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. Advising & Career Services is here to help guide and support you through your educational career. Please contact our office with any questions.

Contact Information

Advising Checklist

Get Connected

Financial Aid

How to Look Up Login Information in Secure Area

D2L (Desire2Learn) Login Instructions

Navigating the Class Schedule

Time Block Schedule

Web Registration Instructions

Purchasing Textbooks

Advising Syllabus

Career Services for MSUB Students & Alumni

Montana Career Information Systems (MCIS) Instructions
Contact Information

Admissions & Records
admissions@msubillings.edu
(406) 657-2158

Advising & Career Services
advising@msubillings.edu
careers@msubillings.edu
(406) 657-2240

Business Services
businessoffice@msubillings.edu
(406) 657-2140

Financial Aid
finaid@msubillings.edu
(406) 657-2188

IT Help Desk
helpdesk@msubillings.edu
(406) 247-5700

Parking
msubparking@msubillings.edu
(406) 657-2147
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://fafsa.ed.gov/.
  ☐ The MSU Billings FASFA school code: 002530

☐ Practice Accessing Campus Accounts:
  ☐ Login to MyInfo, DegreeWorks, and D2L (Desire to Learn). 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 the Menu on the MSU Billings homepage (www.msubillings.edu). Click "Enter Secure Area" to access and/or update your personal information.
    ☐ Username = Student ID Number (be sure to include the -)
    ☐ Password for first time logging in = your birthday in the format of ddmonyear.

  ☐ 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. Login to D2L from the bottom left corner of the MSU Billings homepage. (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.)
    ☐ Username = NetID (this may be located in your MyInfo Account under the Personal Information Tab)
    ☐ Click “Forgot Password” or “Password Utility” to create your 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 http://www.jackets-and-company.com/home.aspx
☐ **Accept Financial Aid Award:** *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).

☐ **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.

☐ **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.

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

☐ **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.

☐ **Complete EverFi – Prevention Wellness Education:**
  - To complete this **mandatory** online training program, login to **MyInfo**, select Student Services > Student Information, and then click Prevention/Financial Wellness Education. All new freshmen, new transfer students, and new graduate students are required to complete AlcoholEdu, Haven, and Transit modules.
  - If you do not complete Part One of all three 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:**
  - 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.
Financial Aid

File FAFSA now at FAFSA.gov

(Free Application for Federal Student Aid)

Fall 2019 or Spring/Summer 2020:
Complete the 2019-20 FAFSA

Next Fall/Spring/Summer (2020-21):
Complete the 2020-21 FAFSA

FAFSA Opens Oct. 1st
for the following academic year
File at fafsa.gov. MSUB school code: 002530

MSUB Priority Date Dec. 1st
for the following Fall/ Spring/Summer

FAFSA Opens Oct. 1st
for the following academic year
File at fafsa.gov. MSUB school code: 002530

MSUB Priority Date 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 fsaid.ed.gov.
- FAFSA.GOV website - redirects to fafsa.ed.gov. Make sure you are on the correct government site to access the FREE application!
- Social Security Numbers & Birthdates - student and parents*
- Driver's License Numbers (optional)
- Income Tax Records & W2s — student and parents* Starting with 2017-18, 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*

More FAFSA Tips

- 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, click the Link to IRS box and follow the prompts. Don’t change Transferred from IRS answers.
- *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.

The FAFSA is Just the First Step in the Process
Check your myInfo (secure area) regularly for the status of your award or missing requirements. Contact MSUB Financial Aid Office if you have questions: 406-657-2188 or finaid@msubillings.edu. Include name and student ID.

Login Information in Secure Area

MSU Billings Home Page – www.msubillings.edu

How to Look Up
1. Click on 'myInfo'

2. Click ‘Enter Secure Area’

Welcome to the MSU Billings campus

You must have cookies enabled on your browser.
MSUB MyInfo login updated!
MSUB is transitioning to the use of NetID credentials for MyInfo.

