawal during the semester of their departure from the university. Students who are granted a retroactive university withdrawal receive “W” grades in all courses for the term/semester requested. Requests for retroactive withdrawals must be submitted no later than three years from the last day of the semester for which the withdrawal is sought. For policy and procedure information, contact the Dean of Students at [www.montana.edu/wwwds](http://www.montana.edu/wwwds).

**Variable Credits:** Requests for courses offered with variable credits (credits appear as a range, i.e., 1-12) will default to the minimum. To change the number of credits in My Info, click on the underlined credits, make the change in the box that opens, and select “Submit Changes.” Credits may also be changed with an Add/Drop form.

For assistance, call the Registrar’s Office, Monday – Friday, 8am – 5pm at (406) 994-6650.

## BILL CONFIRMATION (FEE PAYMENT)

You can confirm your bill (pay fees) through the mail (Box 172640) or e-mail (studentaccounts@montana.edu) without having to stand in line. You can also confirm your bill on the Web in “My Info” and pay your bill via credit card or e-check.

**Procedure:** In late November we will assess fees for all registered students and continue assessing daily. You must go online in “My Info” to view your Web bill. Student Accounts does not mail copies of bills to students. It is the students’ responsibility to view their balance online and confirm their bill (pay fees) by the deadline date.

It will be necessary to have your bill confirmed by Aug. 10, 2012, for Fall Semester, **even if your balance is zero.** This can be accomplished in several ways:

1. **If all costs are paid by you**, send your check and/or money order in the mail with a copy of your Web bill. **DO NOT SEND CASH IN THE MAIL!** Your payment **MUST** be received by Aug. 10, 2012.
2. **If all costs are paid by you** and you wish to pay by credit card (Visa, Master Card or Discover), you can view your bill on-line and pay on-line by credit card or e-check no later than Aug. 10, 2012.
3. **If part or all of your costs are paid by other sources** (i.e. financial aid, athletics, vocational rehabilitation) and there is a remaining balance, you **MUST** pay that balance in one of the two ways listed above by Aug. 10, 2012.
4. **If all your costs are paid by other sources** (i.e. financial aid, athletics, vocational rehabilitation) and you owe nothing (zero), you **MUST** still **“confirm your bill”** on the Web in "My Info" by the deadline of Aug. 10, 2012.
  - If you are **NOT** planning to return and have not paid fees for Fall Semester 2012, please call the Registrar’s Office at 406-994-6650 to drop all your classes.
  - **Deferred Installment Payment Plan:** This plan permits qualified applicants to pay a minimum of one-fourth of the applicable University charges at the beginning of the semester with the balance being deferred until later in the semester. A nonrefundable processing fee is assessed for each approved application. Deferred fee payment installment loan applications or additional information may be obtained from the Student Accounts Office in person or on the Student Accounts Office Web site.

### Optional Fees

For Students taking six credits or less **ONLY**.

These fees are regularly assessed to full-time students, but not to those students taking six credits or less. The option to pay is available if the following services are desired:

## Health and Dental Fees

This fee allows students to use the Health and Dental Services, as well as the pharmacy.

## Athletic Fee

This fee is used to support the Bobcat Athletic Program. It allows students to receive free or discounted tickets to all MSU athletic events.

## Associated Students of Montana State University (ASMSU) Fees

These fees include the following:

1. ASMSU Activity Fee provides for the operation of the student government and its committees. Students paying this fee may vote, use the ASMSU Legal Services, and use the ASMSU Tutorial Services.
2. ASMSU Intramural Fee contributes to the operational cost of intramural facilities and programs. Students paying this fee may participate in intramural programs and use intramural facilities.
3. ASMSU Bus Fee funds the Streamline Bus Transit ([www.streamlinebus.com](http://www.streamlinebus.com)) which students may use.
4. ASMSU Student Sustainability Fee contributes to the promotion and implementation of sustainability practices.
5. ASMSU Student Organization Fee supports Registered Student Organizations.

## Program Fees

Note: All fees subject to change with Montana Board of Regents approval.

- Students who have declared a major, minor, or double-major in Film and Photography are charged a program fee of \$320 per semester beginning their sophomore year.
- Students who have declared a major in Art are charged a program fee of \$175 per semester.
- Students who have declared a major in the College of Engineering will pay an additional program fee each semester (\$84.25 for freshmen, \$128.50 for sophomores through graduate level, and \$47.80 for all levels during the summer).
- Students who have enrolled in a class within the College of Business will pay an additional \$21 per credit for each course.
- Students who have declared a major in Music Technology will pay an additional \$135.25 program fee each Fall and Spring semester.
- Students enrolled in Graduate Nursing classes will pay an additional \$55.10 per credit.
- Undergraduate nursing students will pay an additional \$16.08 per credit.
- Students who have enrolled in a Math or STAT course will pay an additional \$5.45 per credit for each course

## DEFERRED FEE PAYMENT PLAN

The Deferred Fee Payment Plan is an installment loan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and/or room and board charges on regular fee payment day. This plan is available to all students with these exceptions: students whose financial aid is ready at fee payment day and is equal to or greater than fees charged, students who are in default on a Perkins/Nursing loan, or students who have a poor repayment history at Montana State University in Bozeman.

