Setting Up Your Class Schedule

MSU Billings Home Page – www.msubillings.edu

1. Click on myInfo Login (Located in column to the right of the picture on the left hand side of home page)

2. Click on Class Schedule
   If you are looking for online classes only click on Class Schedule (online courses only)

3. Select the desired Term. For example, if you are looking up classes for the spring 2010 semester, select Spring 2010.

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 about the course is listed under the class title:
   1. If a course is online it will be noted Internet/Online next to the number of credits.
   2. 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 it is 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.

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