If you know your NetID and password, log in via the following link: Log in to MyInfo (NetID)

You must prepare to log in with your NetID before Oct. 1st, 2019.
Until then, you may log in with your GID via the following link: Log in to MyInfo (GID)

Claim your NetID now: claim/reclaim NetID

Apply for Admission
General Financial Aid
Campus Directory
Class Schedule
Class Schedule (online courses only)
Course Catalog
Transfer Equivalencies

RELEASE: B.8.4.1

3. Click on Enter your Student ID # (including the dash) in the USER ID box

User Login

User ID: Student/Employee/Staff ID (SSID) with dash (12345678) or SSN with no dashes (12345678)
PIN: First-time PIN is your birthday formatted as 01Mar1990 (month must be 3 letters lower case)

You will be prompted to change your first-time PIN upon logging in.

Your PIN will be deactivated after 3 unsuccessful login attempts.

Forgot your PIN?
Returning users: Enter User ID and click the Forgot PIN button.

First-time users: Your PIN is your birthday formatted as 01Mar1990 (month must be 3 letters lower case)

Reactivate PIN:
For assistance during regular business hours, please contact the Registrar’s office at 1-406-657-2158

User ID: [ ]

PIN: [ ]

Login

Return to Homepage

4. Enter your PIN – Initially, your birth date (ddmonyyyy ex. 01jan1990), if you have logged in previously, you will enter the PIN you created. Click Login

5. Select Personal Information Tab

Personal Information

Please verify and update your address and e-mail:

- Change PIN
- Change Security Question
- View or Update Address(es) and Phone(s)
- Update E-Mail Addresses
- View Emergency Contacts
- View Ethnicity and Race
- View IDs

Personal Information

6. Select View IDs to find your Student ID # and Net Id. The Net Id is the Username you use to log into D2L. You will also use the D2L login, Net ID and last 6 digits of your student ID, to login on all campus computers.
D2L Login

1. MSU Billings Home Page – [www.msubillings.edu](http://www.msubillings.edu)

2. Click on D2L (Desire to Learn)

3. Enter your NetID in the NetID box (See page 2 for instructions on how to look up your username within your Secure Area)

4. Enter your password in the Password* box and click ‘Log in’

*If this is your first time logging in, enter your NetID, and click ‘Forgot Password’. Follow the prompts through the password portal to create or reset your password.
Navigating the Class Schedule

MSU Billings Home Page – www.msubillings.edu

1. Click on 'myInfo'

![Image of myInfo]

2. Click on ‘Class Schedule’

![Image of Class Schedule]

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

4. Select Subject. For example, if you are looking up the class schedule for PSYX 100; select PSYX by the SUBJECT area

![Image of Subject Selection]

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

![Image of Search Class]

5. Special Notes about the course are listed under the class title:
   a. Internet/Online courses are always section 800 or above and will say Internet/Online next to the number of credits
   b. Some courses are offered both online and onsite, these courses will have a section numbered 600 or above, and will say Blended – Online and Onsite next to the number of credits
   c. If it states “Consent of Instructor” you will need to have approval before registering for the course
   d. Under the Title – Catalog Description it lists meeting time: M–Monday; T–Tuesday; W–Wednesday; R–Thursday; F–Friday
   e. 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 suites 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)

