University Connections

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.

If you have any questions about any of the above information, please contact the Director of Dual Enrollment, Sydney Donaldson at 406-247-3015 or sydney.donaldson@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, pay the $30 application fee, 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*

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 located in McMullen Hall (the building with the clock tower on top). To schedule an appointment to take the Accuplacer, please call Sydney Donaldson 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 a 2-4 weeks prior to the semester starting.

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 page 14** of this document for detailed instructions and options for paying your 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 $30 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. In order to receive the discount, University Connections students must purchase a permit at the University Police office located on the first floor of the parking garage.

Please refer to the webpage http://www.msubillings.edu/boffice/students.htm for more information on important dates, refund policies, and other Business Service questions.

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 **on the next page**.

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 Sydney Donaldson 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.

Textbook Ordering

MSU BILLINGS CAMPUS STORE

TEXTBOOK ORDERING

SHOP NOW

THE STRESS AND MONEY THAT OFTEN COMES WITH COLLEGE LIFE CAN BE OVERWHELMING. THE LAST THING A STUDENT NEEDS IS TO SPEND TOO MUCH TIME AND MONEY TRYING TO FIGURE OUT WHAT COURSE MATERIALS ARE NECESSARY FOR SUCCESS IN THE CLASSROOM. THROUGH TEXTBOOK GUARANTEED BUYBACK PROGRAMS, OFFERING NEW AND USED BOOKS, AND AN EASY AND ACCESSIBLE ONLINE SYSTEM, THE MSUB CAMPUS STORE IS THERE TO PROVIDE THE SUPPORT FOR A STRESS-FREE SHOPPING EXPERIENCE, WHERE YOU HAVE OPTIONS.

ITS AS EASY AS 1, 2, 3!

1 VISIT OUR ONLINE BOOKSTORE AT HTTP://WWW.MSUBILLINGS.EDU/STORE AND ENTER YOUR SCHEDULE TO FIND YOUR COURSE MATERIALS

2 SELECT COURSE MATERIALS FROM A LARGE SELECTION OF NEW, USED, EBOOK, AND RENTALS AND ADD TO YOUR CART

3 CREATE AN ACCOUNT AND SELECT TO HAVE THE MATERIALS SHIPPED TO YOUR CAMPUS STORE OR ADDRESS OF CHOICE FREE SHIPPING ON ALL ORDERS OVER $99

$ PRICE MATCH GUARANTEE

★ GUARANTEED BUYBACK

SAVE ON RENTALS AND USED MATERIALS

FREE SHIPPING OVER $99 $5.99 2ND DAY AIR

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 have to 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 high school 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 City College or MSU Billings after high school graduation or earning my GED?

   You will need to submit an application for admission, ACT/SAT Scores, and your high school transcripts to the Admissions office at MSUB or City College. Previous University Connections students do need to pay the $30 application fee.

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

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 under course type)

4. 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

5. 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** 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 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

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

Campus Logons

montana state university BILLINGS

GET CONNECTED
Campus Logons & University Apps

IT STUDENT HELPDESK 📱 **406-657-5755**

Start here! | **SET/RESET PASSWORDS: password.msubillings.edu**
✦ *View your credentials at MyInfo under Personal Information – View IDs* ✦

MYINFO

Register for Classes | View financial Aid | View Logon Credentials | Check Grades
   USERNAME: NetID (a12b345)
   PASSWORD: ####@msub *(####=last 4 of student ID)* OR as SET by student

NETID

Access Campus Computers/Labs | Online Classes (D2L) | Printing | Campus Wireless *(MSUB-mobile)*
   USERNAME: NetID (a12b345)
   PASSWORD: ####@msub *(####=last 4 of student ID)* OR as SET by student

MSUB EMAIL: *outlook.office365.com*

Official MSU Billings Email: **OUTLOOK.OFFICE365.COM**
   USERNAME: firstname.lastname@msubillings.edu
   PASSWORD: same as for MyInfo | NetID

MICROSOFT OFFICE *(free to current students!)*

Log into official MSU Billings email
Click [Office 365] (upper-left corner) | Click [Install Office] | Select Office 365 apps

BOX: *msubillings.box.com*

Cloud Storage – access from on/off campus on any device
   USERNAME: msubillings\NetID
   PASSWORD: same as for MyInfo | NetID

WEBEX: *msubillings-students.webex.com*

Online student meetings and tutoring
   USERNAME: msubillings\NetID
   PASSWORD: same as for MyInfo | NetID

