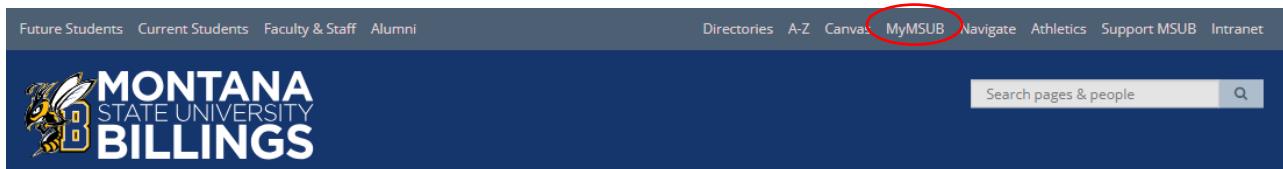


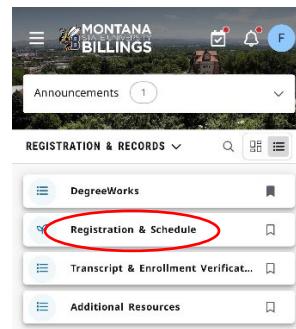
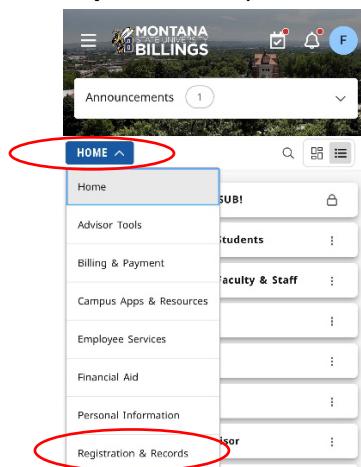
Navigating the Class Schedule and Registration Mobile Version

MSU Billings Home Page – www.msubillings.edu

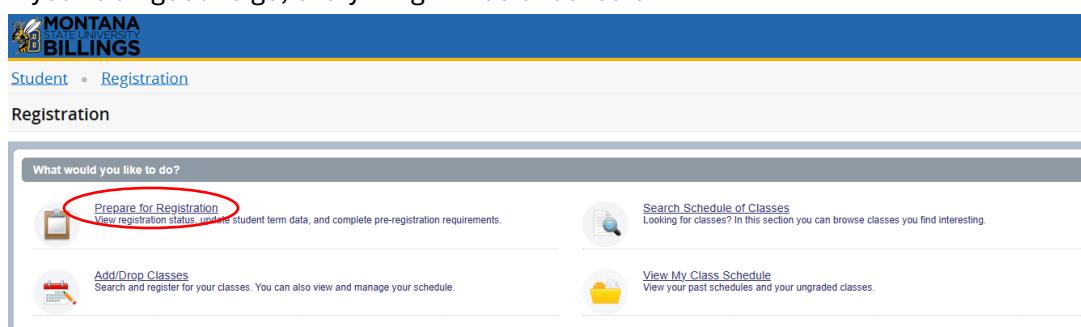
- Click on **MyMSUB** and sign in

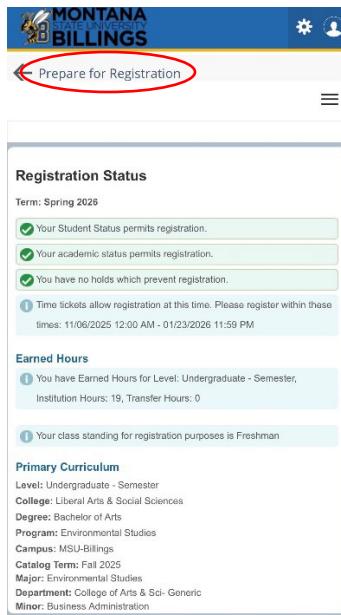


- Click the Home tab, then select **Registration & Records** from the drop down. Select **Registration & Schedule**, and then select the **Add/Drop Classes** option