6. Repeat steps 4 and 5 for all courses that you are scheduling
<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-8:00</td>
<td>7:00-8:30</td>
<td>7:00-8:00</td>
<td>7:00-8:30</td>
<td>7:00-8:00</td>
<td>7:00-8:00</td>
</tr>
<tr>
<td>8:10-9:10</td>
<td>8:40-10:10</td>
<td>8:10-9:10</td>
<td>8:40-10:10</td>
<td>8:10-9:10</td>
<td></td>
</tr>
<tr>
<td>10:30-11:30</td>
<td>10:30-12:00</td>
<td>10:30-11:30</td>
<td>10:30-12:00</td>
<td>10:30-11:30</td>
<td></td>
</tr>
<tr>
<td>11:40-12:40</td>
<td></td>
<td>11:40-12:40</td>
<td></td>
<td></td>
<td>11:40-12:40</td>
</tr>
<tr>
<td>2:00-3:00</td>
<td>2:00-3:30</td>
<td>2:00-3:00</td>
<td>2:00-3:30</td>
<td>2:00-3:00</td>
<td>2:00-3:30</td>
</tr>
<tr>
<td>2:30-4:00</td>
<td></td>
<td>2:30-4:00</td>
<td></td>
<td>2:30-4:00</td>
<td></td>
</tr>
<tr>
<td>6:00-9:00</td>
<td>6:00-7:30</td>
<td>6:00-9:00</td>
<td>6:00-7:30</td>
<td>6:00-9:00</td>
<td>6:00-7:30</td>
</tr>
<tr>
<td>7:40-9:10</td>
<td></td>
<td>7:40-9:10</td>
<td></td>
<td>7:40-9:10</td>
<td></td>
</tr>
</tbody>
</table>

**ONLINE COURSES:**

<table>
<thead>
<tr>
<th>Online Course</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MSU Billings Home Page – www.msubillings.edu

1. Click on myInfo Login

2. Click on Enter Secure Area

Welcome to the MSU Billings campus
You must have cookies enabled on your browser.
MSUB MyInfo login updates!
MSUB is transitioning to the use of NetID credentials for MyInfo.
If you know your NetID and password, log in via the following link:
Log in to MyInfo (NetID)
You must prepare to log in with your NetID before Oct. 1st, 2019.
Until then, you may log in with your GID via the following link:
Log in to MyInfo (GID)
Claim your NetID now: claim/reclaim NetID

3. Enter your Student ID # (including the dash) in the User ID box

4. Enter your PIN – Initially, your birth date (ddmmonyyyy ex. 01jan1990), once you login, you will be prompted to change your PIN. This is the PIN you will use in the future

5. Select Student Information to Register for Classes

Select Financial Information to view status of aid package

Select Personal Information to see your NET ID or to change your contact information, email address, or login PIN

6. Select Registration to register for classes

*Select Student Records to view holds, account summary, web bill or transcripts (when available)

7. After you select Registration select Add/Drop Classes

8. Select Term you are registering for
9. **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)

10. 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

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

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

12. To add classes, enter CRN numbers in the boxes provided
   - To Drop a class, select **Web Drop** from the dropdown list next to the course

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

14. 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.

   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 courses
TEXTBOOK ORDERING

1. Visit our online bookstore at http://www.msubillings.edu/store and click "Textbooks"

2. Enter classes that you are taking for the semester to help find what specific materials are required by the professor.

3. Create an account on our website so you can have access to tracking, additional resources, and information on buyback for the end of the semester.

4. Select to ship the books to your campus store or address of choice.

- The online bookstore will open 4-6 weeks before class starts each semester.
- Multiple payment options, including PayPal.
- 100% return policy of course materials within 21 days after the start of class each semester (MUST be unopened).
- Free shipping on all orders of $99 or more (ship to store for your convenience).
- Depending on course material, various purchase options are provided (new, used, rental and/or digital).
- MBS offers guaranteed buyback on hundreds of course materials.
Purchasing Textbooks

Step 1: Click on **TEXTBOOKS**

Step 2: Click **Let's Get Started**

Step 3: Select the appropriate term and campus

Step 4: Using your course schedule, locate your classes by typing in the Course Subject, Number and Section Number. Ex. ACTG-201-001

*It is important to double check the selection you are making with the courses you are registered for.*

Step 5: Continue this process for all of your courses. Once you are finished adding all of your classes, select **View Your Materials**.
Step 6: From the Your Materials screen, you are able to see the different price options for the course materials. Once you decide which option and price point you want, select **Add Selected to Cart**.

---

Step 7: Once you have added the selected texts to your cart, click the blue arrow.

---

Step 8: From Your Cart, click **Check Out Now**.

---

Step 9: From here, you can create an account or existing customers can login. For Voc Rehab and VA Students, see **STEP 10**.

---

Step 10: If you are a Voc Rehab or VA student using a voucher, select **Use It Here**, from the login screen.

