



Dual Enrollment Advising Manual

University Connections Advising Manual – Table of Contents

Congratulations! Now that you are officially registered for college classes, here is your manual on how to get started.

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If you have any questions about any of the above information, please contact the Director of Dual Enrollment, **Kaili Payne at 406-247-3015 or kaili.payne@msubillings.edu**.

If you plan to attend MSU Billings after you finish high school, please note that you will still need to fill out our general Application for Admission, submit your high school transcript, and ACT/SAT scores.

Questions? Please contact us at 1-800-565-MSUB ext. 2888 or e-mail us at admissions@msubillings.edu

The logo features a purple background with a white semi-circle on the left side. Inside the white semi-circle, the text "Next-Generation ACCUPLACER" is written in a dark purple font. A horizontal purple line is positioned above the text.

Next-Generation ACCUPLACER

Accuplacer: NextGen Placement Test Information

The Accuplacer is a math, writing, and reading placement exam offered at MSU Billings. All new students, who have not previously completed a college level math or writing course need to take the Accuplacer Placement Exam before they are eligible to take a college level math or writing course at MSU Billings. Accuplacer practice is available at <https://accuplacer.collegeboard.org/student/practice>.

A few things to know about the Accuplacer Placement:

1. The Accuplacer is a computer-based exam.
2. The Accuplacer is an assessment of your skills.
3. Calculators are provided within the test. **Students cannot bring their own calculator.**
4. The test typically takes about two hours to complete for both math and writing.
5. The results are immediate, so you do not have to wait to find out where you placed.
6. The first two attempts are free of charge. If a third and final attempt is necessary, it can be taken at a cost of \$15.00.

Where can you take the Accuplacer Placement Exam?

You can take the Accuplacer Placement Exam in Advising & Career Services. We are in McMullen Hall (the building with the clock tower on top). To schedule an appointment to take the Accuplacer, please call Kaili Payne at 406-247-3015

Frequently Asked Questions

Billing and Payment Process

1. When do I pay?

Students can begin paying their bill once the business office has assessed tuition/fees, these are usually available 2-4 weeks prior to the semester starting. If students do not pay their bill, they may be dropped from their classes and unable to take future classes at MSUB/City College.

2. How can I pay my bill?

You can pay your bill with check, cash, credit/debit card with the cashier in person. Please see the instructions for "Paying my Bill."

3. Where can I view my bill?

You can view your bill in your MyInfo Area under Electronic Billing & Payments.

4. What happens to my bill if I add or drop a class?

Depending on what point in the semester your bill may adjust accordingly.

5. If I take an online course, do I have to pay the additional online course fee?

No, University Connections students do not pay the additional \$40 per credit online fee.

6. Do I need a parking permit?

Yes, if you plan to be parking on campus you will need a parking permit. University Connections students can purchase a parking permit at a discounted price. University Connections students can purchase a permit at the University Police office located on the first floor of the parking garage or through their myinfo portal. University Connections students pay a discounted price of \$10 for their parking permit.

Frequently Asked Questions

University Connections Program

1. Will my instructor or classmates know that I am still in high school?
No. Unless you tell them, your instructor and classmates will not be informed.
2. Do I need books for my college classes?
Yes. You will need to buy books and/or class materials. To view the course materials needed for your class(es) you may go to the Campus Store website at <http://msubillings.edu/store>. Please see the "Purchasing Textbooks" instructions.
3. If I am having trouble in my classes is there someone I can talk to?
As a University Connection student, you have access to all resources that college students have. This includes our Academic Support Centers, Disability Support Services and Advising & Career Services. Please contact Kailli Payne at 406-247-3015 to set up an appointment with any of the above resources.
4. Do the University Connection classes transfer to other institutions?
Yes. MSU Billings is an accredited institution so college level courses will transfer. It depends on where you are transferring to as to whether the courses will fulfill a specific major requirement or elective. It is always helpful to contact the institution that you plan to transfer to and visit with them to see what requirement your class(es) will fulfill for them. For information on how classes transfer within the state of Montana please refer to the Montana University System website at www.mus.edu.

