



# **University Connections**

## **Advising Manual**



## University Connections Advising Manual – Table of Contents

Congratulations! Now that you are officially registered for college classes, here is your manual on how to get started.

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**If you have any questions about any of the above information, please contact the Advising office at  
406-657-2240 or [advising@msubillings.edu](mailto:advising@msubillings.edu)**

*If you plan to attend MSU Billings after you finish high school, please note that you will still need to fill out our general Application for Admission, pay the \$30 application fee, submit your high school transcript, and ACT/SAT scores. Questions? Please contact us at 1-800-565-MSUB ext. 2888 or e-mail us at [admissions@msubillings.edu](mailto:admissions@msubillings.edu)*

# Frequently Asked Questions

## Billing and Payment Process

**1. When do I pay?**

Students can begin paying their bill once the business office has assessed tuition/fees, these are usually available 2-4 weeks prior to the semester starting.

**2. How can I pay my bill?**

You can pay your bill in person with check, cash, credit/debit card with the cashier. **Please see page 14** of this document for detailed instructions and options for paying your bill.

**3. Where can I view my bill?**

You can view your bill in your MyInfo Area under Electronic Billing & Payments.

**4. What happens to my bill if I add or drop a class?**

Depending on when in the semester you drop the class, your bill may adjust accordingly.

**5. If I take an online course, do I have to pay the additional online course fee?**

No, University Connections students do not pay the additional \$30 per credit online fee.

**6. Do I need a parking permit?**

Yes, if you plan to be parking on campus you will need a parking permit. University Connections students can purchase a parking permit for \$10 a semester. In order to receive the discount, University Connections students must purchase a permit at the University Police office located on the first floor of the parking garage.

*Please refer to the webpage <http://www.msubillings.edu/boffice/students.htm> for more information on important dates, refund policies, and other Business Service questions.*

# Frequently Asked Questions

## University Connections Program

**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) you may go to the Campus Store website at <http://msubillings.edu/store>. Please see the “Purchasing Textbooks” instructions **on the next page**.

**3. If I am having trouble in my classes, is there someone I can talk to?**

As a University Connection student, you have access to all resources that college students have. This includes our Academic Support Centers, Disability Support Services and Advising Center. Please contact the Advising office at 406-657-2240 to set up an appointment with these resources.

**4. Do the University Connection classes transfer to other institutions?**

Yes. MSU Billings is an accredited institution, so college level courses will transfer. It depends on where you are transferring to as to whether the courses will fulfill a specific major requirement or elective. It is always helpful to contact the institution that you plan to transfer to and visit with them to see what requirement your class(es) will fulfill for them. For information on how classes transfer within the state of Montana please refer to the Montana University System website at [www.mus.edu](http://www.mus.edu).

If you plan to transfer your credits to another institution, you will need to request that your MSU Billings transcript be sent to that school. For information on how to request a transcript, go to [www.msubillings.edu/reg/transcripts.htm](http://www.msubillings.edu/reg/transcripts.htm).

**5. How does an online course work?**

Online courses 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 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 d2L (Desire2Learn).

**6. What if I can't log in to my online course?**

If you experience any issues with online courses, you can connect with the eLearning helpdesk at 406-247-5755 or email at [msubonline@msubillings.edu](mailto:msubonline@msubillings.edu).

# Textbook Ordering



SHOP NOW

## TEXTBOOK ORDERING

THE STRESS AND MONEY THAT OFTEN COMES WITH COLLEGE LIFE CAN BE OVERWHELMING. THE LAST THING A STUDENT NEEDS IS TO SPEND TOO MUCH TIME AND MONEY TRYING TO FIGURE OUT WHAT COURSE MATERIALS ARE NECESSARY FOR SUCCESS IN THE CLASSROOM. THROUGH TEXTBOOK GUARANTEED BUYBACK PROGRAMS, OFFERING NEW AND USED BOOKS, AND AN EASY AND ACCESSIBLE ONLINE SYSTEM, THE MSUB CAMPUS STORE IS THERE TO PROVIDE THE SUPPORT FOR A STRESS-FREE SHOPPING EXPERIENCE, WHERE YOU HAVE OPTIONS.

