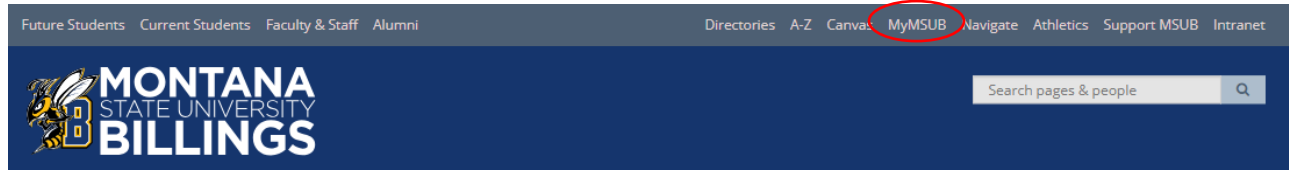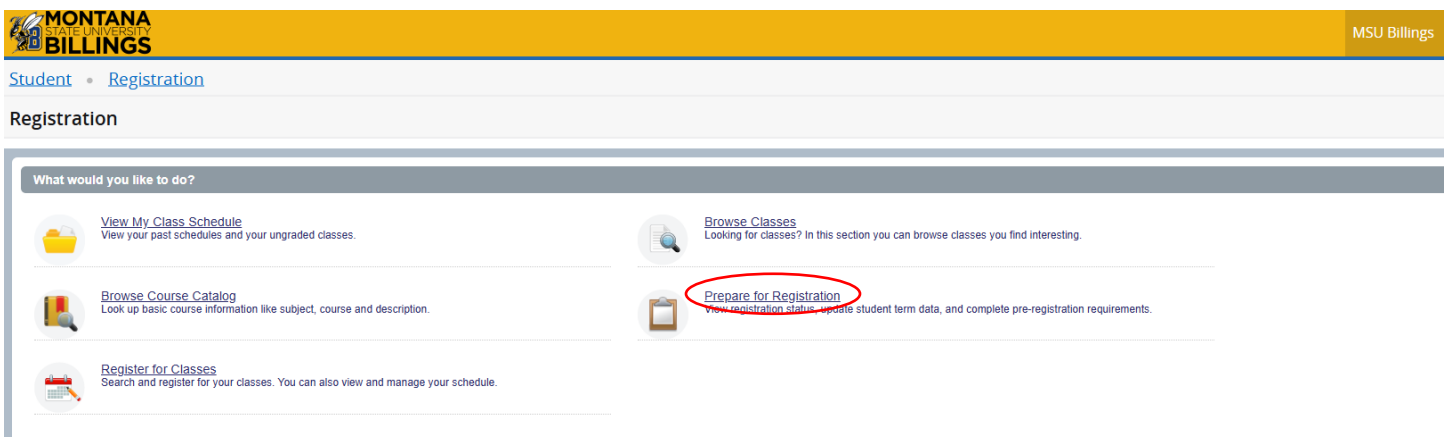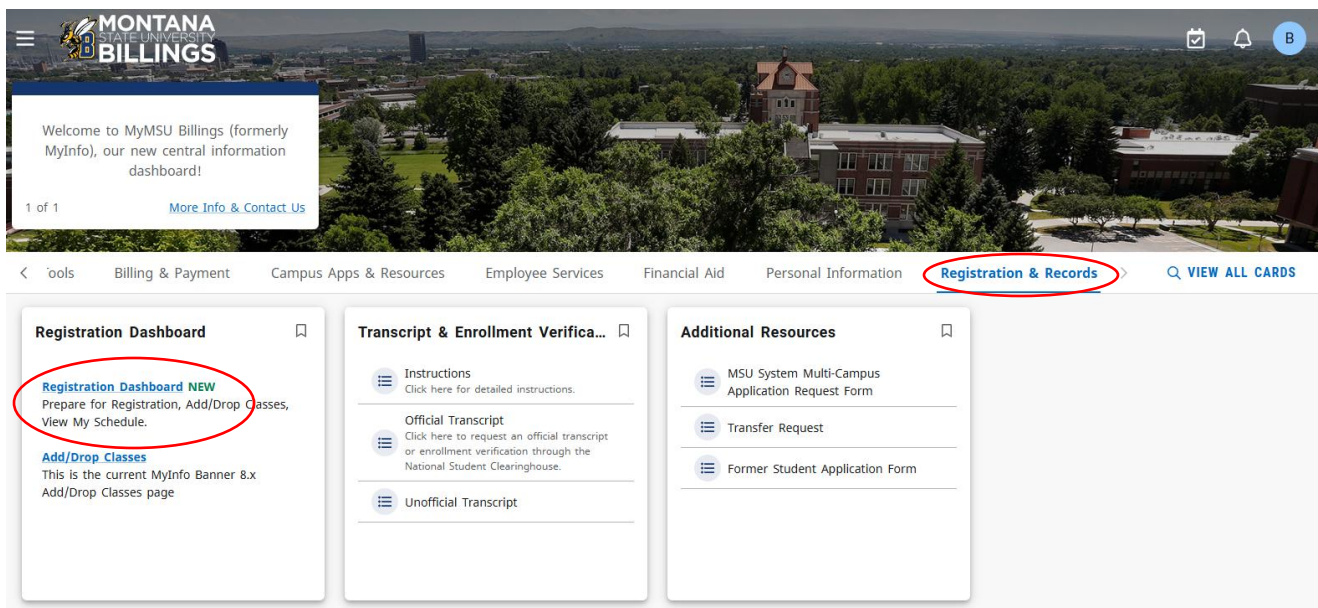# Navigating the Class Schedule, Registration & Health Insurance

