



Dual Enrollment Advising Manual

Dual Enrollment Advising Manual Table of Contents

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If you have any questions about the above information, please contact the Director of Dual Enrollment, **Kaili Payne at 406-247-3015 or kaili.payne@msubillings.edu**.

Frequently Asked Questions

University Connections

1. Will my instructor or classmates know that I am still in high school?
No. Unless you tell them, your instructor and classmates will not be informed.
2. Do I need books for my college classes?
Yes. You will need to buy books and/or class materials. To view the course materials needed for your class(es), go to the Campus Store website at https://bncvirtual.com/vb_home.php?FVCUSNO=164.
3. If I am struggling in my classes, is there someone I can ask for help?
Yes. As a University Connections student, you have access to all the resources that college students have, which includes the Academic Support Center, Disability Support Services, and Career and Employment Services. Please contact our Dual Enrollment office at 406-247-3015.
4. Do University Connections classes transfer to other schools?
Yes. MSU Billings is an accredited institution, so college-level course will transfer. However, it is up to the receiving institution as to whether they will accept MSU Billings credits and how they will apply them to their majors. It is always helpful to contact the institution you plan to transfer to and visit which them to see how your classes will transfer. For information on how classes transfer within the state of Montana, please refer to the Montana University System website www.mus.edu.

If you plan to transfer your credits to another institution, you will need to request your MSU Billings transcript be sent to that school. For information on how to request a transcript, go to <https://www.msubillings.edu/reg/transcripts.htm>. Please note that transcript requests cannot be made over email.
5. How do online classes work?
Online classes are comparable to on-campus classes in the sense that you will still have an instructor, readings, and assignments. Some courses have threaded discussions where you have an opportunity to visit with other classmates about the topics covered in the class. There isn't a specific time you need to login to do coursework, but you will have assignment and exam deadlines to follow. It is recommended that you login 3-4 times a week for online classes and set aside time to complete homework and reading assignments. Your online classes will be conducted through a program called Canvas.
6. What if I cannot log into my online class?
If you experience any issues with online courses, you can contact the eLearning helpdesk at 406-247-5755 or email msonline@msubillings.edu.
7. How do I communicate with my instructors?
The easiest way to communicate with your instructor is via email. Faculty email addresses can be found in the syllabus or on the [MSUB Directory](#). MSUB faculty **only** email students to their MSUB email address. Therefore, it is very important

that you are checking your MSUB email address regularly. Your MSUB email address and instructions for setting the password will be provided to you in your confirmation email.

8. Is there a limit to the number of credits a University Connections student can take in a semester?

Technically, there is no limit. A University Connections students will typically take one or two classes a semester. It is important that you recognize your schedule and know how much time you must dedicate to college coursework. A college transcript is permanent, so you want to be sure that you are setting yourself up to succeed and receive good grades.

9. Is there an age limit for students who participate in the University Connections Program?

Students are eligible to take dual enrollment classes when they turn 16. They can continue to take dual enrollment classes until they are a graduating senior, or they turn 19, whichever comes first. Students who are under the age of 16 may still be eligible if they meet the requirements outlined in the Dual Enrollment Underage Policy.

10. Can I still take University Connections classes the summer after I graduate high school?

Yes. Graduating Seniors can still take dual enrollment classes the summer after they graduate high school.

11. How much study time outside of class is required?

On average, for every hour spent in class a week, students spend two hours outside of class studying and/or doing homework. Therefore, for a 3-credit course, a student would spend three hours a week in the class and then six hours a week outside of class studying. This means a student can expect to spend approximately 9 hours a week on one 3-credit class. This can vary from class to class.

12. Can a Dual Enrollment student use the library?

Yes! The library offers numerous books and other resources online. If you find yourself on campus, you can utilize the One Button recording studios to practice presentation or record a project. Please note that the computers in the library do not have sensors/blocks on them and books in the library may contain material deemed inappropriate for younger students.

13. How do I check my grades?

You can view your grades by logging into your [MyMSUB](#) portal, select the "Records and Registration" card, then "Transcript and Enrollment Verification," and then "Unofficial Transcript."

Frequently Asked Questions Continued

Fees and Payment Process

14. Do University Connections classes cost money?

Yes. Dual Enrollment classes are subject to tuition. The cost of one dual enrollment credit is 50% the cost of one MSU Billings City College credit. The cost can vary from year to year. Please see the Dual Enrollment website for the most current tuition cost.

Some classes may have additional fees. These fees cover the cost of materials used in the class. For instance, Ceramics for Non-Art Majors has a course fee of \$75.00. These fees are not paid for by 1, 2 Free or Hardship Waivers.

15. Are my first two classes free?

Yes. The first two classes a student takes, or up to 7 credits, are paid for by the state of Montana under the 1, 2 Free Act.

16. My family receives government assistance, is there a scholarship to help pay my Dual Enrollment tuition?

Yes. Eligible students can fill out the MSU Billings Dual Enrollment [Hardship Scholarship](#) and email it Kaili Payne at kaili.payne@msubillings.edu. This waiver covers an additional \$2,000 worth of tuition for 100 and 200-level classes. The waiver will not cover course fees.

17. When do I pay my bill?

Students can pay their bill once the business office has assessed tuition/fees, usually 2-4 weeks prior to the start of a semester. If students do not pay their bill, they may be dropped from their classes and be unable to take future classes at MSU Billings/City College.

18. How do I view my bill?

You can view your bill in your [MyMSUB](#) portal under “Billing & Payment.”

19. What happens to my bill if I add or drop a class(es)?

Depending on what point in the semester you add or drop a class, your bill may adjust accordingly.

20. How do I pay my bill?

You can pay your bill with check, cash, or credit or debit card with the cashier in-person at the University campus (McMullen Hall) or the City College campus (Tech Building). Students can also pay over the phone by calling 406-657-2140 or in their [MyMSUB](#) portal under “Billing & Payment.”

21. Do I need a parking permit to park on either the University or City College campuses?

Yes. University Connections students can purchase a parking permit at a discounted price. You can purchase your permit through your [MyMSUB](#) portal under the “Parking” card. Or students can purchase their permit in-person at MSU Billings Parking Services, which is in the basement of the Parking garage on the University campus.

The logo features a large white semi-circle on a purple background. Inside the semi-circle, the text "Next-Generation ACCUPLACER" is written in a sans-serif font. A horizontal purple line is positioned above the text.

Next-Generation ACCUPLACER

Accuplacer: NextGen Placement Test Information

Some classes, such as math, writing, and physical science (physics, chemistry, astronomy, etc.) require placement information to ensure that students have the skills necessary to be successful in these classes. Students can submit their transcripts from an accredited high school and/or ACT or SAT scores for placement. If a student does not have a transcript from an accredited high school or ACT/SAT scores, they will need to take the Accuplacer test.

The Accuplacer is a math, writing, and reading placement exam offered at the MSU Billings City College campus. Accuplacer practice exams are available at <https://accuplacer.collegeboard.org/student/practice>.

A few things to know about the Accuplacer:

1. The Accuplacer is a computer-based exam.
2. The Accuplacer is divided into three tests: Math, Writing, and Reading.
3. The Accuplacer is an assessment of your skills.
4. Students can take the full Accuplacer or just math or writing/reading.
5. The Accuplacer is untimed. Typically, students take 1 ½ hours to 2 ½ hours for the full test.
6. Calculators are provided within the test. **Students cannot bring their own calculator.**
7. The test results are immediate.
8. Each test costs \$7.50.

