



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.

[Contact Information](#)

[Advising Checklist](#)

[Financial Aid](#)

[Get Connected](#)

[How to Look Up Login Information/NetID in your Secure Area](#)

[Canvas Login Instructions](#)

[Navigating the Class Schedule](#)

[Time Block Schedule](#)

[Web Registration Instructions](#)

[Navigate360 App](#)

[Purchasing Textbooks](#)

[Advising Syllabus](#)

[Career & Employment Services](#)

[Montana Career Information Systems \(MCIS\)](#)

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) 247-3025 City College • (406) 657-1662 University

<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 Scholarships:**

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

☐ **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**

☐ **Submit Transcripts:**

- If you have not attempted courses at another college, you will just need to submit a 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**.

☐ **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>
- **MyMSUB**- Access your MSU Billings student records, financial aid information, final grades, and register for classes. You can access MyMSUB from the top right corner on the MSU Billings homepage (www.msubillings.edu). 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 MyMSUB > Registration & Records > DegreeWorks.
- **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.

☐ **Meet with your Advisor to Register:**

- Call 406-657-2240 to arrange an appointment. 😊

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

- To print your class schedule, login to MyMSUB > Registration & Records > Registration & Schedule card.

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

- Go to msubillings.edu and sign into MyMSUB.
- Electing/Waiving Health Insurance is one of your “tasks.”
- 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 MyMSUB account, select Financial Aid, select the Financial Aid Dashboard card and choose what you want to accept/decline.
- **Confirm Attendance / Arrange Payment:**
 - **You must confirm your attendance every semester!** Please refer to our Business Services payment web directions to see all options available:
<https://www.msubillings.edu/boffice/confirmattendance.htm>
- **Get a U-Card (Student ID Card):**
 - Stop by the **Registrar's Office**, bring a photo ID, and be ready to have your photo taken **OR...**
 - Sign into your MyMSUB account, go to the Campus Apps & Resources, and access the U-Card card to open the Get app. 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)**
- **Student Health Learning Modules**
 - These learning modules are required for every student and must be completed before you are able to register for your second semester.
 - These modules can be found on your Canvas home page and will take 60-75 minutes to complete.
 - Your progress is saved, so you can come back and resume where you left off.
 - Contact Student Health Services at (406) 657-2153 for more information on how to complete these.
- **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 [MyMSUB](#) 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 MyMSUB under Personal Information – View IDs ✦



MYMSUB

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

USERNAME: NetID (a12b345)

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

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

Go here to
MyMSUB
Getting this Fall

For a complete overview of MyMSUB Billings, along with step-by-step directions on how to personalize and customize your MyMSUB Billings home page, [click here](#) to get started!

NETID

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

USERNAME: NetID (a12b345)

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



MICROSOFT OFFICE (FREE to current students!)

Log into official MSU Billings email | Click: 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: #####@msubillings (##### =last 4 of student ID) OR as SET by student



WEBEX: msubillings.webex.com

Online student meetings and tutoring

USERNAME: MSUB email

PASSWORD: #####@msubillings (##### =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

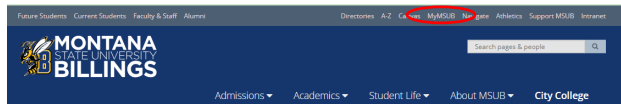
CANVAS SUPPORT HOTLINE (24/7) | 855-286-5289 | msubillings.instructure.com

STEP BY STEP | www.msubillings.edu/logons

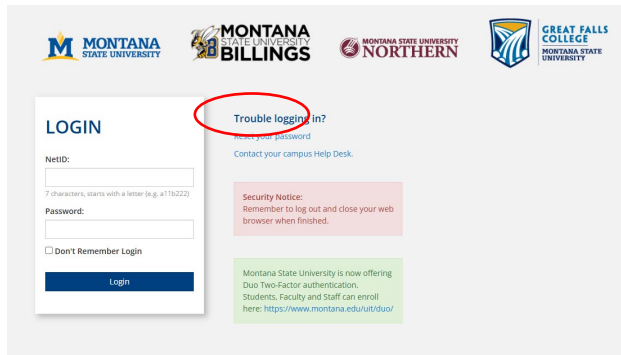
How to Login to MyMSUB, Reset Your Password and Find Your NetID

