



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 us and provide you with other tools necessary to complete your degree and connect you with potential career opportunities. We here to help guide and support you through your educational and career journey. Please contact our offices with any questions.

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Contact Information

Academic Support Center

msubillings.edu/asc

406.247.3022 CC/406.657.1641 UC

IT Help Desk

helpdesk@msubillings.edu

406-247-5700 UC

Advising – Jacket Student Central

ccadvising@msubillings.edu

406-247-3019 CC

Library

msubillings.edu/library

406-657-1662 UC

Business Services

businessoffice@msubillings.edu

406-247-3002 CC/406-657-2140 UC

Parking

msubparking@msubillings.edu

406-657-2147

Campus Store

msubillings.edu/store

406-657-2121 UC

Registrar & Records

registrar@msubillings.edu

406-657-2158 UC

Career & Employment Services

careers@msubillings.edu

406-657-2168 UC

Student Health Services

msubillings.edu/studenthealth

406-247-3027 CC/406-657-2153 UC

Disability Support Services

msubillings.edu/dss

406-247-3029 CC/406-657-2283 UC

SSS/TRIO

msubillings.edu/citycollege/ssss

406-247-3051 CC

Financial Aid

finaid@msubillings.edu

406-657-2188 UC

Native Achievement Center

msubillings.edu/naac/

406-657-2182 UC

Housing

housing@msubillings.edu

406-657-2333 UC

Military & Veteran Success Center

msubillings.edu/vets/

406-657-2968 UC

*CC – City College

*UC – University Campus

Here is a checklist to help you get ready for your first day of class



Apply for Financial Aid:

- ☐ Complete the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov
- ☐ The MSU Billings FAFSA school code: **002530**
- ☐ Go to MSU Billings Financial Aid msubillings.edu/finaid/ for further information



Apply for Scholarships:

- ☐ Scholarship applications can be found at msubillings.edu/scholarships/
- ☐ For the MSU Billings Scholarship Application- this opens November 1 of each year and priority is given to those that apply by February 1, but will be awarded on an on-going basis through September



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 phone number is 406-657-2153 and fax number is 406-657-2145. Students that are online only can call their office for options.



Practice Accessing Campus Accounts:

- ☐ Login to **MyInfo**, **DegreeWorks**, and **D2L** (Desire2Learn). 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, register for classes, and more. MyInfo can be accessed from top right corner on the MSU Billings City College homepage msubillings.edu/citycollege and then click "Log in to MyInfo" using your NetID and password.
 - ☐ If you do not know your NetID, reference page 7
 - ☐ If you do not remember your password, you can reset it by clicking the link at the end of the statement "If you do not know your password, reset it here: <https://password.msubillings.edu>"
- ☐ **DegreeWorks** – Monitor your progress toward degree completion. DegreeWorks 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. DegreeWorks is accessible by logging into MyInfo > Student Services > Student Information > DegreeWorks.
- ☐ **Navigate** – access to make advising appointments and other care units
- ☐ **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 after you register. Classes will not appear in D2L until the first day of class.**)
 - ☐ If you do not know your NetID, reference page 7
 - ☐ If you do not remember your password click "Forgot Password"

- ☐ **Review Class Schedule:**
 - ☐ To print your class schedule, login to **MyInfo** > Student Services > Student Information > Registration > Student Detail Schedule > Select a Term, then print!
- ☐ **Purchase Textbooks:**
 - ☐ You may purchase books online at <https://msubillings.spirit.bncollege.com/en/>
 - Books are typically available for purchase 6-8 weeks before the start of the semester
 - Can purchase with a debit or credit card
 - For other payment options, please contact Jacket Student Central at 247-3019
- ☐ **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 or set up an installment plan with the Business Services Office by the third day of classes** (406-247-3002 CC or 406-657-2140 UC).
- ☐ **Get a U-Card (Student ID Card):**
 - ☐ Stop by Jacket Student Central or Registrar & Records, bring a photo ID, and be ready to have your photo taken or use the “Get App” to upload picture and have card mailed or picked at either location noted above.
- ☐ **Apply for Student Support Services**
 - ☐ TRIO - For more information visit their website msubillings.edu/citycollege/sss
 - ☐ MT 10 – For more information visit their website: <https://www.msubillings.edu/mt10/>
- ☐ **Complete Online Prevention Education Programs:**
 - ☐ You will receive an email to complete the mandatory online prevention education modules of Alcohol Edu, and Sexual Assault Prevention, usually 1 – 2 months prior to the start of the semester – you can access this online training in your “myInfo” – under the Student Services tab
 - ☐ **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 the next semester.**
 - ☐ Contact Student Health Services at 406- 657-2153 with any questions.
- ☐ **Create a CareerLink Profile:**
 - ☐ Create a CareerLink profile at:
<https://www.myinterfase.com/msubillings/Account/LogOn?ReturnUrl=%2fmsubillings%2fstudent>
 - ☐ 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.