Where can you take the Accuplacer Placement exam?

You can take the Accuplacer Placement Exam at Jacket Student Central (JSC) at the City College Campus. JSC is in the Tech Building at 3803 Central Ave. To schedule a testing time, please call JSC at 406-247-3019.

Navigating the Live Class Schedule

1. Go to the [Dual Enrollment Website](#).

- Click on “How do I Enroll” in left column – then click on “class finder” in Step 3
 - i. Enter Term
 - ii. Enter the Subject
 - iii. Click on Advanced Search
 - iv. Enter the Course number
 - v. Click on “Search”

Schedule of Classes

▼ Search Criteria

Term

Fall 2026

Subject

WRIT - Writing

Instructor

☐ Only Sections with Open Seats

Search →

▼ Advanced Search

Days

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time

End Time

Course Number

101

1xx, 2xx, 3xx, 4xx, 5xx

Course Type

Campus

Subject Groups

Core Category

Course Attribute

Additional Institution

Only Online Classes are included from other Institutions

Search PSYX 100 – Introduction to Psychology

1 - 6 of 6

CRN	Course	Title	Course Credits	Instructor	Session Type	Course Status	Available	Enrolled	Capacity	Meeting Details	Part Of Term
60387	PSYX 100 - 001	Intro to Psychology	3	Ravey, Eriksen	Face to Face		13	37	50	Lecture in COE 427 10:30 AM → 11:30 AM M W F	9/9/2026 - 12/17/2026 Full Semester - 15
60389	PSYX 100 - 002	Intro to Psychology	3	Austin, David	Face to Face		13	37	50	Lecture in YSHB AUDITORIUM 12:10 PM → 01:40 PM T R	9/9/2026 - 12/17/2026 Full Semester - 15
62778	PSYX 100 - 003 (More information)	Intro to Psychology	3	Martinez, Madison	Face to Face		9	21	30	Lecture in HSCT 113 02:01 PM → 03:30 PM T R	9/9/2026 - 12/17/2026 Full Semester - 15
61451	PSYX 100 - 800	Intro to Psychology	3	Martinez, Madison	Online	CLOSED	0	50	50	Lecture ONLINE	9/9/2026 - 12/17/2026 Full Semester - 15
64016	PSYX 100 - 801	Intro to Psychology	3	Johnson, Laura	Online	CLOSED	0	50	50	Lecture ONLINE	9/9/2026 - 12/17/2026 Full Semester - 15
65753	PSYX 100 - 802	Intro to Psychology	3	Staff	Online		22	28	50	Lecture ONLINE	9/9/2026 - 12/17/2026 Full Semester - 15

How to read the class schedule:

Column 1: CRN – course reference number – unique to an individual class and can be used to identify which course you want to register for

Column 2: Course Subject, Course number and course section

Column 3: Title of course – live link to the course description

Column 4: Credits -how many credits the class is set for

Column 5: Instructor – Name of faculty member instructing the class

Column 6: Session Type – Tells how the course is being taught:

- **Face to Face:** Student are expected to attend course on campus at the days/times designated for that class
- **Hybrid:** Student is expected to attend any designated days/times on campus and also do work online

- **Hyflex:** Students can attend either online or face-to-face – or a combination of both throughout the semester – students are encouraged to communicate with the instructor on how they plan to participate
- **Online:** Fully online (through canvas platform)
- **Synchronous Remote:** Online class that has a specific day/time that students are expected to be online in their class

Column 7: Class status - If it says closed – then it is currently at capacity or not currently available for registrations

Column 8, 9,10: Available, Enrolled, Capacity- Tells you how many spots are currently available, how many students are currently enrolled and how much capacity still exists

Column 11: Meeting Location, Days and Times – indicates what building/room, days and times that the class meets

Column 12: Part of Term – denotes the start/end dates of the class

Special Notes:

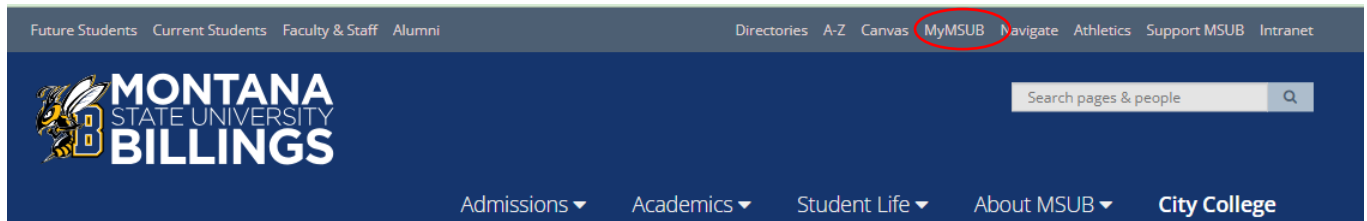
- If it states **Consent of Instructor**, you need to check with dual enrollment director to see if you are eligible to take the course. Some courses are restricted to specific majors and dual enrollment students do not have a major and cannot be assigned a major.

Looking Up Your Net ID & Setting Your Password

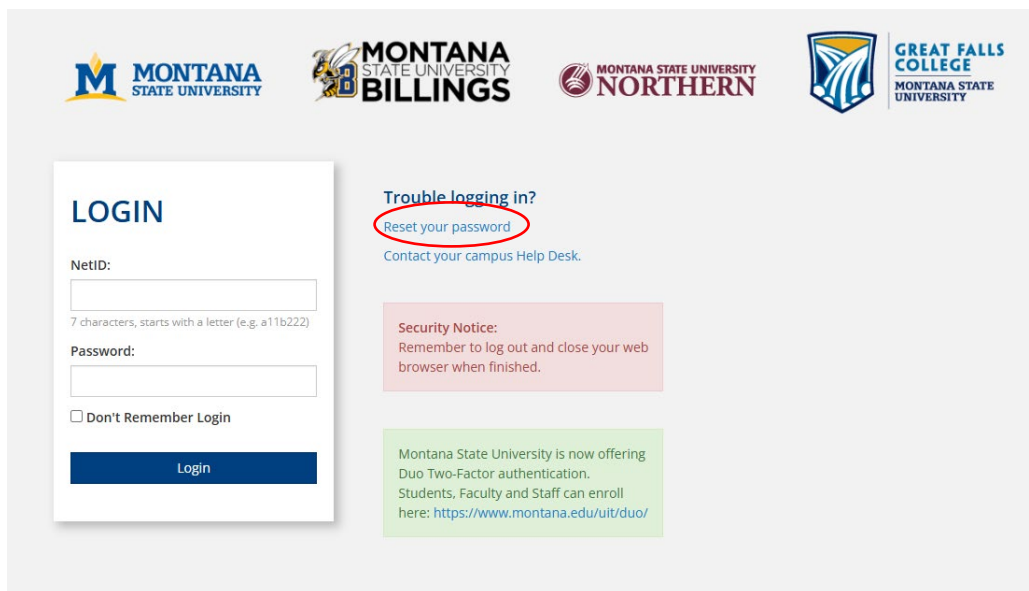
Click on **How to Login to MyMSUB, Reset Your Password, and Find Your NetID**

