



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.

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Contact Information at MSU Billings

Academic Support Center • (406) 247-3022 City College • (406) 657-1641 University Campus
<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- Jacket Student Central • (406) 247-3019 City College • ccadvising@msubillings.edu
https://www.msubillings.edu/citycollege/jacket_student_central/

The Academic advisors in Jacket Student Central assist students in creating an academic plan, which enables them to complete their program requirements as efficiently as possible and connect them with other resources/services on both campus.

Advising Center • (406) 657-2240 University Campus <https://www.msubillings.edu/advice>

The Advising Center at the University campus assists students wanting to take programs (primarily bachelor's degrees) in creating an academic plan, which enables them to complete their program requirements as efficiently as possible.

Business Services • (406) 247-3002 City College • (406) 657-2140 University Campus

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://msubillings.spirit.bncollege.com/en/>

The Campus Store provides textbooks (online ordering only), apparel, school supplies, and more for all who are interested.

Disability Support Services (DSS) • (406) 247-3029 City College • (406) 657-2283 University Campus
<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) 247-5755 • <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) 657-1704 • <https://www.msubillings.edu/police/parkinginfo.htm>

Parking passes and regulations are to promote the convenience and safety of all personnel on the 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) 247-3051 City College • (406) 657-2162 University Campus
<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 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**

☐ **Apply for Scholarships:**

- Scholarship applications & information can be found at: <http://www.msubillings.edu/scholarships/>

☐ **Submit Transcripts:**

- If you have not attempted courses at another college, you will just need to submit an official copy of your high school transcript.
- If you have attempted courses at another college or multiple colleges, you will need to submit an official transcript from all previously attended institutions.

☐ **Submit Immunization Records:**

- A copy of your immunization records will need to be submitted to **Student Health Services**.
- Their phone number is 406-657-2153 and fax number is 406-657-2145. Students that are online only can call their office for options.

☐ **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>
- **MyInfo** - Access your MSU Billings student records, financial aid information, final grades, or register for classes. You can access MyInfo from the top right corner on the MSU Billings homepage (www.msubillings.edu). Click "Login to MyInfo – 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 MyInfo > Student Services > Student Information.
- **Canvas** – Access your courses here; online and in-person will use this! This is where you can access course materials, grades, quizzes, discussions, and more. Courses won't be available until the beginning of each semester on the 1st day.

☐ **Review the Admissions Checklist in MyInfo**

☐ **Review Your Class Schedule After Registering:**

- To print your class schedule, login to **MyInfo** > Student Services > Student Information > Registration > Student Detail Schedule > select term, and print!

□ **Waive/Elect Student Health Insurance:**

- Go to msubillings.edu and sign into MyInfo > Student Information/Services > Student Records > Waive Health Insurance.
- For any questions or issues, contact the Business Office at (406) 657-2140.

□ **Purchase Books:**

- See page 15 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 **MyInfo** account, select **Financial Aid**, select **My Award Information** and choose what you want to accept/decline.

□ **Confirm Attendance / Arrange Payment:**

- Login to your **MyInfo** Account, select Student Services > Student Information > Student Records > Web Bill > Select Term and Confirm Attendance.
- Review your bill to confirm your student health insurance selection.
- **Pay in full by the third day of classes or set up an installment plan online through MyInfo. Call Business Services Office (406-657-2140) for any questions.**

□ **Get a U-Card (Student ID Card):**

- Stop by **Jacket Student Central** at City College or **Registrar's Office** at University campus, 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)**

• **Complete Prevention Education: Thriving Together**

- To complete this **mandatory** online training program, you will need to login to your Canvas account and find the "Thriving Together" module on the dashboard. All new first-year, new transfer students, and new graduate students are required to complete this online prevention education.

□ **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



Financial Aid

File FAFSA now at www.studentaid.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 www.studentaid.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 8 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 & Birthdates** - 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 [MyInfo](#) 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.



GET CONNECTED

Campus Logons & University Apps

IT SERVICE DESK  406-247-5700

START HERE!

SET/RESET PASSWORD: password.msubillings.edu

✦ View your IDs at MyInfo under Personal Information – View IDs ✦



MYINFO

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

USERNAME: NetID (a12b345)

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

<https://www.msubillings.edu/myinfo>

Welcome to the MSU Billings myInfo Portal.
myInfo is your central location for all of your university information.
To get started, click on the "Get Started" link in the top right corner.
If you need help, click on the "Help" link in the top right corner.
myInfo is your central location for all of your university information.
To get started, click on the "Get Started" link in the top right corner.
If you need help, click on the "Help" link in the top right corner.

NETID

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

USERNAME: NetID (a12b345)

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



MICROSOFT OFFICE (FREE to current students!)

