Dual Enrollment Advising Manual

Updated April 2025

University Connections 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 Kaili Payne 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 msubonline@msubillings.edu.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. How do I check my grades?

    You can view your grades by logging into your myinfo portal, select the "Student Services" tab, then "Student Records," and then "Final Grades."

Frequently Asked Questions Continued

Fees and Payment Process

1. 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.

2. 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.

3. 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.

4. 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.

5. How do I view my bill?

   You can view your bill in your myinfo portal under "Electronic Billing & Payments."

6. 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, you bill may adjust accordingly.

7. 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 myinfo portal under "Electronic Billing & Payments."

8. 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 myinfo portal under the "Parking Services" tab. Or students can purchase their permit in-person at MSU Billings Parking Services, which is in the basement of McMullen Hall on the University campus.

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 Kaili Payne at 406-247-3015.

Navigating the Live Class Schedule

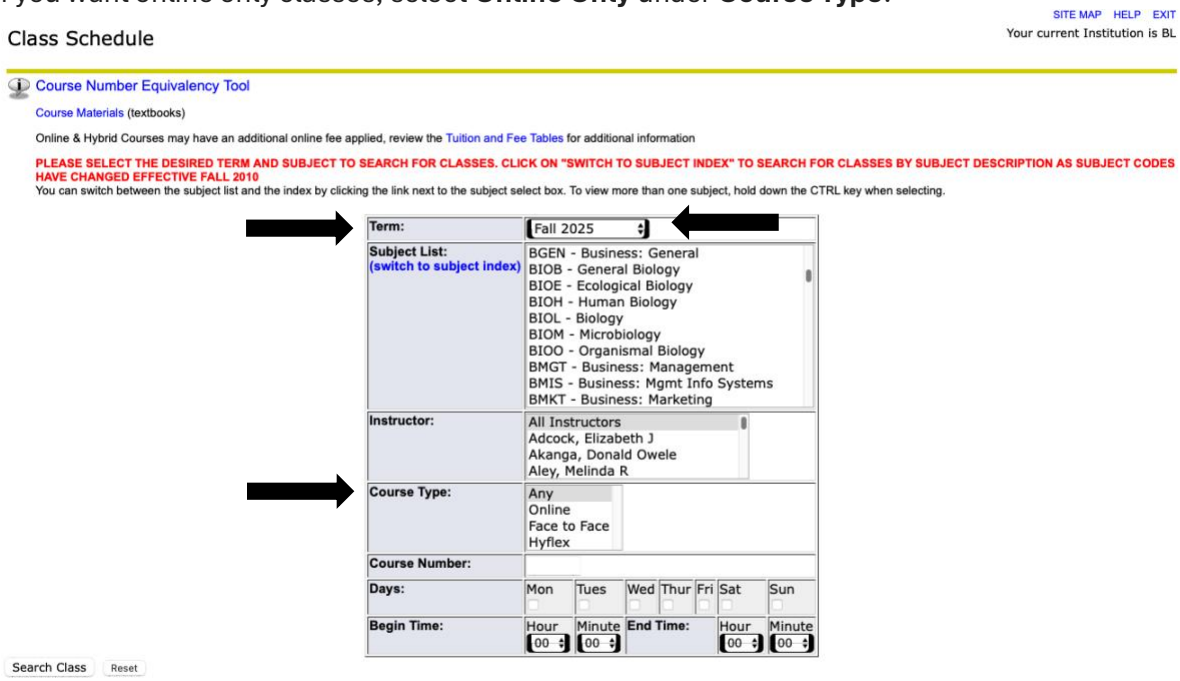
1. Go to the Dual Enrollment Website.

2. Click on the "Find Classes—View the Schedule" link on navigation bar on the left.

3. Select the desired **Term**. For Example, if you are looking for Fall 2025 classes, select Fall 2025.

   Select your **Subject** from the **Subject List**. For example, if you want Intro to Psychology, you will look under the Subject Code PSYX.

   If you want online only classes, select **Online Only** under **Course Type**.



4. Special Notes:
   - Class Meeting Times are found under **Title—Catalog Description.**
     - M=Monday; T=Tuesday; W=Wednesday; R=Thursday; F=Friday

- If a class is available only **online**, it will be designated as such next to number of credits and below the CRN in the middle of the screen.
- Some classes can be attended both in-person or online. These classes are known as **HyFlex**. In a HyFlex class, students can attend either in-person or fully online with no set login times (asynchronously).
- Blended classes have an in-person *and* online component. Students are required to attend the in-person portion of the class.
- If it states **Consent of Instructor,** you are unable 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.
- If the **Cap, Enrl, Avail** columns are green, the course is open. If they are red, the course is full and/or closed.

Fall 2025 | **Instr:** All Instructors | **Subj:** COMX | **Crn:** ALL | **Day:** Any | **Time:** 0001-2359

