

Registering for Classes at Montana State University

*****Registration for Summer and Fall 2006 Semesters begins April 3, 2005*****

Welcome to Montana State University's Division of Graduate Education! We want to make registration at MSU a simple process. Step-by-step instructions for our online registration system are provided below.

1. Go to www.montana.edu and click on "My Info." (This link is currently in the lower left-hand corner of the webpage.)
2. Click on "Login to Secure Area."
 - a. Enter your Generated ID number including the dash. This is found on your acceptance letter and is an 8-digit number preceded by a dash (example: -01234567).
 - b. Enter your 6-digit PIN. This number is not provided but is the month, day, and year of your birthday (example: 010203).
 - c. Re-enter your PIN. (For security purposes, you will be required to change your PIN after your first login.)
3. Click on "Student Services and Financial Aid."
4. Click on "Registration."
 - a. Click on "Select Term" and select appropriate term.
 - b. Click on "Add/Drop Classes."
 - c. Enter your Advisor Number: **NOT YET AVAILABLE**. (This number changes each semester. Please contact your graduate advisor. If you are a Non-Degree Graduate, contact the Division of Graduate Education.)
 - d. Find your course(s) by clicking on "Look-up Classes to Add" and add the course(s) to your class schedule by entering the 5-digit Course Registration Number (CRN).
 - e. Recheck your registration for accuracy by clicking on "Student Detail Schedule."

Common Problems with Registration

- **Use a hyphen before your Generated ID number?** Your Generated ID number should look like this: -01234567.
- **Submit your immunization records to the Student Health Service?** If not, you must do so immediately. In addition, you must complete the Health History form (included in your admission packet or by going online to www.montana.edu/wwwhs/New/index.html to download another form). You will need to mail or fax the form to the Student Health Service (address and fax number at the top of the Health History form).
- **Clear up any holds on your account?** Holds such as missing required documents (transcripts, GRE scores, etc), outstanding balances, immunization records, etc., will affect your ability to register. If you do not provide the requested documentation, you will not be able to register until the hold(s) has been removed. To see if you have any holds on your account, please login to "My Info," then click on "Student Services & Financial Aid," click on "Student Records," and finally "View Holds." Contact the office that placed the hold on your account to see what needs to be done to have it removed.

If, after following the above suggestions, you are not able to register, please contact the Registrar's Office (406) 994-2601 or the Division of Graduate Education (406) 994-4145 or toll-free at (800) 255-7962.

How and When to Pay Your Fees and Confirm Your Attendance

You are responsible for ensuring your tuition and fees are paid on time. The Student Accounts Office bills you for your tuition and fees; however, depending on when you registered, you may not receive a bill. **If you have not received a bill by the first day of classes, contact the Student Accounts Office at (406) 994-2701.** Your bill will have a date by which your fees must be paid in full. Late fees will not be waived if your bill is not paid by the due date.

All students, new and returning to MSU, are required to confirm enrollment each semester registration takes place. Confirming your enrollment lets the Student Accounts Office know you are attending MSU and also allows any financial aid and/or tuition waivers to pay against your account. *Even if your account has a zero balance, you still must confirm your enrollment.* **If you do not confirm enrollment with the Student Accounts Office, you will be dropped from all classes.** Please contact the Student Accounts Office for questions about fees you have been charged, if you have not yet received a bill, to pay your bill, or to confirm your enrollment. The Student Accounts Office telephone number is (406) 994-2701 and the fax number is (406) 994-1954.