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

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



BOX: msubillings.box.com

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

USERNAME: MSUB email

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



WEBEX: msubillings.webex.com

Online student meetings and tutoring

USERNAME: MSUB email

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



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



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

How to Login to MyInfo and Find Your NetID

MSU Billings Home Page – www.msubillings.edu

- Click on **MyInfo**



- If you do not know your NetID, click **NetID Lookup** to find your NetID and set a password

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.

Log in here:

[Log in to MyInfo \(NetID\)](#)

If you do not know your NetID, look it up here: [NetID Lookup](#)

If you do not know your password, reset it here: <https://password.msubillings.edu>

If you need assistance, please call the IT Help Desk at 247-5700.

Other Options

[Apply for Admission](#)
[General Financial Aid](#)
[Campus Directory](#)
[Class Schedule](#)
[Class Schedule \(online courses only\)](#)
[Course Catalog](#)
[Transfer Equivalencies](#)

RELEASE: 8.8.4.1

- Enter your **Student ID** in the box

Step 1

Enter your MSU ID
This ID begins with a - followed by 8 numbers.
(example: -12345678)

Enter ID:

[I don't know my MSU ID](#)

[Submit](#)

Need help?
Contact your campus Help Desk.

Billings Help Desk 406-247-5700 helpdesk@msubillings.edu	Great Falls Help Desk 406-771-4440 helpdesk@gfmsu.edu
Bozeman Service Desk 406-994-1777 helpdesk@montana.edu	Northern Help Desk 406-265-3765 helpdesk@msun.edu

- Enter your birthdate in the box

Step 2

Enter Date of Birth
Format birthdate as mm/dd/yyyy.
(example: July 21, 1996 would be 07/21/1996)

Date of Birth:

[submit](#)

Need help?
Contact your campus Help Desk.

Billings Help Desk 406-247-5700 helpdesk@msubillings.edu	Great Falls Help Desk 406-771-4440 helpdesk@gfmsu.edu
Bozeman Service Desk 406-994-1777 helpdesk@montana.edu	Northern Help Desk 406-265-3765 helpdesk@msun.edu

- Write down your **NetID**, then click the password reset link and follow the password reset prompts

Claim/Recover Your NetID

Your NetID is:
a11b222

Please write your NetID down before proceeding to Step 3.

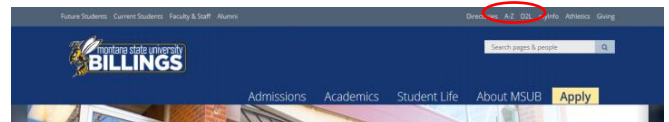
Step 3

Set Password
Set NetID password at the [Self-Service Password Portal](#)

Need help?
Contact your campus Help Desk.

Billings Help Desk 406-247-5700 helpdesk@msubillings.edu	Great Falls Help Desk 406-771-4440 helpdesk@gfmsu.edu
Bozeman Service Desk 406-994-1777 helpdesk@montana.edu	Northern Help Desk 406-265-3765 helpdesk@msun.edu

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



- Click **Log in to MyInfo (NetID)**

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.

Log in here:

[Log in to MyInfo \(NetID\)](#)

If you do not know your NetID, look it up here: [NetID Lookup](#)

If you do not know your password, reset it here: <https://password.msubillings.edu>

If you need assistance, please call the IT Help Desk at 247-5700.

Other Options

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RELEASE: 8.8.4.1

- Enter your **NetID** and password to enter **MyInfo**

LOGIN

Username:

Password:

[I don't Remember Login](#)

[Login](#)

Trouble logging in?
Reset your password
Contact your campus Help Desk.

Security Notice:
Remember to log out and close your web browser when finished.