MSU Billings Home Page – www.msubillings.edu

- Click on **MyMSUB** and sign in

- Click on **Registration & Records** in the navigation bar, select the **Registration Dashboard** card, and then select the **Registration Dashboard** option

- Double check the **Prepare for Registration** tab *prior* to registration
  - Select the term in the drop down menu
  - You can check for any holds on your account and your Academic Standing
  - If you're all good to go, everything will be checked off

Prepare for Registration

Registration Status

Registration Status

Term: Spring 2026

✔ Your Student Status permits registration.

✔ Your academic status Good Standing permits registration.

✔ You have no holds which prevent registration.

Earned Hours

ⓘ You have Earned Hours for Level: Undergraduate - Semester, Institution Hours: 134, Transfer Hours: 3

ⓘ Your class standing for registration purposes is Post-Baccalaureate

Primary Curriculum
Level: Undergraduate - Semester
College: Liberal Arts & Social Sciences
Degree: Bachelor of Science
Program: Criminal Justice
Campus: MSU-Billings
Catalog Term: Spring 2026
Major: Criminal Justice
Department: NAS/PS/SOCL

- Once all ready to register, navigate back to the Registration home page (circled above) and to the **Register for Classes** option next

MONTANA STATE UNIVERSITY BILLINGS   MSU Billings

Student • Registration

Registration

What would you like to do?

View My Class Schedule
View your past schedules and your ungraded classes.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

Browse Course Catalog
Look up basic course information like subject, course and description.

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

- Select the correct term for the semester you're wanting to register for and enter your alternate PIN
  - Your PIN is provided by your advisor

MONTANA STATE UNIVERSITY BILLINGS

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Spring 2026 ▼

Alternate PIN*

[   ]

Continue

- After entering your term and PIN, this is an example of what the main registration hub looks like
  - The bottom two panels (Calendar & Summary) can be toggled with the three buttons circled above
- If unsure of what courses to take, connect with your advisor to review your degree, check your Degree Works page, or check out the recommended plans of study:
  https://www.msubillings.edu/advise/plansofstudy/plansofstudy.htm
- Select the subject of the course you're wanting to search for
  - You can enter the course number as well if you know it/want a specific course, otherwise, leave empty to see all offerings in a subject area

