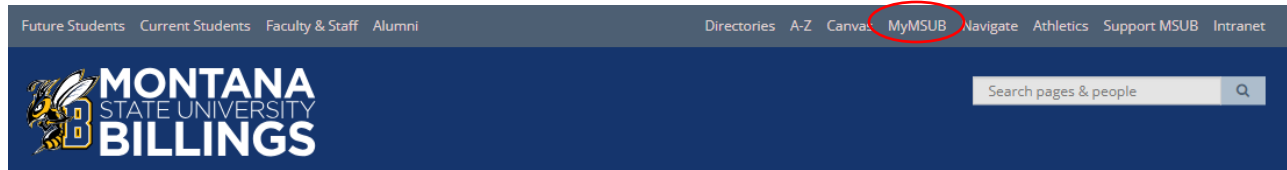


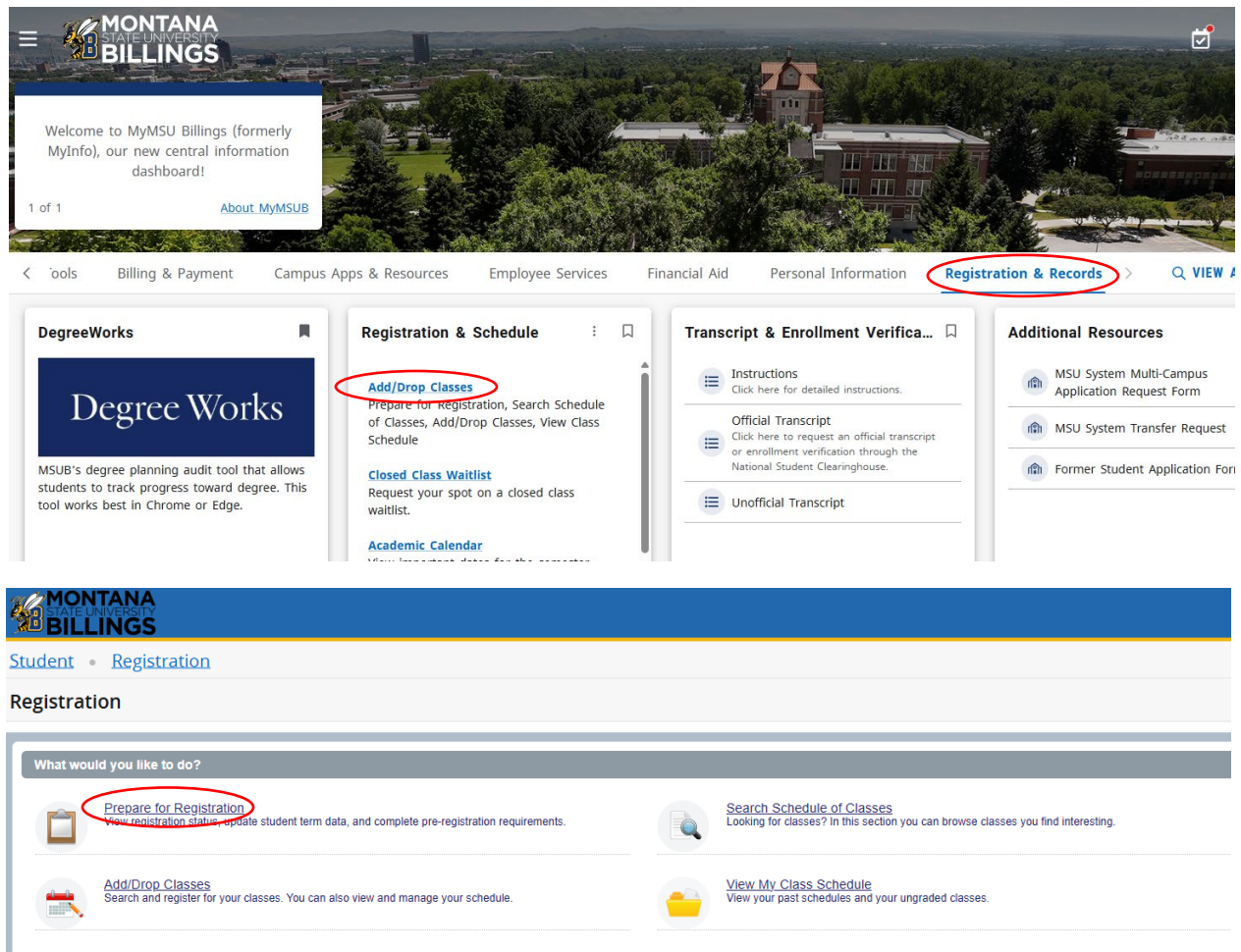
# Navigating the Class Schedule and Registration