If you plan to transfer your credits to another institution, you will need to request that your MSU Billings transcript be sent to that school. For information on how to request a transcript go to www.msubillings.edu/reg/transcripts.htm.
5. How does an online course work?
Online courses are comparable to on-campus classes in the sense that you will still have an instructor, readings, and assignments. Some courses have threaded discussions where you have an opportunity to visit with other classmates about the topics covered in the class. There isn't a specific time you need to login to do coursework, but you will have assignment and exam deadlines to follow. It is recommended you login 3-4 times a week for online classes and set aside time to complete homework and reading assignments. Your online classes will be conducted through a program called d2L (Desire2Learn).
6. What if I can't log in to my online course?
If you experience any issues with online courses, you can connect with the eLearning helpdesk at 406-247-5755 or email at msubonline@msubillings.edu.

Frequently Asked Questions Continued

University Connections Program

7. Is there a limit to the amount of credits University Connection student can take in a semester?

Technically there is no limit. A University Connection student will typically take one or two classes a semester. It is important you recognize your schedule and know how much time you must dedicate to college coursework. A college transcript is permanent, so you want to be sure that you are setting yourself up to succeed and receive good grades.

8. Is there an age limit for students who participate in the University Connection Program?

Yes. The current age policy for University Connections students is that students who are 19 and older are not eligible to participate in the University Connections Program. However, if a student turns 19 at any point in the academic year (Sept – August) they can utilize the University Connections rate if they are on track to graduate that May. This most commonly impacts seniors that turn 19 in their senior year of High School.

9. If I graduate from high school in a spring term, can I take class(es) as a University Connections student during the summer after high school graduation?

Yes. Seniors that graduate from high school are still eligible for the reduced Dual Enrollment tuition rate the summer following their highschool graduation.

10. How much study time outside of class is required?

Typically for every hour spent in class a week, a student spends two hours outside of class studying. So, for a three- credit course, a student would spend three hours a week in class and then six hours a week outside of class studying.

11. Can a University Connections student use the library?

Yes! The library offers numerous books and other resources online here: <https://www.msubillings.edu/library/>. If you find yourself on campus, you could utilize the One Button recording studio to practice presentations or record a project.

12. How do I check my grades?

You may view your grades by logging in to your Secure Area. For directions on how to access this account please refer to the Web Registration Instructions.

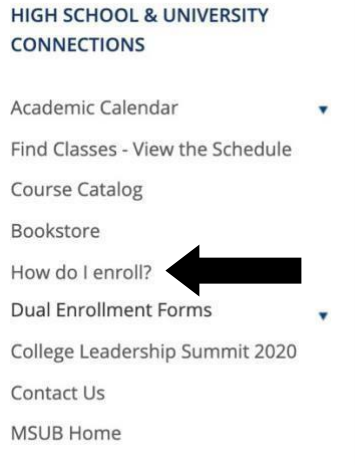
13. What do I need to do to attend MSU Billings after high school graduation or earning my HiSET?

You will need to apply for admission, ACT/SAT Scores, and your high school transcripts to the office of Admissions & Records