OTHER UNIVERSITY SOFTWARE: *www.msubillings.edu/it/software/student*

in LEARNING   **Webex Teams**   **Wolfram Mathematica**   **Read & Write Gold**
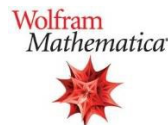
HELP: D2L (24/7): 406-247-5755 | REGISTRAR: 406-657-2158 | MSUB IT: 406-247-5700
STEP BY STEP: www.msubillings.edu/logons

How to Look Up your NetID and set your password

Your NetID & password will be your login credentials for D2L

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

1. Click on the **MyInfo button in the top right-hand corner**
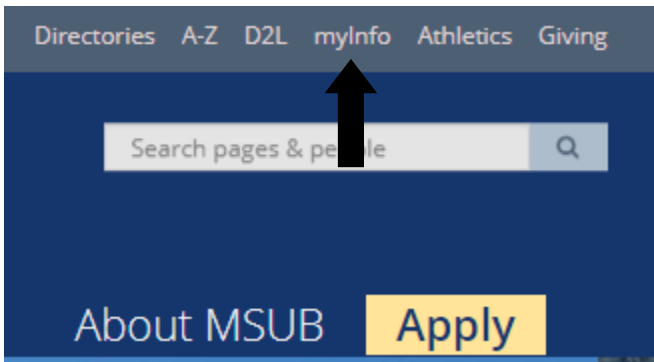
2. Click on the NetID Lookup link

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. ***Note: write down your NetID before moving on to the next step***

5. Next, click the Self-Service Password Portal link
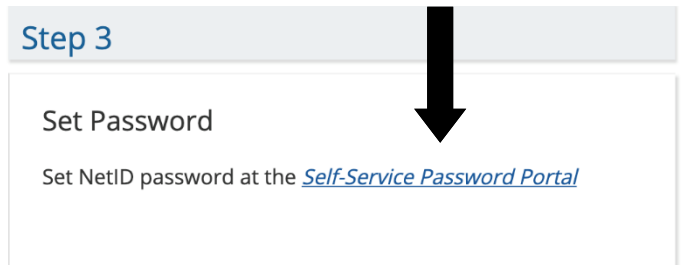
6. Click the "New User Setup Tool" on the left
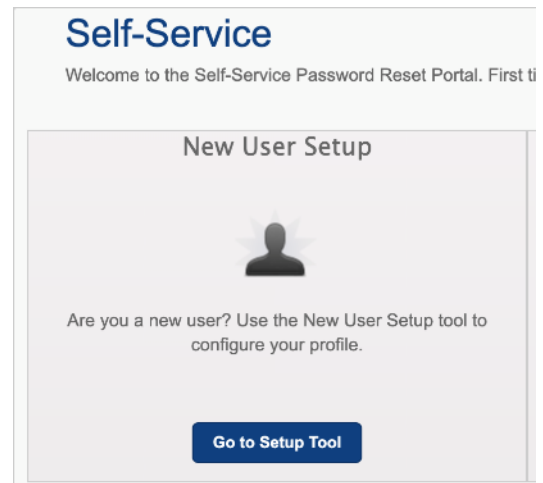
7. Follow the instructions to reset your password. **This will be the password that you will use to log into D2L**

Logging into D2L

D2L Login
MSU Billings Home Page –
www.msubillings.edu

1. Click on **D2L in the top right-hand corner.**
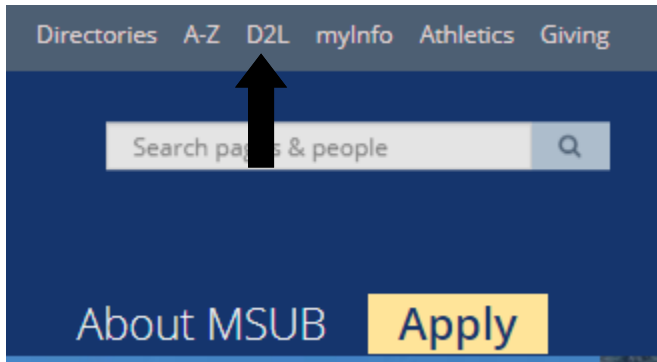
2. Log in using your NetID and the password that you created using the New User Setup tool
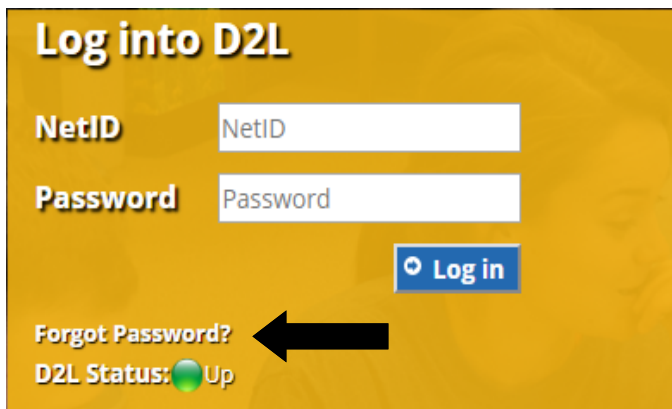
3. Once you log in, you will see the class(es) that you are registered for:
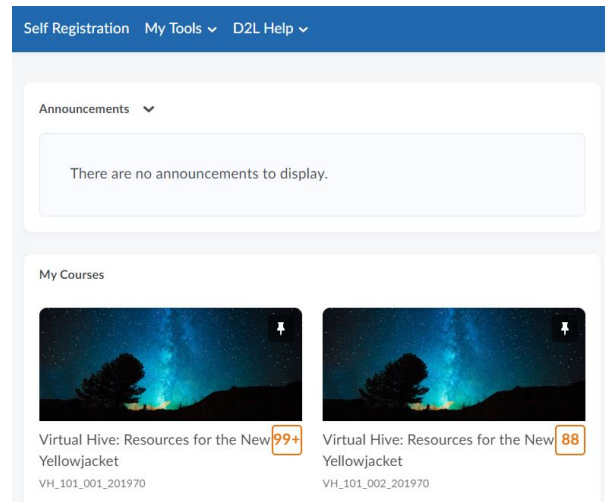
*Please note: your classes will **not** show up in D2L until the first day of classes. Do not be alarmed if you log in prior to the semester starting and don't see any classes.*