### General Instructions

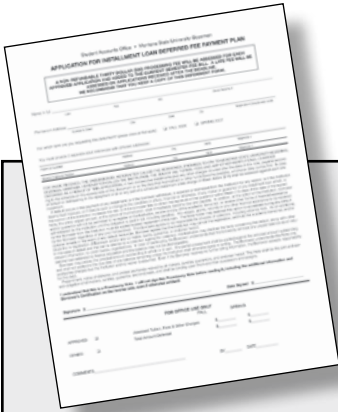
1. Submit an installment loan application each semester to the Student Accounts Office, P.O. Box 172640, Bozeman, MT 59717-2640. A nonrefundable \$30 processing fee will be added to the student's fee statement for each approved application. Applications received after the deadline date will be assessed a \$15 late fee. Please note: **Application Deadline for Fall 2012 is August 10, 2012**
2. Pay your first installment according to established fee payment procedure. Remember you must have your fee statement confirmed and verified even if your first payment is zero. Please note:  
**A minimum payment of at least one-fourth of the total fees and charges due for the semester must be paid by the fee payment deadline date. All available financial aid credited to your university account will be applied to the minimum due by the published deadline. Financial aid in excess of the minimum is applied to future installments. A \$15 late deferred installment fee will be assessed for each installment payment which is late.**
3. Loan installments as well as any other outstanding charges due Montana State University-Bozeman are to be paid at the MSU Student Accounts Office, P.O. Box 172640, Bozeman, MT 59717-2640, either by mail, in person, in the Montana Hall drop box or on-line by credit card or e-check. Any installment payments that are mailed must be RECEIVED by the Student Accounts Office on or before the due date.

**FALL**

- Second installment payment due October 1
- Third installment payment due November 1
- Fourth installment payment due December 1

**SPRING**

- Second installment payment due March 1
- Third installment payment due April 1
- Fourth installment payment due May 1



To download the application for the **Deferred Fee Payment Plan**, please visit this Web site:

[www.montana.edu/wwwbu/studentaccts\\_defpay.html](http://www.montana.edu/wwwbu/studentaccts_defpay.html)

*Montana State University reserves the right to reject or decline any application and to require a guarantor on any deferred installment loan made.*

## FINANCIAL AID

### Office of Financial Aid Services

Phone: 406-994-2845

Fax: 406-994-6962

Web: [www.montana.edu/wwwfa](http://www.montana.edu/wwwfa)

### Student Accounts Office

Phone: 406-994-1991

Fax: 406-994-1954

E-mail: [studentaccounts@montana.edu](mailto:studentaccounts@montana.edu)

### Financial Aid Priority and Deadline Dates

**March 1, 2012** Priority FAFSA filing date for 2012/2013 Academic Year

**November 30, 2012** Last day to apply for Fall 2012 assistance

### Fall Semester 2012

In order to apply for financial assistance for Fall Semester 2012, you must complete a 2012-2013 Free Application for Federal Student Aid (FAFSA). You can fill out the FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov) or you can pick up a paper worksheet from the Office of Financial Aid Services. For Fall Semester 2012 aid consideration, MSU must receive your FAFSA data from the Federal Processor no later than November, 2012. You must allow sufficient time for Financial Aid Services to complete all awarding and disbursing steps prior to the end of the semester.

### Satisfactory Academic Progress

To receive financial aid, you must meet all institutional Satisfactory Academic Progress Policy standards. This policy is available at Financial Aid Services and on the Web at [www.montana.edu/wwwfa](http://www.montana.edu/wwwfa). It is your responsibility to know if your academic performance meets the standards.

### Change in Enrollment Status On or Before the 15th Class Day

The disbursement of your aid is contingent upon the number of credits for which you are enrolled at the time your aid is disbursed. If your enrollment status changes on or before the 15th day of university instruction due to your dropping credits after financial aid funds have been disbursed, including any retroactive drops with an effective date within the first 15 class days, you may have received funds that you were not entitled to receive. You will receive a bill from the Student Accounts Office for any overpayment made to you.

