



Advising Reference Guide

Welcome to Montana State University Billings! We are thankful you have chosen us to continue your education. This reference guide will help get you started with MSUB and provide you with other tools necessary to complete your degree and connect you with potential career opportunities. Advising is here to help guide and support you through your educational journey. Please contact our office with any questions.

[Contact Information](#)

[Advising Checklist](#)

[Get Connected](#)

[Financial Aid](#)

[How to Look Up Login Information/NetID in your Secure Area](#)

[D2L \(Desire2Learn\) Login Instructions](#)

[Navigating the Class Schedule](#)

[Time Block Schedule](#)

[Web Registration Instructions](#)

[Navigate360 App](#)

[Purchasing Textbooks](#)

Contact Information at MSU Billings

Academic Support Center • (406) 657-1641 • <https://www.msubillings.edu/asc/>

The ASC provides qualified tutors, supplemental instruction leaders, peer mentors, and resources that support students in their quest to reach their goals, in a safe and encouraging learning environment.

Advising Center • (406) 657-2240 • <https://www.msubillings.edu/advise/>

The Advising Center assists students in creating an academic plan, which enables them to complete their program requirements as efficiently as possible.

Business Services • (406) 657-2140 • <https://www.msubillings.edu/boffice/>

Business Services provides information, resources, and guidance for students and parents - specifically student accounts, loans, and refunds.

Career & Employment Services • (406) 657-2168 • <https://www.msubillings.edu/careers/>

Career & Employment Services provides career counseling and helps students access part-time jobs, internships, and work-study opportunities while they are in school. They also support students in the job search process through resume building, cover letter creation, and mock interviews.

Campus Store • (406) 657-2121 • <https://www.msubillings.edu/msubonline/store.htm>

The Campus Store provides textbooks, apparel, school supplies, and more for all who are interested.

Disability Support Services (DSS) • (406) 657-2283 • <https://www.msubillings.edu/dss/>

Disability Support Services strives to create an inclusive and accessible environment by collaborating with students, faculty, and staff to facilitate solutions to environmental and educational barriers.

Financial Aid • (406) 657-2188 • <https://www.msubillings.edu/finaid/>

The Financial Aid office collaborates with students to provide access to higher education through the use of federal, state, and institutional resources.

Housing • (406) 657-2333 • <https://www.msubillings.edu/reslife/>

The Housing department provides social and educational programming for residents, providing ample opportunities for interaction and involvement.

International Studies • (406) 896-5907 • <https://www.msubillings.edu/internationalstudies/>

The Office of International Studies offers international student admissions, study abroad opportunities, faculty led trips, and intensive language study programs for students.

International students can apply here:

<https://www.msubillings.edu/internationalstudies/admissions/index.htm>

IT Help Desk • (406) 247-5700 • <https://www.msubillings.edu/it/>

Information Technology works with various electronic software to provide tech assistance as well as educational and professional resources for students, staff, and faculty.

Library • (406) 657-1662 • <https://www.msubillings.edu/library/>

The Library provides informational materials and services for students, staff, and faculty to support the development of educational and personal learning.

Parking • (406) 657-2147 • <https://www.msubillings.edu/police/parkinginfo.htm>

Parking passes and regulations are to promote the convenience and safety of all personnel on the campus and to facilitate efficient operations.

Registrar • (406) 657-2158 • <https://www.msubillings.edu/reg/index.htm>

The Registrar's office provides additional resources to students by updating personal and academic records, assisting with graduating students, and facilitating the sending and receiving of transcripts.

Student Health Services • (406) 657-2153 • <https://www.msubillings.edu/studenthealth/>

The Student Health Services provides high-quality, cost-effective health care and mental health counseling with an emphasis on health education and wellness initiatives to promote and enhance student success.

Student Support Services TRIO • (406) 657-2162 • <https://www.msubillings.edu/sss/index.htm>

Student Support Services TRIO provides holistic and student-centered services, resources and educational opportunities that support and improve graduation for eligible students.

Apply for TRIO here: <https://www.msubillings.edu/sss/application/index.htm>

Military and Veterans Success Center • (406) 657-2968 • <http://www.msubillings.edu/vets/>

The Military and Veterans Success Center assists veterans as they navigate the steps of enrolling in and attending college while helping build a community.

Native American Achievement Center • (406) 657-2182 • <https://www.msubillings.edu/naac/>

The Native American Achievement Center provides support by empowering our Native student population in their individual, social, cultural, and academic development.

