



November 28, 2023

Dear MSUB Student,

As fall semester comes to a close, we want to offer a few suggestions for end of the term details and spring semester planning.

Spring 2024 Course Registration

Don't procrastinate and miss out on the opportunity to take the classes you need to stay on track. Not all faculty and staff are available during the semester break, so it is a great idea to be sure you're set with spring registration before December 15th.

[Registration](#) is open! Please see your academic advisor **in advance** to discuss your schedule and obtain your advising registration PIN. Please check your degree progress through [Degree Works](#) in [myInfo](#) and visit with your advisor about degree requirements. Schedule an appointment now using [Navigate](#) or by calling your advisor.

Need help or place to study for finals?

Finals week is December 11-14, 2023. Please make sure to check your course syllabus in each class for finals information. Final Exam dates and times are generally different from your scheduled class times and vary for [University campus](#) and [City College campus](#) courses.

Our [Academic Support Center](#) is here to help! The University Campus ASC, located in the Student Union Building, is open Monday-Friday, 9:00 a.m. to 4:00 p.m. with evening hours on Mondays and Wednesdays, 5:00-8:00 p.m. The ASC also offers support in the Library on Tuesdays from 5:00-8:00 p.m. (Writing) and Sundays from 5:00-8:00 p.m. (STEM). The City College ASC, located in the Tech Building, is open Monday-Thursday 9:00 a.m. to 4:00 p.m., and closed on Fridays. **Tutoring and academic support services are available online**, as well as in person. Additional online tutoring is available most evenings. You can drop-in or make an appointment for tutoring or submit a paper [online](#).

Are you concerned the semester didn't go well academically?

It happens. If you're considering dropping a class or all of your classes, we encourage you to speak with your professor(s) and advisor about options. While the last day to drop a course has passed, your advisor may be able to provide you with options to request a [Petition to Academic Standards](#); or recommend a full [University Withdrawal](#) (due by December 14, 2023) if you're failing all your courses. You can also reach out to the [Registrar's Office](#) for assistance.

It is important to keep in mind that dropping or withdrawing at this point in the semester is not unheard of, but keeping the F's and W's to a minimum is the goal. Dropping a course can impact student financial aid so please reach out to the [Office of Financial Aid & Scholarships](#) as part of your decision-making process.

Considering a new major or looking for employment?

Reach out to [Career & Employment Services](#) where you can discover majors and career pathways available at MSUB and City College. Whether you've selected a major or are still exploring options, our Career Specialists can help your journey and assist with part-time or work-study jobs, review a resume, or secure an internship.

Spring Classes begin Wednesday, January 17, 2024. Be sure to pay attention to important academic dates throughout the semester by using the [academic calendar](#).

Be prepared ahead of time:

- Order [books and course materials](#) as soon as possible
- Check your email and mail for messages from faculty and campus offices during the break.
- Be proactive about [financial aid and scholarships](#), [fee payment/student account information](#), and checking your final grades in [myInfo](#).

Transcripts and Degrees

Final grades are due from faculty at noon on December 20th. Several additional processes need to be completed before official transcripts can be released beginning December 26th. If you have questions about your grade(s), please contact the individual course instructor. View your grades in [myInfo](#) directly or through [Degree Works](#). [Order a transcript](#) in advance noting to “hold for grades” or “hold for degree” – we will send them out immediately when processing is completed. Degree conferral is not automated; posting degrees will begin the week of January 2nd. If you have a priority need (licensure, pending job offer), please contact the [Registrar’s Office](#).

Think ahead to next year.

The MSU Billings [scholarship application](#) opens December 1st for the 2024-2025 academic year.

[Apply for Financial Aid](#). The newly overhauled 2024-2025 Free Application for Federal Student Aid (FAFSA) will be open to students and families by December 31, 2023. Given this timeline is nearly three months later than usual, please plan to fill out the FAFSA as soon as it becomes available. The MSU Billings School Code is 002530.

If you have questions or need more information on scholarships or the FAFSA, please reach out to the [Office of Financial Aid & Scholarships](#).

Thank you!

Thank you for spending your fall semester with us. If you are graduating in December, congratulations and we hope to see you at Commencement in May!

Live here. Work here. Graduate here.

Sincerely,

Cheri Johannes
Executive Director, Office of Academic Success