

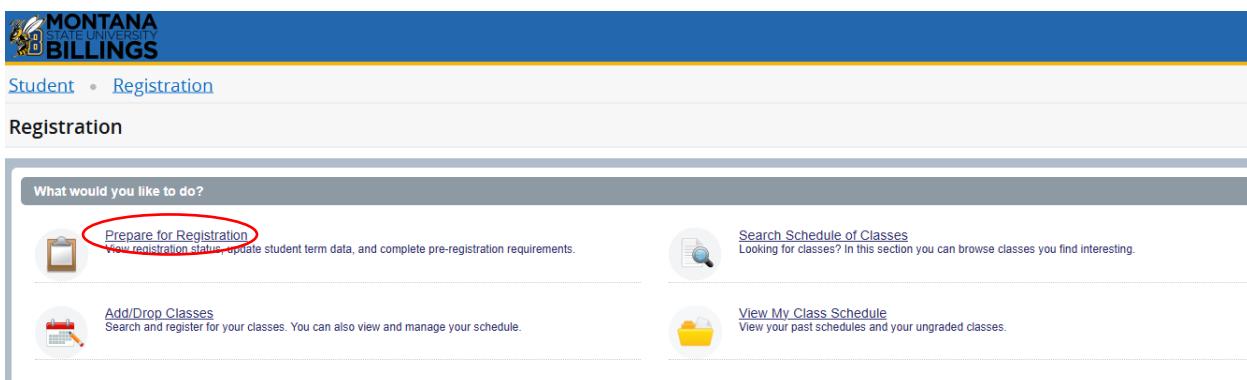
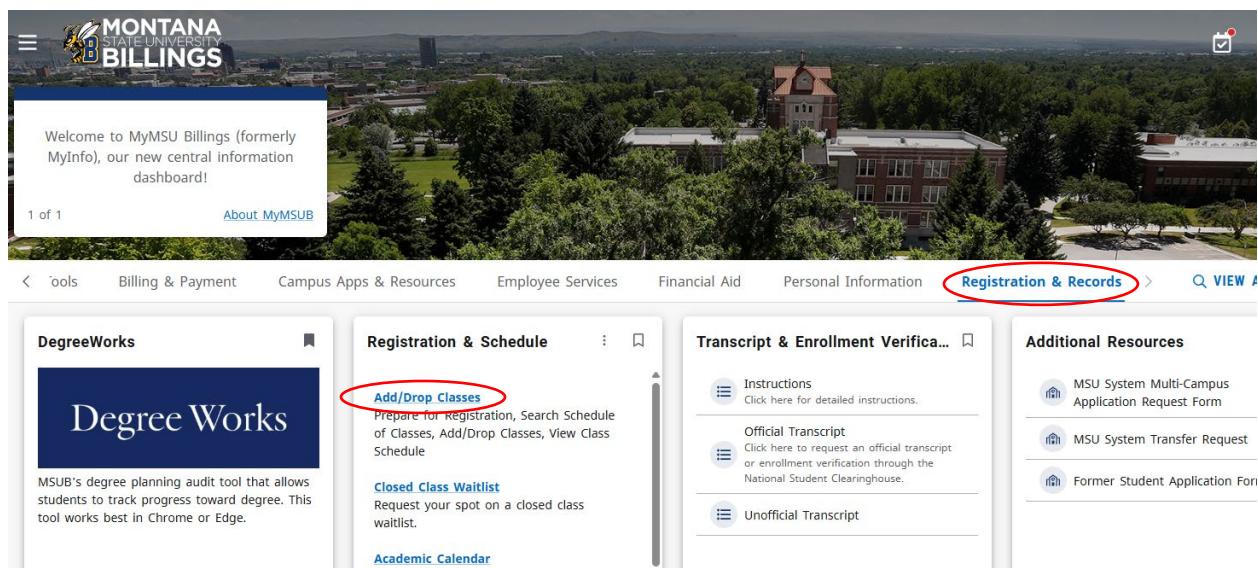
# Navigating the Class Schedule and Registration

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**

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

Info 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.

