MONTANA STATE UNIVERSITY BILLINGS

Advising Reference Guide

Welcome to Montana State University Billings! We are thankful you have chosen us to continue your education. This reference guide will help get you started with MSUB and provide you with other tools necessary to complete your degree and connect you with potential career opportunities. Advising is here to help guide and support you through your educational journey. Please contact our office with any questions.

- *Contact Information*
- *Advising Checklist*
- *Financial Aid*
- *How to Login to MyMSUB, Reset your Password, and Find your NetID*
- *Canvas Login Instructions*
- *Time Block Schedule*
- *Navigate360 App*
- *Purchasing Textbooks*
- *Get Connected*

MSU Billings Contact Information

Academic Support Center • (406) 657-1641 • https://www.msubillings.edu/asc/
The ASC provides qualified tutors, supplemental instruction leaders, peer mentors, and resources that support students in their quest to reach their goals in a safe and encouraging learning environment.

Advising Center • (406) 657-2240 • https://www.msubillings.edu/advise/
The Advising Center assists students in creating an academic plan, which enables them to complete their program requirements as efficiently as possible.

Business Services • (406) 657-2140 • https://www.msubillings.edu/boffice/
Business Services provides information, resources, and guidance for students and parents - specifically student accounts, loans, and refunds.

Career & Employment Services • (406) 657-2168 • https://www.msubillings.edu/careers/
Career & Employment Services provides career counseling and helps students access part-time jobs, internships, and work-study opportunities while they are in school. They also support students in the job search process through resume building, cover letter creation, and mock interviews.

Campus Store • (406) 657-2121 • https://www.msubillings.edu/msubonline/store.htm
The Campus Store provides textbooks, apparel, school supplies, and more for all who are interested.

Disability Support Services (DSS) • (406) 657-2283 • https://www.msubillings.edu/dss/
Disability Support Services strives to create an inclusive and accessible environment by collaborating with students, faculty, and staff to facilitate solutions to environmental and educational barriers.

Financial Aid • (406) 657-2188 • https://www.msubillings.edu/finaid/
The Financial Aid office collaborates with students to provide access to higher education through the use of federal, state, and institutional resources.

Housing • (406) 657-2333 • https://www.msubillings.edu/reslife/
The Housing Department provides social and educational programming for residents, providing ample opportunities for interaction and involvement.

International Studies • (406) 896-5907 • https://www.msubillings.edu/internationalstudies/
The Office of International Studies offers international student admissions, study abroad opportunities,faculty-led trips, and intensive language study programs for students.
International students can apply here:
https://www.msubillings.edu/internationalstudies/admissions/index.htm

IT Help Desk • (406) 247-5700 • https://www.msubillings.edu/it/
Information Technology works with various electronic software to provide tech assistance as well as educational and professional resources for students, staff, and faculty.

Library • (406) 657-1662 • https://www.msubillings.edu/library/
The Library provides informational materials and services for students, staff, and faculty to support the development of educational and personal learning.

Montana 10 • (406) 657-1649 • https://www.msubillings.edu/mt10/
Montana 10 is a Montana University System scholarship program at Montana State University Billings and City College. The program offers academic, social, and financial support designed to help students succeed in college.

Parking • (406) 657-2147 • https://www.msubillings.edu/police/parkinginfo.htm
Parking passes and regulations are to promote the convenience and safety of all personnel on campus and to facilitate efficient operations.