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



LEARNING



Webex Teams

Wolfram
Mathematica



HELP: D2L (24/7): 406-247-5755 | REGISTRAR: 406-657-2158 | MSUB IT: 406-247-5700

STEP BY STEP: www.msubillings.edu/logons

Financial Aid

File FAFSA now at fafsa.gov

(Free Application for Federal Student Aid)

Complete the correct FAFSA (must be done yearly)

2022-2023 FAFSA is for Fall 22/Spring 23/Summer 23

2023-2024 FAFSA is for Fall 23/Spring 24/Summer 24

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 8 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.
- **studentaid.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* 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.

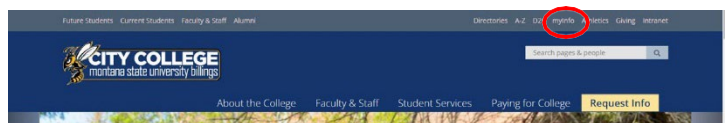
The FAFSA is Just the First Step in the Process

Check your [MyInfo](#) regularly for the status of your fin aid offer or missing requirements. Contact MSUB Financial Aid Office if you have questions: 406-657-2188 or finaid@msubillings.edu. Include name and student ID.

How to Login to MyInfo and Find Your NetID

City College Home Page - msubillings.edu/citycollege/

1. Click on MyInfo



2. If you do not know your NetID, click NetID Lookup to find your NetID and set a password

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](#)

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3. Enter your Student ID in the box

Claim/Recover Your NetID

Step 1

Enter your MSU ID

This ID begins with a - followed by 8 numbers.
(example: -12345678)

Enter ID:

Submit

[I don't know my MSU ID](#)

Need help?
Contact your campus Help Desk.

Billings Help Desk 406-247-5700 helpdesk@msubillings.edu	Great Falls Help Desk 406-771-4440 helpdesk@gfmsu.edu
Bozeman Service Desk 406-994-1777 helpdesk@montana.edu	Northern Help Desk 406-265-3765 helpdesk@msun.edu

4. Enter your birthdate in the box

5. Write down your NetID then click the password reset link and follow the password reset prompts

Claim/Recover Your NetID

Your NetID is:
a11b222

Please write your NetID down before proceeding to Step 3.

Step 3

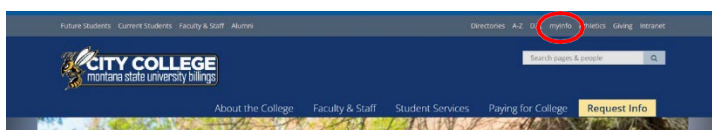
Set Password

Set NetID password at the [Self-Service Password Portal](#)

Need help?
Contact your campus Help Desk.

Billings Help Desk 406-247-5700 helpdesk@msubillings.edu	Great Falls Help Desk 406-771-4440 helpdesk@gfmsu.edu
Bozeman Service Desk 406-994-1777 helpdesk@montana.edu	Northern Help Desk 406-265-3765 helpdesk@msun.edu

6. Once your password is reset, go back to the MSU Billings homepage and re-enter MyInfo



7. Click 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](#)

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8. Enter your NetID and password to enter MyInfo

Claim/Recover Your NetID

Step 2

Enter Date of Birth

Format birthdate as **mm/dd/yyyy**.
(example: July 21, 1996 would be 07/21/1996)

Date of Birth:

mm/dd/yyyy

submit

Need help?

Contact your campus Help Desk.