MSU Billings Home Page – www.msubillings.edu

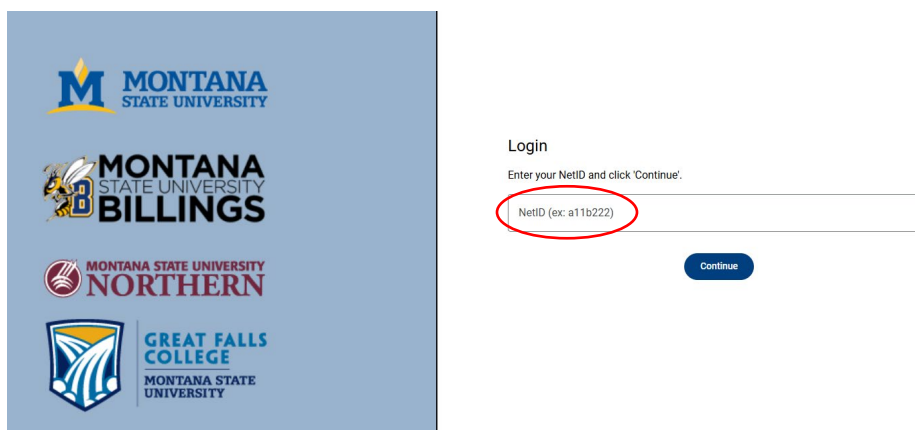
- Click on **MyMSUB**



- If you do not know your NetID, it can be found in your acceptance letter, or you can use the recovery tool here: <https://www.msubillings.edu/logons/stepbystep/PasswordResetportal.htm/>
- If you do not know your Student ID (GID), contact Admissions
 - Call 406-657-2888 or email admissions@msubillings.edu
- Click **Reset Password** to set a password up for the first time or to reset your password



- Enter your **Net ID** in the box



- Click on the 'Password Reset Tool' and then select an option to verify your identity

Confirm NetID

Select your authentication method, provide the requested information, and click 'Continue'.

	Authenticate with Challenge Questions
	Authenticate with Text
	Authenticate with E-Mail
	Authenticate with DUO

[Cancel](#)

- Follow the password reset prompt

Password Rules

- ✖ Passwords must match.
- ✖ At least 8 characters in length.
- ✖ At least 1 number(s).
- ✖ At least 1 symbol(s).
- ⓘ Cannot be one of your last 10 recently used passwords.

New Password

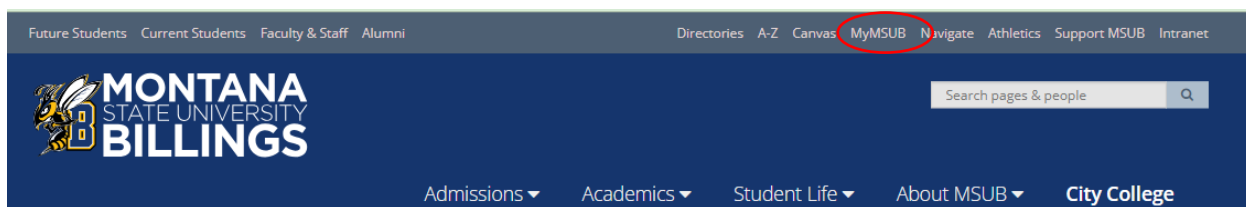


[Cancel](#)

[Previous](#)

[Reset](#)

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



- Enter your **NetID** and **password** to enter **MyMSUB**






LOGIN

NetID:

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.

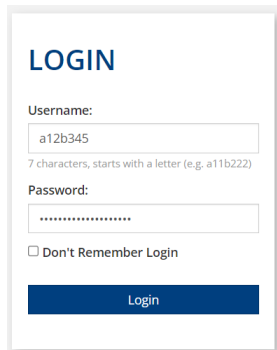
Montana State University is now offering Duo Two-Factor authentication. Students, Faculty and Staff can enroll here: <https://www.montana.edu/uit/duo/>

Enrolling in Duo

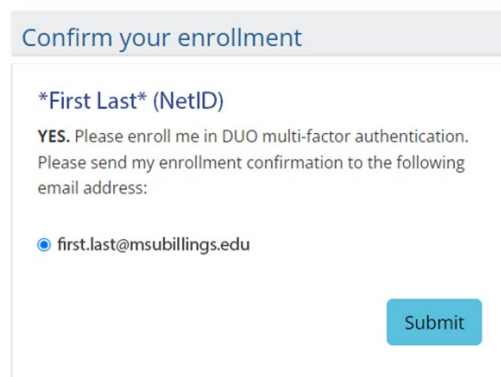
Duo is a form of two-factor authentication that uses an app on a mobile device, phone call, passcode or token to verify the person logging into your account is you. Follow the steps below to enroll in Duo.

DUO Enrollment

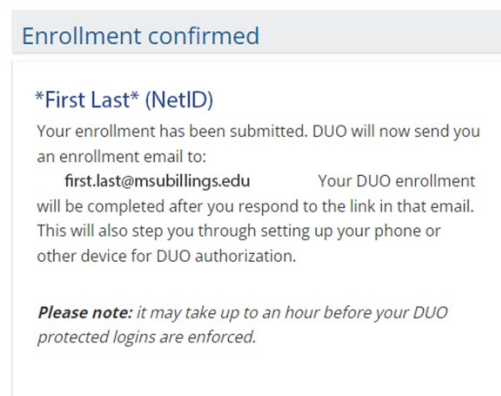
1. Via a web browser, visit [MSU Duo: Enrollment Login](#).
2. Log in with your NetID and password.



3. After logging in, you'll see your name and email address. Click Submit.



4. Your enrollment will be confirmed, and an email will be sent to you with a registration link. It may take up to 5 minutes for the email to arrive.



5. Click the link in the email to begin your registration process.

This is an automated email from Duo Security.

Your organization invites you to set up a user account for Duo. You will find instructions from your Duo administrator below. If you have questions, please reach out to your organization's IT or help desk team.



Hello,

Montana State University is now rolling out Duo Security, a friendly and secure way for you to log into your applications. Your administrator has invited you to set up your account for Duo so you can start logging in.

To begin, click this link to enroll a phone, tablet, or other device:

<https://api-160ed6ec.duosecurity.com/portal?code=>

Duo Security is a two-factor authentication service that strives to be easy to use and secure. To learn more about Duo authentication, visit the guide here:

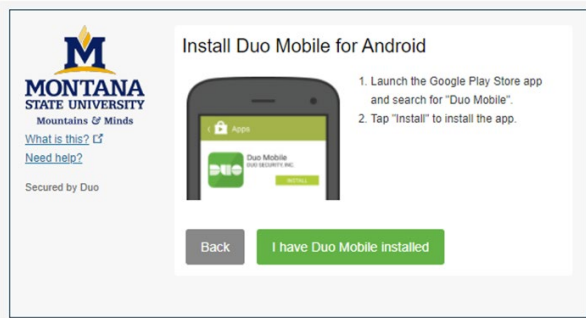
<https://guide.duo.com/enrollment>

6. In the enrollment window, select Mobile phone and click Continue.

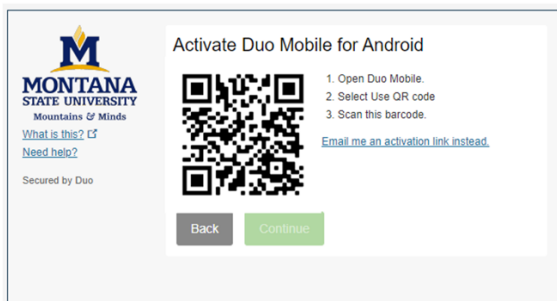
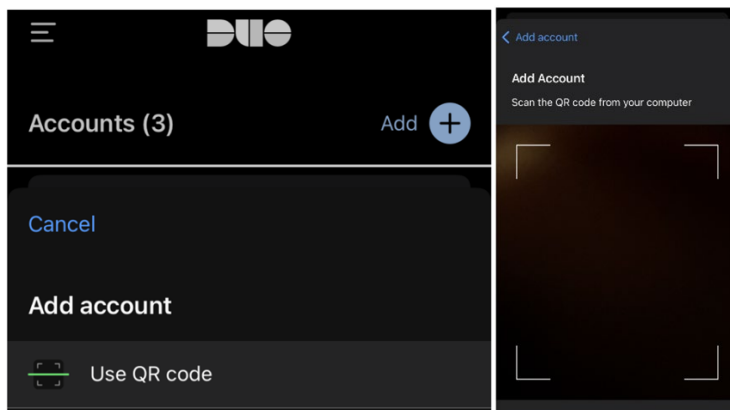
7. Enter your mobile phone number and click Continue.

