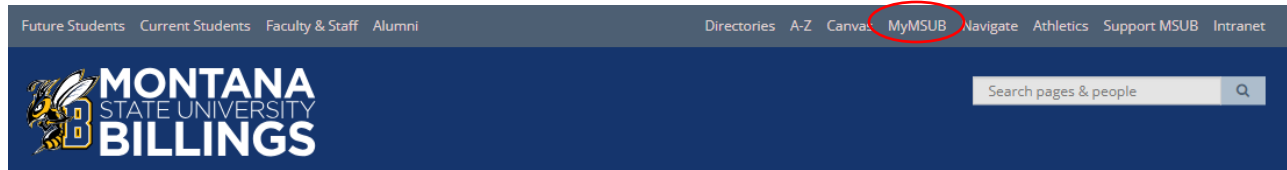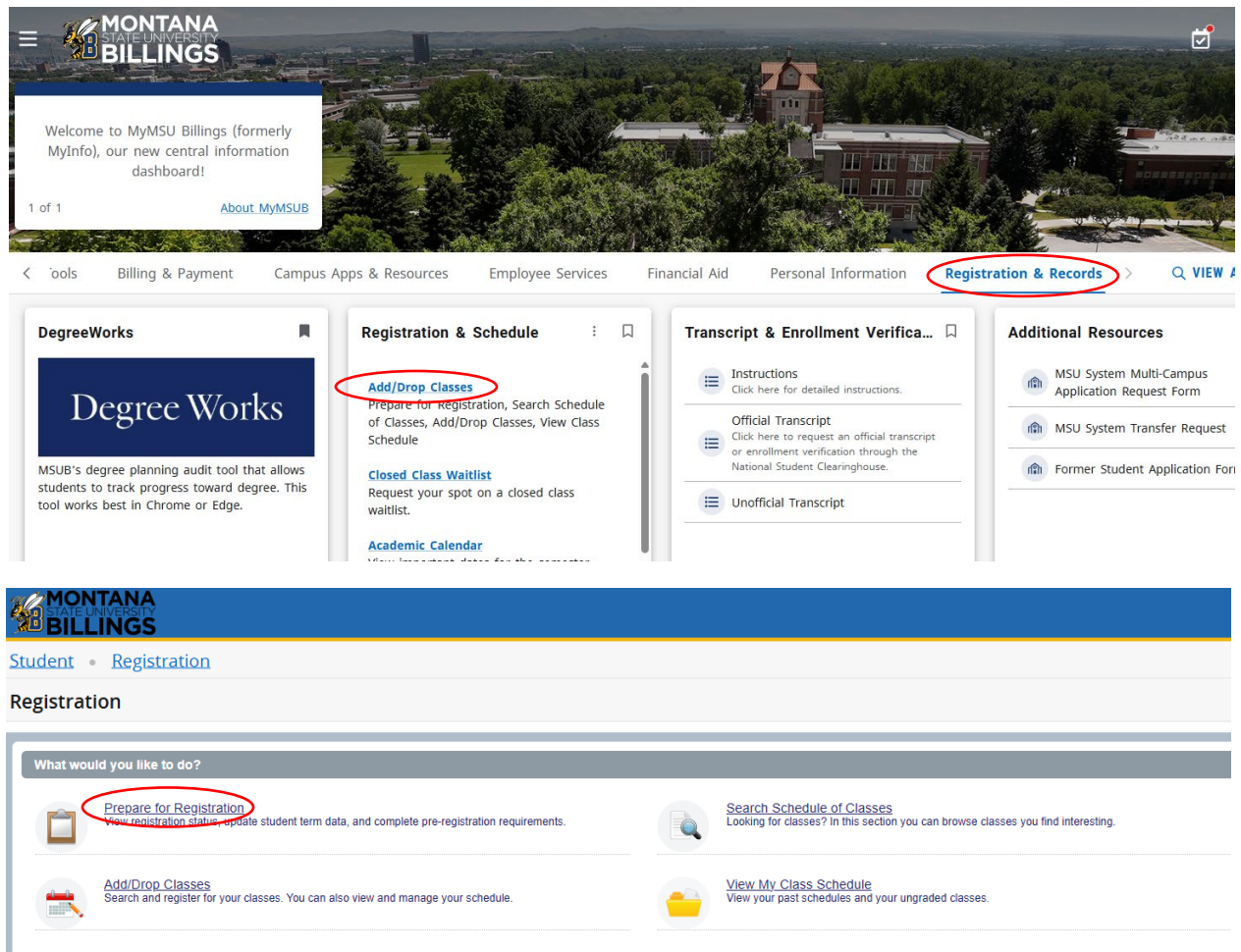# Navigating the Class Schedule and Registration

MSU Billings Home Page – 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

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

ℹ️ 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

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

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Spring 2026 ▾

Alternate PIN*

[   ]

Continue

- 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/advise/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

- 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.

Close

- 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 Descri	Course N	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

- 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

- 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

- 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

- Once here, select '*View My Class Schedule*'

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

- 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.