- Example: the above search was for WRIT/Writing with no course number selected.
    - This shows all WRIT course options for the term I selected
    - The different course numbers are listed in the third column

Student • Registration • Select a Term • Register for Classes

Register for Classes

| Find Classes | Enter CRNs | Schedule and Options |

Search Results — 31 Classes
Term: Spring 2026   Subject: Writing

Search Again

Title	Subject Descri	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add	⚙
Developmental Writing	Writing	095	800	3	41420	Spri...		S M T W T F S - Type: Class Buildin	City...	25 of 25 seat...	Lecture			Add	
College Writing I	Writing	101	001	3	40822	Spri...		S M T W T F S 08:10 AM - 09:10 AM T	MS...	⊘ FULL: 0 ...	Lecture	GE I: English		Add	
College Writing I	Writing	101	002	3	40831	Spri...		S M T W T F S 12:50 PM - 01:50 PM T	MS...	25 of 25 seat...	Lecture	GE I: English		Add	
College Writing I	Writing	101	003	3	40836	Spri...		S M T W T F S 10:30 AM - 12:00 PM T	MS...	24 of 25 seat...	Lecture	GE I: English		Add	
College Writing I	Writing	101	03	3	42998	Spri...		S M T W T F S 10:30 AM - 11:30 AM T	MS...	⊘ FULL: 0 ...	Lecture	GE I: English		Add	

Class Details for Developmental Writing Writing 095 800

ⓘ Term: 202630 | CRN: 41420

Class Details
Course Description
Catalog
Enrollment/Waitlist
Corequisites
Prerequisites
Restrictions
Instructor/Meeting Times
Attributes
Cross Listed Courses
Linked Sections
Important Dates
Fees
Bookstore Links
Syllabus
Bibliography

Associated Term: Spring 2026
CRN: 41420
Campus: City College at MSU Billings
Schedule Type: Lecture
Instructional Method: Online
Section Number: 800
Subject: Writing
Course Number: 095
Title: Developmental Writing
Credit Hours: 3
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Close

- More information on a course can be accessed by clicking on the title of it

- When you find a course you want to take, select '*Add*' for that course in the far-right column

Student • Registration • Select a Term • Register for Classes

Register for Classes

| Find Classes | Enter CRNs | Schedule and Options |

Search Results — 31 Classes
Term: Spring 2026   Subject: Writing

Search Again

Title	Subject Descri	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add	⚙
Developmental Writing	Writing	095	800	3	41420	Spri...		S M T W T F S - Type: Class Buildin	City...	25 of 25 seat...	Lecture			Add	
College Writing I	Writing	101	001	3	40822	Spri...		S M T W T F S 08:10 AM - 09:10 AM T	MS...	⊘ FULL: 0 ...	Lecture	GE I: English		Add	
College Writing I	Writing	101	002	3	40831	Spri...		S M T W T F S 12:50 PM - 01:50 PM T	MS...	25 of 25 seat...	Lecture	GE I: English		Add	
College Writing I	Writing	101	003	3	40836	Spri...		S M T W T F S 10:30 AM - 12:00 PM T	MS...	24 of 25 seat...	Lecture	GE I: English		Add	
College Writing I	Writing	101	03	3	42998	Spri...		S M T W T F S 10:30 AM - 11:30 AM T	MS...	⊘ FULL: 0 ...	Lecture	GE I: English		Add	

- As you go through this process, you can see a Calendar and a Summary view of your schedule (on the bottom half of your screen) to assist with planning
    - Once a course has been added, it'll show up here
    - If the course is online, it will only show up in the Summary tab... not the Calendar
    - You can also click the "Schedule Details" tab

- Repeat these steps until your schedule is complete
  - Go back to the search page by selecting the green '*Search Again*' button in the top right
  - Once you've picked out all your courses, select '*Submit*' in the Summary tab to officially register
- If there are any issues submitting, the course(s) will be flagged and tell you what the issue is