8. Select your phone model and click Continue. This will help install the DUO mobile application.

9. Install the app and then click "I have Duo Mobile installed" to continue.

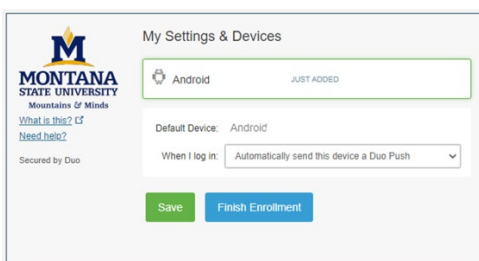


10. Open the DUO Mobile app, click the Use QR Code button, and scan the QR code on the screen.

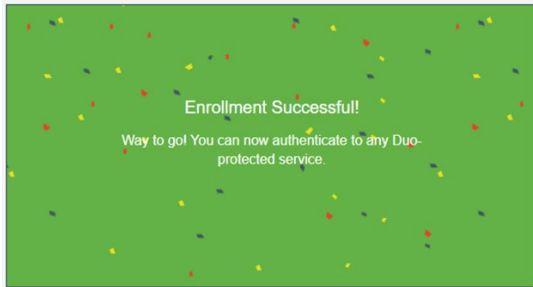


If this is the first account added to DUO, the app will ask you to run through a quick guide/test on how the authentication notifications work and practice how to approve or deny them.

You can set the default notification type after the account is added. Duo Push is the recommended method for authentication requests. This pops up a small notification on your phone to approve/deny a request.

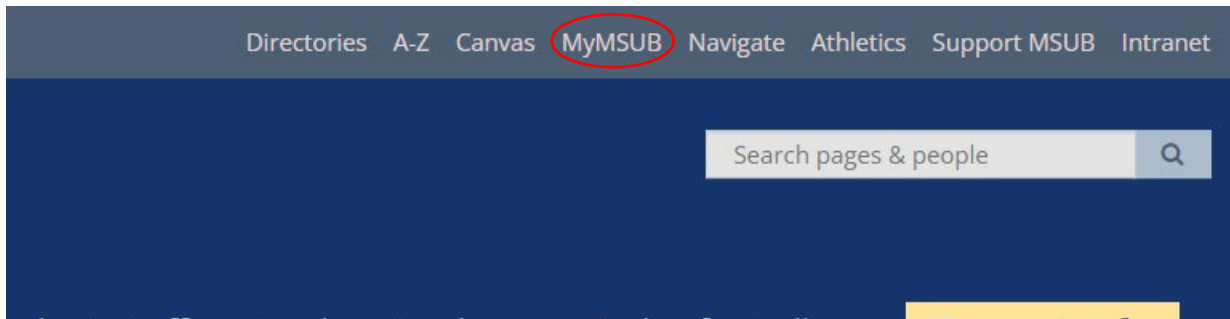


11. After clicking Finish Enrollment you'll be enrolled in Duo for Two Factor Authentication.



Finding Your MSU Billings Email Address

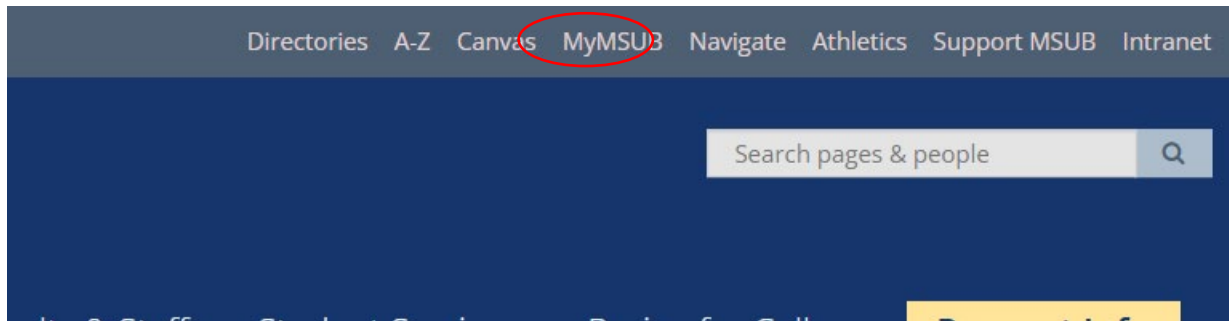
To log into Canvas, you will need your MSU Billings email address. This can be found on your Confirmation Email. If you cannot find your MSU Billings email address, log into your **MyMSUB** portal on the [MSU Billings Homepage](#). (netID and password)



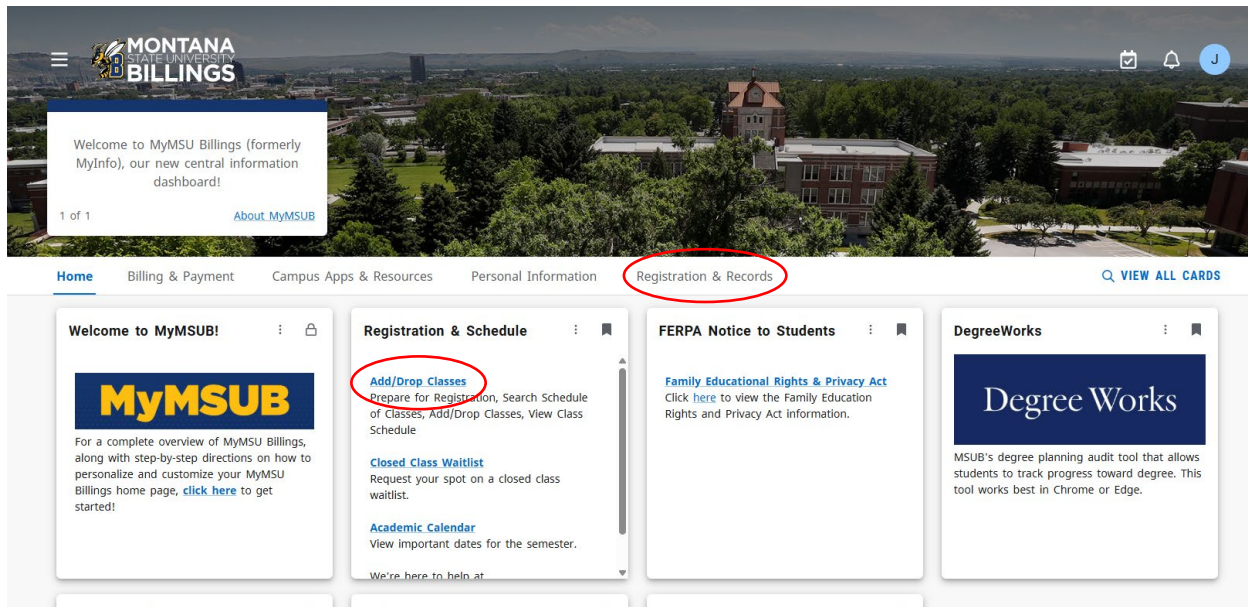
Click on “View all cards” – and then find the card that says “View IDs” – it will list your email address as well as the email address used to log into your online canvas account. Usually they are the same ([firstname.lastname@msubillings.edu](#) – but sometimes there are numbers behind your name)

