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 and connect you with potential career opportunities. Advising is here to help guide and support you through your educational journey. Please contact our office with any questions.

Contact Information

Advising Checklist

Get Connected

Financial Aid

How to Look Up Login Information/NetID in your Secure Area

D2L (Desire2Learn) Login Instructions

Navigating the Class Schedule

Time Block Schedule

Web Registration Instructions

Navigate App

Purchasing Textbooks
Contact Information at MSU Billings

Academic Support Center • (406) 657-1641 • https://www.msubillings.edu/asc/
The ASC provides qualified tutors, supplemental instruction leaders, peer mentors, and resources that support students in their quest to reach their goals, in a safe and encouraging learning environment.

Advising Center • (406) 657-2240 • https://www.msubillings.edu/advise/
The Advising Center assists students in creating an academic plan, which enables them to complete their program requirements as efficiently as possible.

Business Services • (406) 657-2140 • https://www.msubillings.edu/boffice/
Business Services provides information, resources, and guidance for students and parents - specifically student accounts, loans, and refunds.

Career & Employment Services • (406) 657-2168 • https://www.msubillings.edu/careers/
Career & Employment Services provides career counseling and helps students access part-time jobs, internships, and work-study opportunities while they are in school. They also help students secure full-time employment upon graduation.

Campus Store • (406) 657-2121 • https://www.msubillings.edu/msubonline/store.htm
The Campus Store provides textbooks, apparel, school supplies, and more for all who are interested.

Disability Support Services (DSS) • (406) 657-2283 • https://www.msubillings.edu/dss/
Disability Support Services strives to create an inclusive and accessible environment by collaborating with students, faculty, and staff to facilitate solutions to environmental and educational barriers.

Financial Aid • (406) 657-2188 • https://www.msubillings.edu/finaid/
The Financial Aid office collaborates with students to provide access to higher education through the use of federal, state, and institutional resources.

Housing • (406) 657-2333 • https://www.msubillings.edu/reslife/
The Housing department provides social and educational programming for residents, providing ample opportunities for interaction and involvement.

International Studies • (406) 896-5907 • https://www.msubillings.edu/internationalstudies/
The Office of International Studies offers international student admissions, study abroad opportunities, faculty led trips, and intensive language study programs for students.
   International students can apply here: https://www.msubillings.edu/internationalstudies/admissions/index.htm

IT Help Desk • (406) 247-5700 • https://www.msubillings.edu/it/
Information Technology works with various electronic software to provide tech assistance as well as educational and professional resources for students, staff, and faculty.

Library • (406) 657-1662 • https://www.msubillings.edu/library/
The Library provides informational materials and services for students, staff, and faculty to support the development of educational and personal learning.

Parking • (406) 657-2147 • https://www.msubillings.edu/police/parkinginfo.htm
Parking passes and regulations are to promote the convenience and safety of all personnel on the campus and to facilitate efficient operations.
Registrar  •  (406) 657-2158  •  https://www.msubillings.edu/reg/index.htm
The Registrar’s office provides additional resources to students by updating personal and academic records, assisting with graduating students, and facilitating the sending and receiving of transcripts.

Student Health Services  •  (406) 657-2153  •  https://www.msubillings.edu/studenthealth/
The Student Health Services provides high-quality, cost-effective health care and mental health counseling with an emphasis on health education and wellness initiatives to promote and enhance student success.

Student Support Services TRIO  •  (406) 657-2162  •  https://www.msubillings.edu/sss/index.htm
Student Support Services TRIO provides holistic and student-centered services, resources and educational opportunities that support and improve graduation for eligible students.
Apply for TRIO here: https://www.msubillings.edu/sss/application/index.htm

Military and Veterans Success Center  •  (406) 657-2968  •  http://www.msubillings.edu/vets/
The Military and Veterans Success Center assists veterans as they navigate the steps of enrolling in and attending college while helping build a community.

Native American Achievement Center  •  (406) 657-2182  •  https://www.msubillings.edu/naac/
The Native American Achievement Center provides support by empowering our Native student population in their individual, social, cultural, and academic development.
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:
  • The MSU Billings FASFA school code: **002530**

☐ 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 fax number is 406-657-2145.

☐ Practice Accessing Campus Accounts:
  • 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 top right corner on the MSU Billings homepage (www.msubillings.edu). Click “Login to MyInfo – NetID” and use your NetID and password to sign in.
    o If you do not know your NetID, reference page 7
    o If you do not remember your password, reset it here: https://password.msubillings.edu/
  • **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. 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.)
    o If you do not know your NetID, reference page 7
    o 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 term, and print!

☐ Purchase Books:
  • You may purchase books or view campus store hours online at www.jackets-and-company.com

☐ 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 by the **third day of classes** or set up an installment plan with the Business Services Office (406-657-2140).