Billings Help Desk

406-247-5700

helpdesk@msubillings.edu

Bozeman Service Desk

406-994-1777

helpdesk@montana.edu

Great Falls Help Desk

406-771-4440

helpdesk@gfmsu.edu

Northern Help Desk

406-265-3765

helpdesk@msun.edu



LOGIN

Username:

7 characters, starts with a letter (e.g., a11b222)

Password:

☐ Don't Remember Login

Login

Trouble logging in?

[Reset your password](#)

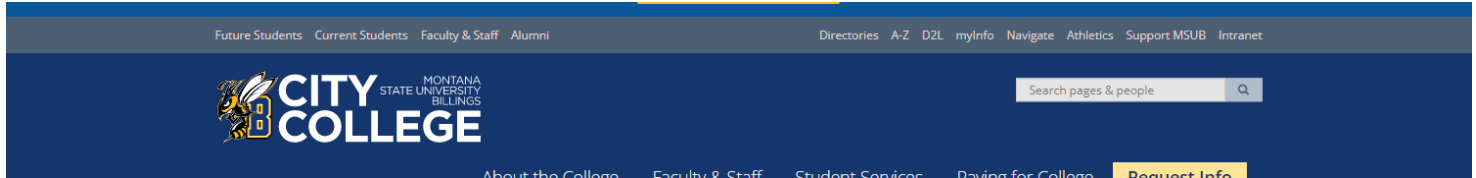
[Contact your campus Help Desk.](#)

Security Notice:
Remember to log out and close your web browser when finished.

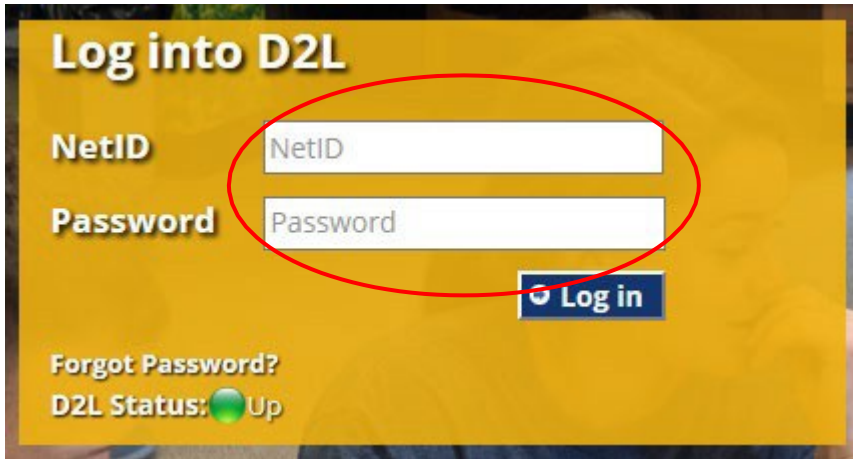
D2L (Desire2Learn) Login Instructions

City College homepage – msubillings.edu/citycollege/

1. Click on **D2L (Desire to Learn)**



2. Enter your **NetID** and **password** into the corresponding boxes



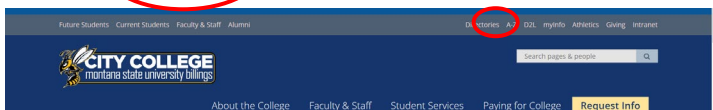
For help with finding your **NetID** and setting your password, see page 7

How to Use the Class Schedule

City College Home Page – msubillings.edu/citycollege/

9

1. Click on **'myInfo'**



2. Click on **'Class Schedule'**

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](#)

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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'**

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 LSCT - Library Science M - Mathematics
Instructor:	All Instructors Adcock, Elizabeth J Adkins, Jason M Aldrich, Margo L
Course Type:	Any Online Face to Face
Course Number:	121
Days:	Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>
Begin Time:	Hour 00 Minute 00
End Time:	Hour 00 Minute 00

Search Class

Reset

4. 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
- a. 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.. 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
- b. If it states “Consent of Instructor” you will need to have approval before registering for the course (contact Jacket Student Central for assistance)
- c. Under the **Title – Catalog Description** it lists meeting time: M-Monday; T–Tuesday; W–Wednesday; R–Thursday; F–Friday
- d. 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)