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

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

 [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\*

The screenshot shows the 'Register for Classes' interface. At the top, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below these are search criteria fields for 'Term: Spring 2026' and fields for 'Part Of Term', 'Subject', 'Course Number', 'Title', and 'Instructional Methods'. A checkbox for 'Open Sections Only' is also present. Below the search area, there are three buttons: 'Schedule', 'Schedule Details', and 'Summary'. The 'Summary' button is circled in red. The main content area displays a 'Class Schedule for Spring 2026' table with columns for CRN, Class Details, Title, Hour, Schedule, Instructional Method, Status, and Action. The table lists several courses, all of which are marked as 'Registered'. At the bottom of the table, it says '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/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

The screenshot shows the 'Register for Classes' interface with a large red oval highlighting the 'Enter Your Search Criteria' section. This section includes fields for 'Term: Spring 2026' and search criteria for 'Part Of Term', 'Subject', 'Course Number', 'Title', and 'Instructional Methods'. A 'Search' button is located to the right of the search criteria.

The screenshot shows the 'Search Results' page with a red oval highlighting the search criteria 'Subject: Writing'. The results table shows 31 classes found for the term Spring 2026. The columns include CRN, Subject, Course, Section, Title, Credits, Instructor, Instructional Method, Status, Schedule Type, Meeting Times, Linked Sections, and an 'Add' button. The results are as follows:

CRN	Subject	Course	Section	Title	Credits	Instructor	Instructional Method	Status	Schedule Type	Meeting Times	Linked Sections	Add
41420	WRIT	995	800	Developmental Writing	3	Bennett, Austin (Pri...)	Online	23 of 25 seat...	Lecture	S M T W T F S		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

- 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

Search Results — 31 Classes											Search Again	
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 (Prim.)	Online	23 of 25 seat...	Lecture	S M T W T F S	- Type: Class Building	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="Add"/>

Class Details for Developmental Writing Writing 095 800

Term: 202630 | CRN: 41420

**Class Details**

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.

**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**

- 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

Search Results — 31 Classes											Search Again				
Term: Spring 2026		Subject: Writing													
Title	Subject	Descri	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
Developmental Writing	Writing		095	800	3	41420	Spring		S M T W T F S	- Type: Class Building	City...	25 of 25 seat...	Lecture		<input type="button" value="Add"/>
College Writing I	Writing		101	001	3	40822	Spring		S M T W T F S	08:10 AM - 09:10 AM	T MS...	FULL: 0 ...	Lecture	OE I: English	<input type="button" value="Add"/>
College Writing I	Writing		101	002	3	40831	Spring		S M T W T F S	12:50 PM - 01:50 PM	T MS...	25 of 25 seat...	Lecture	GE I: English	<input type="button" value="Add"/>
College Writing I	Writing		101	003	3	40836	Spring		S M T W T F S	10:30 AM - 12:00 PM	T MS...	24 of 25 seat...	Lecture	GE I: English	<input type="button" value="Add"/>
College Writing I	Writing		101	03	3	42998	Spring		S M T W T F S	10:30 AM - 11:30 AM	T MS...	FULL: 0 ...	Lecture	OE I: English	<input type="button" value="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'

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.

**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: Fall 2018

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message	Actions
American History I	HSTA 101, 002	3	60682	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/08/2018	Registered	**Web Registr...	
First Year Seminar	A&SC 111, 004	2	63171	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	05/25/2018	Registered	**Registered**0...	
Intro Native American Studies	NASX 105, 001	3	61259	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/08/2018	Registered	**Web Registr...	
Perspectives and Understanding	HONR 111, 001	3	62786	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/12/2018	Registered	**Registered**0...	
Visual Language-Drawing	ARTZ 105, 002	3	61869	Lecture	Traditional	Undergraduate - Se...	Full Semester	None	06/08/2018	Registered	**Registered**0...	

Schedule Schedule Details

Class Schedule for Fall 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		<input checked="" type="checkbox"/> Intro Native American Studies			<input checked="" type="checkbox"/> Intro Native American Studies		
10am		<input checked="" type="checkbox"/> First Year Seminar		<input checked="" type="checkbox"/> First Year Seminar			
11am	<input checked="" type="checkbox"/> First Year Seminar			<input checked="" type="checkbox"/> First Year Seminar			
12pm		<input checked="" type="checkbox"/> American History I	<input checked="" type="checkbox"/> Perspectives and Understanding	<input checked="" type="checkbox"/> American History I	<input checked="" type="checkbox"/> Perspectives and Understanding	<input checked="" type="checkbox"/> American History I	
1pm	<input checked="" type="checkbox"/> American History I			<input checked="" type="checkbox"/> American History I		<input checked="" type="checkbox"/> American History I	
2pm		<input checked="" type="checkbox"/> Visual Language-Drawing			<input checked="" type="checkbox"/> 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.