### ITS AS EASY AS 1, 2, 3!

1

VISIT OUR ONLINE BOOKSTORE AT  
[HTTP://WWW.MSUBILLINGS.EDU/STORE](http://www.msubillings.edu/store)  
AND ENTER YOUR SCHEDULE TO FIND YOUR COURSE MATERIALS

2

SELECT COURSE MATERIALS FROM A LARGE  
SELECTION OF NEW, USED, EBOOK, AND RENTALS  
AND ADD TO YOUR CART

3

CREATE AN ACCOUNT AND SELECT TO HAVE THE MATERIALS  
SHIPPED TO YOUR CAMPUS STORE OR ADDRESS OF CHOICE  
FREE SHIPPING ON ALL ORDERS OVER \$99



PRICE MATCH  
GUARANTEE



GUARANTEED  
BUYBACK



SAVE ON RENTALS  
AND USED  
MATERIALS



FREE SHIPPING  
OVER \$99

\$5.99 2ND DAY AIR

# Frequently Asked Questions Continued

## University Connections Program

**7. *Is there a limit to the amount of credits University Connection students can take in a semester?***

Technically there is no limit. A University Connection student will typically take one or two classes a semester. It is important you recognize your schedule and know how much time you have to 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 Connection Program?***

Yes. The current age policy for the University Connections program is that students who are between the ages of 16 – 19 are eligible to participate in the program. If a student is not 16 years old at the beginning of the semester they wish to attend (September 1<sup>st</sup> for fall, January 1<sup>st</sup> for Spring, May 1<sup>st</sup> for Summer), they must submit a Student & Parent/Guardian Acknowledgement form, as well as an Age Waiver Form. These steps will determine if you are eligible to enroll early. Students who are 19 and older are not eligible to participate in the University Connections Program. However, if a student turns 19 at any point in the academic year (Sept – August) they can utilize the University Connections rate if they are on track to graduate that May. This most commonly impacts seniors that turn 19 in their senior year of High School.

**9. *If I graduate from high school in a spring term, can I take class(es) as a University Connections student during the summer after high school graduation?***

Yes. Seniors that graduate from high school are still eligible for the reduced Dual Enrollment tuition rate the summer following their high school graduation.

**10. *How much study time outside of class is required?***

Typically for every hour spent in class a week, a student spends two hours outside of class studying. So, for a three-credit course, a student would spend three hours a week in class and then six hours a week outside of class studying.

**11. *Can a University Connections student use the library?***

Yes! The library offers numerous books and other resources online here: <https://www.msubillings.edu/library/>. If you find yourself on campus, you could utilize the One Button recording studio to practice presentations or record a project.

**12. *How do I check my grades?***

You may view your grades by logging in to your Secure Area. For directions on how to access this account, please refer to the Web Registration Instructions.

**13. *What do I need to do to attend City College or MSU Billings after high school graduation or earning my GED or HiSet?***

You will need to submit an application for admission, ACT/SAT Scores, and your high school transcripts to the Admissions office at MSUB or City College. Previous University Connections students do need to pay the \$30 application fee.

# Navigating the Class Schedule

Go to the Dual Enrollment home page – [www.msubillings.edu/connections](http://www.msubillings.edu/connections)

1. Click on the “How do I enroll” link on the left-hand side navigation bar

## HIGH SCHOOL & UNIVERSITY CONNECTIONS

Academic Calendar

Find Classes - View the Schedule

Course Catalog

Bookstore

How do I enroll?

Dual Enrollment Forms

College Leadership Summit 2020

Contact Us

MSUB Home

2. From there click on the “View the Schedule Button” to be taken to the live class schedule

## Enrolling in a Dual Enrollment Class

### How to Enroll

1. ☒ **Download Application**  
Download a printable application form or pick up a copy at your high school counselor's office.
2. ☒ **Release of Information Form**  
Download a printable Release of Information Form, or pick up a copy at your high school counselor's office. This form is required along with your application
3. ☒ **View the Schedule**
4. Return your University Connection Application and Registration Form along with your immunization records (available from your school nurse) to the Admissions and Records Office at MSU Billings.
5. If you have questions about courses or need advising, call Advising and Career Services at 657-2240 or [send email](mailto:send_email).