Welcome to Montana State University Billings!

Here is a checklist to help you get ready for your first day of class.

□ Apply for Scholarships:

- Scholarship applications & information can be found at: <http://www.msubillings.edu/scholarships/>.

□ Apply for Financial Aid:

- Complete the Free Application for Federal Student Aid (FAFSA) online at: <https://studentaid.gov/fsa-id/sign-in/landing> .
- The MSU Billings FAFSA school code: **002530**

□ Submit Transcripts:

- If you have not attempted courses at another college, you will just need to submit a copy of your high school transcript.
- If you have attempted courses at another college or colleges, you will need to submit an official transcript from all previously attended institutions.

□ Submit Immunization Records:

- A copy of your immunization records will need to be submitted to **Student Health Services**.
- Their fax number is 406-657-2145.

□ Practice Accessing Campus Accounts:

- Keep a record of your usernames and passwords. Check that your contact information is accurate.
- **MyInfo** - Access your MSU Billings student records, financial aid information, final grades, or register for classes. You can access MyInfo from top right corner on the MSU Billings homepage (www.msubillings.edu). Click “Login to MyInfo – NetID” and use your NetID and password to sign in.
 - If you do not know your NetID, reference page 7
 - If you do not remember your password, reset it here: <https://password.msubillings.edu/>
- **Degree Works** – Monitor your progress toward degree completion. Degree Works provides a more accessible, convenient, and organized way for students to know where they are academically and how they can plan the rest of their college careers. Degree Works is accessible by logging into MyInfo > Student Services > Student Information.
- **D2L** – Access your online courses, course materials, email, and grades. You can access D2L from the top right corner of the MSU Billings homepage. Log in using your NetID and password. (NOTE: **You will not be able to access D2L until the day after you register. Classes will not appear in D2L until the first day of class.**)
 - If you do not know your NetID, reference page 7
 - If you do not remember your password click “Forgot Password”

□ Review Class Schedule:

- To print your class schedule, login to **MyInfo** > Student Services > Student Information > Registration > Student Detail Schedule > select term, and print!

□ Purchase Books:

- You may purchase books or view campus store hours online at: msubillings.bncollege.com

□ Accept Financial Aid Offer: within 30 days of being awarded

- Login to your **MyInfo** account, select **Financial Aid**, select **My Award Information** and choose what you want to accept/decline.

- **Confirm Attendance / Arrange Payment:**
 - Login to your **MyInfo** Account, select Student Services > Student Information > Student Records > Web Bill > Select Term and Confirm Attendance.
 - Review your bill to confirm your student health insurance selection
 - **Pay in full by the third day of classes or set up an installment plan with the Business Services Office (406-657-2140).**

- **Get a U-Card (Student ID Card):**
 - Stop by the **Registrar's Office**, bring a photo ID, and be ready to have your photo taken.
 - You can use the Get App to upload a picture and have a card mailed to you or picked up at the Registrar's office in McMullen Hall.

- **Apply for Student Support Services / TRiO (if applicable):**
 - For more information visit their website at: www.msubillings.edu/sss/

- **Complete Vector – Prevention Education:**
 - To complete this **mandatory** online training program, you will receive an email with a link to complete the prevention education modules usually 1 month prior to the start of the semester. All new freshmen, new transfer students, and new graduate students are required to complete the AlcoholEdu and Sexual Assault Prevention modules.
 - **If you do not complete Part One of both modules, a registration hold will be placed on your account, and you will not be able to register for next semester.**
 - Contact Student Health Services at (406) 657-2153 with any questions.

- **Create a CareerLink Profile:**
 - Create a CareerLink profile at: <https://www.msubillings.edu/careers/clmenu.htm>
 - Look for work study positions, part-time jobs, and internships.
 - Upload your resume (in a Word document) to apply and /or receive editing suggestions from a professional career specialist.

- **Download the Navigate360 App:**
 - Connect with resources, schedule appointments and find a study buddy:
www.msubillings.edu/navigate



Financial Aid

File FAFSA now at [FAFSA.gov](https://fafsa.gov)

(Free Application for Federal Student Aid)

The FAFSA must be completed Yearly

Fall 2023 or Spring/Summer 2024:

Complete the 2023-24 FAFSA

Next Fall/Spring/Summer (2024-25):

Complete the 2024-25 FAFSA

FAFSA Opens Oct. 1st

for the following academic year

File at fafsa.gov. MSUB school code: **002530**

MSUB Priority Date is Dec. 1st

for the following Fall/Spring/Summer

FAFSA Accepted Year-Round

File as soon as possible. Can take 10 weeks to process.