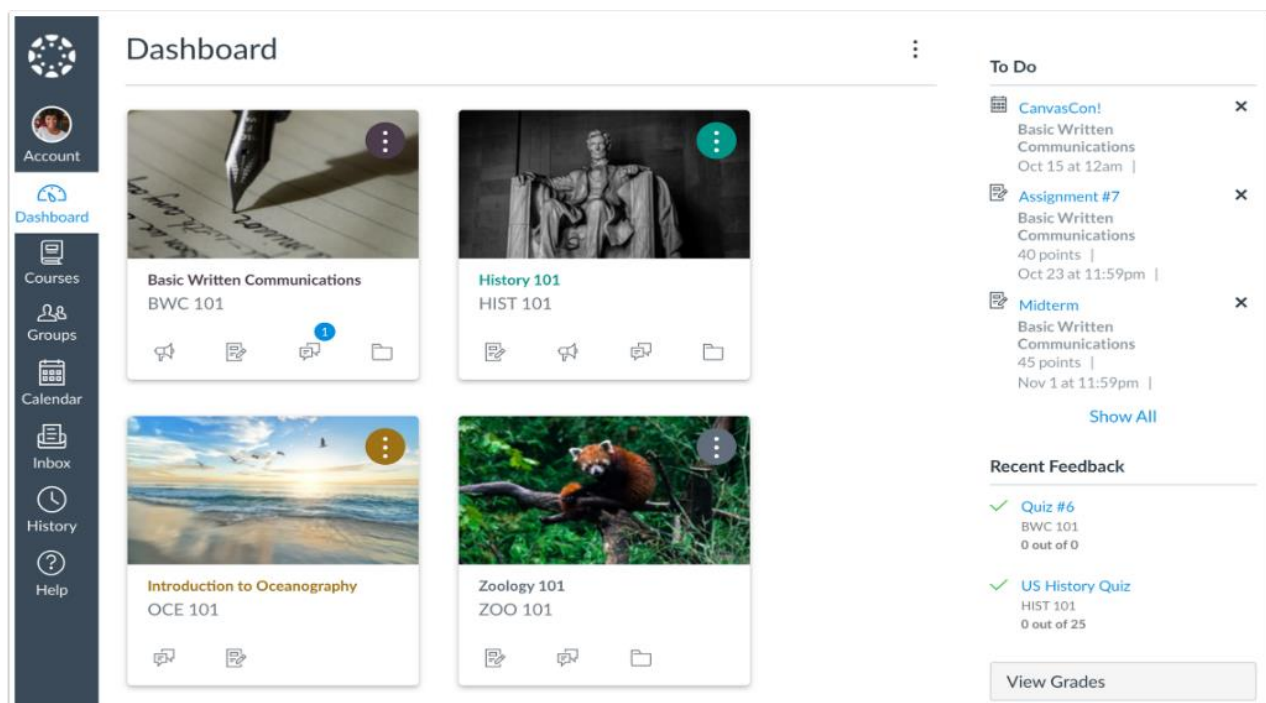
Canvas Login Instructions

MSU Billings homepage – www.msubillings.edu

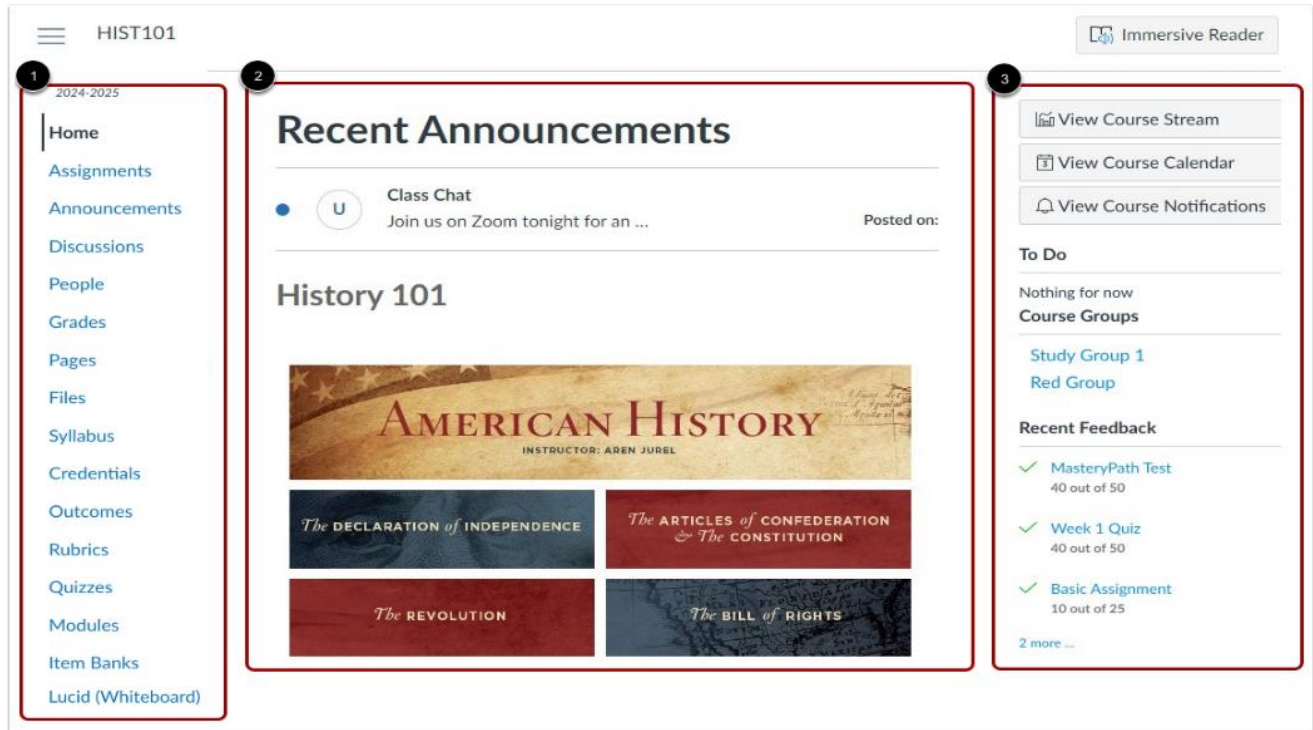
1. The link will be in the grey bar towards the top of the MSUB website



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 MyInfo account under 'Student Information.'
 - b. Your student email *should* be firstname.lastname@msubillings.edu and the password is the same as your MyInfo 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 MyInfo
 - 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 Passport class to learn how to use Canvas
8. Download 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.