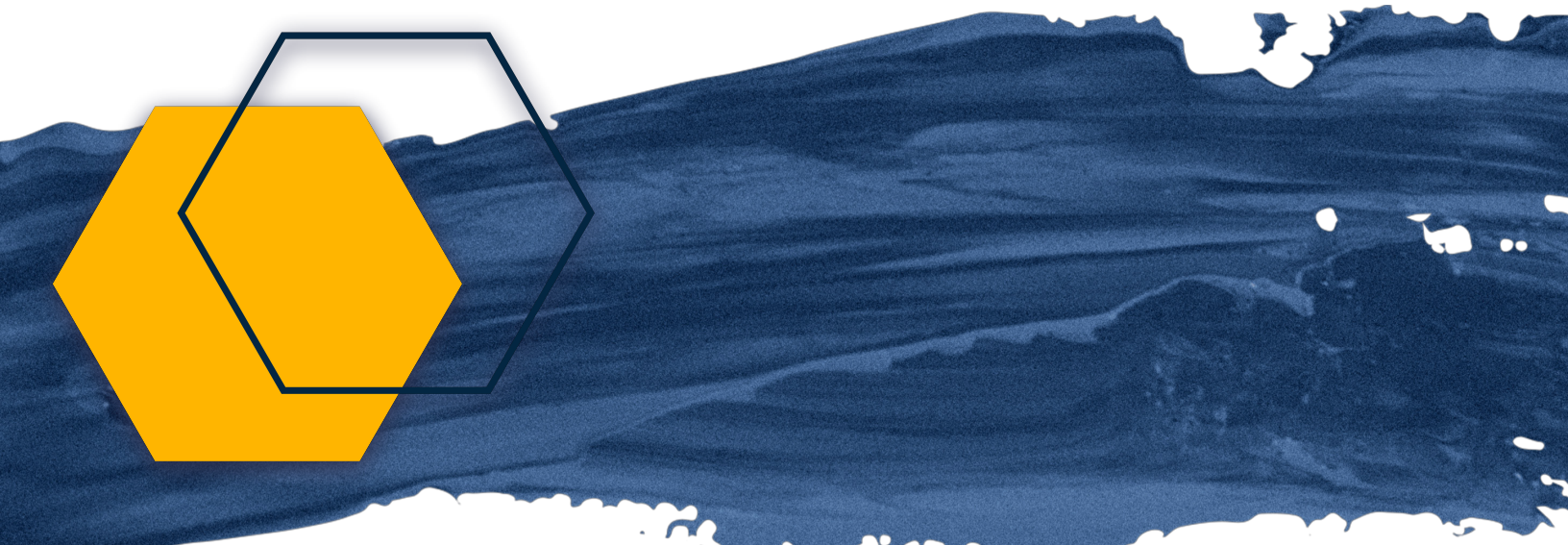
Registrar • (406) 657-2158 • https://www.msubillings.edu/reg/index.htm
The Registrar's office provides additional resources to students by updating personal and academic records, assisting with graduating students, and facilitating the sending and receiving of transcripts.

Student Health Services • (406) 657-2153 • https://www.msubillings.edu/studenthealth/
The Student Health Services provides high-quality, cost-effective health care and mental health counseling with an emphasis on health education and wellness initiatives to promote and enhance student success.

Student Support Services TRIO • (406) 657-2162 • https://www.msubillings.edu/sss/index.htm
Student Support Services TRIO provides holistic and student-centered services, resources and educational opportunities that support and improve graduation for eligible students. Apply for TRIO here: https://www.msubillings.edu/sss/application/index.htm

Military and Veterans Success Center • (406) 657-2968 • http://www.msubillings.edu/vets/ The Military and Veterans Success Center assists veterans as they navigate the steps of enrolling in and attending college while helping build a community.

Native American Achievement Center • (406) 657-2182 • https://www.msubillings.edu/naac/
The Native American Achievement Center provides support by empowering our Native student population in their individual, social, cultural, and academic development.



Welcome to Montana State University Billings!

Here is a checklist to help you get ready for your first day of class:

☐ **Apply for Scholarships:**
- Scholarship applications & information can be found at: http://www.msubillings.edu/scholarships/

☐ **Apply for Financial Aid:**
- Complete the Free Application for Federal Student Aid (FAFSA) online at: https://studentaid.gov/fsa-id/sign-in/landing
- The MSU Billings FAFSA school code: **002530**

☐ **Submit Transcripts:**
- If you have not attempted courses at another college, you just need to submit a copy of your high school transcript.
- If you have attempted courses at another college or multiple colleges, including dual enrollment while you were in high school, you will need to submit an official transcript from all previously attended institutions.

☐ **Submit Immunization Records:**
- Submit a copy of your immunization records to Student Health Services

☐ **Practice Accessing Campus Accounts:**
- *Keep a record of your usernames and passwords. Check that your contact information is accurate.*
- You will need to download the Duo app, as all accounts require two-factor authorization: https://www.msubillings.edu/it/software/duo/enroll.htm
- **MyMSUB** - Access your MSU Billings student records, financial aid information, final grades, or register for classes. You can access MyMSUB from the top right corner on the MSU Billings homepage (www.msubillings.edu). Click "Login to MyMSUB – NetID" and use your NetID and password to sign in.
  - If you do not know your NetID, reference page 7.
  - If you do not remember your password, reset it here: https://password.msubillings.edu/
- **Degree Works –** Monitor your progress toward degree completion. Degree Works provides a more accessible, convenient, and organized way for students to know where they are academically and how they can plan the rest of their college careers. Degree Works is accessible by logging into MyMSUB , selecting the Registration and Records tab and selecting the Degreeworks Tile.
- **Canvas –** Access your courses here; both online and in-person will use this foftware! This is where you can access course materials, grades, quizzes, discussions, and more. Courses won't be available until the first day of classes.