3. **Select the desired Term.** For example, if you are looking up classes for the fall 2021 semester, select fall 2021 (if you are looking for online courses you would select the online only option under course type)

Many subject abbreviations and course numbers were changed beginning in Fall 2009; additional courses are changed for Fall 2010 and Fall 2011. [Click here for more information.](#)

Course Number Equivalency Tool

PLEASE SELECT THE DESIRED TERM AND SUBJECT TO SEARCH FOR CLASSES. CLICK ON "SWITCH TO SUBJECT INDEX" TO SEARCH FOR CLASSES BY SUBJECT DESCRIPTION AS SUBJECT CODES HAVE CHANGED EFFECTIVE FALL 2010. You can switch between the subject list and the index by clicking the link next to the subject select box. To view more than one subject, hold down the CTRL key when selecting.

Term:

Subject List:  (switch to subject index)

Instructor:

Course Type:

Course Number:

Days:

Begin Time:

End Time:

Please direct questions to [register@msubillings.edu](mailto:register@msubillings.edu)

RELEASE: 8.7

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4. Select Subject. For example, if you are looking up the class schedule for PSYX 100; select PSYX by the SUBJECT area. Next to **Course Number** enter the number of the course in the box. For example, for PSYX 100 you will type in 100

Select **Search Class** to view all the times and locations that the course is offered

Class Schedule

Many subject abbreviations and course numbers were changed beginning in Fall 2009; additional courses are changed for Fall 2010 and Fall 2011. [Click here for more information.](#)

Course Number Equivalency Tool

PLEASE SELECT THE DESIRED TERM AND SUBJECT TO SEARCH FOR CLASSES. CLICK ON "SWITCH TO SUBJECT INDEX" TO SEARCH FOR CLASSES BY SUBJECT DESCRIPTION AS SUBJECT CODES HAVE CHANGED EFFECTIVE FALL 2010. You can switch between the subject list and the index by clicking the link next to the subject select box. To view more than one subject, hold down the CTRL key when selecting.

Term:

Subject List:  (switch to subject index)

Instructor:

Course Type:

Course Number:

Days:

Begin Time:

End Time:

5. Special Notes:

- If a class is offered online, it will be designated as an online course next to the number of credits and below the CRN number in the middle of the screen.
- Some courses are offered both online and on-site, these courses will have a section numbered 600 or 700 they will say Blended – Online and Onsite or HyFlex
- If it states “Consent of Instructor” you will need to obtain approval before registering for the course
- Under the **Title – Catalog Description** it lists meeting time:  
M-Monday; T-Tuesday; W-Wednesday;  
R-Thursday; F-Friday
- If the Cap, Enrl, Avail columns are in green the course is open. If it is in red the course is full
- Find the section that best suits your schedule and write down the 5-digit **CRN**. You will need the **CRN** to register for that course specifically

These search results are valid as of 01:07 PM

Fall 2015

Status	Class	Title - Catalog Description	CRN	Cap	Enrl	Avail	Instructor	Credits	Days	Time
	PSYX 100-001	Intro to Psychology	62387	232	13	219	Fraser, Brent	3.0		09/09-12/17
	Lecture	College of Arts & Sciences	FORMERLY PSYC 101							15 - Full Semester
	PSYX 100-002	Intro to Psychology	62778	30	7	23	Malone, Mathew Lynn	3.0		09/09-12/17
	Lecture	College of Arts & Sciences	HSCT 113							15 - Full Semester
	PSYX 100-003	Intro to Psychology	62389	232	18	214	Malone, Mathew N	3.0		09/09-12/17
	Lecture	College of Arts & Sciences	FORMERLY PSYC 101							15 - Full Semester
	PSYX 100-007	Intro to Psychology	61799	30	2	28	Malone, Mathew Lynn	3.0		09/09-12/17
	Lecture	College of Arts & Sciences	HSCT 113							15 - Full Semester
	PSYX 100-008	Intro to Psychology	61851	40	40	0	Malone, Mathew N	3.0 - Internet/Deliver		09/09-12/17
	Lecture	College of Arts & Sciences	ADDITIONAL \$35 PER CREDIT TECHNOLOGY FEE							15 - Full Semester
	FORMERLY PSYC 101									