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

Navigating the Class Schedule

MSU Billings Home Page – www.msubillings.edu

- Click on 'myInfo'



- Click on 'Class Schedule'

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.

Log in here:

[Log in to MyInfo \(NetID\)](#)

If you do not know your NetID, look it up here: [NetID Lookup](#)

If you do not know your password, reset it here: <https://password.msubillings.edu>

If you need assistance, please call the IT Help Desk at 247-5700.

Other Options

[Apply for Admission](#)

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[Class Schedule \(online courses only\)](#)

[Course Catalog](#)

[Transfer Equivalencies](#)

RELEASE: 8.8.4.1

- Select...
- Term, semester and year
- Subject, (M – Mathematics)
- Course Type (specify Any, Online, or Face-to-Face)
- Course Number (or leave blank to see all M courses being offered)
- Click 'Search Class'

Term:	Select Term
Subject List: (switch to subject index)	HTH - Health HVC - Heating, Vent, AC & Refrig ITS - Information Technology Systems JRNL - Journalism KIN - Kinesiology LANG - Languages LING - Linguistics LIT - Literature LSCI - Library Science M - Mathematics
Instructor:	All Instructors Adcock, Elizabeth J Adkins, Jason M Aldrich, Margo L
Course Type:	Any Online Face to Face
Course Number:	121
Days:	Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>
Begin Time:	Hour: 00 Minute: 00 End Time: Hour: 00 Minute: 00

Search Class

Reset

- Special Notes about the course are listed under the class title:
 - Online courses are always section 800 or above and will say **Online** next to the number of credits
 - 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 next to the number of credits
 - Some courses offered Hyflex are numbered 700 or above and will say Hyflex. This allows students to choose in person or online and can change the modality throughout the semester as needed.
 - If it states "Consent of Instructor" you will need to have approval before registering for the course
 - Under the **Title – Catalog Description** it lists meeting time: M-Monday; T-Tuesday; W-Wednesday; R-Thursday; F-Friday
 - If the Cap, Enrl, Avail columns are in green the course is open. If they are in red the course is full

Find the section that best suits your schedule and write down the **CRN**. You will need the **CRN** to register for that course specifically

(If you are looking for online courses, you would select the online only option under course type)

These search results are valid as of 01/17/18									
Fall 2015		Search All Instructors	Subject	PSYX	Crn	100	Days	Any	Time: 0001-2359
Section	Class	Title - Catalog Description	CRN	Cap	Enrl	Avail	Instructor	Location	Notes
PSYX 100-081	Lecture	Intro to Psychology	60087	25	13	219	Fraser, Brent	0805-1217	10 - Full Semester
PSYX 100-082	Lecture	Intro to Psychology	60779	36	2	21	Malina, Matthew Lynn	0805-1217	10 - Full Semester
PSYX 100-083	Lecture	Intro to Psychology	60089	250	16	214	McMahan, Matthew N	0805-1217	10 - Full Semester
PSYX 100-087	Lecture	Intro to Psychology	61795	36	2	28	Malina, Matthew Lynn	0805-1217	10 - Full Semester
PSYX 100-088	Lecture	Intro to Psychology	61801	40	40	0	McMahan, Matthew N	0805-1217	10 - Full Semester

Repeat steps 4 and 5 for all courses that you are scheduling

Student: _____

Alternate PIN _____

ID #: _____

Time Schedule for Classes

Monday	Tuesday	Wednesday	Thursday	Friday
7:00-7:59				
8:00-8:59				
9:00-9:59				
10:00-10:59				
11:00-11:59				
12:00-12:59				
1:00-1:59				
2:00-2:59				
3:00-3:59				
4:00-5:59				

Online Classes: _____

Course SUBJ,Number	1. _____	2. _____	3. _____	4. _____	5. _____	6. _____
CRN	_____	_____	_____	_____	_____	_____



Web Registration Instructions

MSU Billings Home Page – www.msubillings.edu

- Click on 'myInfo'



- Click on **Log in to MyInfo (NetID)**

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.

Log in here:

Log in to MyInfo (NetID)

If you do not know your NetID, look it up here: [NetID Lookup](#)

If you do not know your password, reset it here: <https://password.msubillings.edu>

If you need assistance, please call the IT Help Desk at 247-5700.