Communication

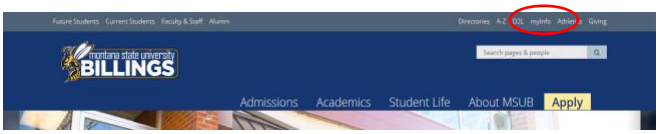
Status	Class	Title - Catalog Description Time	Crn Location	Cap	Enrl	Avail	Instructor Credits	Dates Weeks
	COMX 106-001 Lecture City College	Comm in a Dynamic Workplace MWF 0800-0900 FORMERLY COMT 109	61413 HSCT 101	25	1	24	Whitlatch, Christine Marie 3.0	09/03-12/11 15 - Full Semester
	COMX 106-002 Lecture City College	Comm in a Dynamic Workplace MWF 1130-1230 FORMERLY COMT 109	65416 HSCT 101	25	5	20	Whitlatch, Christine Marie 3.0	09/03-12/11 15 - Full Semester
	COMX 106-676 Lecture City College	Comm in a Dynamic Workplace W 1830-2000 COURSE HAS REQUIRED ONLINE MEETING TIMES FORMERLY COMT 109	61427 ONLINE WEB	25	10	15	Whitlatch, Christine Marie 3.0 - Synchronous Remote	09/03-12/11 15 - Full Semester
	COMX 111-001 Lecture Liberal Arts & Social Sciences	Intro to Public Speaking TR 1030-1200 FORMERLY COMT 130	60097 LA 612	25	3	22	Aley, Melinda R 3.0	09/03-12/11 15 - Full Semester
	COMX 111-002 Lecture Liberal Arts & Social Sciences	Intro to Public Speaking TR 1130-1300 FORMERLY COMT 130	64702 HSCT 101	25	1	24	Whitlatch, Christine Marie 3.0	09/03-12/11 15 - Full Semester
	COMX 111-600 Lecture Liberal Arts & Social Sciences	Intro to Public Speaking T 1210-1340 FORMERLY COMT 130	60095 LA 625	25	0	25	Staff 3.0 - Blended - Online and Onsite	09/03-12/11 15 - Full Semester
	COMX 111-601 Lecture Liberal Arts & Social Sciences	Intro to Public Speaking T 1030-1200 FORMERLY COMT 130	65227 LA 629	25	1	24	Boehm, Melissa 3.0 - Blended - Online and Onsite	09/03-12/11 15 - Full Semester
	COMX 111-800 Lecture Liberal Arts & Social Sciences	Intro to Public Speaking - FORMERLY COMT 130	61287 ONLINE WEB	25	13	12	Staff 3.0 - Internet/Online	09/03-12/11 15 - Full Semester

Emergency Care Provider

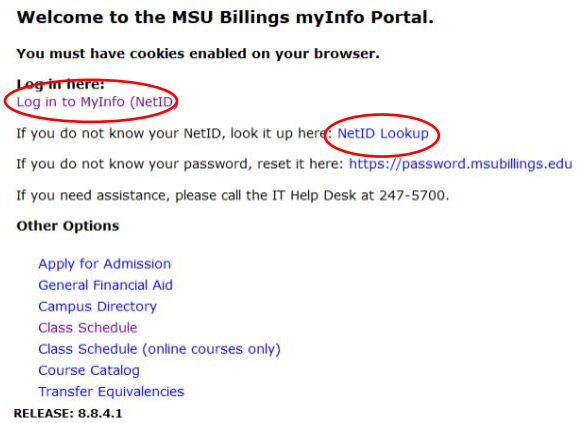
Status	Class	Title - Catalog Description Time	Crn Location	Cap	Enrl	Avail	Instructor Credits	Dates Weeks
	ECP 120-600 Lecture Health Professions & Science	Emergency Medical Responder M 1800-2100 Additional Fees: $35	63591 YSHB 202	20	6	14	Clark, Kyle A 3.0 - Blended - Online and Onsite	09/03-12/11 15 - Full Semester
Consent of Instructor	ECP 201-001 Lecture City College	Paramedic Fundamentals W 0800-1230 FORMERLY PARA 130	62505 HSCT 139	22	0	22	Jacobs, Whitney Mary 3.0	09/03-12/11 15 - Full Semester
Consent of Instructor	ECP 201-800 Lecture City College	Paramedic Fundamentals - FORMERLY PARA 130	65028 ONLINE WEB	18	0	18	Anderson, Nick W 3.0 - Internet/Online	09/03-12/11 15 - Full Semester

Looking Up Your Net ID & Setting Your Password

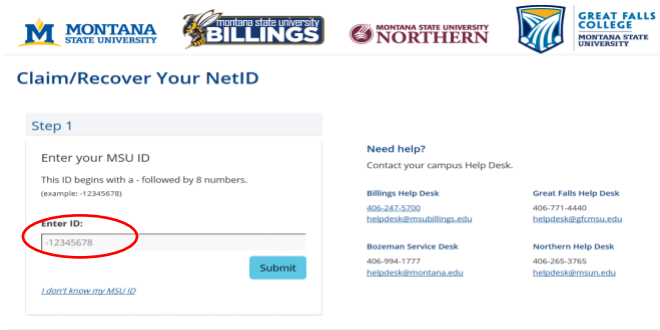
- Click on **MyInfo** on the [MSUB Home Page]



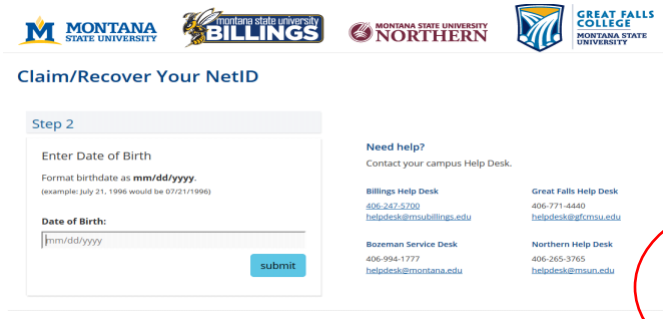
- **If you do not know your NetID, click NetID Lookup** to find your **NetID** and set a password



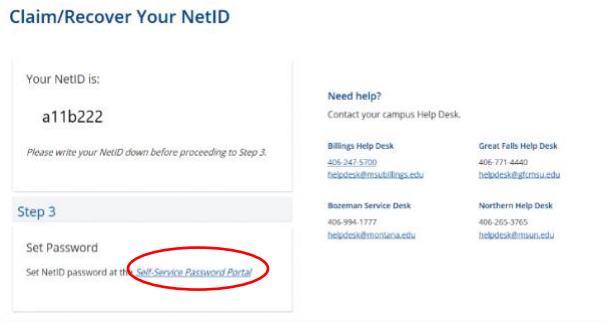
- Enter your **Student ID** in the box



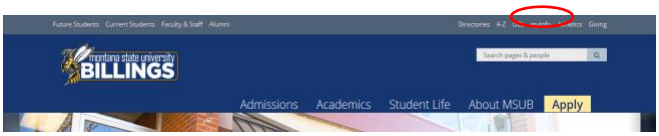
- Enter your birthdate in the box



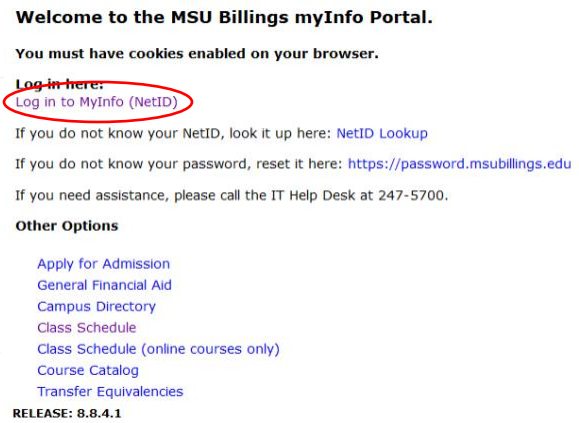
- Write down your **NetID,** then click the password reset link and follow the password reset prompts