---

Step 11: Enter in your Student ID and Voucher ID and proceed to checkout.
Advising and Career Syllabus

Advising & Career Services Locations

Library 100
McMullen First Floor West
Wing

<table>
<thead>
<tr>
<th>Main Phone Numbers</th>
<th>Office Email</th>
<th>Office Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>406-657-2168</td>
<td><a href="mailto:advising@msubillings.edu">advising@msubillings.edu</a></td>
<td><a href="http://www.msubillings.edu/fye">www.msubillings.edu/fye</a></td>
</tr>
<tr>
<td>406-657-2240</td>
<td><a href="mailto:careers@msubillings.edu">careers@msubillings.edu</a></td>
<td><a href="http://www.msubillings.edu/advise">www.msubillings.edu/advise</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.msubillings.edu/careers">www.msubillings.edu/careers</a></td>
</tr>
</tbody>
</table>

Advising & Career Services Overview

We assist you in understanding your academic requirements, enabling you to complete your program requirements as efficiently as possible. Through one-on-one meetings and First Year Seminar courses, we help you develop the skills necessary to be successful. We provide career exploration and help you access part-time jobs, internships, and work-study opportunities while you are in school, and help you secure full-time employment upon graduation.

Philosophy of Advising

Students are at the heart of guiding our decisions on a daily basis. We are here to help make sure your academic and career goals become a reality. By asking questions and providing resources, we encourage you to think critically and make informed decisions. We value diversity and support students in their individual endeavors. Integrity is a platform of our professional values. We understand the information we provide you has a lasting impact on your future. It is ultimately your responsibility to know and to meet all university requirements, rules, and regulations. Using our experience, knowledge, and connections, we will do our very best to guide you through a successful educational journey.

To Schedule Appointments

To schedule an appointment with our office you may contact us at 406-657-2168 or 406-657-2240. We offer appointments in person, over the phone, or via WebEx. Be sure to indicate your setting preference when scheduling your appointment. We also offer walk-in appointments, designed to provide you with on the spot assistance in a short timeframe. Before attending a walk-in, please contact our office for availability.
Below is an outline of what you can expect to learn each year from your advising experience. These outcomes are designed to provide you with a holistic approach so that you may continuously add upon your academic and professional experience. The outcomes you achieve below during your first year should be a building block for your future years as a student. Our hope is that you continue to utilize what you learn each year to continue expanding your knowledge, even though not all outcomes are in each individual year below.

### Spread your Wings!
Upon Completion of the First Year (0-29 credits), students will be able to:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize the role of the advising syllabus</td>
<td>Explore part-time, work-study, and volunteer opportunities to start building/adding to resume</td>
</tr>
<tr>
<td>Understand General Education &amp; Degree requirements</td>
<td>Start a resume that can be updated throughout academic career</td>
</tr>
<tr>
<td>Be aware of the ASC 111 course offerings</td>
<td>Participate in Career Exploration opportunities</td>
</tr>
<tr>
<td>Be familiar with navigating the course schedule</td>
<td>Get involved on campus and in the community</td>
</tr>
<tr>
<td>Complete to-do items on the After-Registration Checklist</td>
<td>Log in to CareerLink</td>
</tr>
<tr>
<td>Log in to D2L, Degree Works, and MyInfo</td>
<td></td>
</tr>
<tr>
<td>Become familiar with services on campus</td>
<td></td>
</tr>
<tr>
<td>Learn to manage time successfully</td>
<td></td>
</tr>
</tbody>
</table>

### Collect your Tools!
Upon Completion of the Second Year (30-59 credits), students will be able to:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use first year experiences to re-evaluate academic goals and plans</td>
<td>Participate in at least one Career event</td>
</tr>
<tr>
<td>Make contact with appropriate folks to discuss planning post-graduate options</td>
<td>Understand importance of getting involved and impact on profession</td>
</tr>
<tr>
<td>Make contact with the Office of International Studies to discuss Study Abroad opportunities</td>
<td>Update Resume and Cover Letter</td>
</tr>
<tr>
<td>Understand Academic Standing and its impact on their academic goals</td>
<td>Get involved in at least one additional event or activity that you did not participate in your freshman year</td>
</tr>
<tr>
<td>Apply for scholarships</td>
<td></td>
</tr>
</tbody>
</table>