Navigating the Class Schedule

Go to the Dual Enrollment home page – www.msubillings.edu/connections

1. Click on the “How do I enroll” link on the left-hand side navigation bar.



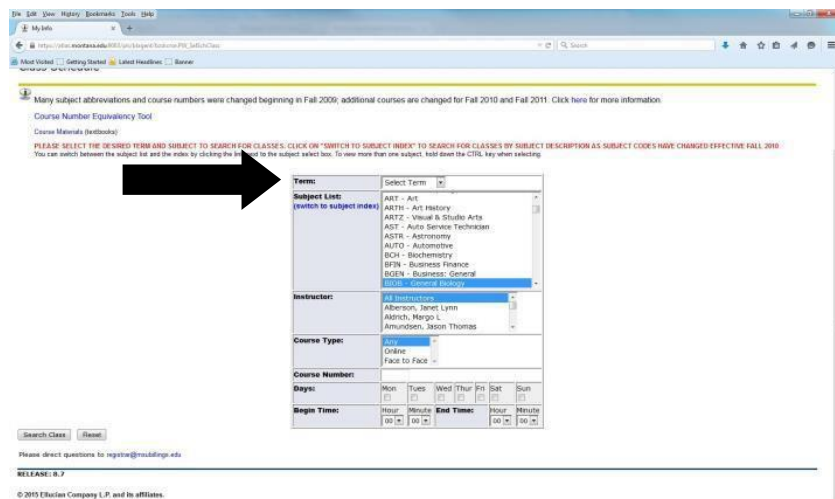
2. From there click on the “View the Schedule Button” to be taken to the live class schedule.

Enrolling in a Dual Enrollment Class

How to Enroll

1. **Download Application**
Download a printable application form or pick up a copy at your high school counselor's office.
2. **Release of Information Form**
Download a printable Release of Information Form, or pick up a copy at your high school counselor's office. This form is required along with your application.
3. **View the Schedule**
4. Return your University Connection Application and Registration Form along with your immunization records (available from your school nurse) to the Admissions and Records Office at MSU Billings.
5. If you have questions about courses or need advising, call Advising and Career Services at 657-2240 or send email.

3. **Select the desired Term.** For example, if you are looking up classes for the fall 2019 semester, select fall 2019 (If you are looking for online courses you would select the online only option.)



Select Subject. For example, if you are looking up the class schedule for PSYX 100; select PSYX by the SUBJECT area. Next to **Course Number** enter the number of the course in the box. For example, for PSYX 100 you will type in 100. Select **Search Class** to view all the times and locations that the course is offered.

Class Schedule

Many subject abbreviations and course numbers were changed beginning in Fall 2009; additional courses are changed for Fall 2010 and Fall 2011. [Course Number Equivalency Tool](#)

[Course Materials \(textbooks\)](#)

PLEASE SELECT THE COURSE FROM THE SUBJECT TO SEARCH FOR CLASSES. CLICK ON "SWITCH TO SUBJECT INDEX" TO SEARCH FOR CLASSES BY SUBJECT OR You can switch between the subject list and the index by clicking the link next to the subject select box. To view more than one subject, hold down the CTRL key when selecting.

Term: Fall 2015

Subject Lists: (switch to subject index)

- PHYS - Physics
- POLS - Political Science
- PPT - Process Plant Technology
- PSCI - Political Science
- PSLL - Professional Studies
- PSOC - Physical Science
- PSYC - Psychology
- PSYX - Psychology
- PWRP - Power Plant
- RAD - Radiologic Technology

Instructor: All Instructors

Course Type: All Courses

Days: Mon, Tues, Wed, Thur, Fri, Sat, Sun

Begin Time: Hour Minute End Time: Hour Minute

Search Class Reset

4. Special Notes:

- If a class is offered online, it will be designated as an online course next to the number of credits and below the CRN number in the middle of the screen.
- Some courses are offered both online and on-sight, these courses will have a section numbered 600 or above and will say Blended – Online and Onsite next to the number of credits.
- If it states “Consent of Instructor” you will need to obtain approval before registering for the course
- Under the **Title – Catalog Description** 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 it is in red the course is full
- Find the section that best suits your schedule and write down the 5-digit **CRN**. You will need the **CRN** to register for that course specifically