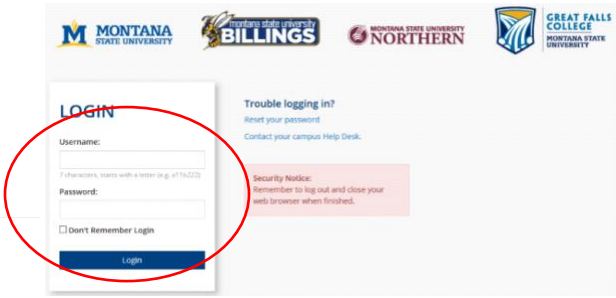
- Once your password is reset, go back to the MSU Billings homepage and re-enter **MyInfo**



- Click **Log in to MyInfo (NetID)**



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

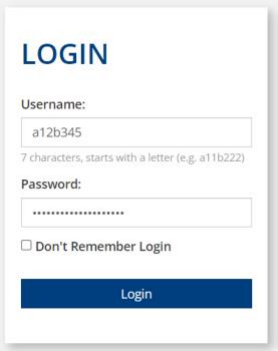


Enrolling in Duo

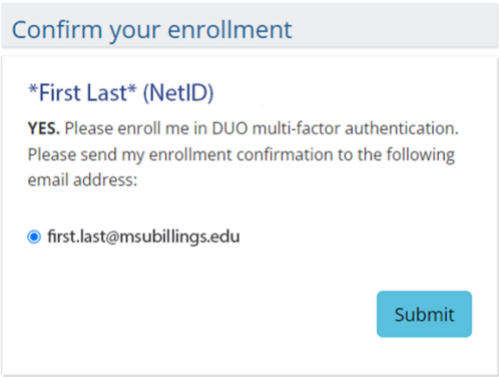
Duo is a form of two-factor authentication that uses an app on a mobile device, phone call, passcode or token to verify the person logging into your account is you. Follow the steps below to enroll in Duo.

DUO Enrollment

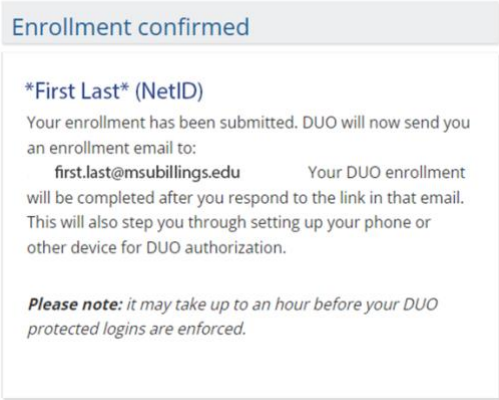
1. Via a web browser, visit [MSU Duo: Enrollment Login](#).
2. Log in with your NetID and password.



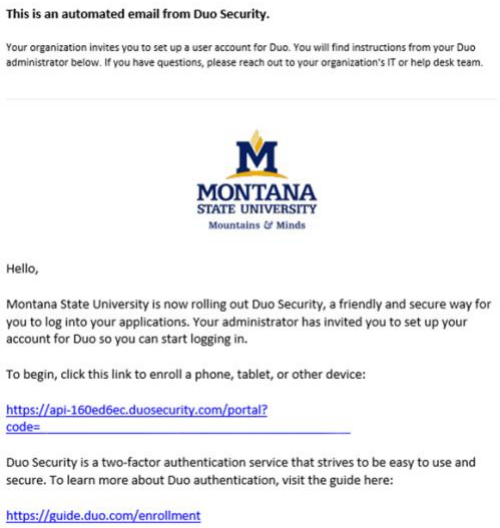
3. After logging in, you'll see your name and email address. Click Submit.



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.

MONTANA STATE UNIVERSITY
Mountains & Minds

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:

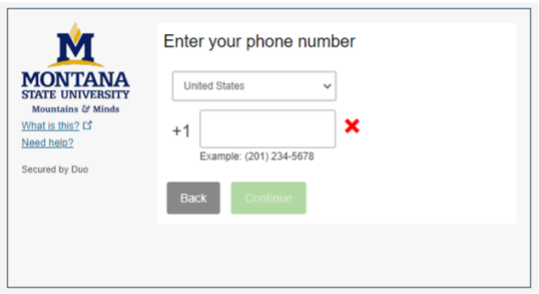
https://api-160ed6ec.duosecurity.com/portal?code=

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

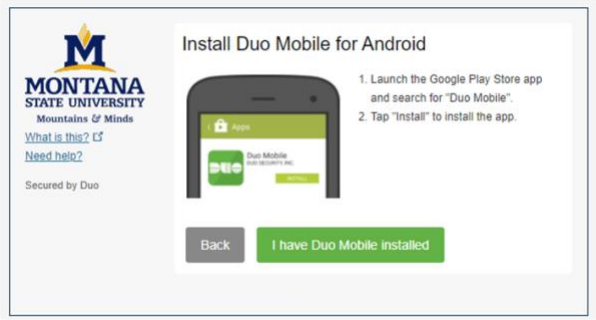
6. In the enrollment window, select Mobile phone and click Continue.