⊗ WRIT 101 CRN 42998: Closed Section -X

⊗ REC 310 CRN 43602: Prerequisite or Test Score Not Met

⊗ REC 310 CRN 43602: Time conflict with CRN 42187

- To view a copy of your complete schedule, navigate back to the Registration home page
  - You can do this by clicking '*Registration*' in the top Navigation menu

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes   Enter CRNs   Schedule and Options

Search Results — 31 Classes
Term: Spring 2026   Subject: Writing   Search Again

Title	Subject Descri	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
Developmental Writing	Writing	095	800	3	41420	Spri...		S M T W T F S - Type: Class Buildin	City...	25 of 25 seat...	Lecture			Add
College Writing I	Writing	101	001	3	40822	Spri...		S M T W T F S 08:10 AM - 09:10 AM T	MS...	⊗ FULL 0 ...	Lecture	GE I: English		Add
College Writing I	Writing	101	002	3	40831	Spri...		S M T W T F S 12:50 PM - 01:50 PM T	MS...	25 of 25 seat...	Lecture	GE I: English		Add
College Writing I	Writing	101	003	3	40836	Spri...		S M T W T F S 10:30 AM - 12:00 PM T	MS...	24 of 25 seat...	Lecture	GE I: English		Add
College Writing I	Writing	101	03	3	42998	Spri...		S M T W T F S 10:30 AM - 11:30 AM T	MS...	⊗ FULL 0 ...	Lecture	GE I: English		Add

- Once here, select '*View My Class Schedule*'

Registration

What would you like to do?

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Browse Course Catalog
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Prepare for Registration
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Register for Classes
Search and register for your classes. You can also view and manage your schedule.

- You can view schedules from each semester you've attended; select the term you'd like to view

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
American History I	HSTA 101, 002	3	60682	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/08/2018	Registered	**Web Registere...
First Year Seminar	A&SC 111, 004	2	63171	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	05/25/2018	Registered	**Registered**0...
Intro Native American Studies	NASX 105, 001	3	61259	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/08/2018	Registered	**Web Registere...
Perspectives and Understanding	HONR 111, 001	3	62786	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/12/2018	Registered	**Registered**0...
Visual Language-Drawing	ARTZ 105, 002	3	61869	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/08/2018	Registered	**Registered**0...

Records: 5

Class Schedule for Fall 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			Intro Native American Studies		Intro Native American Studies		
10am							
11am		First Year Seminar		First Year Seminar			
12pm			Perspectives and Understanding		Perspectives and Understanding		
1pm		American History I		American History I		American History I	
2pm			Visual Language-Drawing		Visual Language-Drawing		

- Online courses will not show up in the calendar view, however, you can view them in the "Schedule Details" tab.
- If you want to print your schedule, select the printer icon in the top right corner of the schedule
  - A summary and a calendar view will be printed

PURCHASE or DECLINE HEALTH INSURANCE:

- Log into MyMSUB
- Click the Tasks icon on the top right.
- Click Insurance Selection Requirement
- Follow the steps to purchase or decline insurance.

For additional questions email Student Accounts at businessoffice@musbillings.edu or call 406-657-2140.

Additional notes:

- **Online** courses are always section 800 or above and will say **Online** in the 'Instructional Method' section (in the additional details accessed by clicking on the course title)

- 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 in the 'Instructional Method' section (in the additional details accessed by clicking on the course title)

- Some courses are offered **Hyflex** and are numbered 700 or above. These will say **Hyflex** in the 'Instructional Method' section (in the additional details accessed by clicking on the course title). This format allows students to choose in-person or online attendance, and they can change the modality throughout the semester as needed

- Restrictions for courses can be checked after clicking on a course title and selecting the 'Restrictions' option on the left

- The 'Status' column in the course search shows the availability for a course and how many seats are available total

- Your PIN will not need to be entered again after an overnight refresh; you will need to enter it again if you enter the registration page again the same day though.