☐ **Meet with your Advisor to Register:**
- Call 406-657-2240 to arrange an appointment

☐ **Review Your Class Schedule After Registering:**
- To print your class schedule, login to **MyMSUB** > Registration and Records > Registration and Schedule card

☐ **Waive/Elect Student Health Insurance:**
- Go to msubillings.edu and sign into MyMSUB
- Electing/Waibing Health Insurance is one of your "tasks"
- For any questions or issues, contact the Business Office at (406) 657-2140.

☐ **Purchase Books:**
- See page 13 for how to find your course textbooks.
- You may purchase books or view campus store hours online at: msubillings.bncollege.com

☐ **Accept Financial Aid Offer: within 30 days of being awarded.**
- Login to your MyMSUB account, select Financial Aid, select the Financial Aid Dashboard card and choose what you want to accept/decline.

☐ **Get a U-Card (Student ID Card):**
- Stop by the **Registrar's Office**, bring a photo ID, and be ready to have your photo taken.
- You can use the Get App to upload a picture and have a card mailed to you or picked up at the Registrar's office in McMullen Hall.

☐ **Contact/Apply for Different Services: (See page 2-3 for additional information)**

☐ **Student Health Learning Modules**
- Contact Student Health Services at (406) 657-2153 for updated information on how to complete these.

☐ **Create a CareerLink Profile:**
- Create a CareerLink profile at: https://www.msubillings.edu/careers/clmenu.htm
- Look for work study positions, part-time jobs, and internships.
- Upload your resume (in a Word document) to apply and/or receive editing suggestions from a professional career specialist.

☐ **Download the Navigate360 App:**
- Connect with resources, schedule appointments, view your course schedule, and find a study buddy: www.msubillings.edu/navigate

MONTANA STATE UNIVERSITY BILLINGS

Financial Aid

File FAFSA now at FAFSA.gov

(Free Application for Federal Student Aid)

The FAFSA must be completed Yearly

Fall 2025 or Spring/Summer 2026:

Complete the 2025-26 FAFSA

Next Fall/Spring/Summer (2026-27):

Complete the 2026-27 FAFSA

FAFSA Opens Oct. 1st for the following academic year

File at fafsa.gov

MSUB school code: 002530

MSUB Priority Date is Dec. 1st

for the following Fall/Spring/Summer

FAFSA Accepted Year-Round

File as soon as possible though! Can take 10 weeks to process.

Things You Need for FAFSA

- **FSA ID** - username and password. Required to sign FAFSA online. One parent of a dependent student* also needs an FSA ID. To create or edit FSA ID or reset password go to studentaid.gov
- **Social Security Numbers & Birth dates** - student and parents*
- **Income Tax Records & W2s —**student and parents*, FAFSA uses tax information from two year's prior, which means you don't have to wait to file your taxes in order to file your FAFSA!
- **Records of Untaxed Income**, such as child support received, interest income, untaxed benefits - student and parents*
- **Records of Assets**, includes bank accounts, stocks, real estate investments (does not include the home or family farm where you live, retirement savings) – student and parents*

More FAFSA Tips

- **Take Your Time.** Be careful and thorough to get an accurate FAFSA. If asked if you want to skip questions, say "no."
- **Read Help & Hints** (in the sidebar) or chat with a FAFSA rep. FAFSA uses specific definitions for words, so read explanations.
- **Enter MSUB School Code—002530** on right-hand side of school selection screen to save time when adding MSUB to FAFSA.
- **Transfer Tax Data.** If eligible, you must give your consent to pull IRS data.
- ***Students under 24** must provide parent information (including stepparent if parent is remarried) unless they can document one of the specific exclusions asked about on the FAFSA, such as if the student is married or has no contact with parents due to an abusive home situation. Search "FAFSA Dependency Status" on StudentAid.gov for more information.