7. Enter your mobile phone number and click Continue.

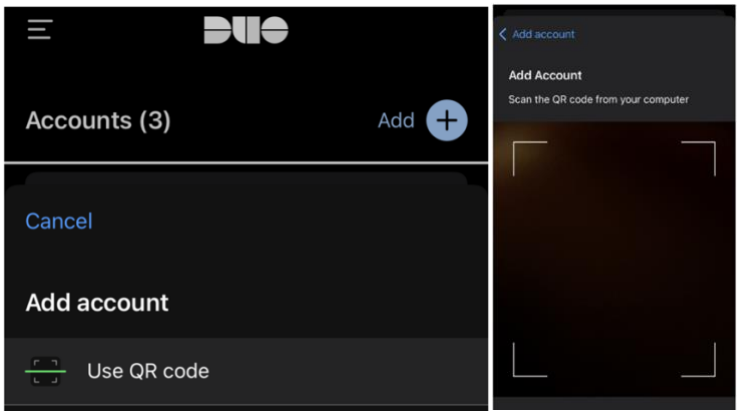


8. Select your phone model and click Continue. This will help install the DUO mobile application.

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

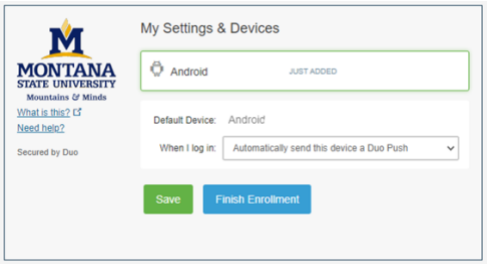


10. Open the DUO Mobile app, click the Use QR Code button, and scan the QR code on the screen.

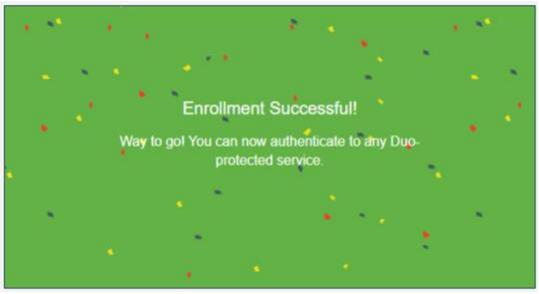


If this is the first account added to DUO, the app will ask you to run through a quick guide/test on how the authentication notifications work and practice how to approve or deny them.

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.

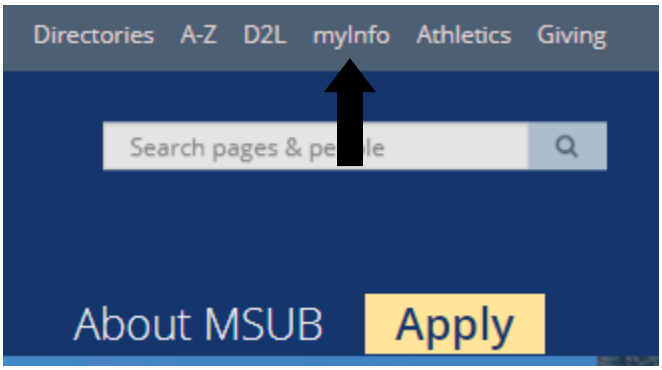


11. After clicking Finish Enrollment you'll be enrolled in Duo for Two Factor Authentication.



Finding Your MSU Billings Email Address

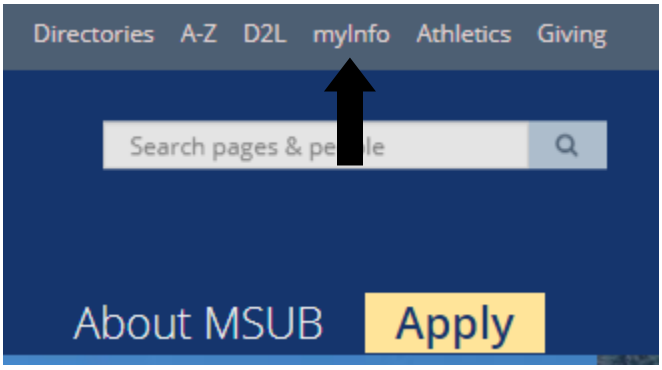
To log into Canvas, you will need your MSU Billings email address. This can be found on your Confirmation Email. If you cannot find your MSU Billings email address, log into your **myinfo portal** on the [MSU Billings Homepage.]



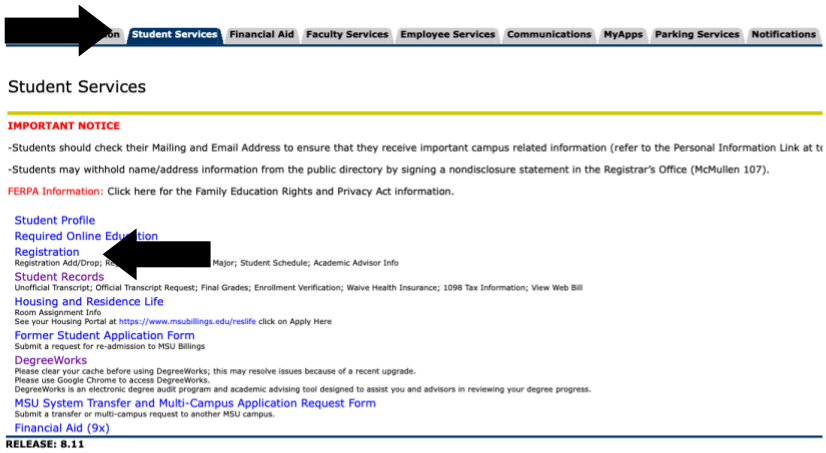
Select the **Personal Information** tab. Click on **View IDs** to see your MSU Billings Email—