MSU Billings Home Page – www.msubillings.edu

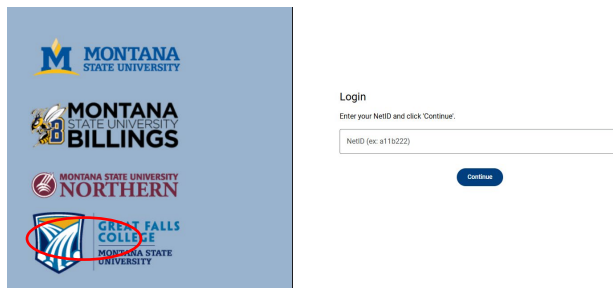
- Click on **MyMSUB**



- If you do not know your **NetID**, it can be found in your acceptance letter or you can use the recovery tool here: <https://www.msubillings.edu/logons/stepbystep/PasswordResetportal.htm/>
- Click **Reset Password** to set a password up for the first time or to reset your password



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



- Click on the 'Password Reset Tool' and then select an option to verify your identity

Confirm NetID

Select your authentication method, provide the requested information, and click 'Continue'.

	Authenticate with Challenge Questions
	Authenticate with Text
	Authenticate with E-Mail
	Authenticate with DUO

Cancel

- Follow the password reset prompts

Password Rules

- Passwords must match.
- At least 8 characters in length.
- At least 1 number(s).
- At least 1 symbol(s).
- Cannot be one of your last 10 recently used passwords.