Things You Need for FAFSA

- **FSA ID** - username and password. Required to sign FAFSA online. One parent of a dependent student* also needs an FSA ID. To create or edit FSA ID or reset password go to studentaid.gov
- **Social Security Numbers & Birthdates** - student and parents*
- **Income Tax Records & W2s** —student and parents* FAFSA uses tax information from two year's prior, which means you don't have to wait to file your taxes in order to file your FAFSA!
- **Records of Untaxed Income**, such as child support received, interest income, untaxed benefits - student and parents*
- **Records of Assets**, includes bank accounts, stocks, real estate investments (does not include the home or family farm where you live, retirement savings) – student and parents*

- **Take Your Time.** Be careful and thorough to get an accurate FAFSA. If asked if you want to skip questions, say "no."
- **Read Help & Hints** (in the sidebar) or chat with a FAFSA rep. FAFSA uses specific definitions for words, so read explanations.
- **Enter MSUB School Code—002530** on right-hand side of school selection screen to save time when adding MSUB to FAFSA.
- **Transfer Tax Data.** If eligible, you must give your consent to pull IRS data.
- ***Students under 24** must provide parent information (including stepparent if parent is remarried) unless they can document one of the specific exclusions asked about on the FAFSA, such as if the student is married or has no contact with parents due to an abusive home situation. Search "FAFSA Dependency Status" on StudentAid.gov for more information.

More FAFSA Tips

The FAFSA is Just the First Step in the Process

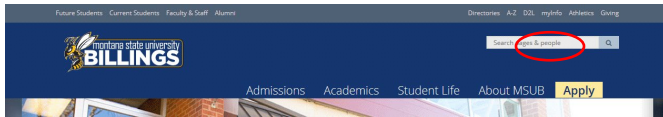
Check your [myInfo](#) regularly for the status of your offer or missing requirements. Contact MSUB Financial Aid Office if you have questions: 406-657-2188 or finaid@msubillings.edu [HYPERLINK](#)

["mailto:finaid@msubillings.edu"](mailto:finaid@msubillings.edu). Include name and student ID.

How to Login to MyInfo and Find Your NetID

MSU Billings Home Page – www.msubitings.edu

- Click on **MyInfo**



- If you do not know your NetID, click **NetID Lookup** to find your NetID and set a password

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.

Log in here:

Log in to MyInfo (NetID)

If you do not know your NetID, look it up here: [NetID Lookup](#)

If you do not know your password, reset it here: <https://password.msubitings.edu>

If you need assistance, please call the IT Help Desk at 247-5700.

Other Options

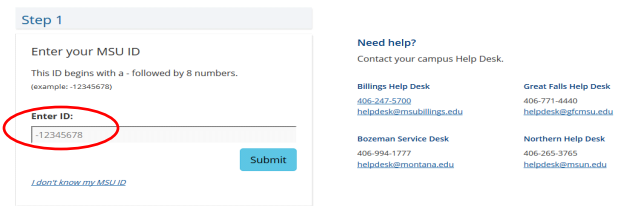
- [Apply for Admission](#)
- [General Financial Aid](#)
- [Campus Directory](#)
- [Class Schedule](#)
- [Class Schedule \(online courses only\)](#)
- [Course Catalog](#)
- [Transfer Equivalencies](#)

RELEASE: 8.8.4.1

- Enter your **Student ID** in the box



Claim/Recover Your NetID



Step 1

Enter your MSU ID
This ID begins with a - followed by 8 numbers.
(example: -12345678)

Enter ID:

Submit

I don't know my MSU ID

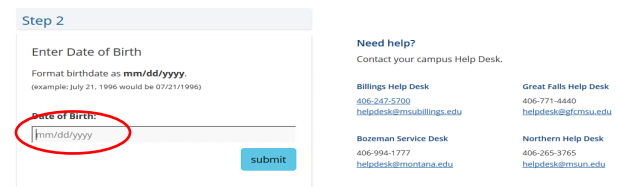
Need help?
Contact your campus Help Desk.