How to View Your Student Schedule by Day and Time

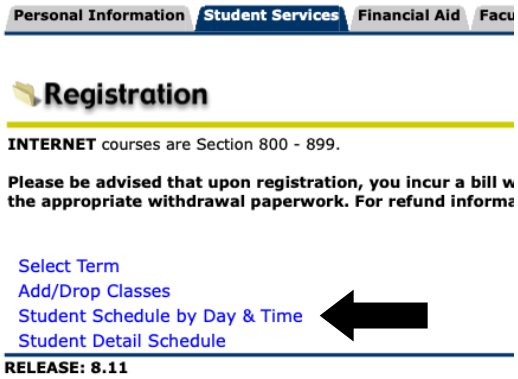
1. Click on the myinfo button on the MSU Billings Homepage



2. Log into myinfo using your Net ID and password.
3. Click on the **Student Services** tab. Then, select **Registration.**



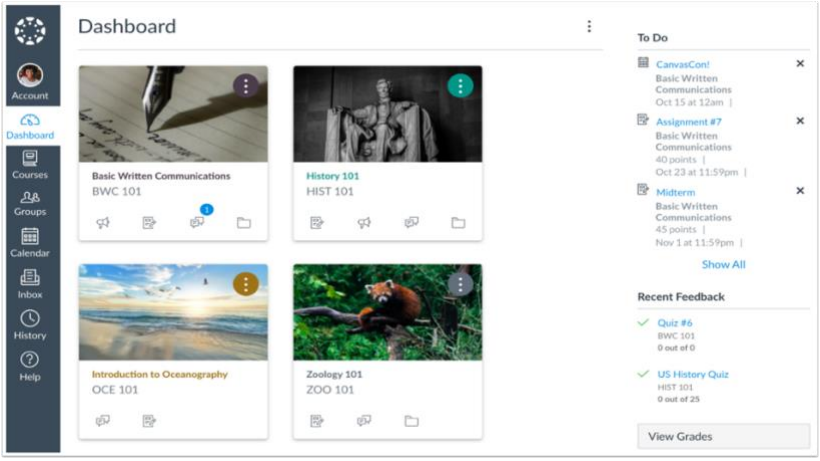
4. Click on **Student Schedule by Day & Time.**



You will initially get a screen the shows the first week of class, which begins on a Wednesday. To print a schedule showing a full week, click on **"Next Week."**

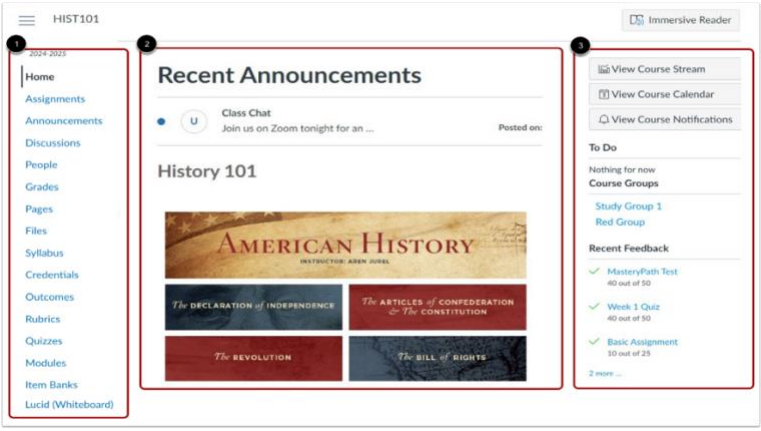
Logging into Canvas

1. Select the **Canvas** button in the grey bar towards the top of the MSUB Home Page, next to the 'MyInfo' link.
2. You will use your student email and password to login.
    a. Your student email should be firstname.lastname@msubillings.edu and the password is the same as MyInfo.
3. Duo verification required
4. The landing page 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.



Special Note: Classes will not populate in Canvas until the day the semester starts

5. Once you select a course, 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.



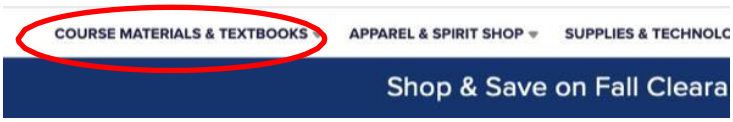
6. Even if your courses meet in-person, you will still utilize Canvas.
    a. Instructors might have you turn assignments/papers in digitally rather than by hand, read a paper/article they post, or even take quizzes.
7. If you have any questions, Canvas has a "Help" button in the Global Navigation menu (on the left side of your screen).
    a. This opens a menu with links to Guides (how-to's for common questions/issues) as well as contact information for various resources.
8. For on campus assistance, contact IT.
    a. Email servicedesk@msubillings.edu or call 406-247-5755
    b. They are located on the 1st floor of the Library/LIB.

Purchasing Textbooks

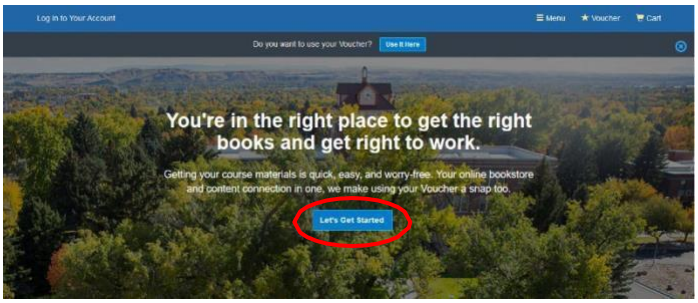
Students may be required to purchase textbooks and other learning materials for their classes. Students are not required to purchase from MSU Billings. To view your course materials, go to the [MSU Billings Campus Store Website](#).