How to View Your Student Class Schedule (once registered)

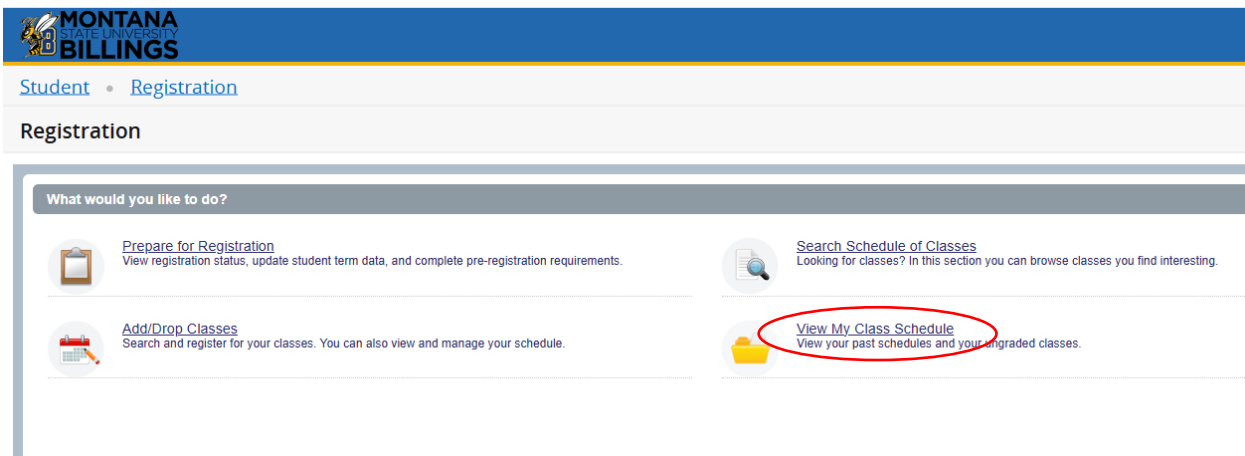
1. Click on the [MyMSUB](#) button on the [MSU Billings Homepage](#)



2. Log into [MyMSUB](#) using your Net ID and password.
3. Click on Registration and Records link under the picture



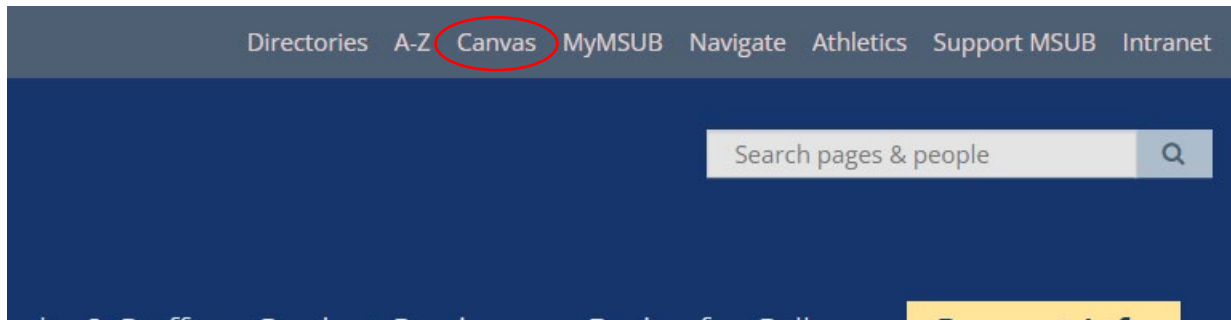
4. Then Click on the “Add/Drop Classes” link under the Registration and Schedule Card
5. Once the Registration page comes up – click on “View My Class Schedule”



Logging into Canvas

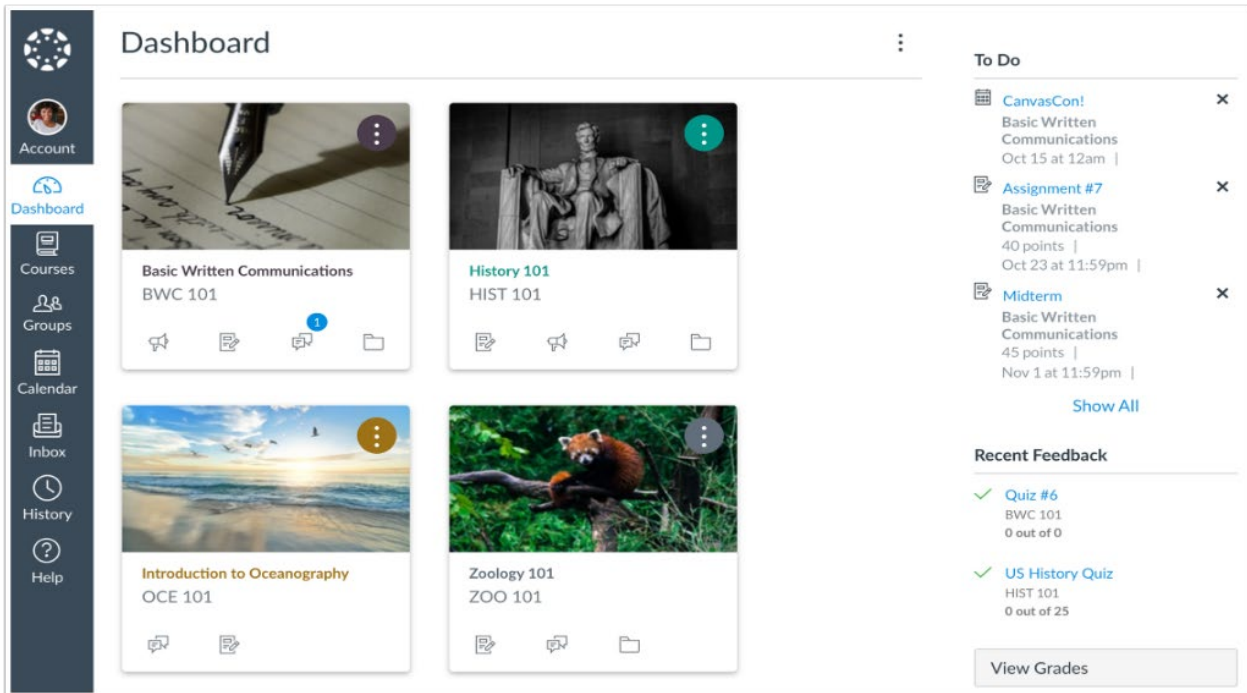
MSU Billings homepage – www.msubillings.edu

1. The link will be in the grey bar towards the top of the MSUB website



2. Your MSUB email and password will be used to login; no NetID!
 - a. You can look up your various ID's (including your student email) in your MyInfo account under 'Student Information.'
 - b. Your student email *should* be firstname.lastname@msubillings.edu and the password is the same as your MyInfo password
 - i. Your MSUB student email can be accessed through Microsoft Outlook
 - ii. If you sign into Microsoft Office, Word, Excel, etc. with this email you will have full access to the programs.
3. Duo's two-factor authorization is required to login; just like with MyInfo
 - a. Setting up Duo: <https://www.msubillings.edu/it/software/duo/enroll.htm>
4. The landing page once you login will be your '**dashboard**' and includes global navigation items on the left side of your screen
 - a. On the dashboard, there will be one '**block**' for each course you're registered for
5. Once you select a course/block, you will see the 'Home' page for it
 - a. The **left sidebar** allows you to view different tabs within each course

i. This menu can look different for each course



The dashboard shows a sidebar with navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The main area displays four course cards: Basic Written Communications BWC 101, History 101 HIST 101, Introduction to Oceanography OCE 101, and Zoology 101 ZOO 101. A 'To Do' list on the right includes CanvasCon!, Assignment #7, and Midterm. Recent feedback shows Quiz #6 and US History Quiz.