### Withdrawing from Classes After the 15th Class Day

If you withdraw from some, but not all, of your classes after the 15th day of university instruction, earning a "W" (withdraw) in the class(es), your current financial aid may not be affected. However, grades of "W" are not considered passing for purposes of the Satisfactory Academic Progress Policy and may affect your future financial aid eligibility.

### **Withdrawing from the University**

If you have confirmed your bill (accepted your charges/paid fees with the Student Accounts Office) and you decide to stop attending classes at MSU, you must officially withdraw from the University by contacting the Dean of Students Office room 174 Strand Union (undergraduate students), or the Graduate School (graduate students). If you withdraw from the University and are assigned no grade prior to the 15th class day or a grade of "W" after the 15th class day, then an official withdrawal has taken place. For financial aid purposes, the withdrawal date will be assessed by your first date of contact to the respective offices listed above. The institution may use any date they deem acceptable in considering potential refunds for University charges. These two dates are not interchangeable and the Financial Aid Services withdrawal date is not negotiable. If you never attend any class, make this known upon completing your University withdrawal.

If you received a combination of passing and non-passing grades, and your schedule includes courses with start and/or end dates outside of the standard course calendar, it may be determined that you unofficially withdrew if you did not complete your last scheduled class.

If you earned all non-passing grades ("F", "I", "N", "W", "NR") at the end of the semester, it is determined that you unofficially withdrew and the amount of Title IV aid to be returned for the payment period will be calculated based on the latest date recorded as "last date of attendance" by your professor(s). If your "last date of attendance" cannot be determined, the amount of Title IV aid to be returned for the payment period will be calculated as if you withdrew at the 50 percent point of the semester.

The date of official or unofficial withdrawal, the type and amount of financial aid received and the amount of your original charges are factors used to determine the aid repayment amount. For more complete details on the calculation performed please contact the Financial Aid Office.

If you received funds for which you were not eligible, you will receive a bill from the Student Accounts Office and a Financial Aid Revision Notice from Financial Aid Services. If you have any student loans, your loan service center will be notified of the change in your enrollment status. In keeping with the terms of your loan promissory note, you are expected to notify your loan service center regarding any changes in address, or enrollment status.

If you are one of the few students who are eligible for a post-withdrawal disbursement, you will be sent a letter of notification of your eligibility. Your response must be returned within 14 days from the date of the notice, or the offer will be rescinded.

If you plan to return to MSU in a subsequent term during the award year, please notify Financial Aid Services.

### **University Charges and Financial Aid**

Your University charges for the semester will be posted to your University student account maintained by the Student Accounts Office (994-1991). You should receive an e-mail notification from the Student Accounts Office when your bill is processed. Provided you meet all qualifications to receive financial aid funds, any scholarship, grant, or loan funds awarded to you will be applied towards the semester's charges through a credit to your University student account. This includes allowable charges (current semester tuition, fees, other education-related charges, and institutional room and board) plus any prior-term or non-educational charges assessed by the University. Work Study awards or private checks received by the University but payable to you will not be reflected on your bill.

### **Bill Confirmation/Fee Payment**

University charges must be confirmed (paid in full) by the date established by the Student Accounts Office. If you do not Confirm your Bill (pay fees) for Fall Semester by the date established by the Student Accounts Office, it will be assumed you are not attending. This will result in both your classes and financial aid being canceled. Reinstatement of classes or financial aid will be based on availability at the time reinstatement is requested.

### **Refund Checks**

If your financial aid exceeds your University charges, the Students Accounts Office will refund (pay) the difference to you provided you meet all eligibility requirements. Refund checks are generated and mailed by the Student Accounts Office as soon as possible at the beginning of Fall Semester classes. Please contact the Student Accounts Office (994-1991) regarding any questions you may have about the amount of your refund, or when your refund check will be mailed.

The Student Accounts Office will not release a refund check unless (1) all required financial aid documents and promissory loan notes are completed and returned to the Office of Financial Aid Services, and (2) you have Confirmed your Bill (paid fees) with the Student Accounts Office for the term.

**Short Term Loan**

Short term loans are available through Financial Aid Services for students whose aid funds are delayed or who have experienced an emergency resulting in a shortage of funds to meet an immediate educational expense.

To qualify, you must be enrolled for at least 6 credit hours and have a cumulative grade point average of 2.00 or better. All loans must be guaranteed by Financial Aid Services or by a co-signer acceptable to the University.

A \$30 processing fee will be charged and is nonrefundable unless the loan is not approved. Applications may be requested from Financial Aid Services.

**Book Loan**

This loan is designed to assist students with money to buy books at the MSU Bookstore before refund checks are distributed. Financial Aid Services has to verify that each student requesting a book loan has adequate funds after University charges are paid to cover the costs of the loan.