### Build your Hive!
Upon Completion of the Third Year (60-89 credits), students will be able to:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approach one faculty member for a letter of recommendation</td>
<td>Attend, at minimum, one Make an Impression workshop</td>
</tr>
<tr>
<td>Make academic, career, and personal goals using the SMART approach</td>
<td>Explore Internship opportunities</td>
</tr>
<tr>
<td></td>
<td>Actively engage and network at the Career Fair</td>
</tr>
<tr>
<td></td>
<td>Research at least three possible career options and make list of five potential employers</td>
</tr>
<tr>
<td></td>
<td>Update Resume and Cover Letter</td>
</tr>
</tbody>
</table>

### Become a Worker Bee!
Upon Completion of the Fourth Year (90-120 Credits), students will be able to:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for graduation at <a href="http://www.msubillings.edu/reg/graduation.htm">http://www.msubillings.edu/reg/graduation.htm</a></td>
<td>Attend, at minimum, Make an Impression workshop</td>
</tr>
<tr>
<td>Have two more faculty letters of recommendation</td>
<td>Actively engage and network at the Career Fair</td>
</tr>
<tr>
<td>Prepare for career or licensure exams</td>
<td>Update Resume and Cover Letter</td>
</tr>
</tbody>
</table>
Our advising relationship with you is a collaborative process. Ultimately, it is your responsibility to meet all university requirements, rules, and regulations. However, we have outlined some responsibilities that will help ensure you have a successful experience as we work together to help you achieve your educational and professional goals.

**You should** know your advisor’s name, keep appointments, and call if you cannot be available for appointment.  
**We should** know your name, keep your appointments, and call if something comes up.

**You should** arrive with some questions in mind.  
**We should** provide accurate and specific information to help answer your questions.

**You should** arrive with necessary materials; examples include tentative schedule, petition forms, appeals, resume, and career exploration documents.  
**We should** have resources and materials ready (catalog, handbook, internship opportunities, career information, etc.).

**You should** ask questions and inquire about other resources on campus and in the community.  
**We should** refer you to the appropriate office and suggest other sources of information.

**You should** be open and vocal about your schoolwork, study habits, academic progress, career goals, work schedules, time management, etc.  
**We should** listen and help you determine a good course of action.

**You should** build a schedule free of time conflicts.  
**We should** check the schedule for an appropriate selection of courses based on your time and academic goals.

**You should** actively engage in learning about job application skills and opportunities.  
**We should** provide opportunities for you to gain the appropriate skills to apply for internship and employment opportunities.

**You should** make your own decisions concerning your choices – career, major, schedule changes, etc.  
**We should** suggest options and challenge you to think critically!

### Recommended Resources

<table>
<thead>
<tr>
<th>First Year Experience Website:</th>
<th>Advising &amp; Career Services Website:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.msubillings.edu/fye">www.msubillings.edu/fye</a></td>
<td><a href="http://www.msubillings.edu/advise">www.msubillings.edu/advise</a></td>
</tr>
<tr>
<td>• Semester Checklist</td>
<td>• Academic requirements</td>
</tr>
<tr>
<td>• Success Strategies</td>
<td>• Resume Writing Tools</td>
</tr>
<tr>
<td>• First Year Seminar</td>
<td>• Time block Schedule</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CareerLink Website:</td>
<td>MyInfo Account:</td>
</tr>
<tr>
<td><a href="http://www.msubillings.edu/careers/clmenu.htm">http://www.msubillings.edu/careers/clmenu.htm</a></td>
<td><a href="http://www.msubillings.edu">www.msubillings.edu</a></td>
</tr>
<tr>
<td>• Search for Work-study jobs</td>
<td>(select Menu then MyInfo under Resources)</td>
</tr>
<tr>
<td>• Search for Part-Time Jobs</td>
<td>• Add and Drop Classes</td>
</tr>
<tr>
<td>• Search for Internship</td>
<td>• Access Degree Works</td>
</tr>
<tr>
<td>Opportunities</td>
<td></td>
</tr>
</tbody>
</table>
Career Services for MSUB Students & Alumni

The New "Facts of Life"

According to the *Journal of Career Planning & Employment*: "On average, a student leaving college today can expect to have from 3 to 5 careers and 10, 11, or 12 jobs during a work life that will last 40 to 50 years.” Those are current career facts.