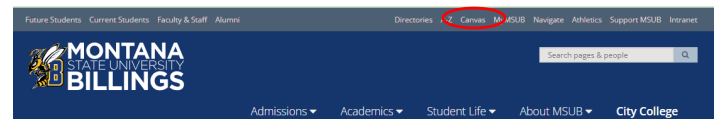
New Password

Password

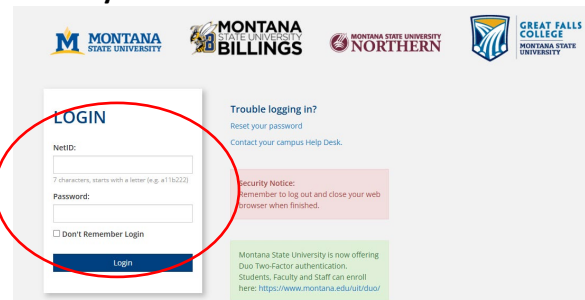
Confirm Password

Cancel Previous Reset

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



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



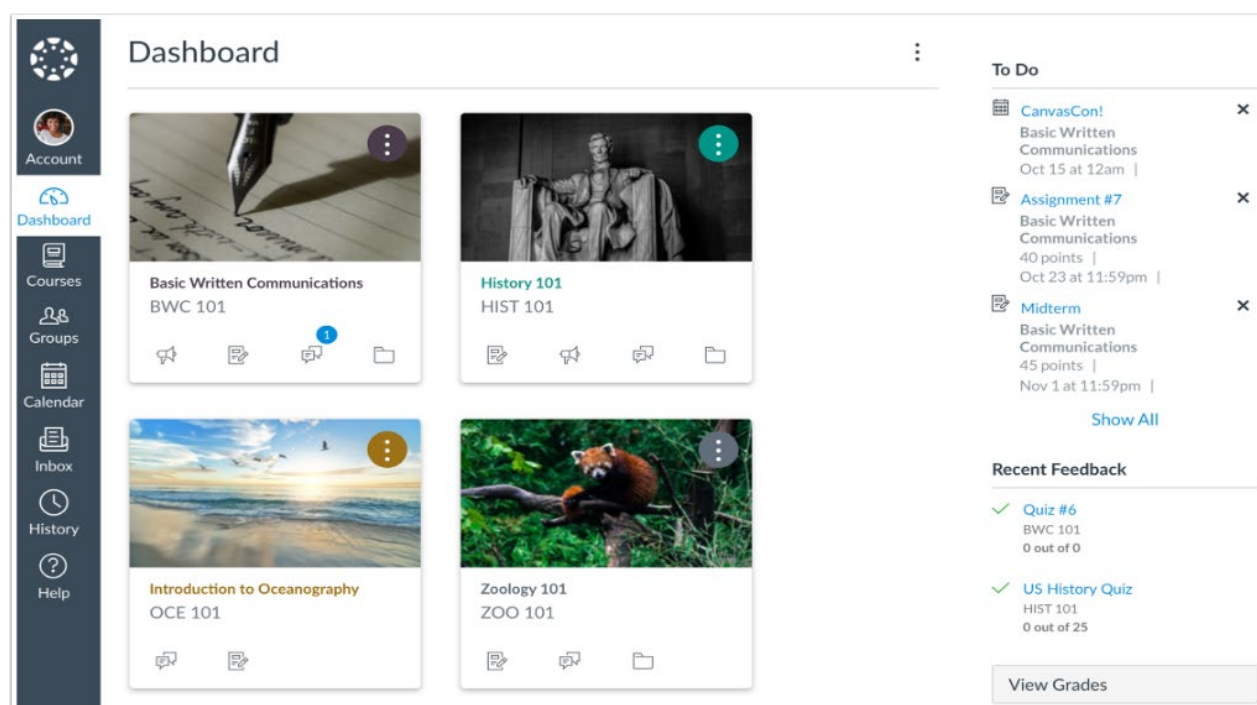
Canvas Login Instructions

MSU Billings homepage – www.msubillings.edu

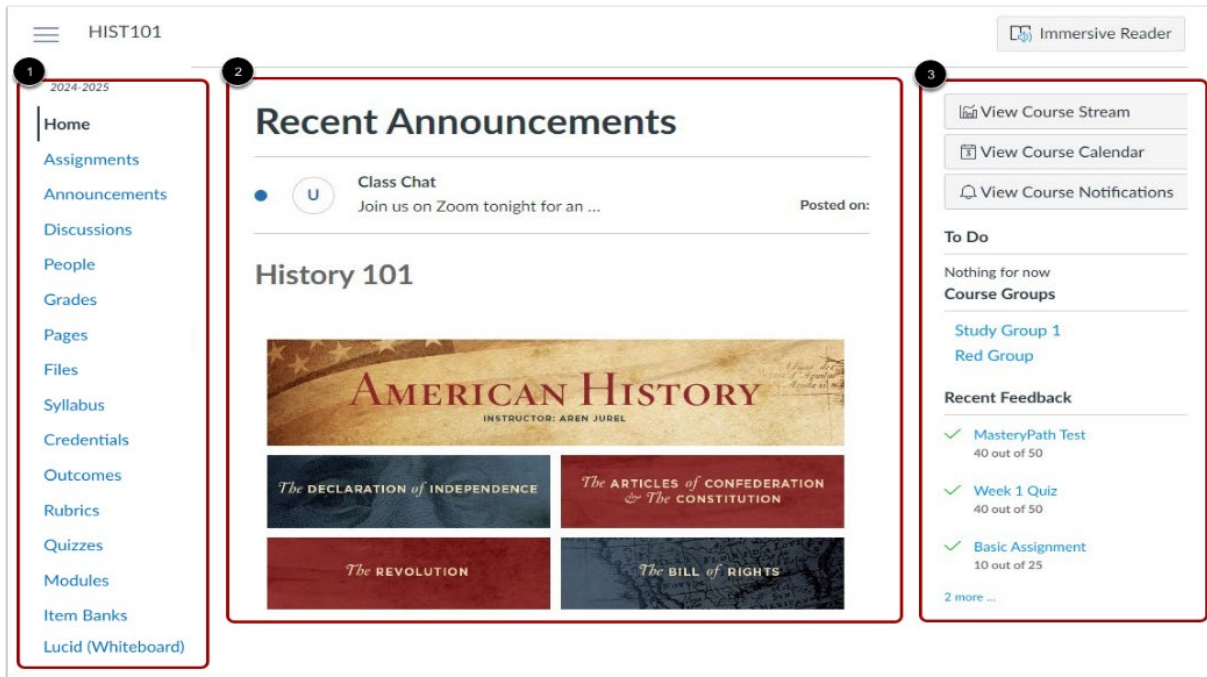
1. The link will be in the grey bar towards the top of the MSUB website



