

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 • <u>https://www.msubillings.edu/msubonline/store.htm</u>

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 • <u>https://www.msubillings.edu/it/</u>

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 • <u>https://www.msubillings.edu/library/</u>

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 • <u>https://www.msubillings.edu/police/parkinginfo.htm</u>

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 • <u>https://www.msubillings.edu/studenthealth/</u>

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: <u>https://www.msubillings.edu/sss/application/index.htm</u>

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

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: <u>http://www.msubillings.edu/scholarships/</u>.

□ Apply for Financial Aid:

- Complete the Free Application for Federal Student Aid (FAFSA) online at: <u>https://studentaid.gov/fsa-id/sign-in/landing</u>.
- The MSU Billings FASFA 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 (<u>www.msubillings.edu</u>). Click "Login to MyInfo NetID" and use your NetID and password to sign in.
 - $\circ~$ If you do not know your NetID, reference page 7 $\,$
 - If you do not remember your password, reset it here: <u>https://password.msubillings.edu/</u>
- **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 <u>after</u> you register. Classes will not appear in D2L until the first day of class.)
- If you do not know your NetID, reference page 7
- o If you do not remember your password clock "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: <u>www.msubillings.edu/sss/</u>

□ **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: <u>https://www.msubillings.edu/careers/clmenu.htm</u>
- 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: <u>www.msubillings.edu/navigate</u>



Financial Aid

File FAFSA now at 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 <u>fafsa.gov</u>. 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 <u>studentaid.gov</u>

• 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 <u>must</u> 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 <u>StudentAid.gov</u> for more information.

More FAFSA Tips

The FAFSA is Just the First Step in the Process

Check your <u>myInfo</u> regularly for the status of your offer or missing requirements. Contact MSUB Financial Aid Office if you have questions: 406-657-2188 or <u>finaid@msubillings.edu</u> HYPERLINK "mailto:finaid@msubillings.edu". Include name and student ID.

How to Login to MyInfo and Find Your NetID

MSU Billings Home Page - www.msubillings.edu

Write down your NetID, then click the password

• Click on MyInfo



@msun.edu

D2L (Desire2Learn) Login Instructions

MSU Billings homepage – <u>www.msubillings.edu</u>

• Click on **D2L (Desire to Learn)**

Future Students Current Students Faculty & Staff Alumn	i			Directories I-Z D2L my	fo Athletics	Giving
BILLINGS				Search pages & peo	ple	Q
	Admissions	Academics	Student Life	About MSUB	Apply	
	The					

• 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.msubillings.edu

• Click on 'myInfo'



- 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
Instructor:	All Instructors Adcock, Elizabeth J Adkins, Jason M Aldrich, Margo L
Course Type:	Any
Course Number:	121
Days:	Mon Tues Wed Thur Fri Sat Sun
Begin Time:	Hour Minute End Time: Hour Minute 00 ▼



- Special Notes about the course are listed under the class title:
 - a. 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
 - c. 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.
 - **d.** If it states "Consent of Instructor" you will need to have approval before registering for the course
 - e. Under the Title Catalog Description it lists meeting time: M-Monday; T–Tuesday; W–Wednesday; R– Thursday; F–Friday
 - **f.** 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)

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sycholo	97								
tatus	Class	Title - Catalog Description Time	-	Location	Cap	End	Avail	Instructor Credits	Dates Weeks
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	Lecture	MWF 1250-1350	_	1111				3.0	15 - Full Serventer
	College of Arts & Sciences	FORMERLY PSYC 101							
	PSYX 598-862	Intra to Paychalogy		62778	30	1	23	Moline, Mathea Lyne	03/03-12/17
	Lecture	MW 1530-1760		HECT 113				3.0	15 - Full Samester
	College of Arts & Sciences	COURSE HELD ON CITY COLLEGE CAMPUE 1803 CENTRAL AVE							
		FORMERLY PSVC 101							
	PSYX 100-003	letra to Paychalogy		60309	232	18	214	McMallan, Matthew N	09/05-12/17
	Lecture	TR 0840-1010		LI 148				3.0	15 - Full Samatar
	College of Arts & Sciences	FORMERLY PSYC 101							
	PSYX 100-867	Intra to Psychology		61799	30	2	28	Moline, Mathea Lyne	09/09-12/17
	Lechare	ARVV 1745-1915		HISCT 113				3.0	15 - Put Sementer
	College of Arts & Boiences	COURSE HELD ON CITY COLLEGE CAMPUS 1803 OEVTRAL AVE							
		FORMERLY PSVC 101							
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	Lecture			CFAUNE WEB				2.0 - Internet/Online	15 - Put Samester
	College of Arts & Sciences	ADDITIONAL SID FER CREDIT TECHNOLOGY FEE							
		FORMERLY PSVC 101							

