# How to Register for Classes

Please note: Prior to registering for classes, former students must file an Intent to Register form (found under the Student Services tab in MyInfo), new students and summer-only students must apply for admission to MSU (http://catalog.montana.edu/summer-bulletin/how-apply-admission).

## Student Categories

### Continuing Students
- Continuing students are those registered in courses during Spring Semester 2019.
- Continuing students are automatically admitted to Summer Session and may simply register in the same manner and at the same time as they do for Fall Semester 2019. The Summer registration alternate PIN (also referred to as “advisor code” or “registration code”) is the same number assigned to use for Fall registration.
- Advising for Summer Session begins Monday, March 11 and registration begins Monday, March 25 on the Web (refer to the Fall 2019 Registration Handbook for registration timetable).

### Former Students
- Former students are those who have previously been admitted to MSU and paid fees, but who did not attend or withdrew from Spring Semester 2019.
- Former students must file an Intent to Register form with the Registrar’s Office. Former students should use the online Intent to Register through MyInfo. Registration information will be sent via the email address provided on the Intent to Register form.

### New Students
- New students are those who have not previously been admitted to MSU and who wish to enroll in the University as degree-seeking students.
- Before new students are allowed to register for courses, they must apply for admission and be accepted into the University.
- New Student Welcome Letter (http://www.montana.edu/summer/documents/Summer%20Welcome%20Letter%202017.pdf)
- New Student Checklist for Summer Session Orientation and Registration
- Registration procedure
  a. Undergraduates
    - Advising and Registration for new Summer Session students will begin Thursday, April 11. All new students will be advised by the Academic Advising Center (AAC).
    - Students should contact the AAC at (406) 994-3532 or advising@montana.edu to schedule an advising appointment (these can be done in person, or via phone or Skype).
    - Following the advising appointment, students will be given their registration “PIN” (or code) along with instructions on how to register for Summer Session courses.
    - Students are required to attend an Orientation session before registering for Fall Semester 2019 courses. The AAC advisor will put a hold on the student’s account so they cannot register for fall classes until they attend an Orientation session.
    - Transfer students may select Orientation Option 1 (spend one weekday on campus between April 11 - August 17) or Option 2 (attend the Transfer Student Orientation Program on Tue., Aug. 20). Freshman students may select a summer or fall Orientation session.
    - For more information about MSU Orientation, or to register for an Orientation session, please go to http://www.montana.edu/admissions/orientation/.
  b. Check Your Registration Status
    - Check your registration status on the Web by going to the MSU home page (www.montana.edu) and following these links: MyInfo; Enter Secure Area; Login (follow instructions on that page); Student Services; Registration; Student Detail Schedule.
  c. Obtain Your Fee Summary
    - Obtain your fee summary on the Web by going to the MSU home page (www.montana.edu) and following these links: MyInfo; Enter Secure Area; Login (follow instructions on that page); Student Services; Student Records; Electronic Billing and Payment.
  d. Pay Your Fees
    - Fee payment is due by the third day of class and may be done online, by mail, or in person at the Student Accounts cashier’s window, Montana Hall. For more information regarding payment of fees, please see Summer Fees (http://catalog.montana.edu/summer-bulletin/summer-fees).

### Summer-Only and Other Non-Degree Students
- Summer-only students are those who have not previously been admitted to MSU and who wish to attend just the summer term. A typical summer-only student is one who seeks to earn MSU credits during Summer Session and then transfer those credits to their home campus elsewhere. Other summer-only students may include non-degree graduates or practicing teachers who wish to earn credits for purposes of recertification or salary advancement.
- Before summer-only students are allowed to register for courses, they must apply for admission and be accepted into the University (see admission procedures (http://catalog.montana.edu/summer-bulletin/how-apply-admission)).

## Registration procedure

### a. Undergraduates
- Advising and Registration for Summer-Only and Other Non-Degree students will begin Thursday, April 11. All new students will be advised by the Academic Advising Center (AAC).
- Students should contact the AAC at (406) 994-3532 or advising@montana.edu to schedule an advising appointment (these can be done in person, or via phone or Skype).
- Following the advising appointment, students will be given their registration “PIN” (or code) along with instructions on how to register for Summer Session courses.
- Graduates—May register on the Web (instructions will be included with your admission acceptance letter from the Graduate School).

### b. For instructions on how to check your registration status, obtain your fee summary, and pay your fees, see items 2, 3 and 4 under “New Students”.
For More Information About Registration Contact
Office of the Registrar
(406) 994-6650
registrar@montana.edu
www.montana.edu/registrar

The Graduate School
(406) 994-4145
1-800-255-7962
gradschool@montana.edu
www.montana.edu/wwwdg

Office of Summer Session
(406) 994-7136
summer@montana.edu
www.montana.edu/summer

Orientation Information For Summer Session
Students
All new students will be sent an Orientation brochure, including information on registration, immunizations, parking, and fee payment, starting in early March. Please feel free to stop by the Office of Admissions with questions upon arrival on campus.

Campus tours are offered at 9:00 a.m. and 2:00 p.m., Monday through Friday, leaving from the Office of Admissions, 201 Strand Union. For more information contact:

Orientation Office
201 Strand Union
(406) 994-2827
1-888-MSU-CATS
orientation@montana.edu
Visit the Orientation Web page at www.montana.edu/admissions/orientation.

Fall Semester 2019 Registration
Please refer to the Fall 2019 Registration Handbook for instructions on how to register properly for Fall 2019. All students must meet with an academic advisor in order to be eligible to register for Fall classes.

Continuing Students
Continuing students may register for Fall Semester from March 25 through August 26.

New Undergraduate/Non-Degree Students
New undergraduate non-degree students who attend Summer Session and who would like to continue as non-degree students during Fall Semester may select courses during their summer attendance.

Undergraduate non-degree students who attend Summer Session and who would like to be admitted as degree-seeking undergraduates for Fall Semester must meet the requirements of admission as outlined in the University Course Bulletin. For information regarding admission procedures, students should contact:

Office of Admissions
201 Strand Union
(406) 994-2452
1-888-MSU-CATS
admissions@montana.edu
Visit the Office of Admissions Web page at www.montana.edu/admissions.
Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Adobe Garamond Pro.

The editor may contact Leepfrog for a draft with the correct fonts in place.