These search results are valid as of 01:07 PM

Fall 2015 Instr: All Instructors Subj: PSYX Crn: 100 Days: Any Time: 0001-2359

Psychology

Status	Class	Title - Catalog Description	Crn Location	Cap	Enrl	Avail	Instructor Credits	Dates Weeks
	PSYX 100-001 Lecture College of Arts & Sciences	Intro to Psychology MNF 1250-1350 FORMERLY PSYC 101	60387 LI 148	232	13	219	Finger, Brent 3.0	09/09-12/17 15 - Full Semester
	PSYX 100-002 Lecture College of Arts & Sciences	Intro to Psychology MWF 1530-1700 COURSE HELD ON CITY COLLEGE CAMPUS 3803 CENTRAL AVE FORMERLY PSYC 101	62778 HSCT 113	30	7	23	Molise, Mathea Lynn 3.0	09/09-12/17 15 - Full Semester
	PSYX 100-003 Lecture College of Arts & Sciences	Intro to Psychology TR 0640-1010 FORMERLY PSYC 101	60389 LI 148	232	18	214	McMullen, Matthew N 3.0	09/09-12/17 15 - Full Semester
	PSYX 100-007 Lecture College of Arts & Sciences	Intro to Psychology MWF 1745-1915 COURSE HELD ON CITY COLLEGE CAMPUS 3803 CENTRAL AVE FORMERLY PSYC 101	61799 HSCT 113	30	2	28	Molise, Mathea Lynn 3.0	09/09-12/17 15 - Full Semester
CLOSED	PSYX 100-000 Lecture College of Arts & Sciences	Intro to Psychology - ADDITIONAL \$25 PER CREDIT TECHNOLOGY FEE FORMERLY PSYC 101	61451 ONLINE WEB	40	40	0	McMullen, Matthew N 3.0 - Internet/Online	09/09-12/17 15 - Full Semester

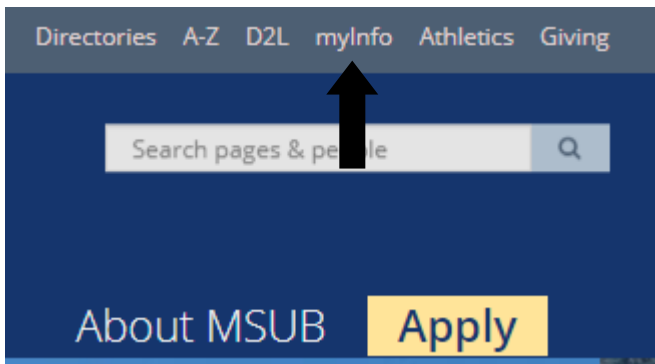
5. Repeat steps 3 and 4 for all courses that you are scheduling.

How to Look Up your NetID and set your password

Your NetID & password will be your login credentials for MyInfo and D2L

Go to the MSU Billings Home Page –
www.msubillings.edu

1. Click on the **MyInfo** button in the top right-hand corner.



2. Click on the NetID Lookup link.

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](#)

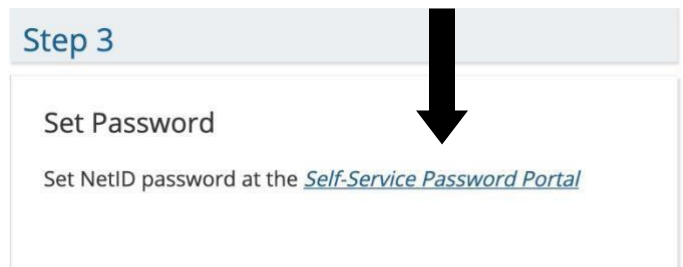
If you do not know your password, reset it here: <https://password.msubillings.edu>

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

3. Enter your MSU ID with the “-”. You can find your MSU ID on your class schedule attached to the University Connections confirmation email.

4. Enter your date of birth. Once these steps are completed, your NetID will appear.

5. Next, click the Self-Service Password Portal link.



6. Click the “New User Setup Tool” on the left.



Follow the instructions to reset your password. **This will be the password that you will use to log into D2L and MyInfo.**