These search results are valid as of 03:07 PM									
Fall 2015									
Section	Course	Title - Catalog Description	CRN	Days	Time	Cap	Enrl	Avail	Instructor
PSYC 100-001	Psychology	Intro to Psychology	40287	MTWTF	10:00-11:00	222	13	209	McMullen, Matthew N
PSYC 100-002	Psychology	Intro to Psychology	42775	MTWTF	10:00-11:00	36	3	33	McMullen, Matthew N
PSYC 100-003	Psychology	Intro to Psychology	40288	MTWTF	10:00-11:00	222	13	209	McMullen, Matthew N
PSYC 100-004	Psychology	Intro to Psychology	42776	MTWTF	10:00-11:00	36	3	33	McMullen, Matthew N
PSYC 100-005	Psychology	Intro to Psychology	42777	MTWTF	10:00-11:00	36	3	33	McMullen, Matthew N
PSYC 100-006	Psychology	Intro to Psychology	42778	MTWTF	10:00-11:00	36	3	33	McMullen, Matthew N
PSYC 100-007	Psychology	Intro to Psychology	42779	MTWTF	10:00-11:00	36	3	33	McMullen, Matthew N
PSYC 100-008	Psychology	Intro to Psychology	42780	MTWTF	10:00-11:00	36	3	33	McMullen, Matthew N

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

Student: _____
ID #: _____

Alternate PIN _____

Time Schedule for Classes

Monday	Tuesday	Wednesday	Thursday	Friday
7:00-7:59				
8:00-8:59				
9:00-9:59				
10:00-10:59				
11:00-11:59				
12:00-12:59				
1:00-1:59				
2:00-2:59				
3:00-3:59				
4:00-5:59				
Evening Class				

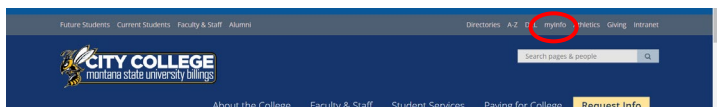
Online Classes: _____

Course SUBJ, Number, & CRN 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

Web Registration Instructions

City College Home Page – msubillings.edu/citycollege/

1. Click on 'myInfo'



2. 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](#)

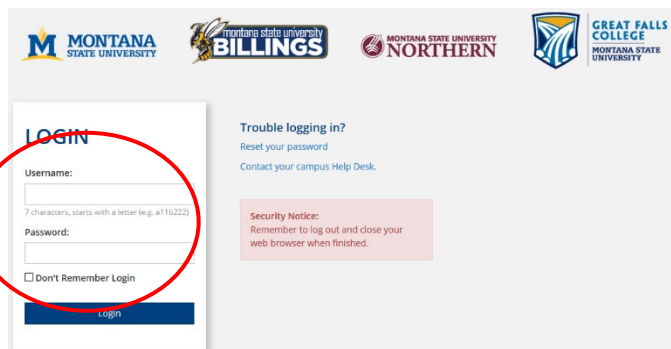
[Class Schedule \(online courses only\)](#)

[Course Catalog](#)

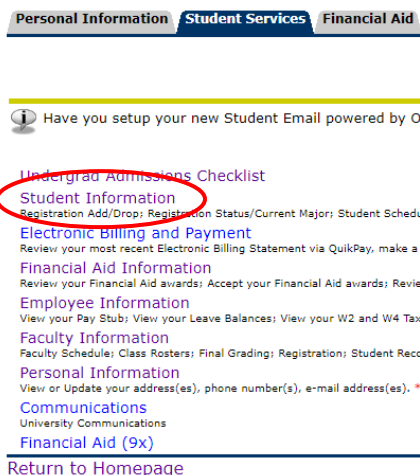
[Transfer Equivalencies](#)

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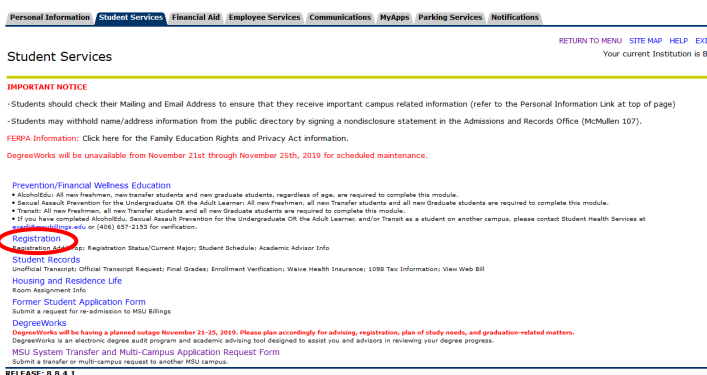
3. Enter your NetID and password