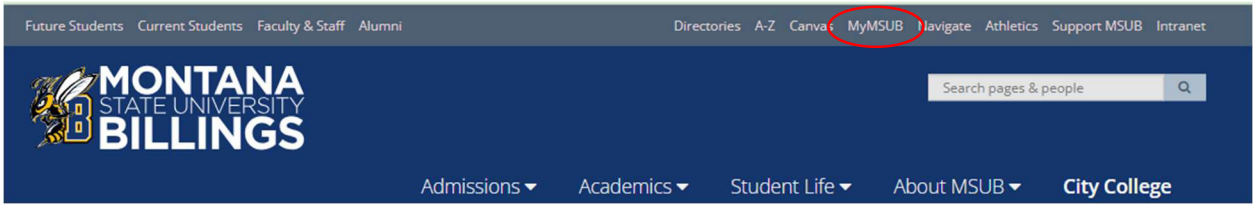
FAFSA is Just the First Step in the Process

Check your MyMSUB regularly for the status of your offer or missing requirements. Contact MSUB Financial Aid Office if you have questions: 406-657-2188 or finaid@msubillings.edu. Include name and your student ID.

How to Login to MyMSUB, Reset Your Password, and Find Your NetID

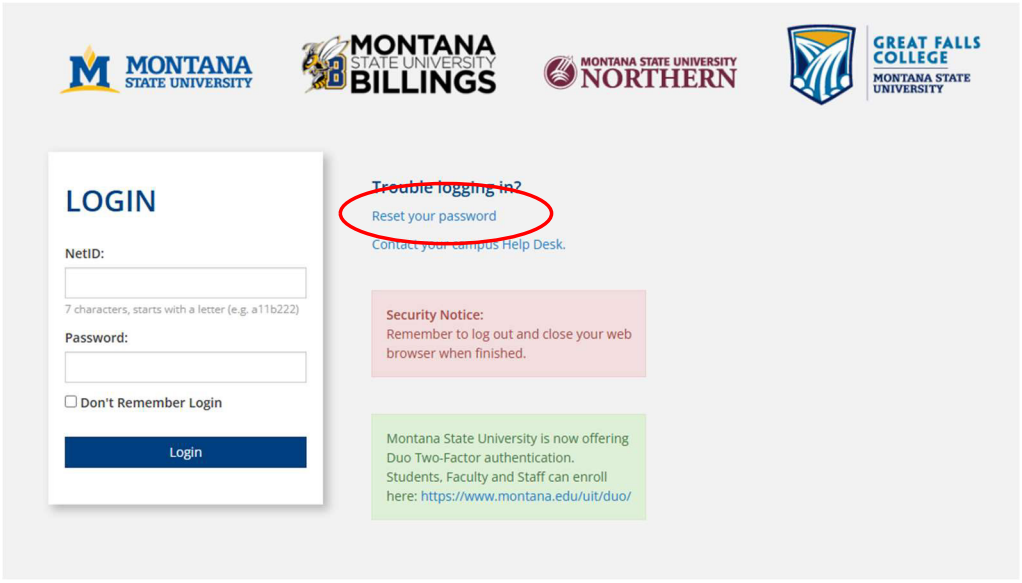
MSU Billings Home Page – www.msubillings.edu

Click on **MyMSUB**

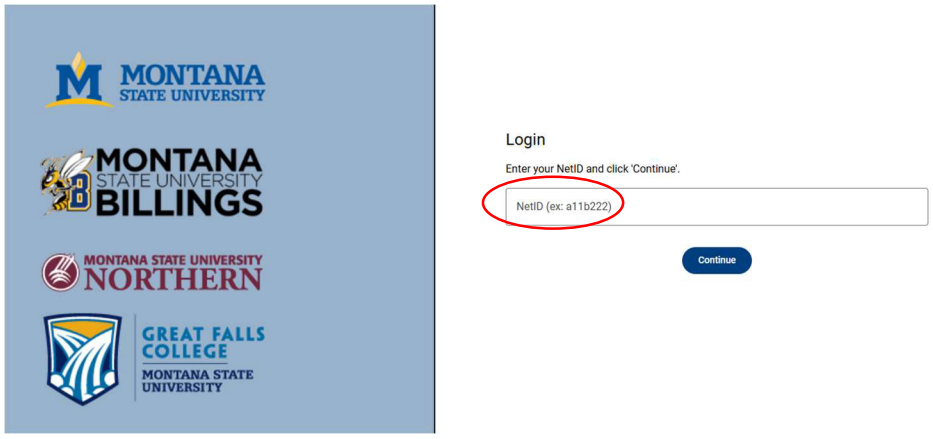


If you do not know your NetID, it can be found in your acceptance letter, or you can use the recovery tool here:
https://www.msubillings.edu/logons/stepbystep/PasswordResetportal.htm/