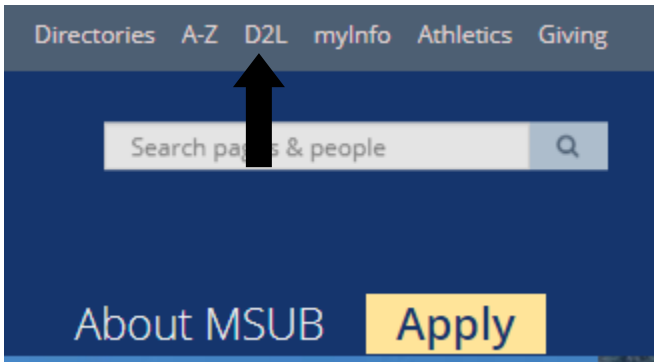
Logging into D2L

D2L Login

MSU Billings Home Page –

www.msubillings.edu

1. Click on D2L in the top right-hand corner.



2. Log in using your NetID and the password that you created using the New User Setup tool.



3. Once you login, you will see the classes you are registered for.

Please note: your classes will **not show up in D2L until the first day of classes. Do not be alarmed if you log in prior to the semester starting and don't see your classes.*

4. If you forgot your password, you could use the password reset tool. Hit "Forgot Password?" it will take you to the reset tool. You will need to know your NetID for this step.



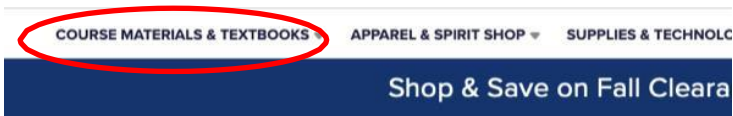
Purchasing Textbooks

Jackets & Company Home Page - <http://www.jackets-and-company.com/home>

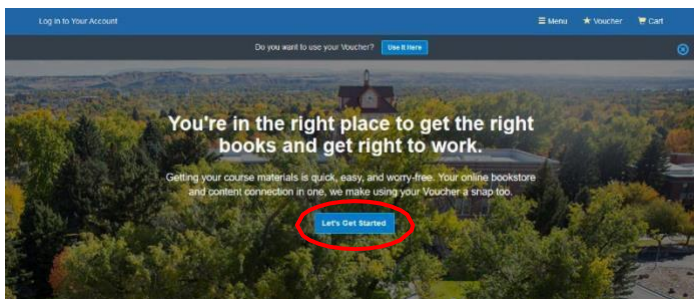
1. Click on **Bookstore**



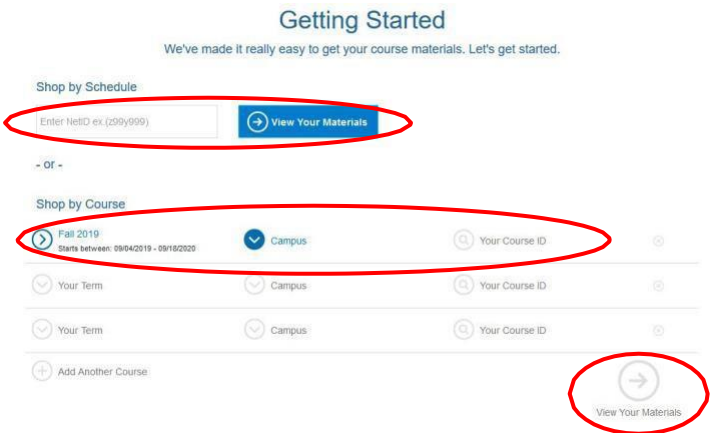
2. Click on **Course Materials & Textbooks**> Find Course Materials



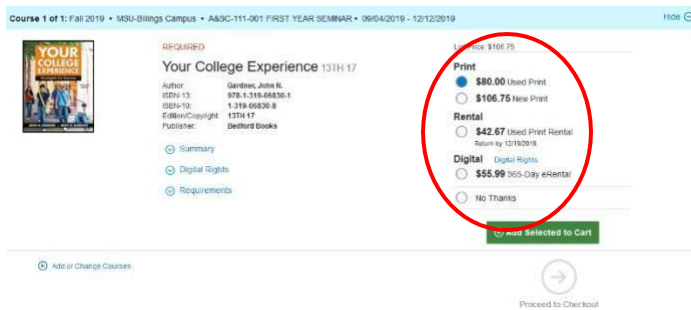
3. Click on **Let's Get Started**



4. Enter your **NetID** in the space provided to look up your entire schedule. To find classes individually choose the term, campus, and course ID's accordingly using the dropdown menus. When done click **View Your Materials**

