

# Back to School Guide

Follow this checklist so you will be ready when classes start August 19, 2020

## Remember to attend Welcome Week Events Starting Aug. 15

### Accept your Financial Aid Award

- Go to [www.msubillings.edu](http://www.msubillings.edu)
- Select MyInfo, Log-in, select Financial Aid, and select My Award Information
- Choose what you want to accept/decline

### There is still time to sign up for housing!

The housing application can be found at [www.msubillings.edu/reslife](http://www.msubillings.edu/reslife)

Reserve your books on line at: [www.msubillings.edu/store](http://www.msubillings.edu/store)

Confirm attendance & arrange payment for tuition by the 3rd day of the semester ((more info on pg. 2)

### Before the First Day of Class

- ✓ Check School Email Accounts for Specific Information regarding face to face class protocols, particularly for the first day of classes.
- \_\_\_ Communicate your needs with Faculty, Disability Support Services, Student Support Services/TRIO, the Veterans Center, other support units.
  - a. DSS [www.msubillings.edu/dss](http://www.msubillings.edu/dss)
  - b. SSS/TRIO [www.msubillings.edu/sss](http://www.msubillings.edu/sss)
  - c. Academic Support Center [www.msubillings.edu/asc](http://www.msubillings.edu/asc)
  - d. Veteran's and Military Support Center [www.msubillings.edu/vets](http://www.msubillings.edu/vets)
  - e. Native American Achievement Center [www.msubillings.edu/naac](http://www.msubillings.edu/naac)
- \_\_\_ Check D2L and D2L course shells for information about specific classes, faculty office hour protocols, etc. D2L shells open August 14th, 2020 for course announcements and information. Online student success resources for using D2L and E-Learning/Support Center: [msubillings.edu/elearning/students/students.htm](http://msubillings.edu/elearning/students/students.htm)
- \_\_\_ Assess personal computer access, software needed, internet connectivity, audio and video capability.
- \_\_\_ Review course materials needed for each class, where located and how to access.
- \_\_\_ Information about the Library Services: [www.msubillings.edu/library/COVID-19Response.htm](http://www.msubillings.edu/library/COVID-19Response.htm)

### Parking

Parking permits are available for purchase online in the Parking services tab in your myInfo secure area or in person at University Police & Parking located on the ground level in the southwest corner of the parking garage on Poly Drive (please have your license plate number handy).

Fees: \$115 annual, \$90 academic year, \$55 semester, \$40 summer

Please refer all parking-related questions to University Police at (406) 657-1704.

### Information Technology

- Need IT assistance? Visit <https://helpdesk.msubillings.edu> to submit new requests, check the request's status, and review useful how-tos. In an emergency, call (406) 247-5700.
- The IT website has been updated with even more useful information. Visit [www.msubillings.edu/it](http://www.msubillings.edu/it)

### Important links

MSUB's COVID-19 Central Webpage: [www.msubillings.edu/covid19central/](http://www.msubillings.edu/covid19central/)

COVID-19 Central Student Information Webpage: [www.msubillings.edu/covid19central/#studentInfo](http://www.msubillings.edu/covid19central/#studentInfo)



See other side for important info from Business Services



## Paying Your Student Bill

Access your web bill to set up direct deposit or make payments through the secure payment portal called QuikPay at [www.msubillings.edu](http://www.msubillings.edu) and click myInfo on the top right of the page. Login to your Student Secure Site and access your bill by choosing

- Electronic Billing and Payment
- Choose the Semester to view
- You can accept your fees by:
  - If you have a Zero or Credit Balance
    - Confirming Attendance at the bottom of the screen
    - If you are receiving a refund, set up Direct Deposit in Quikpay
  - If you have a Balance Due
    - Making a Payment in full through QuikPay, or
    - Setting up the Installment Plan

If you would like the electronic billing notification sent to their parents, guardian or another person, you MUST add that person as an Authorized Payer on your QuikPay account. Students may also set up Direct Deposit for a Financial Aid Refund on the QuikPay site.

### Important Dates:

- Invoices will be available on the web approximately a month prior to classes starting.
- Payments or payment arrangements must be made on or before the first day of class.
- Installment Forms are available online through QuikPay, in the Business Services office at both University and City College campus, or online at [www.msubillings.edu/boffice/installment.htm](http://www.msubillings.edu/boffice/installment.htm)
- Also visit <http://www.msubillings.edu/boffice/> for other important student information.

*Questions? Contact Business Services at (406) 657-2140 or  
[businessoffice@msubillings.edu](mailto:businessoffice@msubillings.edu)*