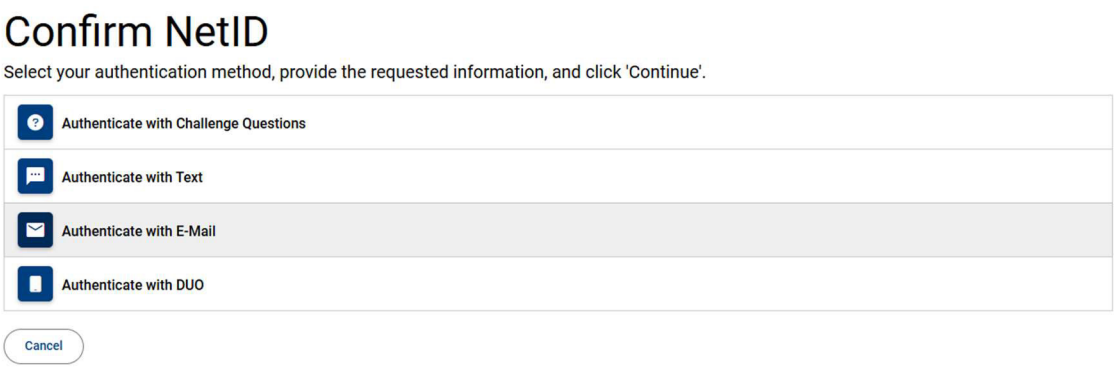
Click **Reset Password** to set a password up for the first time or to reset your password



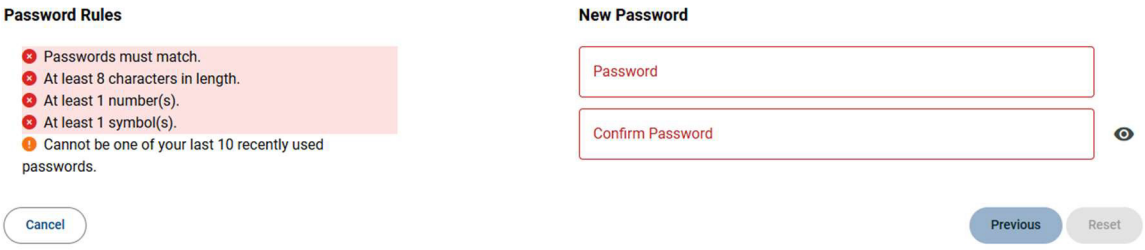
Enter your **Student ID** in the box



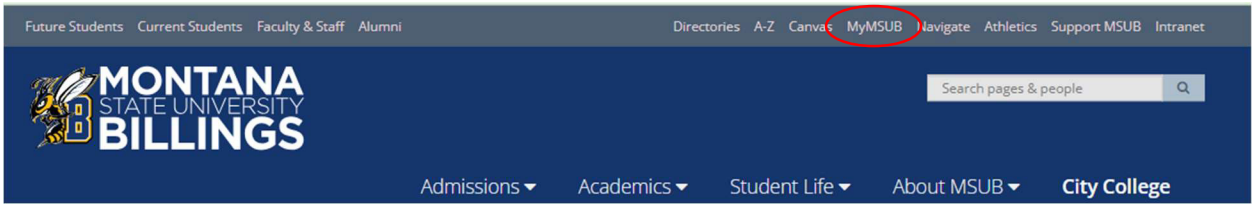
Click on the 'Password Reset Tool' and then select an option to verify your identity



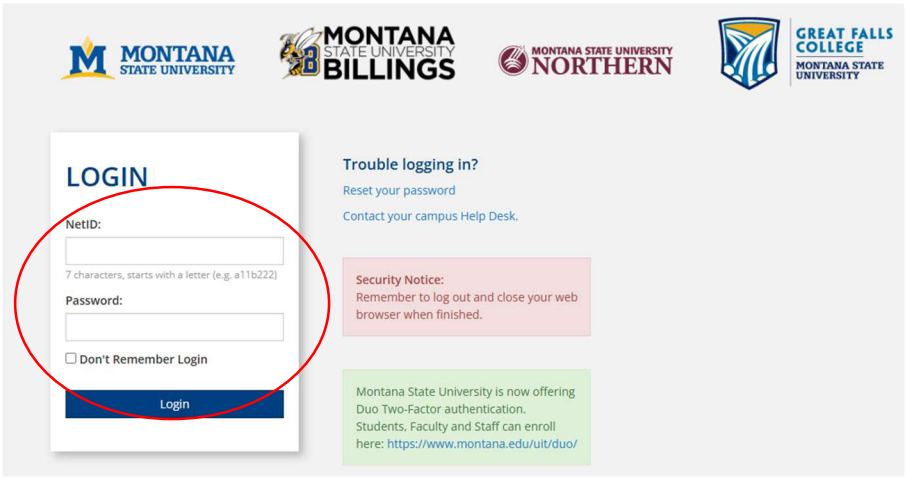
Follow the password reset prompt



Once your password is reset, go back to the MSU Billings homepage and re-enter MyMSUB