6. Repeat steps 3 and 4 for all courses that you are scheduling



# Campus Logons



## GET CONNECTED

Campus Logons & University Apps

IT STUDENT HELPDESK  406-657-5755

*Start here!*

**SET/RESET PASSWORDS:** [password.msubillings.edu](https://password.msubillings.edu)

◆ View your credentials at MyInfo under Personal Information – View IDs ◆



### MYINFO

Register for Classes | View financial Aid | View Logon Credentials | Check Grades

USERNAME: NetID (a12b345)

PASSWORD: #####@msub (#####=last 4 of student ID) OR as SET by student



### NETID

Access Campus Computers/Labs | Online Classes (D2L) | Printing | Campus Wireless (MSUB-mobile)

USERNAME: NetID (a12b345)

PASSWORD: #####@msub (#####=last 4 of student ID) OR as SET by student



### MSUB EMAIL: [outlook.office365.com](mailto:outlook.office365.com)

Official MSU Billings Email: **OUTLOOK.OFFICE365.COM**

USERNAME: firstname.lastname@msubillings.edu

PASSWORD: same as for MyInfo | NetID



### MICROSOFT OFFICE (free to current students!)

Log into official MSU Billings email

Click [Office 365] (upper-left corner) | Click [Install Office] | Select Office 365 apps



### BOX: [msubillings.box.com](https://msubillings.box.com)

Cloud Storage – access from on/off campus on any device

USERNAME: msubillings\NetID

PASSWORD: same as for MyInfo | NetID



### WEBEX: [msubillings-students.webex.com](https://msubillings-students.webex.com)

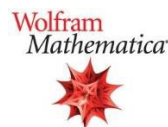
Online student meetings and tutoring

USERNAME: msubillings\NetID

PASSWORD: same as for MyInfo | NetID



### OTHER UNIVERSITY SOFTWARE: [www.msubillings.edu/it/software/student](https://www.msubillings.edu/it/software/student)



**HELP: D2L (24/7): 406-247-5755 | REGISTRAR: 406-657-2158 | MSUB IT: 406-247-5700**

**STEP BY STEP:** [www.msubillings.edu/logons](https://www.msubillings.edu/logons)

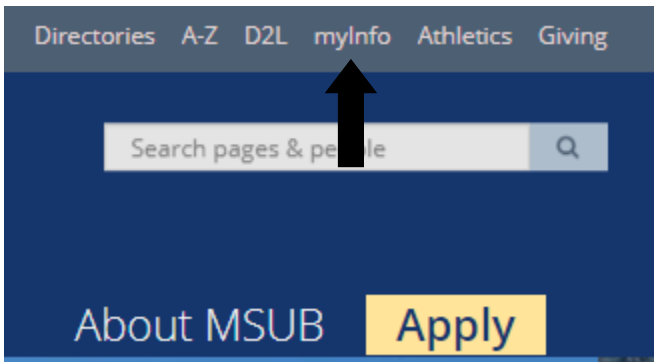


# How to Look Up your NetID and set your password

Your NetID & password will be your login credentials for D2L

Go to the MSU Billings Home Page –  
[www.msubillings.edu](http://www.msubillings.edu)

1. Click on the **MyInfo** button in the top right-hand corner



2. Click on the NetID Lookup link

**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.

3. Enter your MSU ID with the “-”. You can find your MSU ID on your class schedule attached to the University Connections confirmation email

4. Enter your date of birth. Once these steps are completed, your NetID will appear.

**\*Note: write down your NetID before moving on to the next step\***

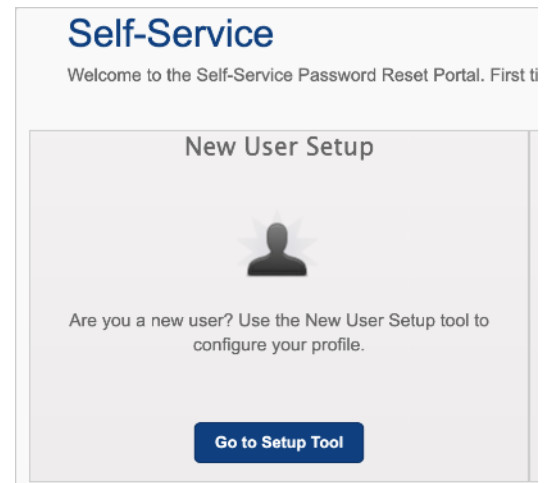
5. Next, click the Self-Service Password Portal link