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.
- You can use the Get App to upload a picture and have a card mailed to you or picked up at the Registrar’s office in McMullen Hall.

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

Complete EverFi – Prevention Wellness Education:
- To complete this **mandatory** online training program, you will receive an email with a link to complete the prevention education modules usually 1-2 months prior to the start of the semester. 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:
- Create a CareerLink profile at: [https://www.msubillings.edu/careers/clmenu.htm](https://www.msubillings.edu/careers/clmenu.htm)
- 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.

Download the EAB App:
- Connect with resources, schedule advising appointments and find a study buddy: [www.msubillings.edu/navigate](http://www.msubillings.edu/navigate)
Financial Aid

File FAFSA now at FAFSA.gov
(Free Application for Federal Student Aid)
The FAFSA must be completed Yearly

Fall 2022 or Spring/Summer 2023:
Complete the 2022-23 FAFSA

Next Fall/Spring/Summer (2023-24):
Complete the 2023-24 FAFSA
FAFSA Opens Oct. 1st
for the following academic year
File at fafsa.gov. MSUB school code: 002530

MSUB Priority Date is 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 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 offer or missing requirements. Contact MSUB Financial Aid Office if you have questions: 406-657-2188 or finaid@msubillings.edu

The FAFSA is Just the First Step in the Process
Check your myInfo regularly for the status of your 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

MSU Billings Home Page – www.msubillings.edu

- Click on MyInfo

- 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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- Enter your Student ID in the box

Claim/Recover Your NetID

Step 1
Enter your MSU ID
This ID begins with a 'F' followed by 8 numbers. Example: F12345678

- Enter your birthdate in the box

Claim/Recover Your NetID

Step 2
Enter Date of Birth
Normal birthdate is in mm/dd/yyyy. Example: 01/01/2000

- Write down your NetID, then click the password reset link and follow the password reset prompts

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

- Click Log in to MyInfo (NetID)

Welcome to the MSU Billings myInfo Portal.
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RELEASE: 8.6.4.1

- Enter your NetID and password to enter MyInfo
D2L (Desire2Learn) Login Instructions

MSU Billings homepage – www.msubillings.edu

- Click on D2L (Desire to Learn)

- Enter your NetID and password into the corresponding boxes

For help with finding your NetID and setting your password, see page 7
Navigating the Class Schedule

MSU Billings Home Page – www.msubillings.edu

• Click on ‘myInfo’

• Click on ‘Class Schedule’

Welcome to the MSU Billings myInfo Portal.
You must have cookies enabled on your browser.
Log in here
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 247-9700.

Other Options
Apply for Admission
General Financial Aid
Admissions
Schedule
Class Schedule
Course Catalog
Transfer Equivalencies

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

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

Repeat steps 4 and 5 for all courses that you are scheduling
### TIME BLOCK SCHEDULE

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### ONLINE COURSES:

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Web Registration Instructions

MSU Billings Home Page – www.msubillings.edu

• Click on ‘myInfo’

![myInfo](image)

• 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
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RELEASE: 8.0.4.1

• Enter your NetID and password

![Login](image)

Select Registration to register for classes

Select Student Information to Register for Classes

Select Financial Information to view status of aid package

Select Personal Information to see your information and/or to change your contact information, email address

Select Student Records to view holds, account summary, web bill, or transcripts

• After you select Registration select Add/Drop Classes

![Add/Drop Classes](image)

• Select Term you are registering for

(continue on next page)
• **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)

• 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.

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

• **To add classes enter the CRN numbers in the spaces provided**

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

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

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.
Navigate App

- Students are encouraged to download the Navigate App at www.msubillings.edu/navigate. The app allows students to set appointments with their advisor and others on campus that help them navigate various aspects of college life.
**TEXTBOOK ORDERING**

***THE CAMPUS STORE NO LONGER HAS BOOKS IN STORE***

1. Visit our online bookstore at [http://www.msubillings.edu/store](http://www.msubillings.edu/store) and click “Textbooks”

2. Click on the “Let’s Get Started” prompt on the home page to begin shopping

3. Enter your NetID (x99x999) to auto fill your course schedule and the materials needed for each class. You may also “shop by course,” by entering in each course separately. Pay close attention to your class section numbers!!

4. Make your selections, add them to your cart & checkout.

5. Create an account, select your shipping preference & submit!

**ADDITIONAL INFORMATION**

- Begin shopping the online bookstore 4 to 6 weeks before classes start each semester
- Multiple payment options are available including PayPal & UCard
- FREE shipping on orders of $79 or more
- $6.99 expedited shipping (2nd day air) with qualifying purchase of $79 or more
- Ship to the Campus Store for quick & easy pick up
- Visit the HELP CENTER for information on returns, buyback, digital questions & more
- Contact customer service at 1-800-325-3252