1. Click on **Bookstore.**

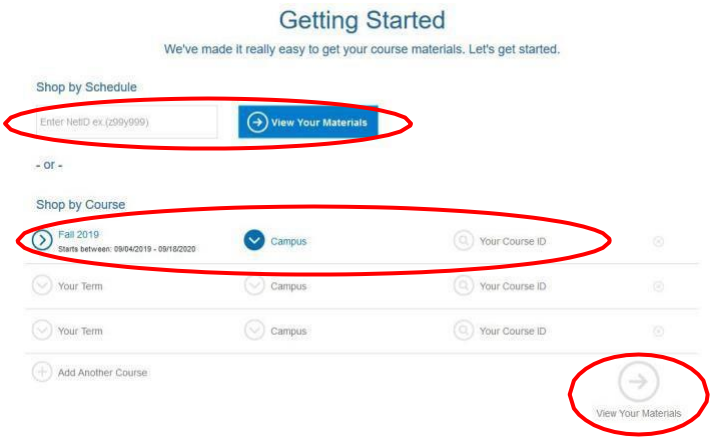
2. Click on **Course Materials and Textbooks>Find Course Materials**



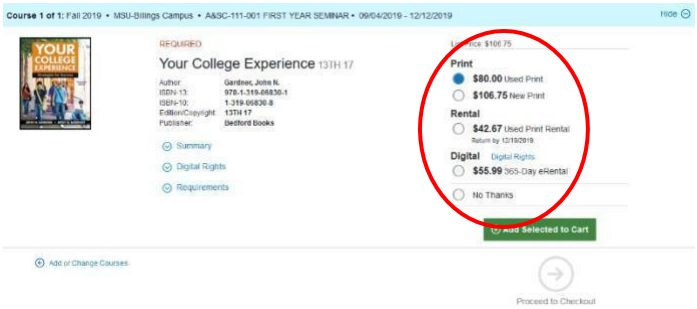
3. Click on **Let's Get Started**



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.**

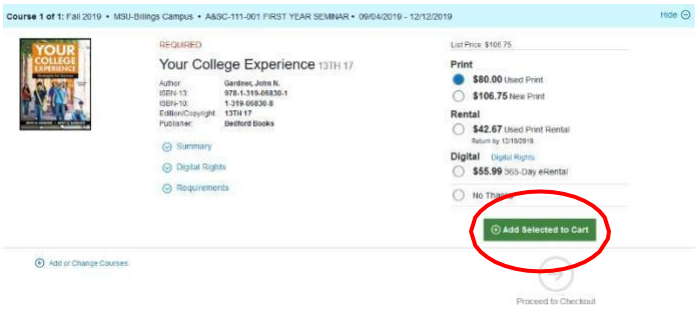


5. You should now be able to see all materials required for your courses. From here, you can find prices and select book options.



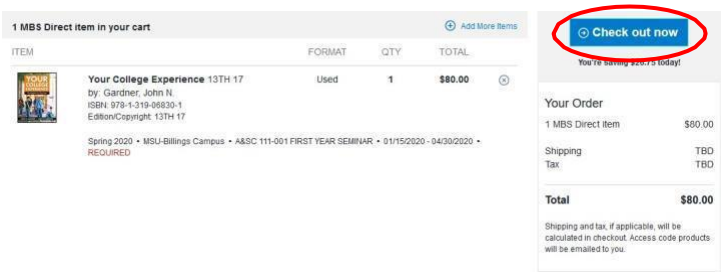
Note: Some classes may have optional materials listed, in which case, you are not required to buy the item; you can make the decision as to whether you would like it. If you are ever worried about materials that may or may not be needed, contact the professor for additional help.

6. After you have chosen your book options, click **Add Selected to Cart.**

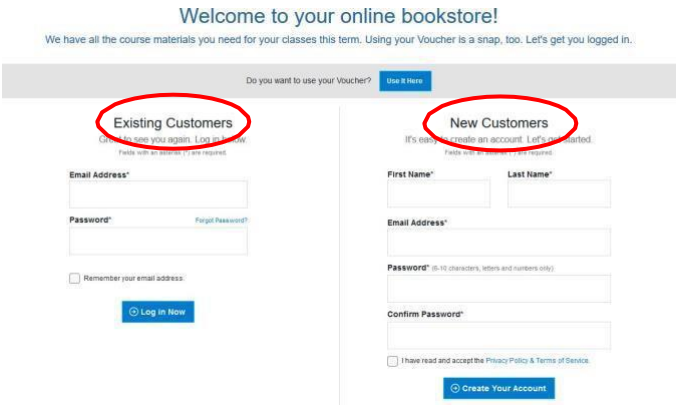


7. When you are done selecting all your textbooks, click the **Cart** in the upper right.

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

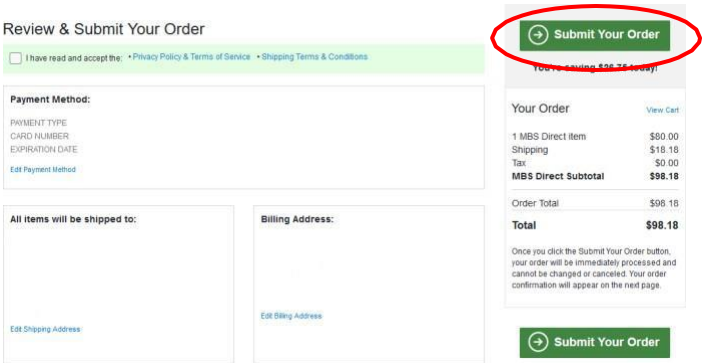


9. If you are existing customer, enter your login information. If you are a new customer, follow the prompts to create an account.



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

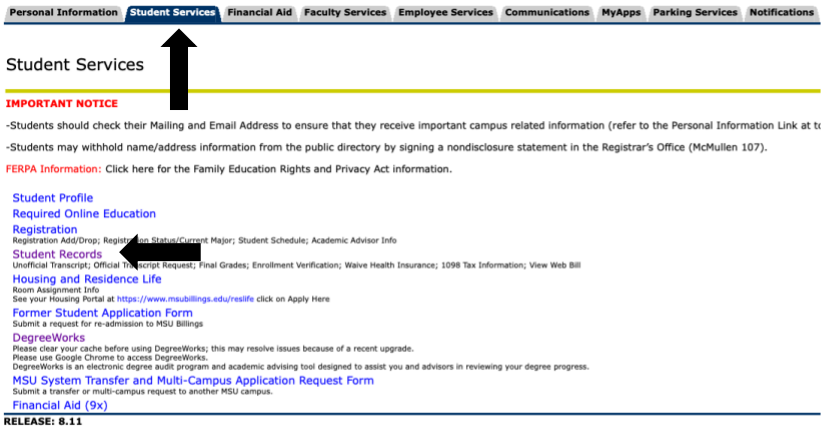
11. Once you have entered your payment and shipping information and are at step 4 in the checkout process, review your order and then click **Submit Your Order.**



