Web Registration Instructions
City College Home Page: http://www.msubillings.edu/

1. Select myInfo at the bottom of the page (or on the Menu)

2. Click on Enter Secure Area

Welcome to the MSU Billings campus
You will need to use at least Netscape 4.0.7 or Internet browser.

Enter Secure Area
Apply for admission
General Financial Aid
Campus Directory
Class Schedule
Class Schedule (online courses only)
Course Catalog
Transfer Equivalencies

RELEASE: 8.4.1

3. Enter your Student ID# (including the dash) in the User ID Box and your PIN (initially your birthday) Click Login

4. Select Student Information to register for classes

Select Financial Aid Information to view status of aid
Select Personal Information to change contact info, email address, or login pin
Select Student Records to view holds, account summary, web bill, or transcripts

5. Select Registration to register for classes

Registration
Registration Add/Drop Classes
Registration Status/Current Major
Student Schedule
Academic Advising
Student Records
Unofficial Transcripts/Official Transcripts
Requests Final Grades/Grading Verification
Unofficial Transcripts/Official Transcripts
Requests Final Grades/Grading Verification
Housing and Residence Life
Room Applicant Info
Transfer Request
Submit a transfer request to another MSU campus.
Former Student Application Form
Submit a request for re-admission to MSU Billings
DegreeWorks
DegreeWorks is an electronic degree audit program and academic advising tool designed t

6. Select the Term

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

7. Select Add/Drop Classes

Select Term
Add/Drop Classes
Student Schedule by Day & Time
Student Detail Schedule
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8. Verify E-mail Address – This will only appear once. After that, please keep your info updated in your Personal Information screen.

Verify Email

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

No email addresses on record
Continue Registration
Update Emails (If you click on this button, you will have to return to the Student S

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

   ![Image of select health insurance]

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 **CRNs** for the classes you have chosen in the boxes provided. (Ex: 60387)

   To **Drop** a class, select **Web Drop** from dropdown list 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.

14. Select **Student Schedule by Day & Time** or **Student Detail Schedule**.

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

15. To print a schedule showing day and time you will initially get a screen that shows the first week of class, which may begin midweek. Click on **Next Week** to show a full week.

16. If you are a **Current Student** at MSUB, your current schedule will appear. Enter a future date in the **Go To: (MM/DD/YYYY)** box to the right to view future semester courses.