Dashboard

To Do

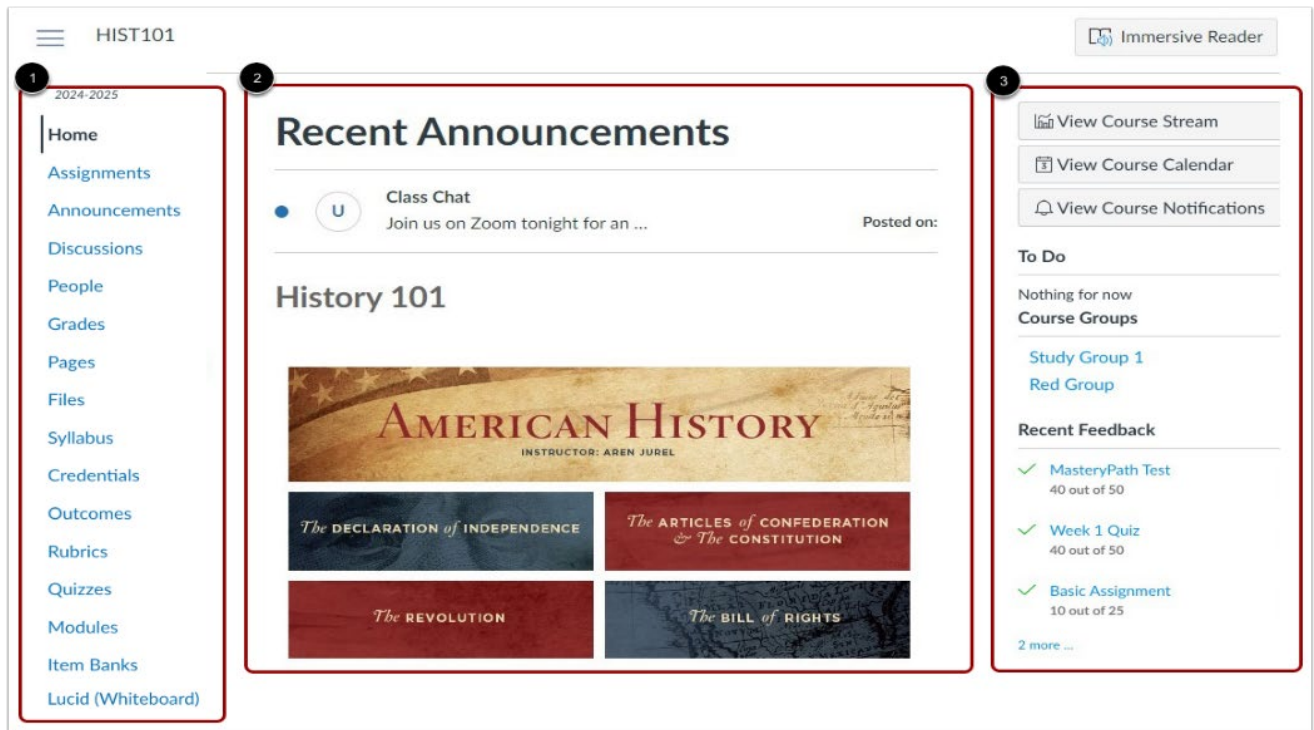
- CanvasCon! Basic Written Communications Oct 15 at 12am
- Assignment #7 Basic Written Communications 40 points Oct 23 at 11:59pm
- Midterm Basic Written Communications 45 points Nov 1 at 11:59pm

[Show All](#)

Recent Feedback

- Quiz #6 BWC 101 0 out of 0
- US History Quiz HIST 101 0 out of 25

[View Grades](#)



The course page for HIST101 features a sidebar with navigation links: Home, Assignments, Announcements, Discussions, People, Grades, Pages, Files, Syllabus, Credentials, Outcomes, Rubrics, Quizzes, Modules, Item Banks, and Lucid (Whiteboard). The main area displays 'Recent Announcements' with a class chat announcement. Below this is a section for 'History 101' with a banner for 'AMERICAN HISTORY' and four sub-sections: The DECLARATION of INDEPENDENCE, The ARTICLES of CONFEDERATION & The CONSTITUTION, The REVOLUTION, and The BILL of RIGHTS. A 'To Do' list on the right includes View Course Stream, View Course Calendar, View Course Notifications, and a list of course groups: Study Group 1 and Red Group. Recent feedback shows MasteryPath Test, Week 1 Quiz, and Basic Assignment.

HIST101

Recent Announcements

History 101

AMERICAN HISTORY
INSTRUCTOR: AREN JUREL

- The DECLARATION of INDEPENDENCE
- The ARTICLES of CONFEDERATION & The CONSTITUTION
- The REVOLUTION
- The BILL of RIGHTS

To Do

- View Course Stream
- View Course Calendar
- View Course Notifications

Course Groups

- Study Group 1
- Red Group

Recent Feedback

- MasteryPath Test 40 out of 50
- Week 1 Quiz 40 out of 50
- Basic Assignment 10 out of 25

[2 more ...](#)

6. Even if your courses meet in-person, you will still utilize Canvas!
 - a. Instructors might have you turn assignments/papers in digitally rather than by hand, read a paper/article they post, or even take quizzes! It'll depend on each course/instructor though 😊
7. Once logged in to Canvas, find Passport class to learn how to use Canvas
8. Download Canvas app, type "MSU Billings" in Find my school to login
 - a. QR codes attached to download app
 - b. Link for android download:
https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US
 - c. Link for Apple download: <https://apps.apple.com/us/app/canvas-student/id480883488>
9. If you have any questions, Canvas has a "Help" button in the Global Navigation menu (on the left side of your screen while on the main dashboard)
 - a. This opens a menu with links to Guides (how-to's for common questions/issues) as well as contact information for various resources
10. Any issues with logging in/accessing your student email needs to go to IT.

For any issues or concerns with your Canvas page or courses, call 406-657-2112 for the Center for Teaching and Learning.

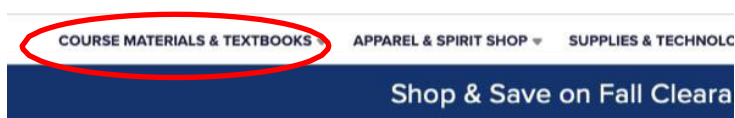
Purchasing Textbooks

Students may be required to purchase textbooks and other learning materials for their classes. Students are not required to purchase from MSU Billings. To view your course materials, go to the [MSU Billings Campus Store Website](#).