## Step 3

Set Password

Set NetID password at the [Self-Service Password Portal](#)

6. Click the “New User Setup Tool” on the left



7. Follow the instructions to reset your password. **This will be the password that you will use to log into D2L**

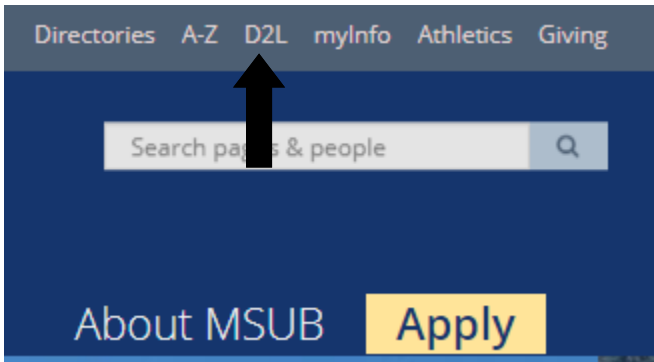
# Logging into D2L

## D2L Login

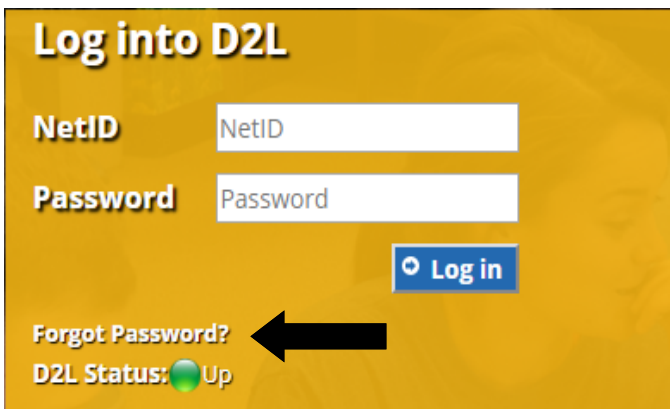
MSU Billings Home Page –

[www.msubillings.edu](http://www.msubillings.edu)

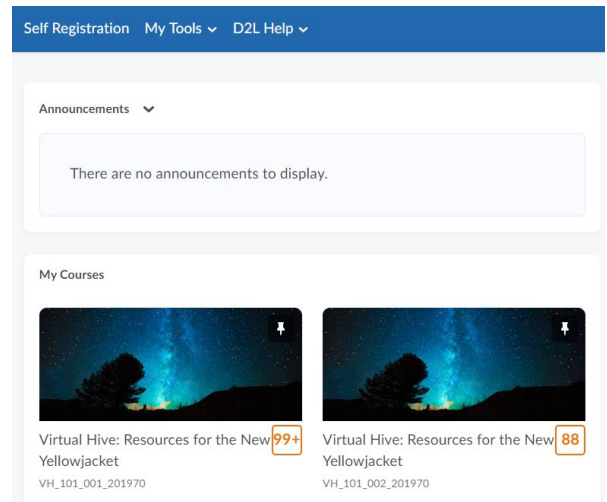
1. Click on **D2L** in the top right-hand corner.



2. Log in using your NetID and the password that you created using the New User Setup tool

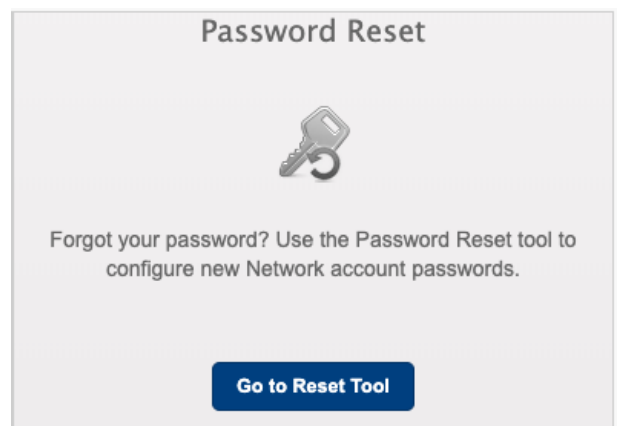


3. Once you log in, you will see the class(es) that you are registered for:



*\*Please note: your classes will **not** show up in D2L until the first day of classes. Do not be alarmed if you log in prior to the semester starting and don't see any classes.*