Funds borrowed are deposited to the student's CatCard no earlier than 10 days prior to the beginning of the term. When the student's financial aid is disbursed, it is applied to the book loan as well as a nonrefundable loan processing fee of \$30. This loan may be requested from Financial Aid Services.

**Confidentiality Statement**

The Family Educational Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of a student's educational record, and State of Montana statutes, specify that the University may not release information from a student's record to anyone outside the University without the express written consent of the student. These confidential records include financial aid, scholarship, and billing/account information. If you wish to authorize University personnel to release confidential account information to another person such as a parent, you will need to complete the Authorization to Release Financial Information form. The form is available in Financial Aid Services or on the Web at [www.montana.edu/wwwfa](http://www.montana.edu/wwwfa).



## EXTENDED UNIVERSITY

### Courses, Degrees, Certificates And Continuing Education Opportunities

Extended University administers and coordinates on- and off-campus instruction in the form of distance-delivered, face-to-face and hybrid courses, as well as special programs, institutes, conferences and field experiences that supplement MSU's formal academic curriculum. Extended University is also the main clearinghouse for information about distance learning at MSU. EU's three divisions are Continuing Education, Montana State Online, and the Burns Technology Center, which administers and supports MSU's Learning Management System software.

#### Distance learning at Montana State University

Experience MSU's high-quality, research-based curriculum delivered conveniently online. Extended University can help you connect with the distance program that best suits your needs. Call (406) 994-6550, or e-mail [distance@montana.edu](mailto:distance@montana.edu) or visit <http://eu.montana.edu/online>.

#### Graduate and PhD level:

- Native American Studies graduate certificate
- Addiction Counseling Certificate
- Master of Science in Health and Human Development—Family Financial Planning option
- Master of Education in Curriculum and Instruction (professional educator, educational researcher and technology education options)
- Master of Education in Educational Leadership
- Master of Nursing
- Master of Science in Mathematics—Mathematics Education Option
- Master of Science in Science Education
- Graduate Certificates (12 credits) in science teaching: Chemistry, Earth Science, Elementary School Science, Life Science, Physics
- Certificate for Principal or Superintendent Endorsement
- Certificate in School Library Media
- Northern Plains Transition to Teaching Licensure/Certificate—A program for adults with bachelor's degrees who want to become public school teachers
- Center for Learning and Teaching in the West—On-line doctoral level coursework in science and math
- National Teachers Enhancement Network—500-level online courses in biology, chemistry, physics and other sciences
- Master of Science in Land Resources and Environmental Sciences

**Undergraduate level:**

- U.S. Arabic Distance Learning Network: Study Arabic and Islamic culture at MSU, and then study abroad in Morocco.

**Individual courses, professional development and continuing education**

Many opportunities are available on-line and face-to-face, and the offerings are constantly updated. Visit <http://eu.montana.edu> for the most current list. EU can also work with employers to develop training programs for credit or CEU's. Call (406) 994-6683.

**Registration**

Some courses are open to all, others are open only to enrolled MSU students. Visit <http://eu.montana.edu> and select Office of Continuing Education for credit and non-credit courses and professional development opportunities, or select Montana State Online for degrees and certificates delivered online.

**Teaching with Technology**

Extended University's Burns Technology Center maintains an on-line resource library for educators who wish to teach fully or partially on-line. Visit <http://eu.montana.edu/btc/tlt/resources/> for information about course development, pedagogy, evaluation, copyright and other topics.

**Web address:** <http://eu.montana.edu>





## MSU – GALLATIN COLLEGE PROGRAMS

Fall 2012 Programs

Gallatin College Programs, 201 Hamilton Hall, MSU

Gallatin Valley residents and MSU students now have access to some of the best benefits of a local two-year college. All courses are taught on the MSU campus and/or at Gallatin College classrooms at Bozeman high School.

- An Associate of Applied Science Degree in Aviation prepares students for a career as a professional pilot.
- An Associate of Applied Science Degree in Interior Design prepares students for careers in commercial and residential design.
- An Associate of Applied Science Degree in Design Drafting prepares students for entry-level jobs in the design drafting industry.
- A Certificate of Applied Science in Welding prepares student, upon completion of this program, to be eligible to apply to be listed in the AWS National Registry of Welders.
- A Certificate of Applied Science in Medical Assistant prepares students for careers in medical setting such as physicians' offices, clinics, and surgical centers.
- A Certificate of Applied Science in Bookkeeping prepares students for careers in general bookkeeping, payroll, and entry level accounting.

Visit the Gallatin College Programs Web site: [www.montana.edu/gallatincollege](http://www.montana.edu/gallatincollege) or contact our office at (406) 994-5536















**MONTANA**  
STATE UNIVERSITY

Please make corrections  
to your address and e-mail  
via the **myinfo** Web site