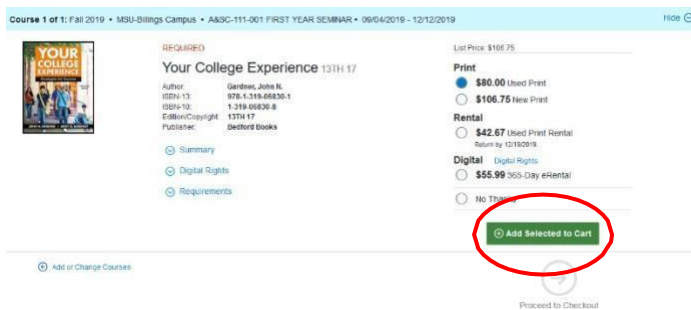


5. You should now be able to see all materials required for the courses needed. From here you can find prices and select book options.



Note: Some classes may have optional materials listed, in which case you are not required to buy the item and can make the decision of whether you would like it. If you are ever worried about materials that may or may not be needed, contact the professor for additional help.

6. After you have chosen your book options, click **Add Selected to Cart** to add the chosen item to your cart

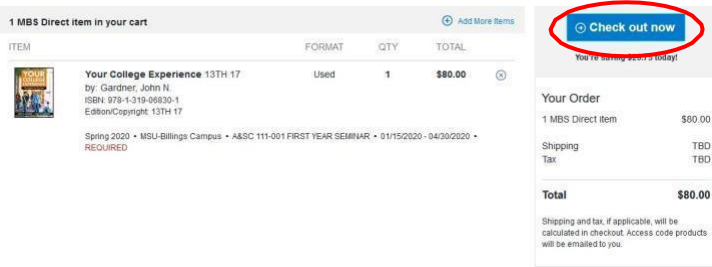


7. When you are done selecting all of your textbooks, click **Cart** in the upper right to continue to payment



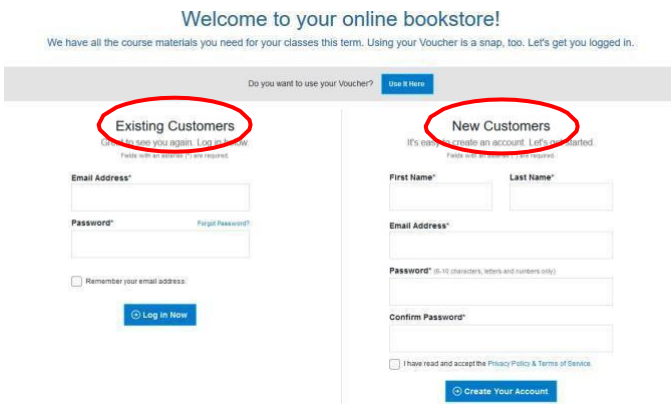
(continue on next page)

8. Double check that the order all looks correct and then click **Check out now**

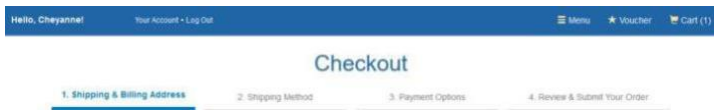


9. If you are an existing customer, enter your login information. If you are a new customer, follow the prompts to create an account.