4. If you forgot your password, you can 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.**
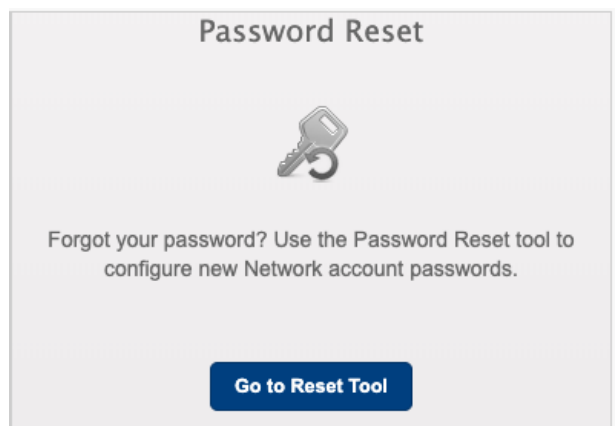
Web Registration Instructions

MSU Billings Home Page –
www.msubillings.edu

1. Click on the **MyInfo button in the top right-hand corner**
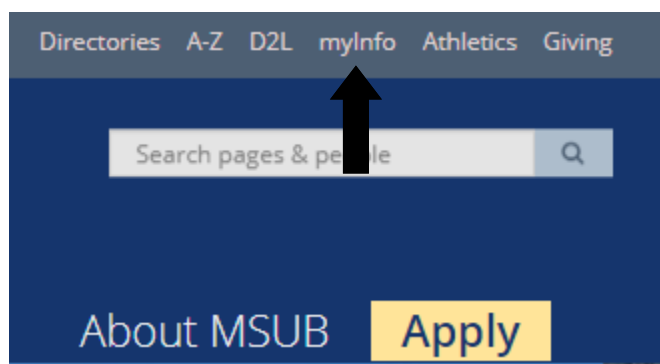
2. Log in to your MyInfo secure area using your NetID and password, see pg. 9 with instructions on how to find this info

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. Select **Student Information**

Student Information
Registration Add/Drop; Registration Status/Current M

Electronic Billing and Payment
Review your most recent Electronic Billing Statement

Financial Aid Information
Review your Financial Aid awards; Accept your Financ

Employee Information
View your Pay Stub; View your Leave Balances; View

Personal Information
View or Update your address(es), phone number(s),

Communications
University Communications

Return to Homepage

4. Select **Registration** to register for classes

Prevention/Financial Wellness Education
- AlcoholEdu: All new freshmen, new transfer students and new graduat
- Sexual Assault Prevention for the Undergraduate OR the Adult Learner
- Transit: All new Freshmen, all new Transfer students and all new Grad
- If you have completed AlcoholEdu, Sexual Assault Prevention for the U

Registration
Registration Add/Drop; Registration Status/Current Major; Student Sched

Student Records
Unofficial Transcript; Official Transcript Request; Final Grades; Enrollment

Housing and Residence Life
Room Assignment Info

Former Student Application Form
Submit a request for re-admission to MSU Billings

DegreeWorks
DegreeWorks will be having a planned outage November 21-25, 2
DegreeWorks is an electronic degree audit program and academic advisin

MSU System Transfer and Multi-Campus Application

5. Select **Add/Drop Classes**

📁 **Registration**

INTERNET courses are Section 800 - 899.