MSU Billings Home Page – [www.msubillings.edu](http://www.msubillings.edu)

- Click on **MyMSUB** and sign in



- Click on **Registration & Schedule** in the navigation bar, you may need to click the right arrow to find it, select the **Registration Dashboard** card, and then select the **Add/Drop Classes** option



- Double check the **Prepare for Registration** tab *prior* to registration
  - Select the term in the drop-down menu
  - You can check for any holds on your account and your Academic Standing
  - If you're all good to go, everything will be checked off

## Prepare for Registration

**Registration Status**

**Registration Status**  
Term: Spring 2026

Your Student Status permits registration.

Your academic status Good Standing permits registration.

You have no holds which prevent registration.

**Earned Hours**  

You have Earned Hours for Level: Undergraduate - Semester, Institution Hours: 134, Transfer Hours: 3

Your class standing for registration purposes is Post-Baccalaureate

**Primary Curriculum**  
Level: Undergraduate - Semester  
College: Liberal Arts & Social Sciences  
Degree: Bachelor of Science  
Program: Criminal Justice  
Campus: MSU-Billings  
Catalog Term: Spring 2026  
Major: Criminal Justice  
Department: NAS/PS/SOCL

- Once all ready to register, navigate back to the Registration home page (circled above) and to the **Add/Drop Classes** option next

**MONTANA STATE UNIVERSITY BILLINGS**

[Student](#) • [Registration](#)

**Registration**

**What would you like to do?**

[Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.

[Search Schedule of Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.

[Add/Drop Classes](#)  
Search and register for your classes. You can also view and manage your schedule.

[View My Class Schedule](#)  
View your past schedules and your ungraded classes.

- Select the correct term for the semester you're wanting to register for and enter your alternate PIN
  - Your PIN is provided by your advisor

**MONTANA STATE UNIVERSITY BILLINGS**

[Student](#) • [Registration](#) • [Select a Term](#)

**Select a Term**

**Terms Open for Registration**  

Spring 2026

**Alternate PIN\***

Continue

## Register for Classes

**Find Classes** | Enter CRNs | Schedule and Options

**Enter Your Search Criteria** ⓘ  
Term: Spring 2026

Part Of Term:

Subject:

Course Number:

Title:

Instructional Methods:

Open Sections Only: ☐

**Schedule** | **Schedule Details** | **Summary**

**Class Schedule for Spring 2026**

CRN	Class Details	Title	Hour	Schedule	Instructional Method	Status	Action
40012	BIOB 101, 800	Discover Biology	3	Lecture	Online	Registered	None
43146	BIOB 102, 811	Discover Biology Lab	1	Lab	Online	Registered	None
40854	CRWR 240, ...	Intro Creative Writing...	3	Lecture	Online	Registered	None
42271	PHL 110, 800	Introduction to Ethics	3	Lecture	Online	Registered	None

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 10

- After entering your term and PIN, this is an example of what the main registration hub looks like
  - The bottom two panels (Calendar & Summary) can be toggled with the three buttons circled above
- If unsure of what courses to take, connect with your advisor to review your degree, check your Degree Works page, or check out the recommended plans of study: <https://www.msubillings.edu/advice/plansofstudy/plansofstudy.htm>
- Select the subject of the course you're wanting to search for
  - You can enter the course number as well if you know it/want a specific course, otherwise, leave empty to see all offerings in a subject area

**Register for Classes**

**Find Classes** | Enter CRNs | Schedule and Options

**Enter Your Search Criteria** ⓘ  
Term: Spring 2026

Part Of Term:

Subject:

Course Number:

Title:

Instructional Methods:

Open Sections Only: ☐

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

**Find Classes** | Enter CRNs | Schedule and Options

**Search Results** — 31 Classes  
Term: Spring 2026  
Subject: Writing

CRN	Subject	Course	Section	Title	Credits	Instructor	Instructional Method	Status	Schedule Type	Meeting Times	Linked Sections	Add
41420	WRIT	95	800	Developmental Writing	3	Bennett, Austin (Pri...	Online	23 of 25 seat...	Lecture	S M T W T F S - Type: Class Building		Add
40822	WRIT	101	001	College Writing I	3		Face to Face	<b>FULL 0</b>	Lecture	S M T W T F S 08:10 AM - 09:10 AM Ty		Add
40831	WRIT	101	002	College Writing I	3		Face to Face	15 of 25 seat...	Lecture	S M T W T F S 12:50 PM - 01:50 PM Ty		Add
40836	WRIT	101	003	College Writing I	3	Foster, Mandi (Prim...	Face to Face	21 of 25 seat...	Lecture	S M T W T F S 10:30 AM - 12:00 PM Ty		Add
42998	WRIT	101	03	College Writing I	3		Face to Face	<b>FULL 0</b>	Lecture	S M T W T F S 10:30 AM - 11:30 AM Ty		Add