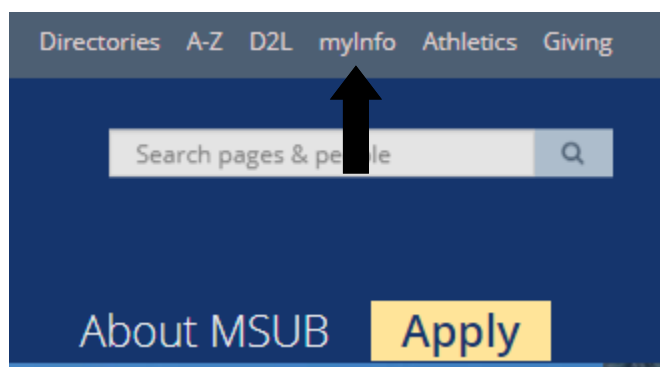
4. If you forgot your password, you can use the password reset tool. Hit "Forgot Password?" it will take you to the reset tool. **You will need to know your NetID for this step.**



# Web Registration Instructions

MSU Billings Home Page –  
[www.msubillings.edu](http://www.msubillings.edu)

1. Click on the **MyInfo** button in the top right-hand corner



2. Log in to your MyInfo secure area using your NetID and password, see pg. 9 with instructions on how to find this info

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.

Log in here:

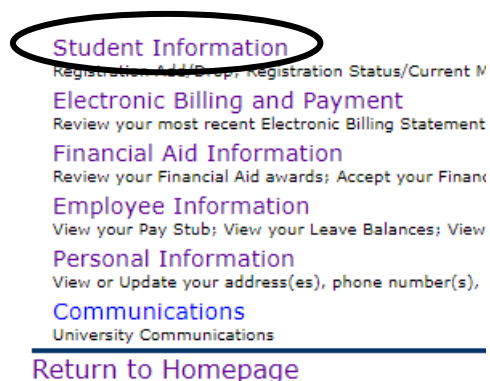
[Log in to MyInfo \(NetID\)](#)

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.

3. Select **Student Information**



4. Select **Registration** to register for classes

[Prevention/Financial Wellness Education](#)

- AlcoholEdu: All new freshmen, new transfer students and new graduates
- Sexual Assault Prevention for the Undergraduate OR the Adult Learner
- Transit: All new Freshmen, all new Transfer students and all new Grad
- If you have completed AlcoholEdu, Sexual Assault Prevention for the L

**Registration**

[Registration Add/Drop](#); [Registration Status/Current Major](#); [Student Schedule](#)

**Student Records**

[Unofficial Transcript](#); [Official Transcript Request](#); [Final Grades](#); [Enrollment](#)

**Housing and Residence Life**

[Room Assignment Info](#)

**Former Student Application Form**

Submit a request for re-admission to MSU Billings

**DegreeWorks**

**DegreeWorks will be having a planned outage November 21-25, 2019**

DegreeWorks is an electronic degree audit program and academic advisor

[MSU System Transfer and Multi-Campus Application](#)

5. Select **Add/Drop Classes**

## Registration

**INTERNET** courses are Section 800 - 899.

Please be advised that upon registration University. Please visit the Advising Center information, log onto [Business Office](#) the

[Select Term](#)

**Add/Drop Classes**

[Student Schedule by Day & Time](#)

[Student Detail Schedule](#)

[Check Your Registration Status](#)

[Academic Advisor](#)

6. Confirm the term in which you are adding classes for

## Select Term

Select a Term: [Fall 2019](#)

Submit

7. **Verify E-mail Address** (This will only appear once- after that, please keep your email updated in your Personal Information tab at the top of the screen)

Verify Email

**Attention:** we **do not have** an email address for you in our system. Please click on the Update Emails button

No email addresses on record

[Continue Registration](#) [Update Emails](#) (If you click on this button, you will have to return to the Student Serv

8. **Elect or Waive Health Insurance**

\*To change your selection, you must contact Student Health Services at 657-2153

Before registering, please select **ELECT** or **WAIVE** insurance.

All MSU-Billings students are eligible for health insurance if enrolled for 4 or more credits. All MSU-Billings students are required to have health insurance if enrolled for 7 or more credits.