Billings Help Desk 406-247-5700 helpdesk@msubitings.edu	Great Falls Help Desk 406-771-4440 helpdesk@gfcmu.edu
Bozeman Service Desk 406-994-1777 helpdesk@montana.edu	Northern Help Desk 406-265-3765 helpdesk@msun.edu

- Enter your birthdate in the box



Claim/Recover Your NetID



Step 2

Enter Date of Birth
Format birthdate as mm/dd/yyyy.
(example: July 21, 1996 would be 07/21/1996)

Date of Birth:

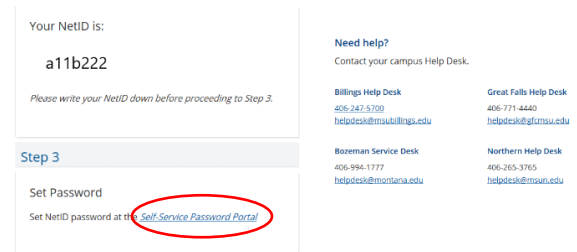
submit

Need help?
Contact your campus Help Desk.

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Bozeman Service Desk 406-994-1777 helpdesk@montana.edu	Northern Help Desk 406-265-3765 helpdesk@msun.edu

- Write down your NetID, then click the password reset link and follow the password reset prompts

Claim/Recover Your NetID



Your NetID is:
a11b222

Please write your NetID down before proceeding to Step 3.

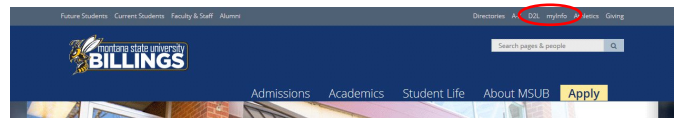
Step 3

Set Password
Set NetID password at the [Self-Service Password Portal](#)

Need help?
Contact your campus Help Desk.

Billings Help Desk 406-247-5700 helpdesk@msubitings.edu	Great Falls Help Desk 406-771-4440 helpdesk@gfcmu.edu
Bozeman Service Desk 406-994-1777 helpdesk@montana.edu	Northern Help Desk 406-265-3765 helpdesk@msun.edu

- Once your password is reset, go back to the MSU Billings homepage and re-enter **MyInfo**



- Click **Log in to MyInfo (NetID)**

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.

Log in here:

Log in to MyInfo (NetID)

If you do not know your NetID, look it up here: [NetID Lookup](#)

If you do not know your password, reset it here: <https://password.msubitings.edu>

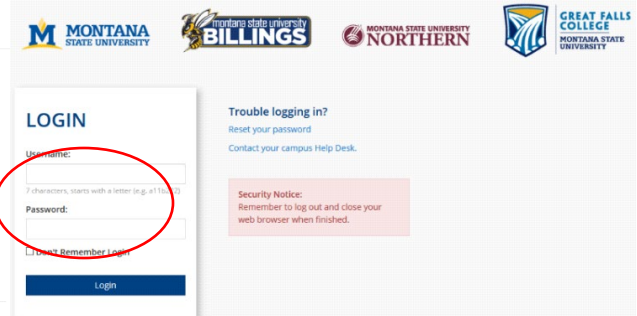
If you need assistance, please call the IT Help Desk at 247-5700.

Other Options

- [Apply for Admission](#)
- [General Financial Aid](#)
- [Campus Directory](#)
- [Class Schedule](#)
- [Class Schedule \(online courses only\)](#)
- [Course Catalog](#)
- [Transfer Equivalencies](#)

RELEASE: 8.8.4.1

- Enter your NetID and password to enter **MyInfo**



LOGIN

Username:

7 characters, starts with a letter (e.g., a11b222)

Password:

Remember Login

login

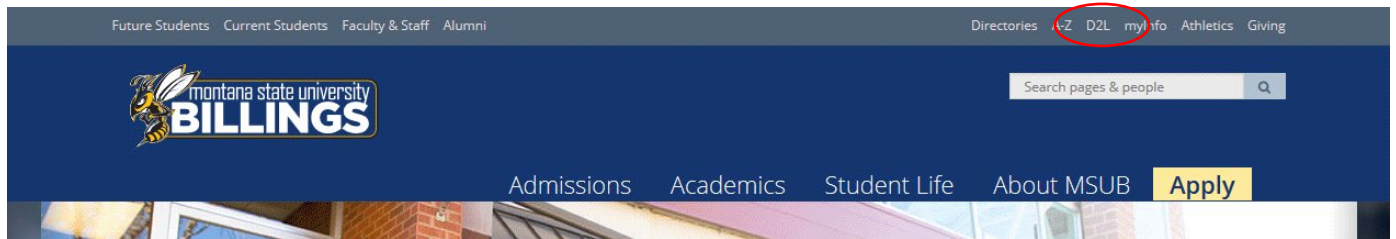
Trouble logging in?
[Reset your password](#)
Contact your campus Help Desk.