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RELEASE: 8.8.4.1

- Enter your **NetID** and **password**

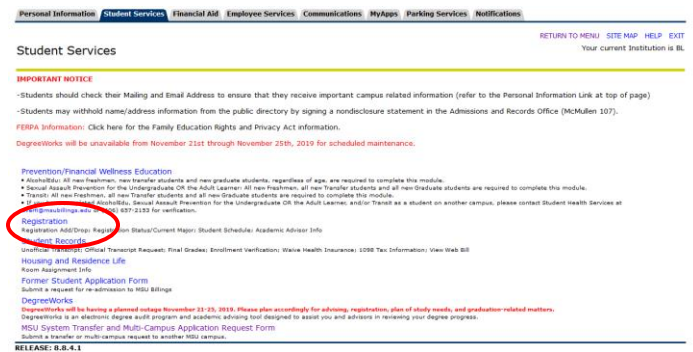
Select **Student Information** to Register for Classes

Select **Financial Information** to view status of aid package

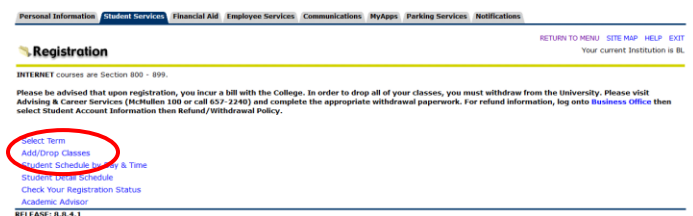
Select **Personal Information** to see your information and/or to change your contact information, email address

Select **Student Records** to view holds, account summary, web bill, or transcripts

- Select **Registration** to register for classes



- After you select Registration select **Add/Drop Classes**



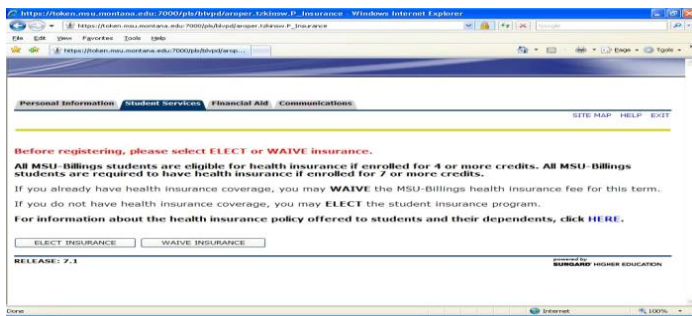
- Select **Term** you are registering for.

(continued on next page)

- **Verify email address** (This screen will only appear once. If you need to update your email address in the future, select the Personal Information tab at the top of the screen)

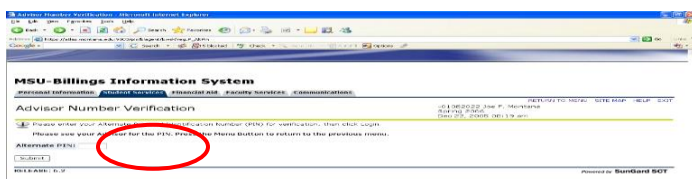


- If you wish to enroll in the student insurance plan, select **Elect Insurance**. If you wish to decline the student insurance plan, select **Waive Insurance**. Follow the instructions to complete your selection



To change your selection, contact **Student Health Services** at 657-2153

- Enter **Alternate PIN** – This is a code you can only get by visiting with your advisor. It changes each semester. Click **Submit**



- To add classes, enter the CRN numbers in the spaces provided



After registering, if you wish to drop a class, select ****Web Drop**** from the dropdown menu next to the course

- Click **Submit Changes** to save your registration
- To view or print a copy of your schedule, click **Return to Menu** in the upper right hand corner. Select **Student Schedule by Day & Time** or **Student Detail Schedule**

To print a schedule showing day and time (below) you will initially get a screen that shows the first week of class, which begins on a Wednesday. Click on **"Next Week"** to show a full week



If you are a **current student** at MSUB, your current schedule will appear. Enter a future date in the box to the right to view future semester course.

Navigate360 App

Navigate @MSUB

College is complex.
Make it simpler.

Download today
msubillings.edu/navigate



Navigate 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!

Purchasing Textbooks

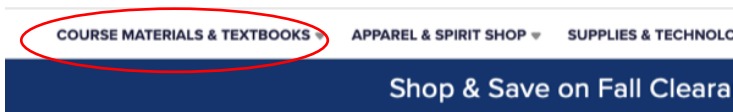
Bookstore website - <https://msubillings.spirit.bncollege.com/en/>

Textbooks are NO LONGER sold on campus!