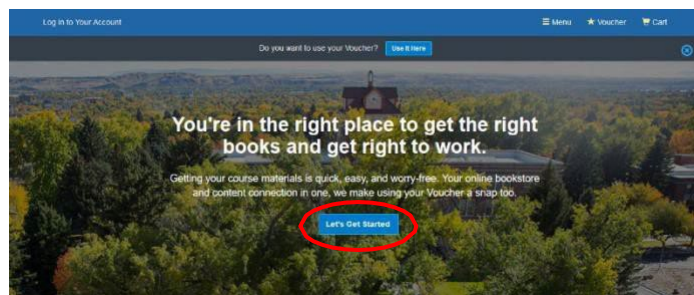
1. Click on **Bookstore**.



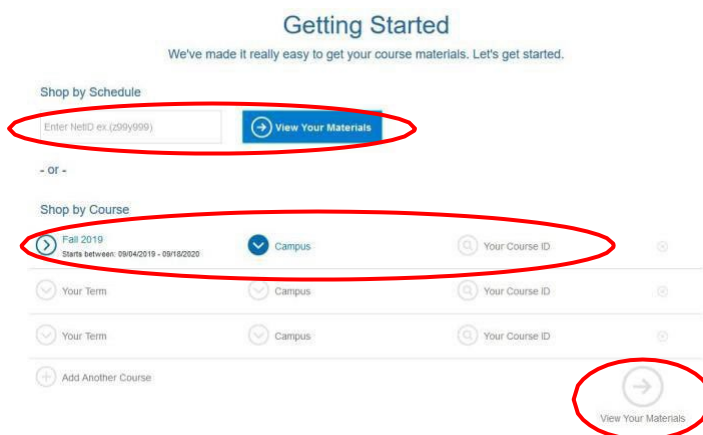
2. Click on **Course Materials and Textbooks>Find Course Materials**



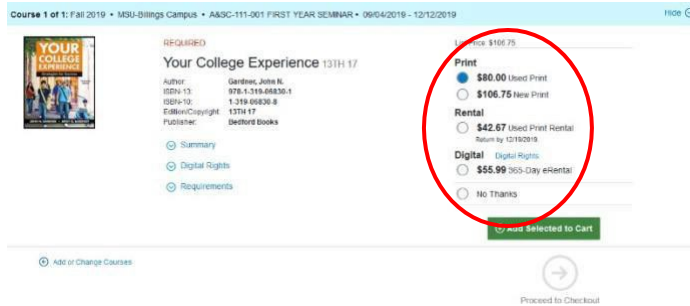
3. Click on **Let's Get Started**



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

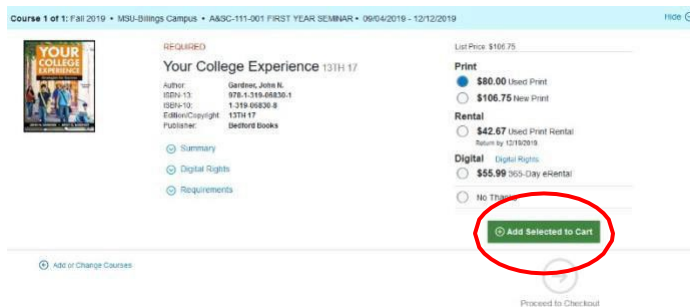


5. You should now be able to see all materials required for your courses. From here, you can find prices and select book options.



Note: Some classes may have optional materials listed, in which case, you are not required to buy the item; you can make the decision as to 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**.



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



8. Double check that the order looks correct and click **Check out Now**.

1 MBS Direct item in your cart

ITEM	FORMAT	QTY	TOTAL
 Your College Experience 13TH 17 by Gardner, John N. ISBN: 978-1-216-06030-1 Edition/Copyright: 13TH 17 Spring 2020 • MSU-Billings Campus • AASC 111-001 FIRST YEAR SEMINAR • 01/15/2020 - 04/30/2020 • REQUIRED	Used	1	\$80.00

Check out now
You're saving \$267.5 today!

Your Order

1 MBS Direct Item	\$80.00
Shipping	TBD
Tax	TBD
Total	\$80.00

Shipping and tax, if applicable, will be calculated in checkout. Access code products will be emailed to you.

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

Welcome to your online bookstore!

We have all the course materials you need for your classes this term. Using your Voucher is a snap, too. Let's get you logged in.

Do you want to use your Voucher? [Use It Here](#)

Existing Customers
(Click to see you again. Log in to see how to use your Voucher.)

Email Address*

Password* [Forgot Password?](#)

☐ Remember your email address.

Log in Now

New Customers
(It's easy to create an account. Let's get started.)

First Name* Last Name*

Email Address*

Password* (8-16 characters, letters and numbers only)

Confirm Password*

☐ I have read and accept the Privacy Policy & Terms of Service.

Create Your Account

10. Follow the 4 steps through **Checkout**.

11. 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**.

Review & Submit Your Order

☐ I have read and accept the: [Privacy Policy & Terms of Service](#) • [Shipping Terms & Conditions](#)

Payment Method:

PAYMENT TYPE
CARD NUMBER
EXPIRATION DATE
[Edit Payment Method](#)

All items will be shipped to: [Edit Shipping Address](#)

Billing Address: [Edit Billing Address](#)

Submit Your Order
You're saving \$267.5 today!

Your Order [View Cart](#)

1 MBS Direct Item	\$80.00
Shipping	\$18.18
Tax	\$0.00
MBS Direct Subtotal	\$98.18
Order Total	\$98.18
Total	\$98.18

Once you click the Submit Your Order button, your order will be immediately processed and cannot be changed or canceled. Your order confirmation will appear on the next page.

Submit Your Order

How, When and Where to Pay

One, Two Free – program offers the tuition of two dual enrollment courses, or up to six credits through MUS to all eligible students for **FREE**. This does not include textbooks and/or course fees. After students complete their first two courses, they are offered a reduced tuition rate of \$61.37 per credit. There is also a hardship scholarship waiver that students can apply for additional dual enrollment tuition assistance.

High Schools paying tuition beyond One, Two Free. Some school districts will pay for students tuition once they have surpassed the credits covered under the One, Two Free program. Please check with your high school prior to paying. (School District 2 currently is one of the schools that covers costs during the fall and spring semesters).

Steps to Paying

1. Log into [MyMSUB](#) on the [MSU Billings Homepage](#).
2. Click On: Tasks icon on the top right
3. Click On: Tasks and then select 'Confirm Tuition Account' •
 - a. If you have a zero or credit balance, the 'Confirm Bill' option will display.
 - b. If you have a positive balance due, please make a payment or set up a payment plan to confirm attendance.
 - i. Click the 'My Payments and Refunds' link on the Billing & Payment Card.

How to Access your Web Bill

- Log into: MyMSUB Enter: Net ID & password
- Click on: Billing & Payment
- Click on: My Payments & Refunds.
- In QuikPay, Click On: View & Pay Accounts

Payment Options

1. Online Payments
2. In-Person Payments
 - a. Students can make in-person payments using cash, check, or credit/debit cards with the cashiers located at either the City College (Tech Building) or the University (McMullen Hall) campuses.
3. Over the Phone
 - a. Students can pay their bill over the phone by calling the Business Services office at 406-657-2140.

Student Resources

Academic Support Center

The Academic Support Center provides a wide-range of services, including one-on-one online and in-person tutoring, supplemental instruction in classes with high fail/withdrawal rates, and peer mentoring for new students.