What can you do to prepare yourself?
Visit Advising & Career Services. We can help you learn the skills you need to take charge of your career and plan for the transition from college to career.

We can help if you are...

Exploring Career Options:
Make an appointment for career counseling and advising. Professionals will listen to your needs and then work with you to develop a plan to reach your career goals. Remember that Advising & Career Services professionals act only as your "coach" - it's up to you to make your career plan a reality.

Seeking Part-Time Employment While In College:
We can help you explore part-time jobs and work study positions (if eligible). Currently enrolled students seeking part-time or temporary employment in the community may access job vacancy announcements, manage résumés, more via CareerLink. You can access CareerLink by visiting: [https://www.msubillings.edu/careers/](https://www.msubillings.edu/careers/)

Internships:
Whether an internship is required for your program or not, our office can assist you with your internship search as well as mentoring during the internship.

Pursuing Career Employment After Graduation:
Advising & Career Services offers multiple career fairs, mock interviews, on-campus interviews, resume editing, and networking events to help you along your path to gainful employment.

While you are responsible for your career decisions, Advising & Career Services can equip you with job-search strategies which can be used whenever career and job changes occur throughout your lifetime. There are no surefire approaches, but a planned career campaign promotes success in the transition from backpack to briefcase, from college to career.

Contact Advising & Career Services at (406) 657-2240 or by emailing [careers@msubillings.edu](mailto:careers@msubillings.edu)
Montana Career Information System (MCIS)

Making good career decisions involves identifying jobs at the intersection of occupations and your personal interests, values, skills, and abilities. MCIS can help you find this “sweet spot” when you complete these assessments to learn more about who you really are. MCIS won’t tell you what to be when you grow up, but it will generate options you may not have considered.

To access the MCIS website and information, search MCIS on the MSU Billings homepage. Click on the Career Services link and then follow the links to the MCIS log in. When logging in for the first time the user name is msubillings, and the password is plan7ing.

Next, set up a portfolio with a user name and password in order to save your assessment results. Just click on My Portfolio in the tool bar and follow the instructions.

Now you’re ready to explore the Assessments & Occupations!

Assessments: Answer questions about yourself and connect to occupations that match your interests, skills, and employment preferences.

Interest Profiler: Find out what your interests are and how they relate to the world of work. Your Interest Profiler scores will help you identify your strongest work-related interests to help you decide what kinds of jobs and careers you want to explore.

SKILLS helps you identify occupations that use the skills you find satisfying and also helps you recognize skills that transfer between occupations. SKILLS lists the Top 30 occupations that best match your skills, and calculates a Holland Personality Type based on your skills.

Work Importance Locator: Learn more about work values that are important to you in a job as you rank different aspects of work that represent 20 important work values. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

Occupations: Explore occupations to discover what people do at work. Learn about industries, investigate careers in the military, and find out if self-employment is a good fit for you.

Occupation Sort: Designed to identify what you know about yourself, and your likes and dislikes, this assessment creates a list of occupations that match your preferences. It doesn't tell you what you should be. Instead, it locates occupations that match factors you regard as important.

Other Helpful Information on the MCIS website:

Education: Identify programs of study and compare universities that offer degrees of interest to you, both in Montana and across the country. Explore your options for paying for school and find scholarships.

Reality Check: After you finish school, you will need to work to pay for housing, food, clothes, transportation, and other items. Find out how much money you will need to earn to cover your expenses and then identify occupations which will support this lifestyle.