Security Notice:
Remember to log out and close your web browser when finished.

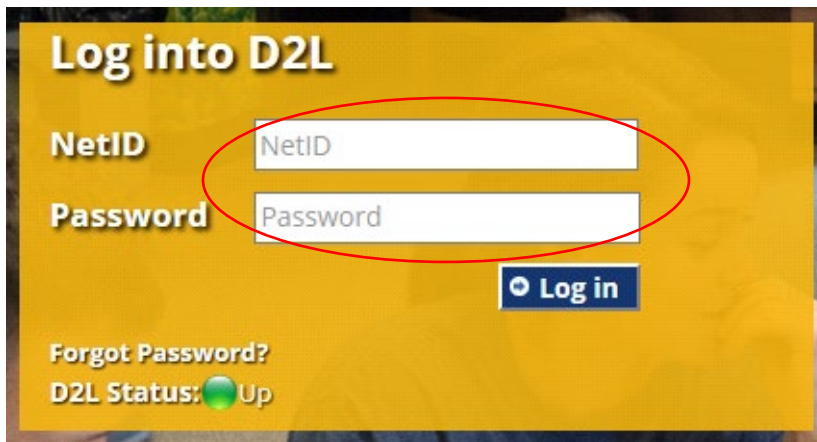
D2L (Desire2Learn) Login Instructions

MSU Billings homepage – www.msubillings.edu

- Click on **D2L (Desire to Learn)**



- Enter your **NetID** and **password** into the corresponding boxes

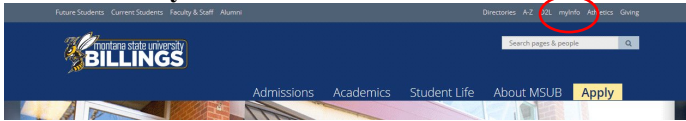


For help with finding your **NetID** and setting your password, see page 7

Navigating the Class Schedule

MSU Billings Home Page – www.msubitings.edu

- Click on ‘myInfo’



- Click on ‘Class Schedule’

Welcome to the MSU Billings myInfo Portal.

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[Log in to MyInfo \(NetID\)](#)

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Other Options

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[Class Schedule \(online courses only\)](#)

[Course Catalog](#)

[Transfer Equivalencies](#)

RELEASE: 8.8.4.1

- Select...
- Term, semester and year
- Subject, (M – Mathematics)
- Course Type (specify Any, Online, or Face-to-Face)
- Course Number (or leave blank to see all M courses being offered)
- Click ‘Search Class’

Term:	Select Term
Subject List: (switch to subject index)	HTH - Health HVC - Heating, Vent, AC & Refrig ITS - Information Technology Systems JRNL - Journalism KIN - Kinesiology LANG - Languages LING - Linguistics LIT - Literature LSCI - Library Science M - Mathematics
Instructor:	All Instructors Adcock, Elizabeth J Adkins, Jason M Aldrich, Margo L
Course Type:	Any Online Face to Face
Course Number:	121
Days:	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Begin Time:	Hour: 00 Minute: 00 End Time: Hour: 00 Minute: 00

[Search Class](#) [Reset](#)

- Special Notes about the course are listed under the class title:
 - Online courses are always section 800 or above and will say **Online** next to the number of credits
 - Some courses are offered both online and face-to-face, these courses will have a section numbered 600 or above, and will say Blended – Online and Onsite next to the number of credits
 - Some courses offered as HyFlex numbered 700 or above and will say HyFlex. This allows students to choose in person or online and can change the modality throughout the semester as needed.
 - If it states “Consent of Instructor” you will need to have approval before registering for the course
 - Under the **Title – Catalog Description** it lists meeting time: M-Monday; T–Tuesday; W–Wednesday; R–Thursday; F–Friday
 - If the Cap, Enrl, Avail columns are in green the course is open. If they are in red the course is full

Find the section that best suits your schedule and write down the CRN. You will need the CRN to register for that course specifically

(If you are looking for online courses, you would select the online only option under course type)