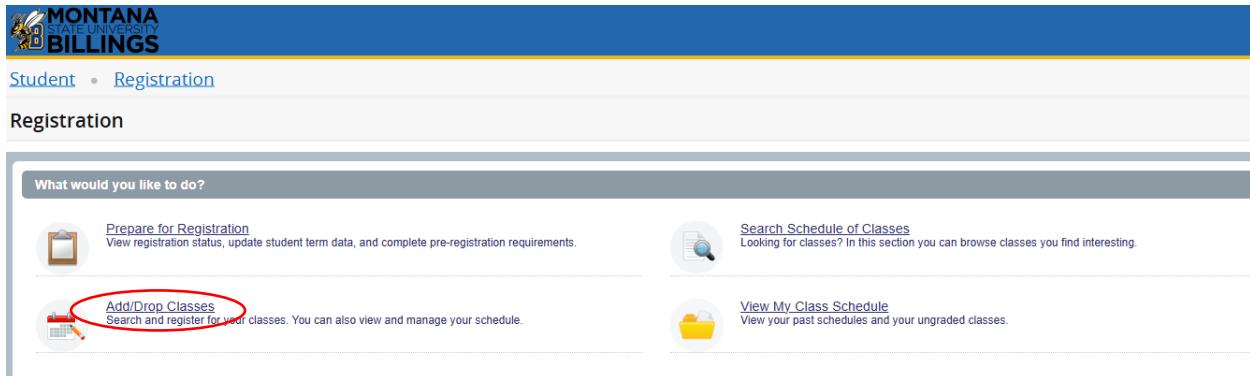
- Double check the **Prepare for Registration** tab prior to registration (see below)
 - Select the term in the drop-down menu
 - You can check for any holds on your account and your Academic Standing
 - If you're all good to go, everything will be checked off





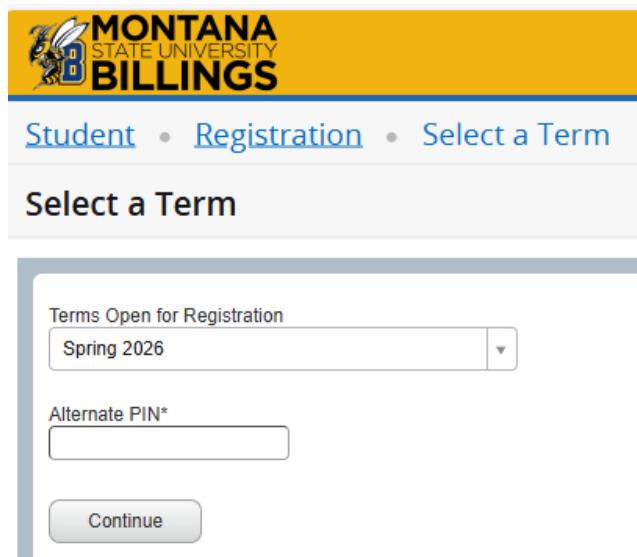
The screenshot shows the 'Registration Status' page for the Spring 2026 term. It includes sections for 'Earned Hours' (Undergraduate Semester, Institution Hours: 19, Transfer Hours: 0) and 'Primary Curriculum' (Bachelor of Arts in Environmental Studies). A red circle highlights the 'Prepare for Registration' link at the top left of the page.

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

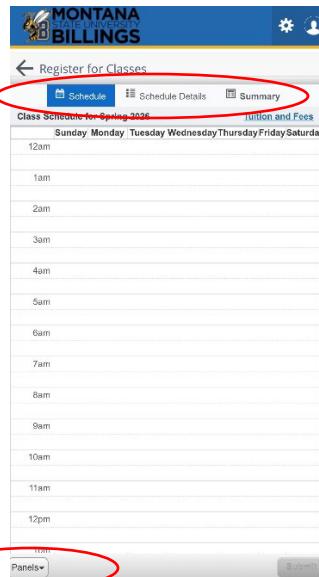


The screenshot shows the registration home page with a navigation bar for 'Student' and 'Registration'. Below, a 'Registration' section lists 'What would you like to do?'. The 'Add/Drop Classes' link, which is circled in red, is described as 'Search and register for your classes. You can also view and manage your schedule.'