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

TIME BLOCK SCHEDULE

Student:

ID:

Term:

Alternate PIN:

Date:

Μ	onday	Tu	iesday	Wed	nesday	Thu	ırsday	Fr	iday
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	
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	9:10				9:10	4			

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)

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.

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**



Select Registration to register for classes

Personal Information Student Services Financial Ald Employee Services Communications MyApps Parking Services Notifications
RETURN TO MENU SITE MAP HELP EXIT Student Services
IMPORTANT NOTICE
-Students should check their Mailing and Email Address to ensure that they receive important campus related information (refer to the Personal Information Link at top of page)
-Students may withhold name/address information from the public directory by signing a nondisclosure statement in the Admissions and Records Office (McMullen 107).
FERPA Information: Click here for the Family Education Rights and Privacy Act information.
DegreeWorks will be unavailable from November 21st through November 25th, 2019 for scheduled maintenance.
Prevention/Financial Welness Education
Registration
Student Records Unoficial Transcript Request; Final Grades; Encolment Verification; Waive Health Insurance; 1098 Tax: Information; View Web Bill
Housing and Residence Life Room Assignment Info
Former Student Application Form Submit a request for re-admission to MSU Billings
DegreeWorks DegreeWorks DegreeWorks will be viving a planned outage Rovember 21-25, 2019. Please plan accordingly for advising, registration, plan of study needs, and graduation-related matters. DegreeWorks is an Alexandric degree auds program and academic advising tool designed to assist you and advisors in miswing your degree progrees.
MSU System Transfer and Multi-Campus Application Request Form Submit a transfer or multi-campus request to another MSU campus.

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

Personal Information Student Services Financial Aid Employee Services Communications MyApps Parking Services Notifications	
	RETURN TO MENU SITE MAP HELP EXIT
S Registration	Your current Institution is BL
INTERNET courses are Section 800 - 899.	
Please he advised that upon registration, you incur a bill with the College. In order to drop all of your classes, you must withdraw fr Advising & Career Services (McMullen 100 or call 67:2-200) and complete the appropriate withdrawal paperwork. For refund inform select Student Account Information then Refund/Withdrawal Policy.	om the University. Please visit Nation, log onto Business Office then
Select Term	
Add/Drop Classes	
Student Schedule by Day & Time	
Student Detail Schedule	
Check Your Registration Status	
Academic Advisor	
RELEASE: 8.8.4.1	

• Select Term you are registering for

(continue on next page)

• Verify email address (This screen will only appear once. If you need to update your email address in the future, select the Personal Information tab at the top of the screen)

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• If you wish to enroll in the student insurance plan, select **Elect Insurance**. If you wish to decline the student insurance plan, select **Waive Insurance**. Follow the instructions to complete your selection

All MSU-Billings students are eligible for health insurance if enrolled students are required to have health insurance if enrolled for 7 or WAIVE th ay ELECT the st ELECT INSURANCE WAIVE INSUR

To change your selection, contact **Student Health Services** at 657-2153

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

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• To add classes enter the CRN numbers in the spaces provided

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After registering, if you wish to drop a class, select ****Web Drop**** from the dropdown menu next to the course

• Click Submit Changes to save your registration

To view or print a copy of your schedule, click
 Return to Menu in the upper right hand corner.
 Select Student Schedule by Day & Time or Student
 Detail Schedule

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

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If you are a **current student** at MSUB, your current schedule will appear. Enter a future date in the box to the right to view future semester course

Navigate360 App



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



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

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
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