Psychology	Class	Title - Catalog Description	Location	Cap	Enrl	Avail	Instructor	Class	Days	Weeks
PSYC 100-891	Lecture	Intro to Psychology	0000	220	13	209	Prigg, Brent	3.0		09/09-10/17
PSYC 100-892	Lecture	Intro to Psychology	0275	30	7	23	Mahon, Matthew Lynn	3.0		09/09-10/17
PSYC 100-893	Lecture	Intro to Psychology	0148	220	16	204	McKellon, Matthew H	3.0		09/09-10/17
PSYC 100-897	Lecture	Intro to Psychology	0179	30	7	23	Mahon, Matthew Lynn	3.0		09/09-10/17
PSYC 100-898	Lecture	Intro to Psychology	0161	40	40	0	McKellon, Matthew H	3.0		09/09-10/17

Repeat steps 4 and 5 for all courses that you are scheduling

TIME BLOCK SCHEDULE

Student:

Term:

ID:

Alternate PIN:

Date:

Monday		Tuesday		Wednesday		Thursday		Friday			
7:00-8:00		7:00-8:30		7:00-8:00		7:00-8:30		7:00-8:00			
8:10-9:10		8:40-10:10		8:10-9:10		8:40-10:10		8:10-9:10			
9:20-10:20				9:20-10:20				9:20-10:20			
10:30-11:30		10:30-12:00		10:30-11:30		10:30-12:00		10:30-11:30			
11:40-12:40				11:40-12:40				11:40-12:40			
12:50-1:50	12:50-2:20	12:10-1:40		12:50-1:50	12:50-2:20	12:10-1:40		12:50-1:50	12:50-2:20		
2:00-3:00		2:00-3:30		2:00-3:00		2:00-3:30		2:00-3:00			
3:10-4:10		3:40-5:10		3:10-4:10		3:40-5:10		3:10-4:10			
										2:30-4:00	
4:20-5:20		4:10-5:40		4:20-5:20		4:10-5:40		4:20-5:20		4:10-5:40	
6:00-9:00		6:00-7:30		6:00-9:00		6:00-7:30		6:00-9:00		6:00-7:30	
7:40-9:10		7:40-9:10		7:40-9:10		7:40-9:10		7:40-9:10		7:40-9:10	

ONLINE COURSES:

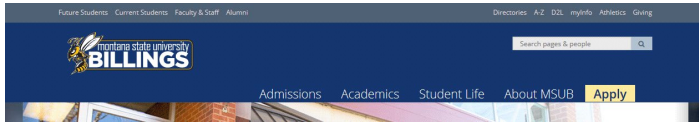
Online Course

Course Number

Web Registration Instructions

MSU Billings Home Page – www.msubillings.edu

- Click on ‘myInfo’



- Click on Log in to MyInfo (NetID)

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Log in here:

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RELEASE: 8.8.4.1

- Enter your NetID and password

- Select **Registration** to register for classes

Select **Registration** to register for classes

Select **Student Information** to Register for Classes

Select **Financial Information** to view status of aid package

Select **Personal Information** to see your information and/or to change your contact information, email address

Select **Student Records** to view holds, account summary, web bill, or transcripts

- After you select Registration select **Add/Drop Classes**

- Select **Term** you are registering for

(continue on next page)

Navigate360 App

Navigate @MSUB

**College is complex.
Make it simpler.**

Download today
msubillings.edu/navigate



- Navigate App
 - Students are encouraged to download the Navigate360 App at www.msubillings.edu/navigate. The app allows students to set appointments with their advisor and others on campus that help them navigate various aspects of college life.



TEXTBOOK ORDERING

*****THE CAMPUS STORE NO LONGER HAS BOOKS IN STORE*****

1

Visit our online bookstore at

<https://msubillings.spirit.bncollege.com/>

and click “Bookstore” in the top left

3

Click “Let’s Get Started” and enter your NetID (x99x999) to auto fill your courses and the materials needed for each class. You may also “shop by course,” by entering in each course separately. Pay close attention to your class section numbers!!

2

Hover over “Course Materials & Textbooks” and click on “Find Course Materials” on the home page to begin shopping

4

Make your selections, add them to your cart & checkout.

5

Create an account, select your shipping preference & submit!



ADDITIONAL INFORMATION

- Begin shopping the online bookstore 4 to 6 weeks before classes start each semester
- Multiple payment options are available including PayPal & UCard
- FREE shipping on orders of \$79 or more
- \$6.99 expedited shipping (2nd day air) with qualifying purchase of \$79 or more
- Ship to the Campus Store for quick & easy pick up
- Visit the **HELP CENTER** for information on returns, buyback, digital questions & more
- Contact customer service at **1-800-325-3252**

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