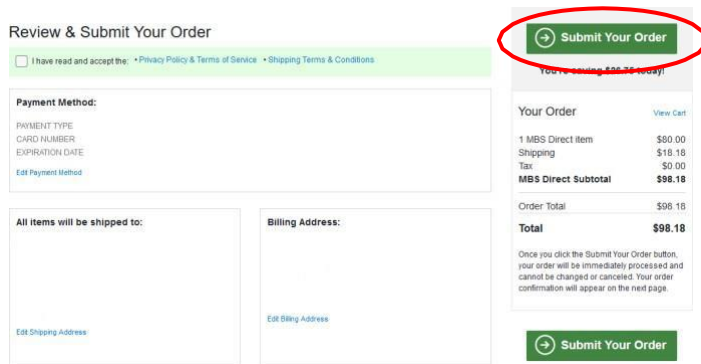
For students with vouchers, see step 9



10. Follow the 4 steps through **checkout**

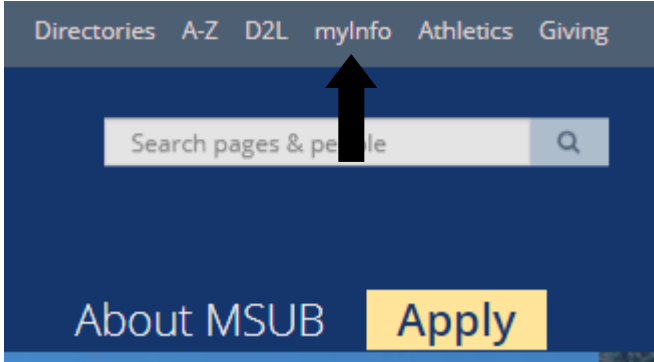


11. Once you have entered your payment and shipping information and are at step 4 in the checkout process, review your order and then click **Submit Your Order**



How to View Your Student Schedule by Day and Time

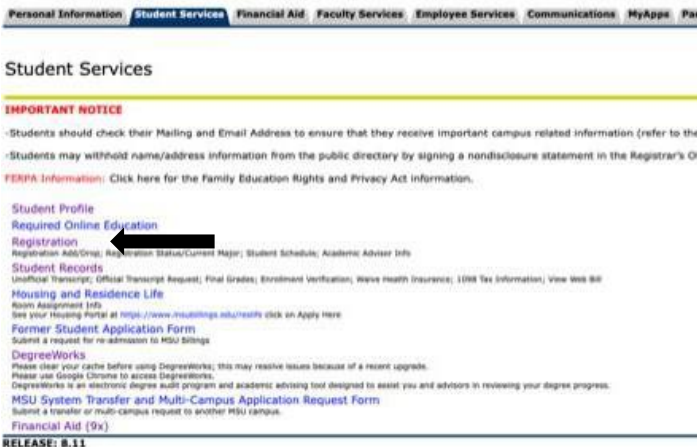
1. Click on the MyInfo button in the top right-hand corner.



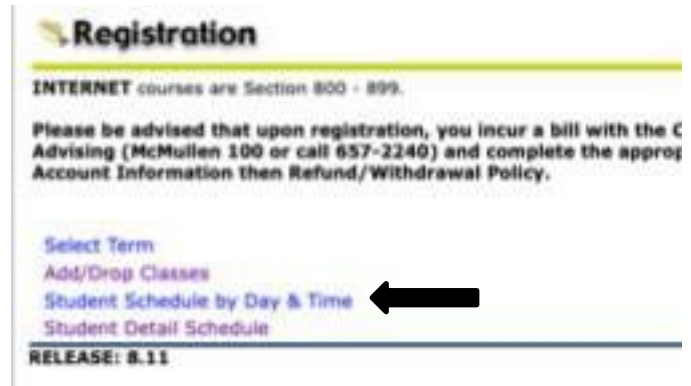
2. Log into your MyInfo portal using your NetID and password.
3. Click on the Student Services Tab.



4. Once under the Student Services Tab, click on "Registration".



5. Click on "Student Schedule by Day & Time".



6. To print a schedule showing day and time, you will initially get a screen that shows the first week of class, which begin on a Wednesday. Click on "Next Week" to show a full week.

How, When and Where to Pay

How to Pay - options

1) Check or Cash

Make the check payable to MSU Billings and write the student identification number on the check. The cancelled check will serve as the receipt unless otherwise requested.

- You can drop off a check in-person at MSUB in the Basement Floor of McMullen Hall or the City College Tech Building.
- You can mail a check in to MSUB.
- If paying by cash, please do not mail in.