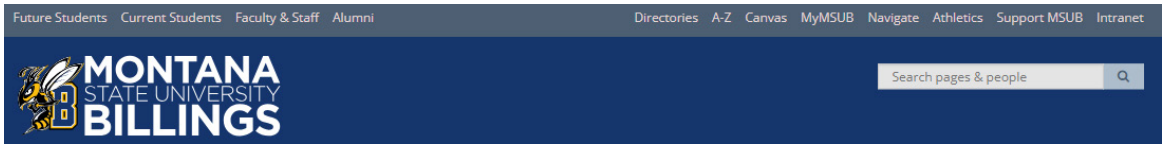
Enter your **NetID** and **password** to enter **MyMSUB**



Canvas Login Instructions

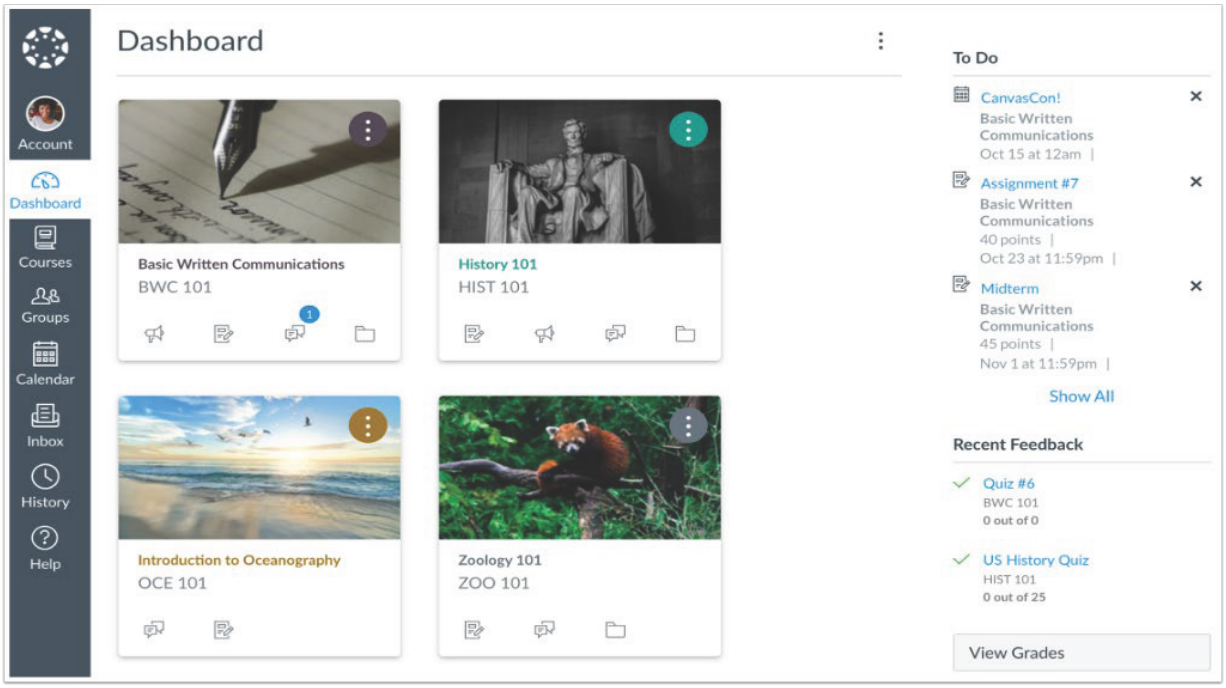
MSU Billings homepage – **www.msubillings.edu**