To schedule a tutoring appointment:

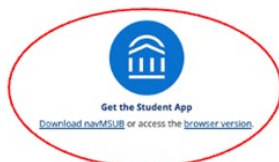
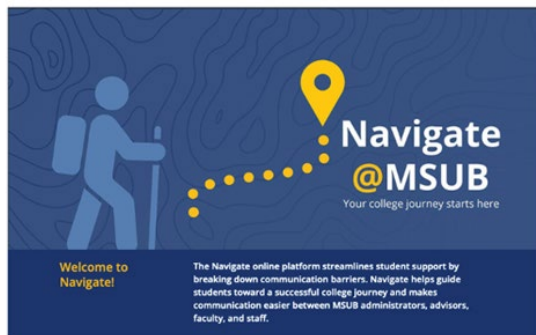
1. Access the Navigate Platform

- Go to the [MSU Billings homepage](#).
- Click on the "[Navigate](#)" link at the top of the page.



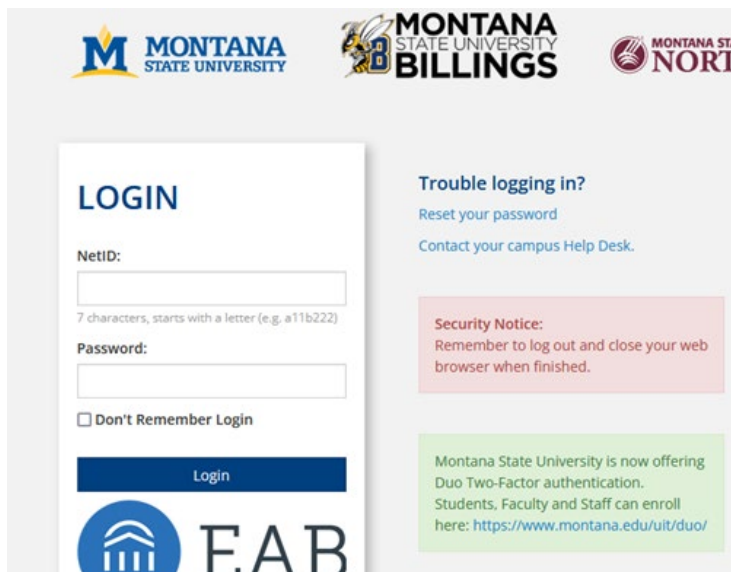
2. Log into Navigate

- Click on "[Download navMSUB](#) or access the [browser version](#)."



3. Log into Navigate

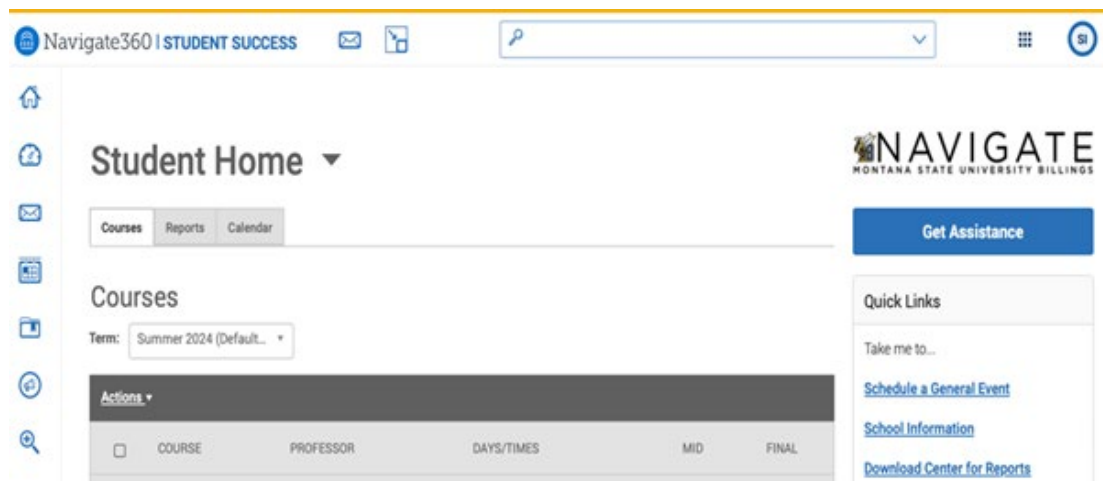
- Enter your NetID and password on the login page



The screenshot shows the login page for Montana State University. At the top, there are logos for Montana State University, Montana State University Billings, and Montana State University Northern. The main content area has a 'LOGIN' section on the left with fields for 'NetID:' and 'Password:'. Below the password field is a checkbox for 'Don't Remember Login' and a 'Login' button. To the right of the login section, there is a 'Trouble logging in?' section with links for 'Reset your password' and 'Contact your campus Help Desk.' Below that is a 'Security Notice' box with text about Duo Two-Factor authentication and a link to enroll. At the bottom left, there is a logo for 'F.A.B.'.

4. Student Home

- Once logged in, in Student Home page, click on “Get Assistance”



The screenshot shows the 'Student Home' page in the Navigate360 system. The top navigation bar includes the 'Navigate360 | STUDENT SUCCESS' logo, a search bar, and a user profile icon. The main content area is titled 'Student Home' and features a 'Courses' tab, a 'Reports' tab, and a 'Calendar' tab. Below the tabs, there is a 'Courses' section with a 'Term:' dropdown menu set to 'Summer 2024 (Default...)'. Below the term dropdown is a table with columns for 'COURSE', 'PROFESSOR', 'DAYS/TIMES', 'MID', and 'FINAL'. To the right of the main content area, there is a 'Get Assistance' button and a 'Quick Links' section with links for 'Take me to...', 'Schedule a General Event', 'School Information', and 'Download Center for Reports'.

5. New Appointment

- Select the type of appointment
- Choose specific services & date
- Click “Find Available Time”

[Go Back](#) | [Dashboard](#)

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

What type of appointment would you like to schedule? *

Academic Support Center

Service *

Group Tutoring

Individual Tutoring

Peer Navigator Support

[Find Available Time](#)

6. Select a Time Slot

City College Academic Support Center

[View Drop-in Times](#)



[5 People](#)

[View individual availabilities](#)



You can select a tutor who appears for your course, or select based on appointment availability



Tue, May 21st

2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM 4:30 - 5:00 PM

Wed, May 22nd

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM
11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM
2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM

[Show More](#)

7. Filter Appointment Options

- Pick a date from the calendar
- Choose how you would like to meet & the location.
- Choose your preferred reminder method (email or text).
- Click “Schedule” to confirm the appointment.

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Academic Support Center	Service Individual Tutoring
Date 05/22/2024	Time 9:00 AM - 9:30 AM
Location City College Academic Support Center	
Staff [REDACTED]	

How would you like to meet? *

In-Person

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder

☒ Reminder will be sent to [REDACTED]

Text Message Reminder

☒ Phone Number for Text Reminder

XXX-XXX-XXXX

Schedule

Disability Support Center

Dual Enrollment students with a disability, who want to receive accommodations, have the responsibility to identify themselves and request reasonable and appropriate accommodations.

In accordance with the Americans with Disabilities Act, MSU Billings also ensures academic program accessibility as well as building accessibility for all persons with disabilities. No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the campus services, programs, or activities, or be subject to discrimination by any such covered entity.

To Register with DSS

1. Log into the Accommodate Student Portal with your Net ID and password.
 - <https://www.msubillings.edu/dss/Accommodate.htm>
2. Choose **Accommodations** from the menu on the left side.
 - Select **Application for Accommodations**.
 - Answer the questions.
 - Click the **Submit** button.
3. A member of the DSS team will reach out to you to complete the process.

***During their meeting with the DSS team, students may be asked to provide documentation regarding the services he or she needs.**