4. Select Student Information to Register for Classes

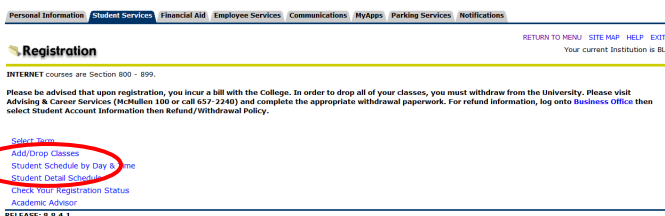


5. Select Registration to register for classes



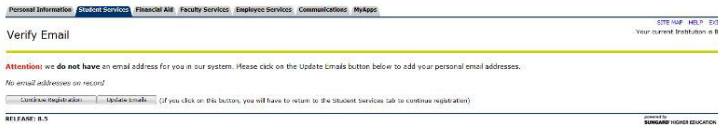
Select **Student Records** to view any registration holds you may have

6. After you select Registration select Add/Drop Classes

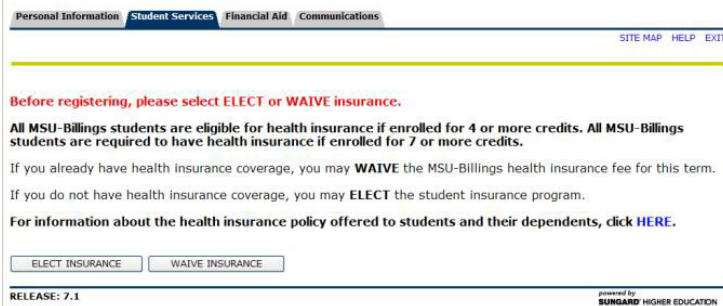


7. Select Term you are registering for (Fall/Spring/Summer)

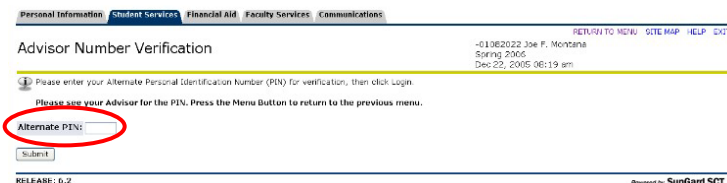
8. **Verify email address** (This screen will only appear once. If you need to update your email address in the future, select the Personal Information tab at the top of the screen)



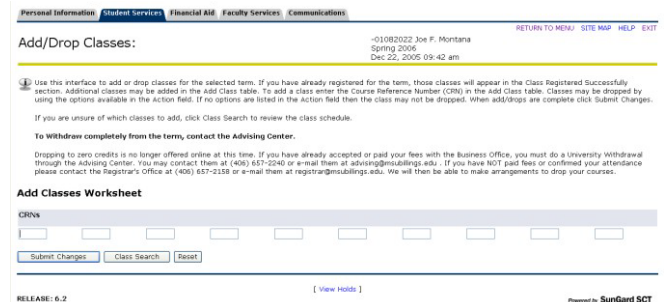
9. If you wish to enroll in the student insurance plan, select **Elect Insurance**. If you wish to decline the student insurance plan, select **Waive Insurance**. Follow the instructions to complete your selection
- To change your selection, you must contact **Student Health Services** at 657-2153



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



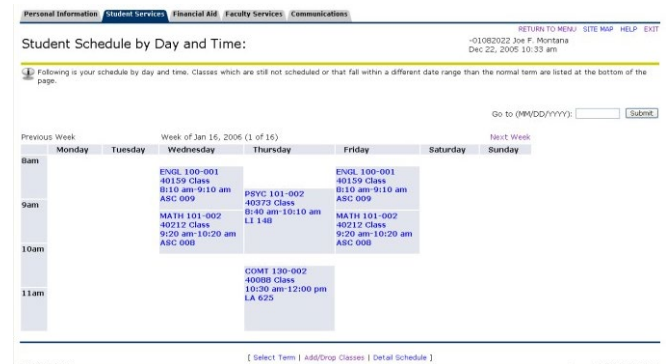
11. To add classes enter the CRN numbers in the spaces provided