1. The link will be in the grey bar towards the top of the MSUB website

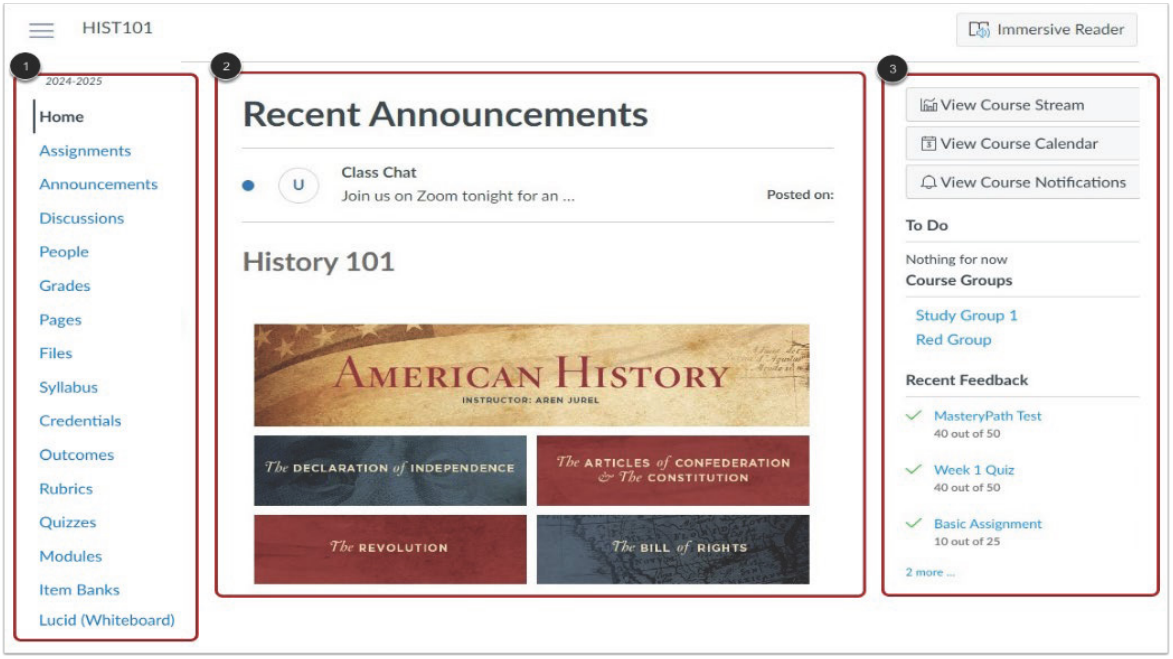


2. Your MSUB email and password will be used to login; no NetID!
    a. You can look up your various ID's (including your student email) in your MyMSUB account under 'Student Information.'
    b. Your student email *should* be firstname.lastname@msubillings.edu and the password is the same as your MyMSUB password
        i. Your MSUB student email can be accessed through Microsoft Outlook
        ii. If you sign into Microsoft Office, Word, Excel, etc. with this email you will have full access to the programs.

3. Duo's two-factor authorization is required to login; just like with MyMSUB
    a. Setting up Duo: https://www.msubillings.edu/it/software/duo/enroll.htm
4. The landing page once you login will be your 'dashboard' and includes global navigation items on the left side of your screen
    a. On the dashboard, there will be one 'block' for each course you're registered for



5. Once you select a course/block, you will see the 'Home' page for it
    a. The left sidebar allows you to view different tabs within each course
        i. This menu can look different for each course



6. Even if your courses meet in-person, you will still utilize Canvas!
    a. Instructors might have you turn assignments/papers in digitally rather than by hand, read a paper/article they post, or even take quizzes! It'll depend on each course/instructor though
7. Once logged in to Canvas, find the Passport class to learn how to use Canvas
8. Download the Canvas app, type "MSU Billings" in Find my school to login
    a. QR codes attached to download app
    b. Link for android download: https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US
    c. Link for Apple download: https://apps.apple.com/us/app/canvas-student/id480883488
9. If you have any questions, Canvas has a "Help" button in the Global Navigation menu (on the left side of your screen while on the main dashboard)
    a. This opens a menu with links to Guides (how-to's for common questions/issues) as well as contact information for various resources
10. Any issues with logging in/accessing your student email needs to go to IT, call 406-657-5700.

For any issues or concerns with your Canvas page or courses, call 406-657-2112 for the Center for Teaching and Learning.

TIME BLOCK SCHEDULE (a tool to help schedule your courses!)