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 MyMSUB account under 'Personal Information' tab and the card of the same name
 - b. Your student email *should* be firstname.lastname@msubillings.edu and the password is the same as your MyMSUB 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 MyMSUB
 - 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



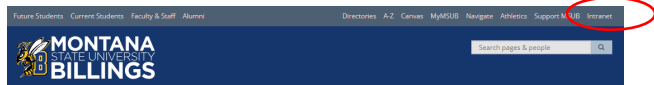
6. Even if your courses meet in-person, you will still utilize Canvas!
 - a. Instructors might have you turn assignments/papers in digitally rather than by hand, read a paper/article they post, or even take quizzes! It'll depend on each course/instructor though 😊
7. Once logged in to Canvas, find Passport class to learn how to use Canvas
8. Download Canvas app, type "MSU Billings" in Find my school to login
 - a. Link for android download:
https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US
 - b. 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**: 406-657-5700.

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

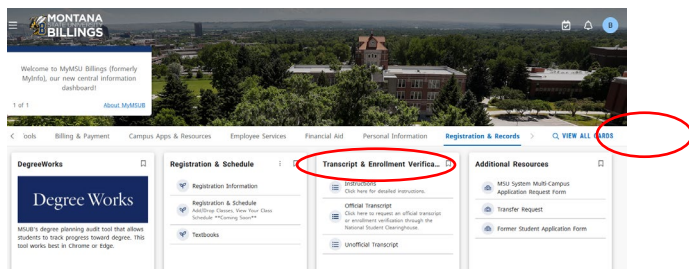
Navigating the Class Schedule & Registration

MSU Billings Home Page – www.msubillings.edu

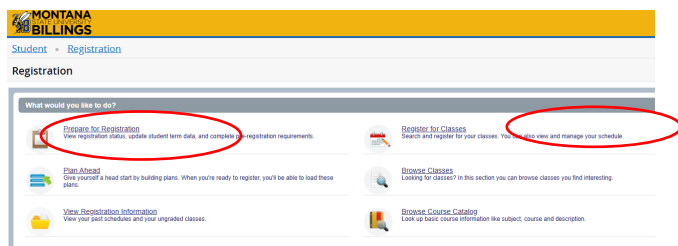
- Click on **MyMSUB** and sign in



- Click on **Registration & Records** and then select the **Registration & Schedule** option in the card with the same name.



- Double check the **Prepare for Registration** tab to see if you need to complete anything else.
 - If all ready to register, navigate to the **Register for Classes** option next



- Select the correct term for the semester you're wanting to register for
- If unsure of what to take, connect with your advisor to review your degree and check 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

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2026

Subject

Course Number

Keyword

Search Clear Advanced Search

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results – 34 Classes
Term: Spring 2026 Subject: WRIT

Title	Subject	Section	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
Developmental Writing	WRIT	005	000	3	41420	Sp...								Add
College Writing	WRIT	001	001	3	40022	Sp...		Su Mo Tu We Th Fr Sa 10:00 AM - 11:00 AM 1 MS	MS	Full	Lecture	GE 1 English	Add	
College Writing	WRIT	002	002	3	40021	Sp...		Su Mo Tu We Th Fr Sa 12:50 PM - 01:50 PM 1 MS	MS	Full	Lecture	GE 1 English	Add	
College Writing	WRIT	003	003	3	40036	Sp...		Su Mo Tu We Th Fr Sa 10:30 AM - 12:00 PM 1 MS	MS	Full	Lecture	GE 1 English	Add	
College Writing	WRIT	004	004	3	42008	Sp...		Su Mo Tu We Th Fr Sa 10:30 AM - 11:30 AM 1 MS	MS	Full	Lecture	GE 1 English	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

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Results Enter Criteria Schedule and Options

Search Results - 18 Classes Found: Spring 2026 Subject: Writing

Title	Subject	Section	Credits	Section	Hours	Days	Time	Instructor	Meeting Times	Classroom	Status	Schedule Type	Linked Sections	Add
Developmental Writing	Writing	095	3	41420	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD
Developmental Writing	Writing	101	3	40822	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD
Developmental Writing	Writing	101	3	40831	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD
Developmental Writing	Writing	101	3	42090	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		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