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

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

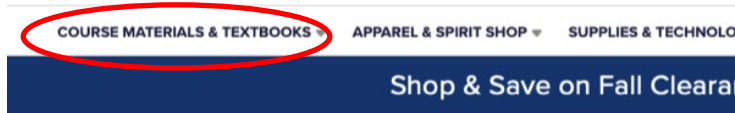
Purchasing Textbooks

Jackets & Company Home Page - <https://msubillings.spirit.bncollege.com/en/>

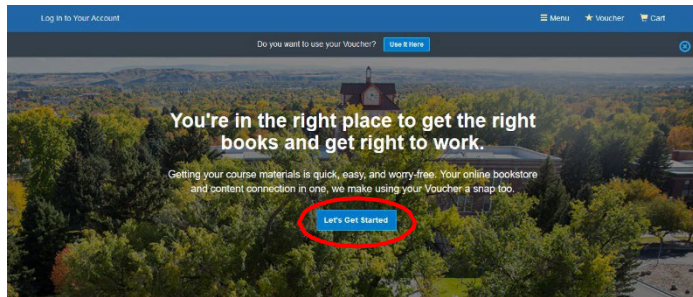
1. Click on **Bookstore**



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



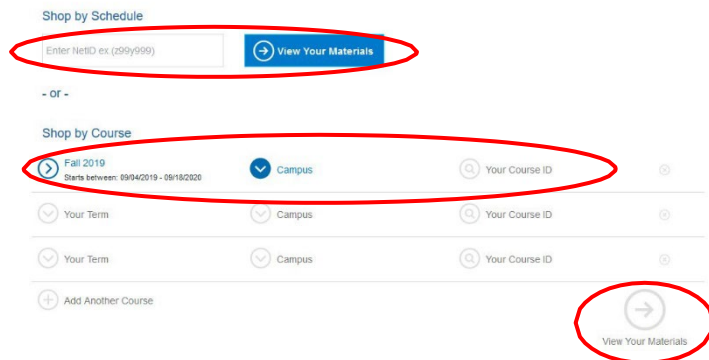
3. Click on **Let's Get Started**



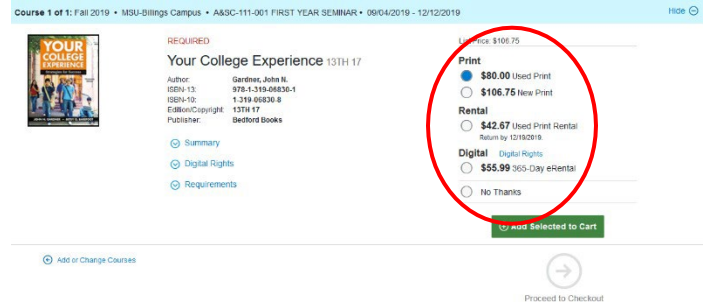
4. Enter your **NetID** in the space provided to look up your entire schedule. To find classes individually choose the term, campus, and course ID's accordingly using the dropdown menus. When done click **View Your Materials**

Getting Started

We've made it really easy to get your course materials. Let's get started.

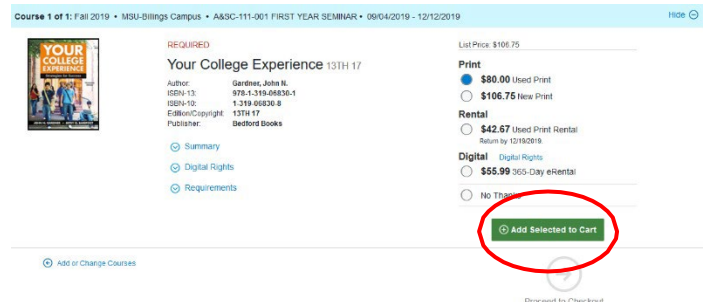


5. You should now be able to see all materials required for the courses needed. From here you can find prices and select book options.

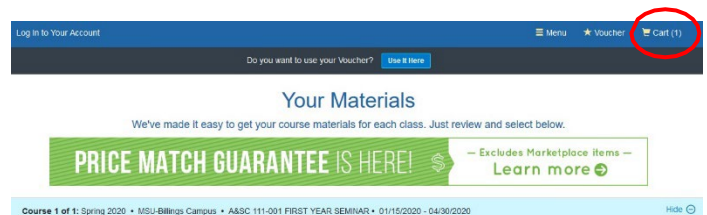


Note: Some classes may have optional materials listed, in which case you are not required to buy the item and can make the decision of whether you would like it. If you are ever worried about materials that may or may not be needed, contact the professor for additional help.