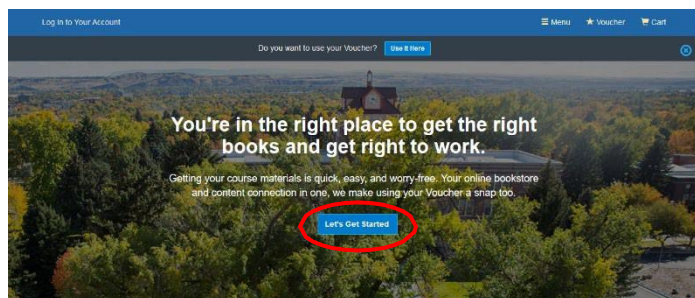
1. Click on **Bookstore**



2. Click on **Course Materials & Textbooks**> **Find Course Materials**



3. Click on **Let's Get Started**



4. Enter your **NetID** in the space provided to look up your entire schedule. To find classes individually choose the term, campus, and course ID's accordingly using the dropdown menus. When done click **View Your Materials**

Getting Started

We've made it really easy to get your course materials. Let's get started.

Shop by Schedule

Enter NetID ex: (559y999)

View Your Materials

- or -

Shop by Course

Fall 2019

Starts between: 09/04/2019 - 09/18/2020

Campus

Your Term

Campus

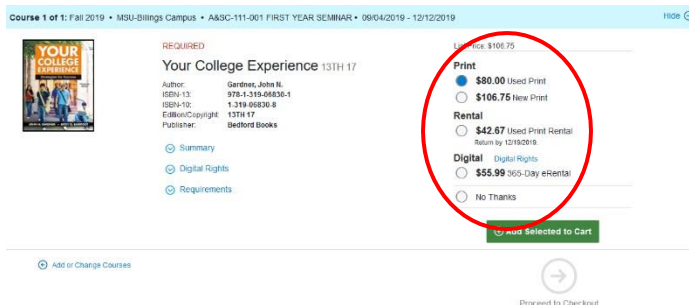
Your Term

Campus

Add Another Course

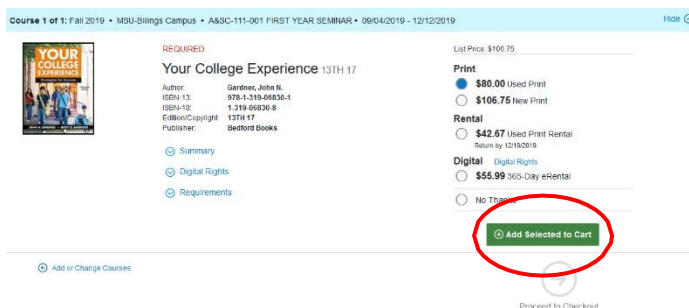
View Your Materials

5. You should now be able to see all materials required for the courses needed. From here you can find prices and select book options.



Note: Some classes may have optional materials listed, in which case you are not required to buy the item and can make the decision of whether you would like it. If you are ever worried about materials that may or may not be needed, contact the professor for additional help.

6. After you have chosen your book options, click **Add Selected to Cart** to add the chosen item to your cart



7. When you are done selecting all of your textbooks, click **Cart** in the upper right to continue to payment



(continue on next page)

8. Double check that the order all looks correct and then click **Check out now**

1 MBS Direct item in your cart

ITEM	FORMAT	QTY	TOTAL
Your College Experience 13TH 17 by: Gardner, John N. ISBN: 978-1-319-06230-1 Edition/Copyright: 13TH 17 Spring 2020 • MSU-Billings Campus • AASC 111-001 FIRST YEAR SEMINAR • 01/15/2020 - 04/30/2020 • REQUIRED	Used	1	\$80.00

Check out now

You're saving \$26.75 today!

Your Order

1 MBS Direct item	\$80.00
Shipping	TBD
Tax	TBD
Total	\$80.00

Shipping and tax, if applicable, will be calculated in checkout. Access code products will be emailed to you.

9. If you are an existing customer, enter your login information. If you are a new customer, follow the prompts to create an account.

For students with vouchers, see step 9

Welcome to your online bookstore!

We have all the course materials you need for your classes this term. Using your Voucher is a snap, too. Let's get you logged in.

Do you want to use your Voucher? [Use It Here](#)

Existing Customers

Get in. We see you again. Log in now.

Fields with an asterisk are required.

Email Address*

Password* [Forgot Password?](#)

☐ Remember your email address.

Log in now

New Customers

It's easy to create an account. Let's get started.

Fields with an asterisk are required.

First Name* Last Name*

Email Address*

Password* (6-10 characters, letters and numbers only)

Confirm Password*

☐ I have read and accept the Privacy Policy & Terms of Service.

Create Your Account

10. If you are a student using a voucher click **Use It Here** in the top bar

For students without a voucher, ignore step 9

Do you want to use your Voucher? [Use It Here](#)

Your Materials

We've made it easy to get your course materials for each class. Just review and select below.