Please be advised that upon registration
University. Please visit the Advising Cen
information, log onto **Business Office** the

Select Term
Add/Drop Classes
Student Schedule by Day & Time
Student Detail Schedule
Check Your Registration Status
Academic Advisor

6. Confirm the term in which you are adding classes for

Select Term

Select a Term: Fall 2019 ▼

Submit

7. **Verify E-mail Address** (This will only appear once- after that, please keep your email updated in your Personal Information tab at the top of the screen)

Verify Email

Attention: we **do not have** an email address for you in our system. Please click on the Update Emails button

No email addresses on record

[Continue Registration] [Update Emails] (If you click on this button, you will have to return to the Student Serv

8. **Elect or Waive Health Insurance** *To change your selection, you must contact Student Health Services at 657-2153

Before registering, please select ELECT or WAIVE insurance.

All MSU-Billings students are eligible for health insurance if enrolled for 4 or more credits. All MSU-Billings students are required to have health insurance if enrolled for 7 or more credits.

If you already have health insurance coverage, you may **WAIVE** the MSU-Billings health insurance fee for this term.

If you do not have health insurance coverage, you may **ELECT** the student insurance program.

For information about the health insurance policy offered to students and their dependents, click HERE.

[ELECT INSURANCE] [WAIVE INSURANCE]

9. Enter **Alternate PIN** – This is a code you can only get by visiting with your advisor. It changes each semester. Click **Submit**.

MSU-Billings Information System

Personal Information | Student Services | Financial Aid | Faculty Services | Communications

Advisor Number Verification

ⓘ Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.
Please see your Advisor for the PIN. Press the Menu Button to return to the previous menu.

Alternate PIN: [   ]

[Submit]

10. To **Add** classes, enter the **CRNs** for the classes you have chosen in the boxes provided.

To **Drop** a class, select **Web Drop** from dropdown list next to the course

11. Click **Submit Changes** to save your registration

To Withdraw completely from the term, contact the Advising Center.

Dropping to zero credits is no longer offered online at this time. If you have already accepted or paid your fees with the Business Offi through the Advising Center. You may contact them at (406) 657-2240 or e-mail them at advising@msubillings.edu . If you have NOT please contact the Registrar's Office at (406) 657-2158 or e-mail them at registrar@msubillings.edu. We will then be able to make arr

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

12. To **view or print** a copy of your schedule, click **Return to Menu** in the upper right-hand corner

RETURN TO MENU   SITE MAP   HELP   EXIT
Your current Institution is BL
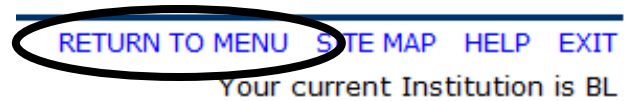
13. To print a schedule showing day and time, you will initially get a screen that shows the first week of class, which may begin midweek- click on **Next Week** to show a full week

Student Schedule by Day and Time:

-01082022 Joe F. Montana
Dec 22, 2005 10:33 am

ⓘ Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

Go to (MM/DD/YYYY): [   ] [Submit]

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am			ENGL 100-001 40159 Class 8:10 am-9:10 am ASC 009		ENGL 100-001 40159 Class 8:10 am-9:10 am ASC 009		
9am			MATH 101-002 40212 Class 9:20 am-10:20 am ASC 008	PSYC 101-002 40373 Class 8:40 am-10:10 am LI 148	MATH 101-002 40212 Class 9:20 am-10:20 am ASC 008		
10am							
11am			COMT 190-002 40088 Class 10:30 am-12:00 pm LA 625				

Previous Week   Week of Jan 16, 2006 (1 of 16)   Next Week

14. If you are a **Current Student** at MSUB, your current schedule will appear. Enter a future date in the **Go To:** box to view future semester courses.

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 or City College

   - 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. *If you have problems logging in, see page 11 for finding NetID instructions

   5. **Click on:** Electronic Billing & Payments

   6. **Select term**, then **Click on:** Submit

   7. **Click on:** QuikPay (This will take you to the QuikPay site)

   8. **Click on:** Make a Payment

   9. Follow the steps in QuikPay to choose payment amount, method, etc.

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

Where to Pay

   - Students may pay with the cashier at MSUB or City College:
     - MSUB Campus location: Basement of McMullen hall
     - City College location: Tech Building Commons

   - By mail: MSUB Attn. Cashier, 1500 University Dr. Billings MT 59101

   - Online through MyInfo using QuikPay

Questions?
Email: businessoffice@msubillings.edu