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

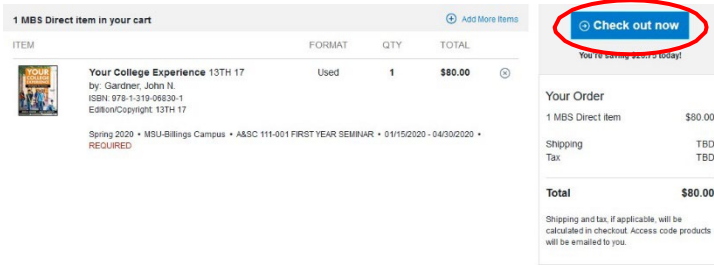


7. When you are done selecting all of your textbooks, click **Cart** in the upper right to continue to payment



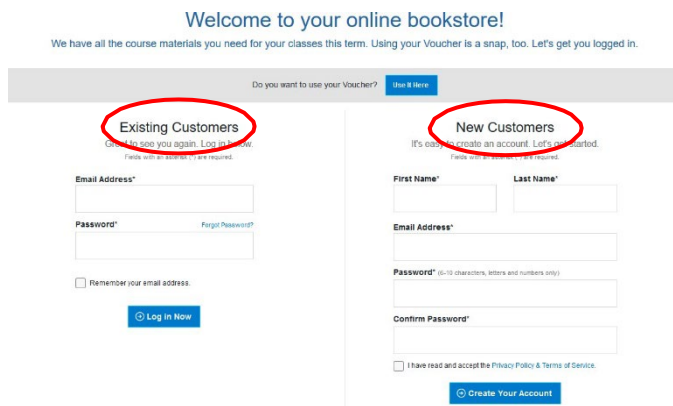
(continue on next page)

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



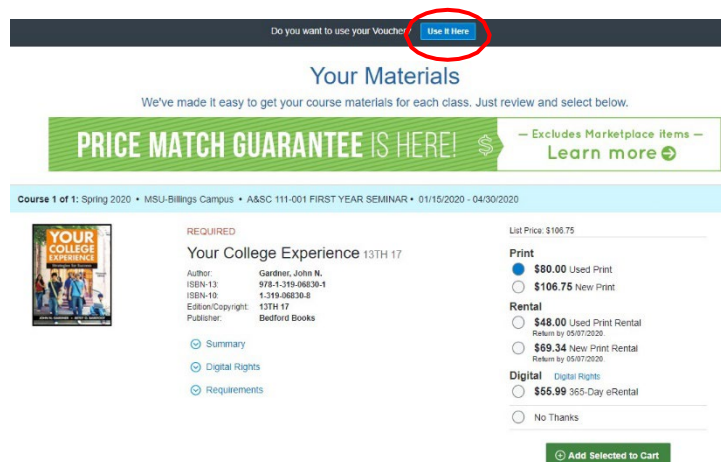
9. If you are an existing customer, enter your login information. If you are a new customer, follow the prompts to create an account.

For students with vouchers, see step 9

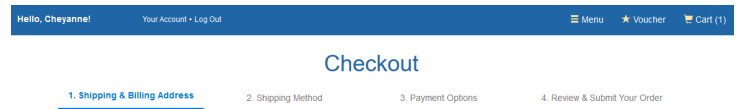


10. If you are a student using a voucher click **Use It Here** in the top bar

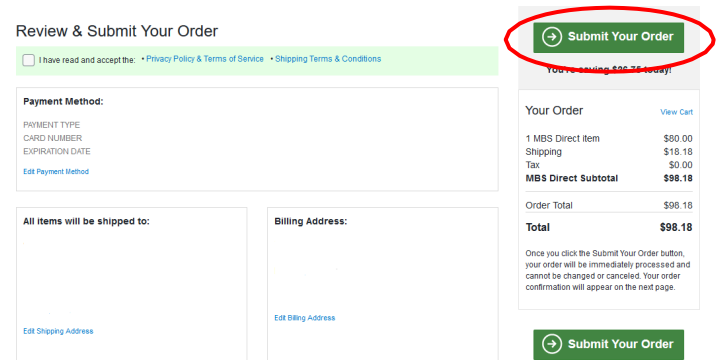
For students without a voucher, ignore step 9