PRICE MATCH GUARANTEE IS HERE! — Excludes Marketplace items — [Learn more](#)

Course 1 of 1: Spring 2020 • MSU-Billings Campus • AASC 111-001 FIRST YEAR SEMINAR • 01/15/2020 - 04/30/2020

REQUIRED

Your College Experience 13TH 17

Author: Gardner, John N.
ISBN-13: 978-1-319-06230-1
ISBN-10: 1-319-06230-8
Edition/Copyright: 13TH 17
Publisher: Bedford Books

[Summary](#)
[Digital Rights](#)
[Requirements](#)

List Price: \$106.75

Print

☒ \$80.00 Used Print
☐ \$106.75 New Print

Rental

☐ \$48.00 Used Print Rental
Return by 05/07/2020
☐ \$59.34 New Print Rental
Return by 05/07/2020

Digital Digital Rights

☐ \$56.99 365-Day eRental
☐ No Thanks

Add Selected to Cart

Follow the 4 steps through **checkout**

Hello, Chyanne! Your Account • Log Out

Menu Voucher Cart (1)

Checkout

1. Shipping & Billing Address 2. Shipping Method 3. Payment Options 4. Review & Submit Your Order

11. Once you have entered your payment and shipping information and are at step 4 in the checkout process, review your order and then click **Submit Your Order**

Review & Submit Your Order

☐ I have read and accept the: [Privacy Policy & Terms of Service](#) • [Shipping Terms & Conditions](#)

Payment Method:

PAYMENT TYPE
CARD NUMBER
EXPIRATION DATE
[Edit Payment Method](#)

All items will be shipped to:
[Edit Shipping Address](#)

Billing Address:
[Edit Billing Address](#)

Submit Your Order

Your Order [View Cart](#)

1 MBS Direct item	\$80.00
Shipping	\$18.18
Tax	\$0.00
MBS Direct Subtotal	\$98.18
Order Total	\$98.18
Total	\$98.18

Once you click the Submit Your Order button, your order will be immediately processed and cannot be changed or canceled. Your order confirmation will appear on the next page.

Submit Your Order



Advising Syllabus

Jacket Student Central

Tech Building

Phone Number

406-247-3019

Office Email

ccadvising@msubillings.edu

Office Website

<http://www.msubillings.edu/citycollege/Advising.htm>

Advising Overview

We assist you in understanding your academic requirements, enabling you to complete your program requirements as efficiently as possible. Through one-on-one and small group meetings, we help you develop the skills necessary to be successful.

Philosophy of Advising

Students are at the heart of guiding our decisions on a daily basis. We are here to help make sure your academic and career goals become a reality. By asking questions and providing resources, we encourage you to think critically and make informed decisions. We value diversity and support students in their individual endeavors. Integrity is a platform of our professional values. We understand the information we provide you has a lasting impact on your future. It is ultimately your responsibility to know and to meet all university requirements, rules, and regulations. Using our experience, knowledge, and connections, we will do our very best to guide you through a successful educational journey.

To Schedule Appointments

To schedule an appointment with our office you may contact us at 406-247-3019 or through the navigate 360 app. We offer appointments in person, over the phone, or via WebEx. Be sure to indicate your setting preference when scheduling your appointment. We also offer walk-in appointments, designed to provide you with on the spot assistance in a short timeframe. Before attending a walk-in, please contact our office for availability.

Advising Timeline and Expectations

Below is an outline of what you can expect to learn each year from your advising experience at City College Jacket Student Central. These outcomes are designed to provide you with a holistic approach so that you may continuously add upon your academic and professional experience. The outcomes you achieve below during your first year should be a building block for your future years as a student. Our hope is that you continue to utilize what you learn each year to continue expanding your knowledge.

Semester Timeline

Before semester begins

Identify your goals for the semester. Refer to the DegreeWorks Worksheet and plan of study. Review the schedule of courses for the upcoming semester's registration period.

Week 1

Make any necessary changes to your schedule. Check the Academic Calendar for important dates and deadlines related to adding and dropping courses. Review class syllabi and acquaint yourself with course format.

Weeks 4-6

Visit your instructors during their office hours to discuss your progress and midterm exams. Begin preparations to register for the upcoming semester.

Weeks 7-8

Participate in Advising Week events. Schedule an appointment with your advisor to review your program requirements and course selection to receive your alternate PIN needed to web register for the upcoming semester. Be aware of deadlines to drop a course.

Weeks 9-10

Review your registration for the upcoming semester and make sure you're signed up for the appropriate courses.

Weeks 11-14

Complete any projects due at the end of the semester. Verify final exam schedule days and times and begin review for your exams. Touch base with instructors about any incomplete work.

Before the Next Term Begins

Check your final grades in DegreeWorks and make changes to your schedule if necessary. Purchase textbooks and materials. Make necessary payment arrangements with the Business Office. Review your goals from the last semester and identify new goals for the next semester. Are you still on the right track?

BUILD YOUR HIVE!

