

November 20, 2024

Dear MSUB Student,

As fall semester comes to a close, we want to offer a few suggestions for end of the term details and spring semester planning.

Spring 2025 Course Registration

Don't procrastinate and miss out on the opportunity to take the classes you need to stay on track. Not all faculty and staff are available during the semester break, and offices has varying schedules so it is a great idea to be sure you're set with spring registration before December 13th.


[Registration](#) is open! Please see your academic advisor **in advance** to discuss your schedule and obtain your advising registration PIN. Please check your degree progress through [Degree Works](#) in [myInfo](#) and visit with your advisor about degree requirements. Schedule an appointment now using [Navigate](#) or by calling your advisor.

Thanksgiving Holiday – classes are not in session Wednesday, November 27 through Friday, November 29, 2024. Offices are closed that Thursday and Friday.

Need help or place to study for finals?

Finals week is December 9-12, 2024. Please make sure to check your course syllabus in each class for finals information. Final Exam dates and times are generally different from your scheduled class times and vary for [University campus](#) and [City College campus](#) courses.

Our [Academic Support Center](#) is here to help! The University Campus ASC, located in the Student Union Building, is open Monday-Friday, 9:00 a.m. to 5:00 p.m. with evening hours on Mondays and Wednesdays, 5:00-8:00 p.m. The ASC also offers support in the Library on Sundays from 6:00-8:00 p.m. (STEM). The City College ASC, located in the Tech Building, is open Monday-Thursday 9:00 a.m. to 4:00 p.m., and Fridays 9:00 a.m. to 12:00 p.m. **Tutoring and academic support services are available online**, as well as in person. Additional online tutoring is available most evenings. Download [Navigate](#) to see the complete schedule of tutors and availability!

 Use our Hand Raise feature. Look for the waving hand icon to request help discreetly and get support from staff who can connect you with appointments and resources - tutoring or academic support, getting involved on campus, or basic needs such as food, school supplies, and more.

Are you concerned the semester didn't go well academically?

It happens. If you're considering dropping a class or all fall classes, we encourage you to speak with your professor(s) and advisor about options.

Your advisor may be able to provide you with options to [late drop](#) a course or courses (but still remain enrolled in some classes) by **November 26, 2024** or recommend a full [University Withdrawal](#) (due by **December 12, 2024**) if you're failing all your courses. You can also reach out to the [Registrar's Office](#) for assistance.

It is important to keep in mind that dropping or withdrawing at this point in the semester is not unheard of, but keeping the F's and W's to a minimum is the goal. Dropping a course can impact student financial aid so please reach out to the [Office of Financial Aid & Scholarships](#) as part of your decision-making process.

Considering a new major or looking for employment?

Reach out to [Career & Employment Services](#) where you can discover majors and career pathways available at MSUB and City College. Whether you've selected a major or are still exploring options, our Career Specialists can help your journey and assist with part-time or work-study jobs, review a resume, or secure an internship.

Spring Classes begin Wednesday, January 15, 2025. Be sure to pay attention to important academic dates throughout the semester by using the [academic calendar](#).

Be prepared ahead of time:

- Order [books and course materials](#) as soon as possible
- Check your email and mail for messages from faculty and campus offices during the break.
- Be proactive about [financial aid and scholarships](#), [fee payment/student account information](#), and checking your final grades in [myInfo](#).

Transcripts and Degrees

Final grades are due from faculty at noon on December 18th. Several additional processes need to be completed before official transcripts can be released beginning December 26th. If you have questions about your grade(s), please contact the individual course instructor. View your grades in [myInfo](#) directly or through [Degree Works](#). [Order a transcript](#) in advance noting to “hold for grades” or “hold for degree” – we will send them out immediately when processing is completed. Degree conferral is not automated; posting degrees will begin the week of December 30th. If you have a priority need (licensure, pending job offer), please contact the [Registrar’s Office](#).

Think ahead to next year.

The MSU Billings [scholarship application](#) opens December 1st for the 2025-2026 academic year.

[Apply for Financial Aid](#). The 2025-2026 Free Application for Federal Student Aid (FAFSA) opens on December 1st for students and families. Please plan to fill out the FAFSA soon! The MSU Billings School Code is 002530.

If you have questions or need more information on scholarships or the FAFSA, please reach out to the [Office of Financial Aid & Scholarships](#).

Student Success Spotlight

Disability Support Services (DSS) assists students with disabilities in navigating all facets of college life. They provide accommodations ranging from support during the application process at MSUB and City College to classroom assistance, such as extended time on tests, and continue to offer support through graduation. For more details, please visit: [DSS Information](#).

Thank you!

If you’re Planning to [GRADUATE](#) this spring or summer, applications were due to the [Registrar’s Office](#) November 15, 2024. Please check your degree progress through [DegreeWorks](#) in [myInfo](#) and visit with your advisor about graduation requirements.

Thank you for spending your fall semester with us. If you graduate in December, congratulations and we hope to see you at Commencement in May!

Live here. Work here. Graduate here.

Sincerely,

Cheri Johannes
Executive Director, Office of Academic Success