If you already have health insurance coverage, you may **WAIVE** the MSU-Billings health insurance fee for this term.

If you do not have health insurance coverage, you may **ELECT** the student insurance program.

For information about the health insurance policy offered to students and their dependents, click [HERE](#).

[ELECT INSURANCE](#) [WAIVE INSURANCE](#)

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

MSU-Billings Information System

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Faculty Services](#) [Communications](#)

Advisor Number Verification

Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Please see your Advisor for the PIN. Press the Menu Button to return to the previous menu.

Alternate PIN:

[Submit](#)

10. To **Add** classes, enter the **CRNs** for the classes you have chosen in the boxes provided.

To **Drop** a class, select **\*\*Web Drop\*\*** from dropdown list next to the course

11. Click **Submit Changes** to save your registration

To Withdraw completely from the term, contact the Advising Center.

Dropping to zero credits is no longer offered online at this time. If you have already accepted or paid your fees with the Business Office through the Advising Center, you may contact them at (406) 657-2240 or e-mail them at [advising@msubillings.edu](mailto:advising@msubillings.edu). If you have NOT please contact the Registrar's Office at (406) 657-2158 or e-mail them at [registrar@msubillings.edu](mailto:registrar@msubillings.edu). We will then be able to make arr

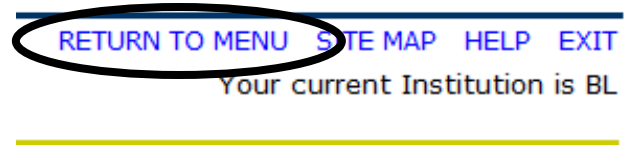
Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Submit Changes](#) [Class Search](#) [Reset](#)

12. To **view or print** a copy of your schedule, click **Return to Menu** in the upper right-hand corner



13. To print a schedule showing day and time, you will initially get a screen that shows the first week of class, which may begin midweek- click on **Next Week** to show a full week

Student Schedule by Day and Time: -01/08/2022 Joe F. Montana  
Dec 22, 2005 10:39 am

Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

Go to (MM/DD/YYYY):  [Submit](#)

Previous Week Week of Jan 16, 2006 (1 of 16) Next Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am			ENGL 100-001 40159 Class 8:10 am-9:10 am ASC 009	PSYC 101-002 40373 Class 8:40 am-10:10 am L1 148	ENGL 100-001 40159 Class 8:10 am-9:10 am ASC 009		
9am			MATH 101-002 40212 Class 9:20 am-10:20 am ASC 008		MATH 101-002 40212 Class 9:20 am-10:20 am ASC 008		
10am							
11am				COMT 130-002 40088 Class 10:30 am-12:00 pm LA 625			

14. If you are a **Current Student** at MSUB, your current schedule will appear. Enter a future date in the **Go To:** box to view future semester courses.

# How, When, and Where to Pay

## How to Pay - options

### 1) Check or Cash

Make the check payable to MSU Billings and write the student identification number on the check. The cancelled check will serve as the receipt unless otherwise requested

- You can drop off a check in-person at MSUB or City College
- You can mail a check in to MSUB
- If paying by cash, please do not mail in

### 2) Credit / Debit Card

All credit card payments will be able to access online payment via the MyInfo:

1. **Go to:** [msubillings.edu.edu/myinfo](http://msubillings.edu.edu/myinfo) to login
2. **Click on:** Log in to MyInfo (NetID)
3. **Enter:** NetID & Password
4. \*If you have problems logging in, see page 11 for finding NetID instructions
5. **Click on:** Electronic Billing & Payments
6. **Select term**, then **Click on:** Submit
7. **Click on:** QuikPay (This will take you to the QuikPay site)
8. **Click on:** Make a Payment
9. Follow the steps in QuikPay to choose payment amount, method, etc.

## When to Pay

- Fee statements for the current semester are available online approximately two-four weeks before the semester starts
- This online bill will reflect charges for the current enrolled semester
- Tuition and fees must be paid no later than the first day of classes, a \$40.00 late fee will apply after that date

## Where to Pay

- Students may pay with the cashier at MSUB or City College:
  - o MSUB Campus location: Basement of McMullen hall
  - o City College location: Tech Building Commons
- By mail: MSUB Attn. Cashier, 1500 University Dr. Billings MT 59101
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