- Example: the above search was for WRIT/Writing with no course number selected.
  - This shows all WRIT course options for the term I selected
  - The different course numbers are listed in the third column

## Register for Classes

Find Classes Enter CRNs Schedule and Options												
Search Results — 31 Classes Term: Spring 2026 Subject: Writing												
CRN	Subject	Course	Section	Title	Credits	Instructor	Instructional Method	Status	Schedule Type	Meeting Times	Linked Sections	Add
41420	WRIT	095	800	Developmental Writing	3	Bennett, Austin (Pri...	Online	23 of 25 seat...	Lecture	S M T W T F S - Type: Class Building		Add
40822	WRIT	101	001	College Writing I	3		Face to Face	FULL: 0	Lecture	S M T W T F S 08:10 AM - 09:10 AM Ty		Add
40831	WRIT	101	002	College Writing I	3		Face to Face	15 of 25 seat...	Lecture	S M T W T F S 12:50 PM - 01:50 PM Ty		Add
40836	WRIT	101	003	College Writing I	3	Foster, Mandi (Prim...	Face to Face	21 of 25 seat...	Lecture	S M T W T F S 10:30 AM - 12:00 PM Ty		Add
42998	WRIT	101	03	College Writing I	3		Face to Face	FULL: 0	Lecture	S M T W T F S 10:30 AM - 11:30 AM Ty		Add

### Class Details for Developmental Writing Writing 095 800

Term: 202630 | CRN: 41420

- Class Details
- Course Description
- Catalog
- Enrollment/Waitlist
- Corequisites
- Prerequisites
- Restrictions
- Instructor/Meeting Times
- Attributes
- Cross Listed Courses
- Linked Sections
- Important Dates
- Fees
- Mutual Exclusion
- Bookstore Links
- Syllabus
- Bibliography

Associated Term: Spring 2026  
CRN: 41420  
Campus: City College at MSU Billings  
Schedule Type: Lecture  
Instructional Method: Online  
Section Number: 800  
Subject: Writing  
Course Number: 095  
Title: Developmental Writing  
Credit Hours: 3  
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

- More information on a course can be accessed by clicking on the title of it

- When you find a course you want to take, select 'Add' for that course in the far-right column

## Register for Classes

Find Classes Enter CRNs Schedule and Options												
Search Results — 31 Classes Term: Spring 2026 Subject: Writing												
Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute
Developmental Writing	Writing	095	800	3	41420	Spri...		S M T W T F S - Type: Class Building	City...	25 of 25 seat...	Lecture	
College Writing I	Writing	101	001	3	40822	Spri...		S M T W T F S 08:10 AM - 09:10 AM T	MS...	FULL: 0	Lecture	GE I: English
College Writing I	Writing	101	002	3	40831	Spri...		S M T W T F S 12:50 PM - 01:50 PM T	MS...	25 of 25 seat...	Lecture	GE I: English
College Writing I	Writing	101	003	3	40836	Spri...		S M T W T F S 10:30 AM - 12:00 PM T	MS...	24 of 25 seat...	Lecture	GE I: English
College Writing I	Writing	101	03	3	42998	Spri...		S M T W T F S 10:30 AM - 11:30 AM T	MS...	FULL: 0	Lecture	GE I: English

- As you go through this process, you can see a Calendar and a Summary view of your schedule (on the bottom half of your screen) to assist with planning
  - Once a course has been added, it'll show up here
  - If the course is online, it will only show up in the Summary tab... not the Calendar
  - You can also click the "Schedule Details" tab

**Schedule Details**

Class Schedule for Spring 2026

6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am							
9am							
10am							

**Summary**

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Developmental Writing	WRIT 095, 800	3	41420	Lecture	Pending	Register
MS Access	CAPP 158, 800	3	41315	Lecture	Registered	None
Resrch Meths in Hlth Hmn P...	KIN 364, 001	3	42187	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