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



12. 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**



Advising Syllabus

City College Advising

Jacket Student Central
Tech Building

Phone Number
406-247-3019

Office Email
ccadvising@msubillings.edu

Office Website
<http://www.msubillings.edu/citycollege/Advising.htm>

Advising Overview

We assist you in understanding your academic requirements, enabling you to complete your program requirements as efficiently as possible. Through one-on-one and small group meetings, we help you develop the skills necessary to be successful.

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 406-247-3019. 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.

Advising Timeline and Expectations

Below is an outline of what you can expect to learn each year from your advising experience at City College Jacket Student Central. 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.

Semester Timeline

Before semester begins

Identify your goals for the semester. Refer to the DegreeWorks Worksheet and plan of study. Review the schedule of courses for the upcoming semester's registration period.

Week 1

Make any necessary changes to your schedule. Check the Academic Calendar for important dates and deadlines related to adding and dropping courses. Review class syllabi and acquaint yourself with course format.

Weeks 4-6

Visit your instructors during their office hours to discuss your progress and midterm exams. Begin preparations to register for the upcoming semester.

Weeks 7-8

Participate in Advising Week events. Schedule an appointment with your advisor to review your program requirements and course selection to receive your alternate PIN needed to web register for the upcoming semester. Be aware of deadlines to drop a course.

Weeks 9-10

Review your registration for the upcoming semester and make sure you're signed up for the appropriate courses.

Weeks 11-14

Complete any projects due at the end of the semester. Verify final exam schedule days and times and begin review for your exams. Touch base with instructors about any incomplete work.

Before the Next Term Begins

Check your final grades in DegreeWorks and make changes to your schedule if necessary. Purchase textbooks and materials. Make necessary payment arrangements with the Business Office. Review your goals from the last semester and identify new goals for the next semester. Are you still on the right track?



Build Your Hive!

Things to do:

- Check academic standing
- Review Advising Worksheet and individual plan of study
- Schedule an appointment to visit with your advisor
- Research options to continue your education into a bachelor's degree- advisors can assist with this
- Keep contact information (email, phone, address) up to date in your Secure Area
- Check on financial aid status if applicable- remember to do the FAFSA each academic year you plan to enroll- it opens on October 1 with a priority deadline of December 1
- Apply for the MSU Billings Scholarship, it opens November 1st with a priority deadline of February 1st

Become a Worker Bee!

Things to do:

- Connect with Career & Employment Services to explore internship opportunities, create resume, prepare for job search, and interview preparation
- Apply for graduation one semester prior to the intended semester of graduation

Academic Advising Policies and Procedures

Appointments are made by calling Jacket Student Central at 406- 247-3019 or stopping by Jacket Student Central in the City College Tech Building Commons area.

Appointment Etiquette

Come to your appointment prepared by having reviewed your Degree works Worksheet and Plan online, a list of courses you would like to take the next term, and any questions you may have to make the best use of your time.

Cancellation of Appointments

Situations may arise that could prevent you from attending your appointment. If this occurs, please notify Jacket Student Central prior to your appointment.

No-Show Policy

If you don't appear or answer during your scheduled appointment time, it is your responsibility to reschedule. If you are late, you may be asked to reschedule.

Communication Protocol

Your advisor can communicate with you over email. If your question or concern requires additional inquiries from the advisor or lengthy response, the advisor may request that you schedule a phone, office, or Webex appointment. Meeting with your advisor provides a means of interaction which leads to a better understanding of each other.

Career & Employment Services

for Students & Alumni

OUR MISSION: Career & Employment Services offers a holistic approach to career readiness. We build relationships with our students and empower them to connect with resources and develop skills they need to foster career success during and after their studies.

We can help if you are...

Exploring Career Options:

Make an appointment for career counseling. Professionals will listen to your needs and then work with you to develop a plan to reach your career goals. Remember that we 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/>

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:

We offer 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, we 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.

For further information, see [msubillings.edu/careers/](https://www.msubillings.edu/careers/), call 406-657-2168, or email 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 username 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 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.