2) Credit / Debit Card

All credit card payments will be able to access online payment via the MyInfo:

1. **Go to:** msubillings.edu.edu/myinfo to login.
2. **Click on:** Log in to MyInfo (NetID).
3. **Enter:** NetID & Password.
4. **Click on:** Electronic Billing & Payments.
5. **Select term,** then **click on:** Submit.
6. **Click on:** QuikPay (This will take you to the QuikPaysite).
7. **Click on:** Make a Payment.

8. Follow the steps in QuikPay.

When to Pay

- Fee statements for the current semester are available online approximately two- four weeks before the semester starts.
- This online bill will reflect charges for the current enrolled semester.
- Tuition and fees must be paid no later than the first day of classes, a \$40.00 late fee will apply after that date.

Questions?

Email: businessoffice@msubillings.edu

Academic Support Center

All Dual Enrollment students have access to free tutoring through the Academic Support Center. The Academic Support Center has two locations: City College Tech Building and the MSU Billings Student Union Building. Hours for the two locations do vary from semester to semester. Students can check the Academic Support Center website for the most up-to-date information: <https://www.msubillings.edu/asc/>.

How to Schedule an Appointment:

- 1) Navigate to: <https://msubillings.mywconline.com>

Enter your institutional username and password below. This is the same username and password that you use for other services at your institution.

- 2) Log in using your MSUB net ID and password.
- 3) Select the Fall 2019 schedule you would like to view using the radial buttons on the log-in screen or from the drop-down menu at the top of the page once you have logged in:

AVAILABLE SCHEDULES

- University Campus Fall 2019**
- City College Fall 2019
- Peer Mentoring Fall 2019
- Supplemental Instruction Fall 2019
- Tutoring Appointments Fall 2019

Check box to **stay logged in:** [?](#)

LOG IN

- 4) The first time you log on, you will be prompted to create a brief profile.
- 5) Available times are white –click on desired time to open the appointment scheduling window. Non available times are blacked out.

Nov. 12: Tuesday	8:00am				9:00am			
Benjamin Gonzales ℹ								
City College Center Drop-In ℹ SUPPORTS 100 MEMBER GROUPS								
Felicia Karas ℹ ADMINISTRATORS ONLY FACE-TO-FACE, ONLINE & ETUTORING								
Marla Moody ℹ								

Your scheduled appointments are shown in gold. Other scheduled appointments are shown in blue.

Nov. 12: Tuesday	8:00am				9:00am			
Benjamin Gonzales ℹ								
City College Center Drop-In ℹ SUPPORTS 100 MEMBER GROUPS								
Felicia Karas ℹ ADMINISTRATORS ONLY FACE-TO-FACE, ONLINE & ETUTORING								
Marla Moody ℹ								

6) In the appointment scheduling window, fill in the required information.

7) Click Create Appointment



- If you are walking into the ASC, you made an on-the-spot appointment, so you are ready to meet with your tutor.
- If you made a face-to-face appointment ahead of time, come to the ASC at your scheduled time.
- If you made an online appointment, log back onto WCONLINE 5-10 min before your scheduled time and click on your appointment. In the appointment window, click on the link that says “start or join online consultation” to load the online tutoring platform.

Disability Support Center

Dual Enrollment students with a disability have the responsibility to identify themselves and request reasonable and appropriate accommodations and/modifications.

In accordance with the Americans with Disabilities Act, Montana State University Billings also ensures academic program accessibility as well as building accessibility for all persons with disabilities. No individual with disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the campus services, programs, or activities, or be subject to discrimination by any such covered entity.

To Register with DSS

1. Log into the Accommodate Student Portal with your NetID and password.
 - a. <https://www.msubillings.edu/dss/Accommodate.htm>
2. Choose “Accommodations” from the menu on the left-hand side.
 - a. Choose “Application for Accommodations”
 - b. Answer the questions.
 - c. Hit the “Submit” button.
3. A member of the DSS team will reach out to you to complete the process.

*During their meeting with the DSS team, students may be asked to provide documentation regarding the services he or she needs.