- 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

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Results Enter Criteria Schedule and Options

Search Results - 18 Classes Found: Spring 2026 Subject: Writing

Title	Subject	Section	Credits	Section	Hours	Days	Time	Instructor	Meeting Times	Classroom	Status	Schedule Type	Linked Sections	Add
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Developmental Writing	Writing	101	3	40831	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD
Developmental Writing	Writing	101	3	40836	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD
Developmental Writing	Writing	101	3	42090	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD

- As you go through this process, you can see a day and list view of your schedule (on the bottom half of your screen) so far to assist with planning

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Results Enter Criteria Schedule and Options

Search Results - 18 Classes Found: Spring 2026 Subject: Writing

Title	Subject	Section	Credits	Section	Hours	Days	Time	Instructor	Meeting Times	Classroom	Status	Schedule Type	Linked Sections	Add
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Developmental Writing	Writing	101	3	40822	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD
Developmental Writing	Writing	101	3	40831	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD
Developmental Writing	Writing	101	3	40836	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD
Developmental Writing	Writing	101	3	42090	Spa				10:15 AM - 11:15 AM T	City	25 of 25 seats	Lecture		ADD

- Repeat these steps until your schedule is complete.
- Select 'Submit' in the Summary tab to officially register

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 **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 shows the availability for a course and how many seats are available total

Student:

Alternate ID:

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

CRN

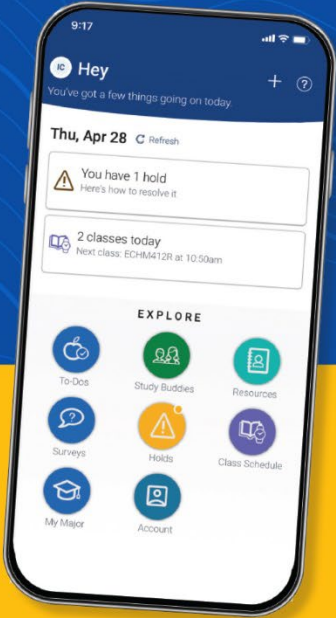
1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

Navigate360 App

Navigate @MSUB

College is complex.
Make it simpler.

Download today
msubillings.edu/navigate



Navigate App

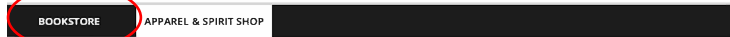
- Students are encouraged to download the Navigate360 App at www.msubillings.edu/navigate. The app allows students to set appointments with their advisor(s) and others on campus that help them navigate various aspects of college life. You can also easily view your schedule here as well as connect with study buddies!

Purchasing Textbooks

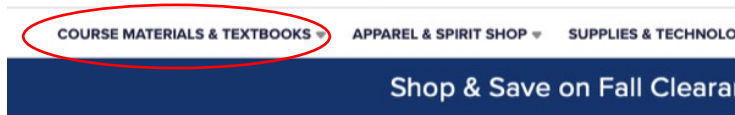
Bookstore website - <https://msubillings.spirit.bncollege.com/en/>

Textbooks are NOT sold on campus!