Things to do:

- Check academic standing
- Review Advising Worksheet and individual plan of study
- Schedule an appointment to visit with your advisor
- Research options to continue your education into a bachelor's degree- advisors can assist with this
- Keep contact information (email, phone, address) up to date in your Secure Area
- Check on financial aid status if applicable- remember to do the FAFSA each academic year you plan to enroll- it opens on October 1 with a priority deadline of December 1
- Apply for the MSU Billings Scholarship, it opens November 1st with a priority deadline of February 1st

BECOME A WORKER BEE!

Things to do:

- Connect with Career & Employment Services to explore internship opportunities, create resume, prepare for job search, and interview preparation
- Apply for graduation one semester prior to the intended semester of graduation

ACADEMIC ADVISING POLICIES AND PROCEDURES

Appointments are made by calling Jacket Student Central at 406- 247-3019, or through the navigate app or stopping by Jacket Student Central in the City College Tech Building Commons area.

Appointment Etiquette

Come to your appointment prepared by having reviewed your Degree works Worksheet and Plan online, a list of courses you would like to take the next term, and any questions you may have to make the best use of your time.

Cancellation of Appointments

Situations may arise that could prevent you from attending your appointment. If this occurs, please notify Jacket Student Central prior to your appointment.

Communication Protocol

Your advisor can communicate with you over email. If your question or concern requires additional inquiries from the advisor or lengthy response, the advisor may request that you schedule a phone, office, or Webex appointment. Meeting with your advisor provides a means of interaction which leads to a better understanding of each other.

Career & Employment Services for Students & Alumni

OUR MISSION: Career & Employment Services offers a holistic approach to career readiness. We build relationships with our students and empower them to connect with resources and develop skills they need to foster career success during and after their studies.

We can help if you are...

Exploring Career Options:

Make an appointment for career counseling. Professionals will listen to your needs and then work with you to develop a plan to reach your career goals. Remember that we act only as your "coach" -it's up to you to make your career plan a reality.

Seeking Part-Time Employment While In College:

We can help you explore part- time jobs and work study positions (if eligible). Currently enrolled students seeking part- time or temporary employment in the community may access job vacancy announcements, manage résumés, more via CareerLink. You can access CareerLink by visiting:

<https://www.msubillings.edu/careers/>

Internships:

Whether an internship is required for your program or not, our office can assist you with your internship search as well as mentoring during the internship.

Pursuing Career Employment After Graduation:

We offer multiple career fairs, mock interviews, on-campus interviews, resume editing, and networking events to help you along your path to gainful employment.

While you are responsible for your career decisions, we can equip you with job-search strategies which can be used whenever career and job changes occur throughout your lifetime. There are no surefire approaches, but a planned career campaign promotes success in the transition from backpack to briefcase, from college to career.

For further information, see [msubillings.edu/careers/](https://www.msubillings.edu/careers/), call 406-657-2168, or email careers@msubillings.edu

Montana Career Information System (MCIS)

Making good career decisions involves identifying jobs at the intersection of occupations and your personal interests, values, skills, and abilities. MCIS can help you find this “sweet spot” when you complete these assessments to learn more about who you really are. MCIS won’t tell you what to be when you grow up, but it will generate options you may not have considered.

To access the MCIS website and information, search MCIS on the MSU Billings homepage. Click on the Career Services link and then follow the links to the MCIS log in. **When logging in for the first time the username is msubillings, and the password is plan7ing.**

Next, set up a portfolio with a user name and password in order to save **your** assessment results. Just click on *My Portfolio* in the tool bar and follow the instructions.

Now you’re ready to explore the **Assessments & Occupations!**

Assessments: Answer questions about yourself and connect to occupations that match your interests, skills, and employment preferences.

Interest Profiler: Find out what your interests are and how they relate to the world of work. Your Interest Profiler scores will help you identify your strongest work-related interests to help you decide what kinds of jobs and careers you want to explore.

SKILLS helps you identify occupations that use the skills you find satisfying and helps you recognize skills that transfer between occupations. SKILLS lists the Top 30 occupations that best match your skills, and calculates a Holland Personality Type based on your skills.

Work Importance Locator: Learn more about work values that are important to you in a job as you rank different aspects of work that represent 20 important work values. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

Occupations: Explore occupations to discover what people do at work. Learn about industries, investigate careers in the military, and find out if self-employment is a good fit for you.

Occupation Sort: Designed to identify what you know about yourself, and your likes and dislikes, this assessment creates a list of occupations that match your preferences. It doesn't tell you what you should be. Instead, it locates occupations that match factors you regard as important.

Other Helpful Information on the MCIS website:

Education: Identify programs of study and compare universities that offer degrees of interest to you, both in Montana and across the country. Explore your options for paying for school and find scholarships.

Reality Check: After you finish school, you will need to work to pay for housing, food, clothes, transportation, and other items. Find out how much money you will need to earn to cover your expenses and then identify occupations which will support this lifestyle