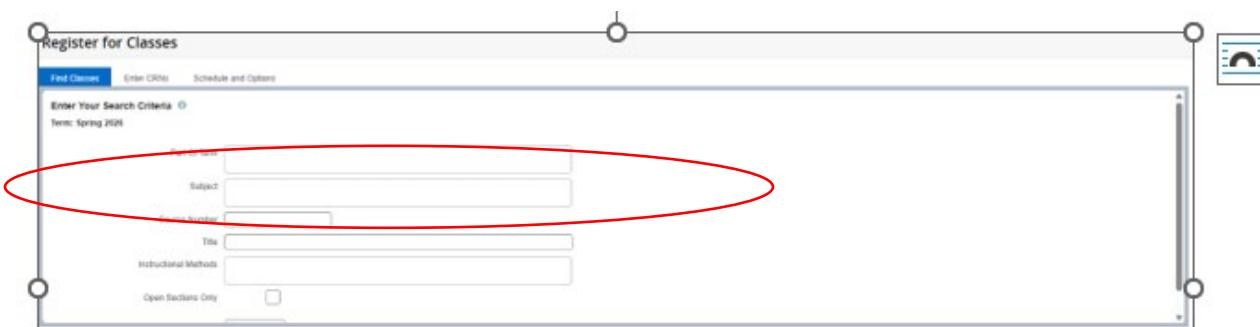
- Select the correct term for the semester you're wanting to register for and enter your alternate PIN
 - Your PIN is provided by your advisor



The screenshot shows the 'Select a Term' page. A dropdown menu shows 'Spring 2026' as the selected term. Below it, an 'Alternate PIN*' field is empty. A 'Continue' button is at the bottom.



- After entering your term and PIN, this is an example of what the main registration hub looks like
 - At the top, you will see a calendar view and detailed view of your scheduled classes. The summary tab is where pending/added classes are displayed.
- 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>
- To search for classes, select the Panels button in the bottom left corner. Then enter 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 below search was for WRIT/Writing with no course number selected.
 - This search would show all WRIT course options for the term selected
 - Note the different course numbers for different writing courses

Search Results — 32 Classes		
Term: Spring 2026 Part Of Term: Full Semester		
04/30/2026 Subject: Writing		
Title	Linked Sections	Add
Developmental Writing WRTT 095 - 41420		Add
College Writing I WRTT 101 - 40822		Add
College Writing I WRTT 101 - 40831		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	

Close

- To view the day/time, along with additional course information for a specific course, click on the title of the class

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

Montana State University Billings

Register for Classes

Search Results — 32 Classes

Term: Spring 2026 Part Of Term: Full Semester
04/30/2026 Subject: Writing

Search Again

Title	Linked Sections	Add
Developmental Writing WRIT 095 - 41420		Add
College Writing I WRIT 101 - 40822		Add
College Writing I WRIT 101 - 40831		Add

- As you go through this process, you can see a Calendar and a Summary view of your schedule by clicking the Panel button in the bottom left to assist with planning
 - Once a course has been added, it'll show up in the Schedule/Schedule Details view
 - If the course is online, it will only show up in the Schedule Details tab... not the Schedule tab
 - Repeat these steps until your schedule is complete by going back to the schedule page by clicking the panels button in the bottom left. Select 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

The screenshot shows a registration interface with a schedule table and an error summary. The schedule table has 6 records. The error summary at the top lists three issues:

- WRIT 101 CRN 42998: Closed Section -X
- REC 310 CRN 43602: Prerequisite or Test Score Not Met
- REC 310 CRN 43602: Time conflict with CRN 42187

The schedule table shows the following data:

Time	Room	Section	Type	CRN	Action
1:30 AM - 12:00 PM	MS...	12 of 12 seat...	Lecture		Add
1:50 PM - 02:20 PM	MS...	20 of 20 seat...	Time Conflict		Add
Type: Class Buildin	MS...	20 of 20 seat...	Independ...		Add
Type: Class Buildin	MS...	20 of 20 seat...	Internship		Add
Type: Class Buildin	MS...	20 of 20 seat...	Internship		Add

Below the table is a summary table with three rows, each with a red circle around it:

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
Rsrch Meths in Hlth Hmn...	KIN 364, 001	3	42187	Lecture	Registered	None

At the bottom of the interface are buttons for "Submit" and "Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18".

- To view a copy of your complete schedule, navigate back to the Registration home page
- Once here, select 'View.My.Class.Schedule'

The screenshot shows the registration home page for Montana State University Billings. The top navigation bar includes the university logo and links for "Student" and "Registration". The main content area is titled "Registration" and contains a "What would you like to do?" section with the following options:

- Prepare for Registration** (Icon: clipboard): View registration status, update student term data, and complete pre-registration requirements.
- Search Schedule of Classes** (Icon: magnifying glass): Looking for classes? In this section you can browse classes you find interesting.
- View My Class Schedule** (Icon: folder): View your past schedules and your ungraded classes. This option is circled in red.
- Add/Drop Classes** (Icon: clipboard with a pencil): Search and register for your classes. You can also view and manage your schedule.

- 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	⚙
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...	

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.