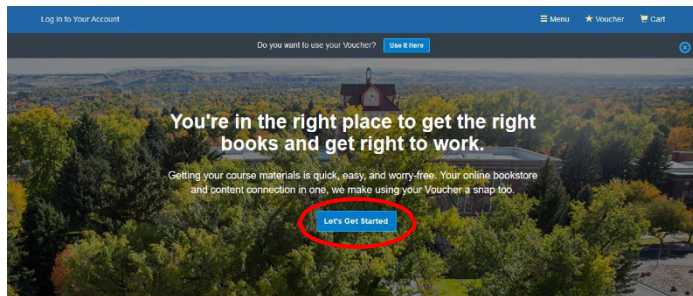
1. Click on **Bookstore**



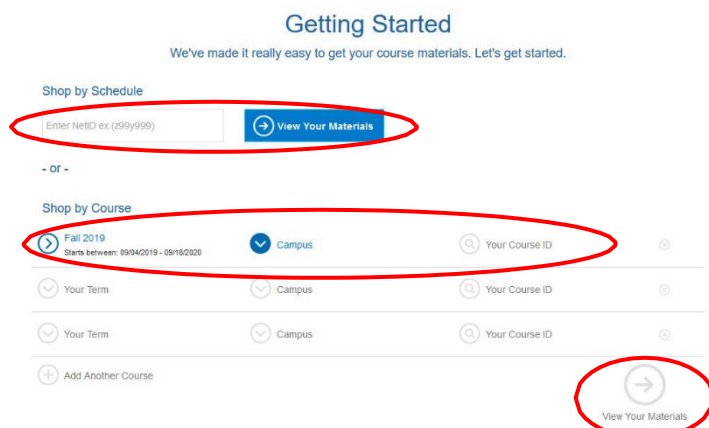
2. Click on **Course Materials & Textbooks**> **Find Course Materials**



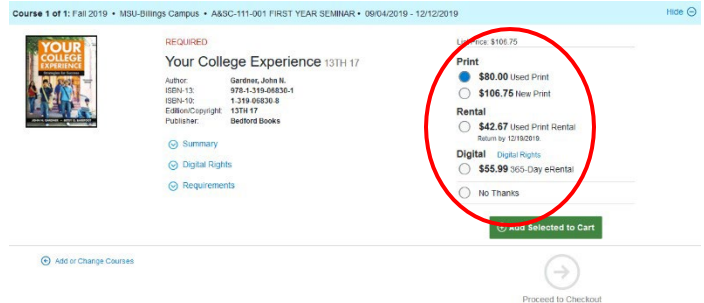
3. Click on **Let's Get Started**



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**

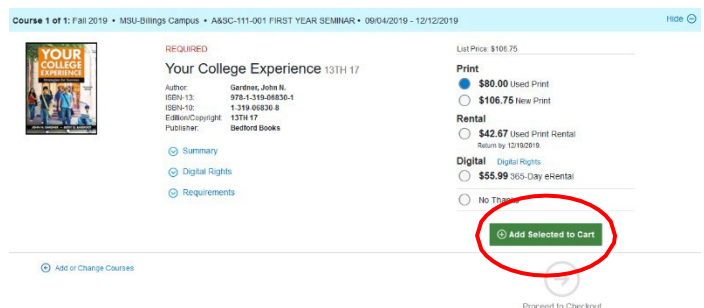


5. You should now be able to see all materials required for the courses needed. From here you can find prices and select book options.

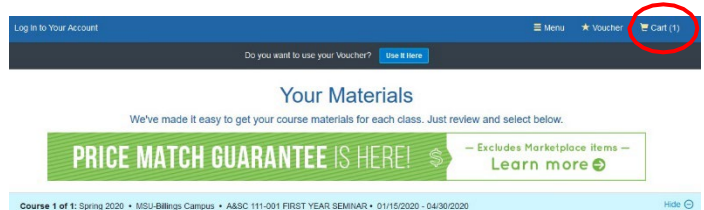


Note: Some classes may have optional materials listed, in which case you are not required to buy the item and can make the decision of whether you would like it. If you are ever worried about materials that may or may not be needed, contact the professor for additional help.

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: 978-1-319-06830-1 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 \$80.00 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: 978-1-319-06830-1
ISBN-10: 1-319-06830-8
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

☐ \$69.34 New Print Rental
Return by 05/07/2020

Digital Digital Rights

☐ \$66.99 365-Day eRental

☐ No Thanks

[Add Selected to Cart](#)

Follow the 4 steps through **checkout**

Hello, Cheyanne! 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

ADDITIONAL INFORMATION

- Begin shopping the online bookstore 4 to 6 weeks before classes start each semester
- Multiple payment options are available including PayPal & UCard
- FREE shipping on orders of \$79 or more
- Different shipment options through FedEx, UPS, or USPS
- Ship to the Campus Store for quick & easy pick up or directly to your home!
- Visit the **HELP CENTER** for information on returns, buyback, digital questions, etc. or contact customer service at **1-800-325-3252**

BNC Virtual is a service of MBS Direct, LLC, which owns and operates this website ("Site").



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