**Submit**

- Repeat these steps until your schedule is complete
  - Go back to the search page by selecting the green 'Search Again' button in the top right
  - Once you've picked out all your courses, select 'Submit' in the Summary tab to officially register
- If there are any issues submitting, the course(s) will be flagged and tell you what the issue is

**Summary**

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Leadership in Adventure P...	REC 310, 001	3	43602	Lecture	Errors Preventing Re...	Remove
College Writing I	WRIT 101, 03	3	42998	Lecture	Errors Preventing Re...	Remove
Resrch Meths in Hlth Hmn...	KIN 364, 001	3	42187	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

**Submit**

- To view a copy of your complete schedule, navigate back to the Registration home page
  - You can do this by clicking 'Registration' in the top Navigation menu

**Registration**

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

**Search Results — 31 Classes**  
Term: Spring 2026 | Subject: Writing

**Search Again**

Title	Subject Defcri	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
Developmental Writing	Writing	095	800	3	41420	Spri...		S M T W T F S - Type: Class Buildin	City...	25 of 25 seat...	Lecture			Add
College Writing I	Writing	101	001	3	40822	Spri...		S M T W T F S 08:10 AM - 09:10 AM T	MS...	FULL: 0	Lecture	GE I: English		Add
College Writing I	Writing	101	002	3	40831	Spri...		S M T W T F S 12:50 PM - 01:50 PM T	MS...	25 of 25 seat...	Lecture	GE I: English		Add
College Writing I	Writing	101	003	3	40836	Spri...		S M T W T F S 10:30 AM - 12:00 PM T	MS...	24 of 25 seat...	Lecture	GE I: English		Add
College Writing I	Writing	101	03	3	42998	Spri...		S M T W T F S 10:30 AM - 11:30 AM T	MS...	FULL: 0	Lecture	GE I: English		Add

- Once here, select 'View My Class Schedule'

**MONTANA STATE UNIVERSITY BILLINGS**

[Student](#) • [Registration](#)

**Registration**

What would you like to do?

**Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.

**Search Schedule of Classes**  
Looking for classes? In this section you can browse classes you find interesting.

**Add/Drop Classes**  
Search and register for your classes. You can also view and manage your schedule.

**View My Class Schedule**  
View your past schedules and your ungraded classes.

- You can view schedules from each semester you've attended; select the term you'd like to view

**Look up a Schedule** | Active Registrations

**Class Schedule**

Term:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
<a href="#">American History I</a>	HSTA 101, 002	3	60682	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/08/2018	Registered	**Web Register...
<a href="#">First Year Seminar</a>	AASC 111, 004	2	63171	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	05/25/2018	Registered	**Registered**0...
<a href="#">Intro Native American Studies</a>	NASX 105, 001	3	61259	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/08/2018	Registered	**Web Register...
<a href="#">Perspectives and Understanding</a>	HONR 111, 001	3	62786	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/12/2018	Registered	**Registered**0...
<a href="#">Visual Language-Drawing</a>	ARTZ 105, 002	3	61889	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/08/2018	Registered	**Registered**0...

Records: 5

**Schedule** | **Schedule Details**

Class Schedule for Fall 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			Intro Native American Studies		Intro Native American Studies		
10am							
11am		First Year Seminar		First Year Seminar			
12pm			Perspectives and Understanding		Perspectives and Understanding		
1pm		American History I		American History I		American History I	
2pm			Visual Language-Drawing		Visual Language-Drawing		

- Online courses will not show up in the calendar view, however, you can view them in the "Schedule Details" tab
- If you want to print your schedule, select the printer icon in the top right corner of the schedule
  - A summary and a calendar view will be printed

### Additional notes:

- **Online** courses are always section 800 or above and will say **Online** in the 'Instructional Method' section (in the additional details accessed by clicking on the course title)
- Some courses are offered both online and face-to-face, these courses will have a section numbered 600 or above, and will say **Blended** – Online and Onsite in the 'Instructional Method' section (in the additional details accessed by clicking on the course title)
- Some courses are offered as **Hyflex** and are numbered 700 or above. These will say **Hyflex** in the 'Instructional Method' section (in the additional details accessed by clicking on the course title). This format allows students to choose in-person or online attendance, and they can change the modality throughout the semester as needed
- Restrictions for courses can be checked after clicking on a course title and selecting the 'Restrictions' option on the left
- The 'Status' column in the course search shows the availability for a course and how many seats are available total
- Your PIN will not need to be entered again after an overnight refresh; you will need to enter it again if you enter the registration page again the same day though.