Student: **Term:**

ID: **Alternate PIN:**

Date:

Monday		Tuesday		Wednesday		Thursday		Friday	
7:00-8:00		7:00-8:30		7:00-8:00		7:00-8:30		7:00-8:00	
8:10-9:10		8:40-10:10		8:10-9:10		8:40-10:10		8:10-9:10	
9:20-10:20				9:20-10:20				9:20-10:20	
10:30-11:30		10:30-12:00		10:30-11:30		10:30-12:00		10:30-11:30	
11:40-12:40				11:40-12:40				11:40-12:40	
12:50-1:50	12:50-2:20	12:10-1:40		12:50-1:50	12:50-2:20	12:10-1:40		12:50-1:50	12:50-2:20
2:00-3:00		2:00-3:30		2:00-3:00		2:00-3:30		2:00-3:00	
	2:30-4:00				2:30-4:00				2:30-4:00
3:10-4:10		3:40-5:10		3:10-4:10		3:40-5:10		3:10-4:10	
4:20-5:20	4:10-5:40			4:20-5:20	4:10-5:40			4:20-5:20	4:10-5:40
6:00-9:00	6:00-7:30	6:00-9:00	6:00-7:30	6:00-9:00	6:00-7:30	6:00-9:00	6:00-7:30	6:00-9:00	6:00-7:30
	7:40-9:10		7:40-9:10		7:40-9:10		7:40-9:10		7:40-9:10

ONLINE COURSES:

Online Course	Course Number (ex. BIOB 101)

Navigate360 App

Students are encouraged to download the Navigate360 App at www.msubillings.edu/navigate. The app allows students to set appointments with their advisor(s) and others on campus that help them navigate various aspects of college life. You can also easily view your schedule here as well as connect with study buddies!

MONTANA STATE UNIVERSITY BILLINGS

TEXTBOOK ORDERING

THE CAMPUS STORE NO LONGER HAS BOOKS IN STORE

1. Visit our online bookstore at https://msubillings.spirit.bncollege.com/ and click "Bookstore" in the top left

2. Hover over "Course Materials & Textbooks" and click on "Find Course Materials" on the home page to begin shopping

3. Click "Let's Get Started" and enter your NetID (x99x999) to auto fill your courses and the materials needed for each class. You may also "shop by course," by entering in each course separately. Pay close attention to your class section numbers!!

4. Make your selections, add them to your cart & checkout.

5. Create an account, select your shipping preference & submit!

ADDITIONAL INFORMATION

- Begin shopping the online bookstore 4 to 6 weeks before classes start each semester
- Multiple payment options are available including PayPal & UCard
- FREE shipping on orders of $79 or more
- Different shipment options through FedEx, UPS, or USPS
- Ship to the Campus Store for quick & easy pick up or directly to your home!
- Visit the **HELP CENTER** for information on returns, buyback, digital questions, etc. or contact customer service at **1-800-325-3252**

BNC Virtual is a service of MBS Direct, LLC, which owns and operates this website ("Site").

MONTANA STATE UNIVERSITY BILLINGS

GET CONNECTED

Campus Logons & University Apps

IT SERVICE DESK 406-247-5700

START HERE!

SET/RESET PASSWORD: password.msubillings.edu

- *View your IDs at MyMSUB under Personal Information – View IDs ✦*

MYMSUB

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

USERNAME: NetID (a12b345)

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

https://www.msubillings.edu/myMSUB

Say Hello to MyMSUB Coming this Fall

For a complete overview of MyMSU Billings, along with step-by-step directions on how to personalize and customize your MyMSU Billings home page, click here to get started!

NETID

Access Campus Computers/Labs | Printing | Campus Wireless *(MSUB-mobile)*

USERNAME: NetID (a12b345)

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

MSUB EMAIL: *outlook.office.com*

Official MSU Billings Email: **outlook.office.com**

USERNAME: firstname.lastname@msubillings.edu

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

MICROSOFT OFFICE *(FREE to current students!)*

Log into official MSU Billings email | Click: Menu button (top-left)

Click: Microsoft 365 icon | Click: Install and more | Select: Office 365 apps

Microsoft 365

BOX: *msubillings.box.com*

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

USERNAME: MSUB email

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

WEBEX: *msubillings.webex.com*

Online student meetings and tutoring

USERNAME: MSUB email

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

OTHER UNIVERSITY SOFTWARE: *www.msubillings.edu/it/software/student.htm*

Panopto

MSUB RCL

Read&Write Gold

HELP

MSUB IT SERVICE DESK | 1st Floor MSUB LIBRARY | 406-247-5700 | servicedesk@msubillings.edu

CENTER FOR TEACHING AND LEARNING (CTL) | COE 328 | 406-657-2112 | ctl@msubillings.edu

CANVAS SUPPORT HOTLINE (24/7) | 855-286-5289 | msubillings.instructure.com

STEP BY STEP | www.msubillings.edu/logons