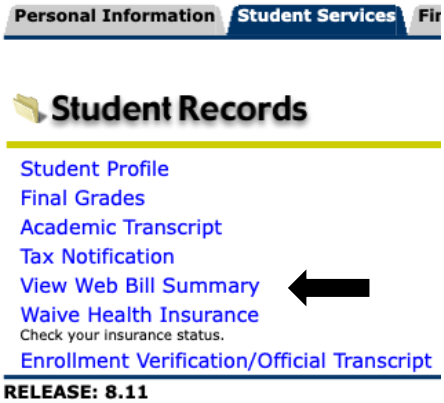
Paying Your Bill

View Web Bill

1. Click on the **myinfo** button on the [MSU Billings Homepage.]
2. Login using your Net ID and password.
3. Select the **Student Services** tab and then click on **Student Records.**



4. Select **View We Bill Summary.** Once in Web Bill Summary, select your term and hit **submit.**



Payment Options

1. Online Payments
   a. Students can make credit or debit card payments in their myinfo portal under **View Web Bill Summary.**
   b. Click on **QuikPay**. This will take you to the QuikPay site.
   c. Click on **Make a Payment.**
   d. Follow the steps in Quikpay.

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.

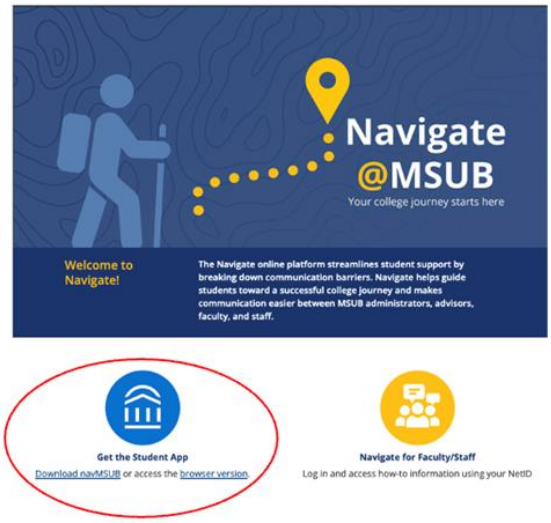
To schedule a tutoring appointment:

1. **Access the Navigate Platform**

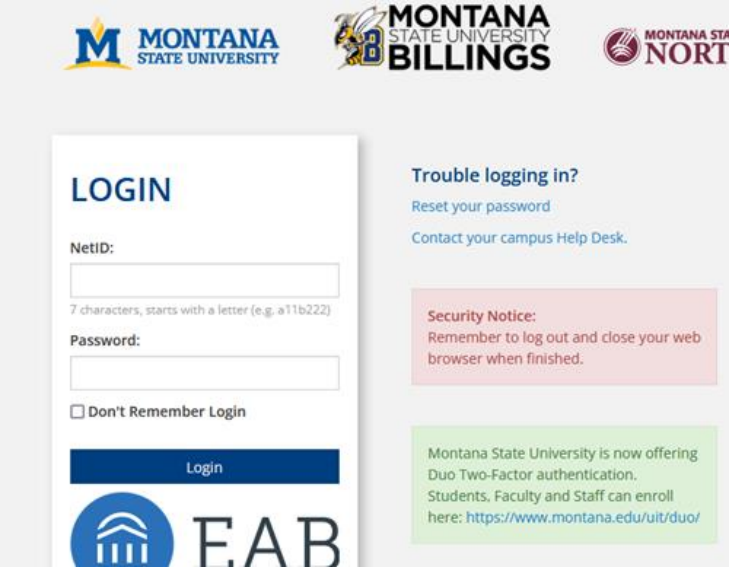
   - Go to the MSU Billings homepage.
   - Click on the "Navigate" link at the top of the page.

2. **Log into Navigate**

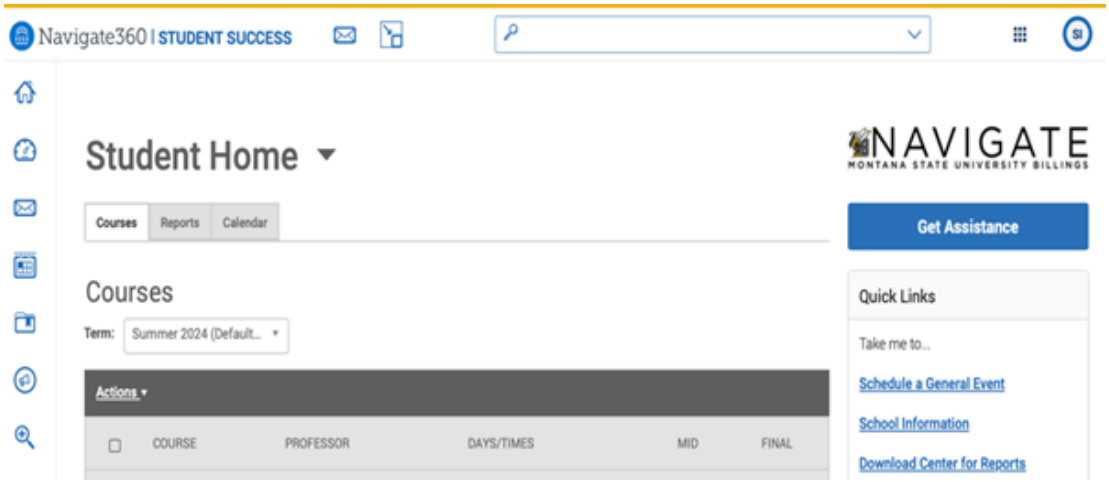
   - Click on "Download navMSUB or access the browser version."



3. **Log into Navigate**
   - Enter your NetID and password on the login page

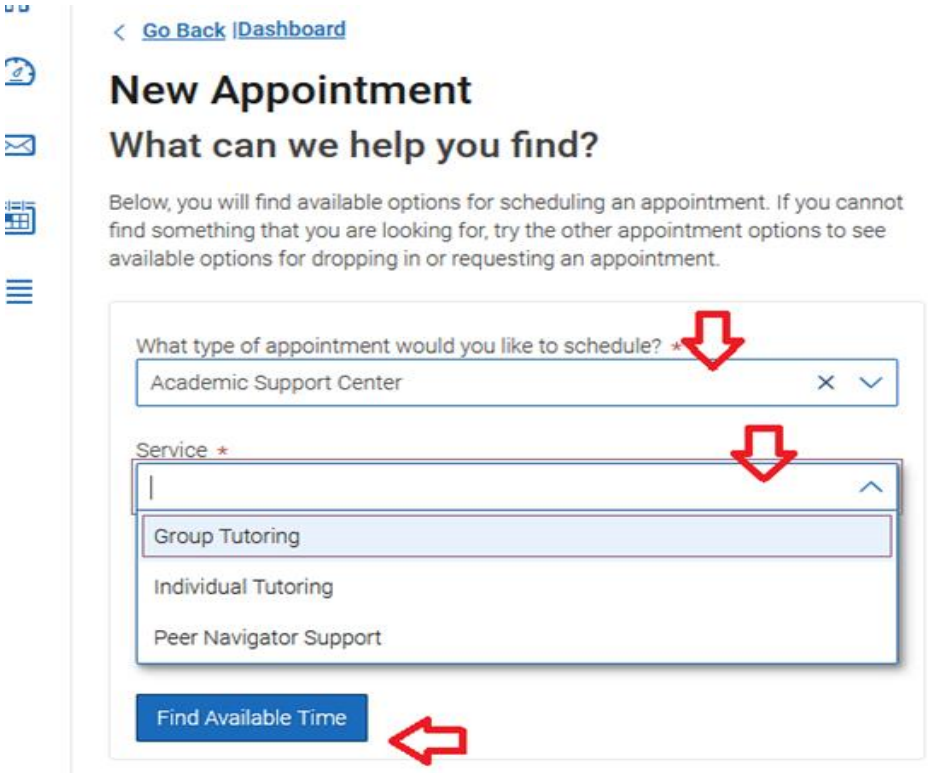


4. **Student Home**
   - Once logged in, in Student Home page, click on "Get Assistance"

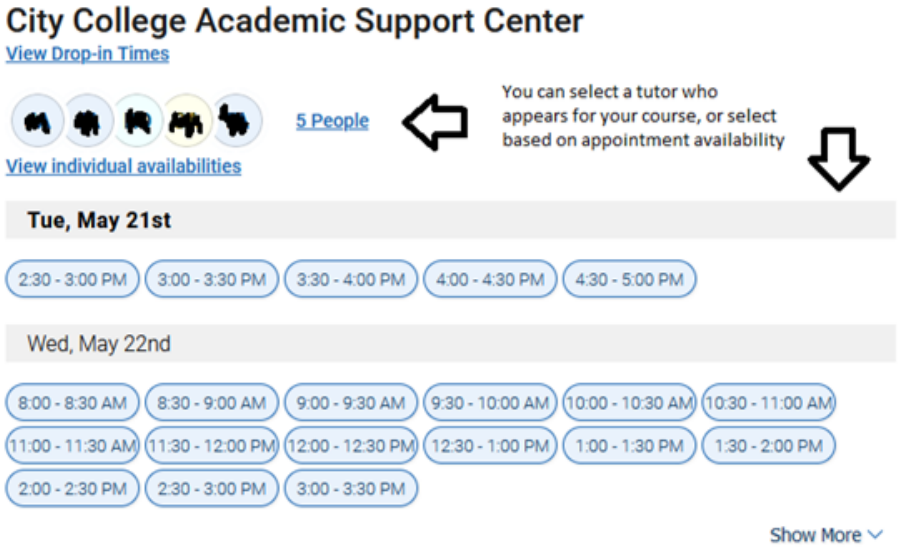


5. **New Appointment**

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

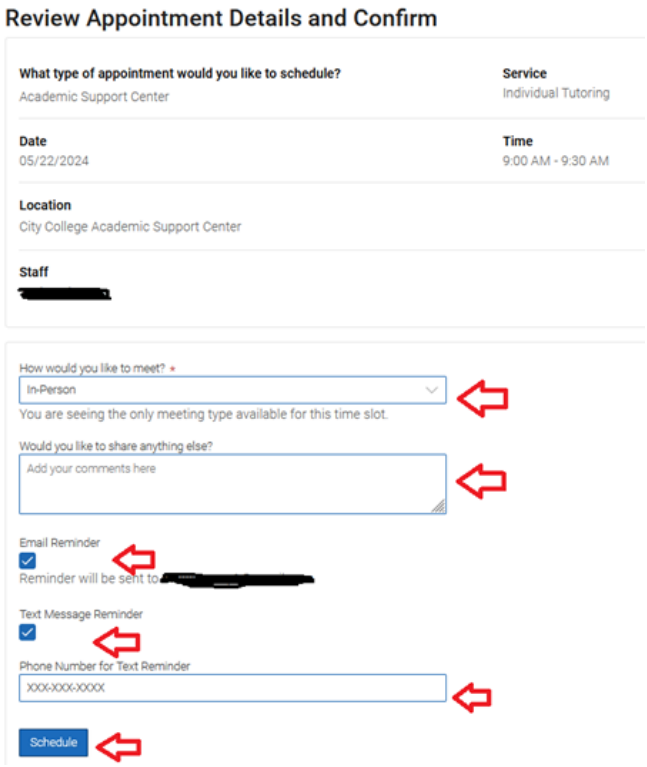


6. **Select a Time Slot**



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.



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.**