Office of the Registrar
Montana State University
111 Montana Hall (campus map)
P.O. Box 172660
Bozeman, MT 59717-2660

Office Hours
8 a.m. to 5 p.m.
Monday through Friday
Excludes University Holidays

Contact
Telephone: (406) 994-6650
Fax: (406) 994-1972
Email: registrar@montana.edu

Registrar
Antoni Campeau

Registration Handbook

Spring 2022 Registration Handbook

If you need more information or assistance, please contact the Registrar's Office at
Email: registrar@montana.edu or phone: (406) 994-6650.

Directory

Academic Calendar	Semester Withdrawal	Time Schedule of Classes	Tuition
Helpful Links	Registration	Building Abbreviations	Financial Aid
DegreeWorks	Exams	Bill Confirmation and Fee Payment	Past Term Handbooks

Spring 2022 Academic Calendar

Any Registrar's Office deadlines occurring on a weekend will be extended to the next business day.

All new graduate students will be automatically registered for the Graduate Student Training & Orientation, it will appear in your BrightSpace portal.

Date	Deadline
Jan. 19	Spring 2022 classes begin at 8:00 a.m.
Jan. 19	Spring 2022 One-credit Extension deadline.
Jan. 25	Last day to self-add Spring 2022 classes online.
Feb. 1	Last day to self-drop Spring 2022 classes online.
Feb. 1	Last day to add Spring 2022 classes with approval.
Feb. 2	After this date, Spring 2022 Adds are permitted for extraordinary reasons only. Students must submit an Add request via DocuSign and gather additional approval from the Assistant Dean of their college. Requests for auditing courses will not be accepted.
Feb. 5	Last day for Graduate students to file a Graduation Application for Spring 2022 graduation.
Feb. 8	Last day to drop Spring 2022 classes without a "W" grade with approval.
Feb. 8	Last day to request Health Insurance refund from Student Health Insurance Office.
Feb. 8	Students who have not confirmed their bill (paid fees) will be dropped from their Spring 2022 classes at 4:30 p.m. and assessed an additional $40 Late Fee.
Feb. 8	No refunds for Spring 2022 classes dropped after this date. Payment for classes added after this date is required.
Feb. 9-Apr. 20	Dropped Spring 2022 courses are graded "W", require approval.
Feb. 21	President's Day Holiday (no classes, offices closed).
Mar. 1	Last day for Undergraduate students to submit an Online Graduation Application for Fall 2022 graduation.
Mar. 14-18	Spring Academic Recess (no classes, offices open).
Mar. 28	Priority Registration opens for Summer/Fall 2022 (see Registration Timetable.)
Apr. 1-May 2	Undergraduate Residency Petitions for the upcoming Summer semester are accepted. Submit Graduate Residency Petitions to the Graduate School.
Apr. 15	University Day (no classes, offices open).
Apr. 21	No Spring 2022 drops are allowed, including University Withdrawals.
Apr. 30	Last day for master's comprehensive or doctoral examination; thesis/dissertation defense if student plans to graduate Spring 2022.
May 6	Last day for approval of thesis, dissertation, or professional paper (if professional paper is submitted to the library) by Formatting Advisor.
May 12	Spring 2022 semester ends.
May 13	Commencement.

Helpful Links

- My Passwords- View your accounts, change your passwords
- NetID Help- Claim or recover your NetID
- National Student Clearinghouse- Order a copy of your official transcripts
- Academic Advising Center- Assistance for Undergraduate students who need help with choosing a degree program, or completing CORE requirements
- University Information Technology

DegreeWorks Information

DegreeWorks is a web-based degree audit and tracking system for students and academic advisors to monitor progress toward degree completion.

DegreeWorks Information

Semester Withdrawal

If a student must withdraw from all classes after he or she has confirmed attendance or paid fees, he or she must initiate the withdrawal through the Office of the Registrar. Graduate students must initiate the withdrawal through the Graduate School.

Students who withdraw before the end of the fifteenth day of instruction will not receive grades for any registered courses. Thereafter through the last day of instruction a grade of W shall be assigned in all courses for which the student is registered unless an appeal is approved by the Dean of Students authorizes otherwise. The Dean of Students Office also indicates the official date of the university withdrawal in these instances.

Students who leave the campus without withdrawing through regular channels or who withdraw late without extraordinary reasons will receive F grades in all course work for that semester.

Semester Withdrawal Refund Schedule

Registration Instructions

In order to register, you must have your "Alternate PIN" (often referred to as the "Advisor PIN"), your account must be clear of holds, and it must be within your designated registration time, based on total earned credits and outlined in the table below.

- Currently enrolled Graduate and Post-Baccalaureate students may register on the first day of registration (109+ earned credits).
- New and Transfer students may register during open registration after attending orientation or meeting with an advisor.
- Students who have submitted an Intent to Register prior to the start of registration will be provided a registration time.

Registration time is based on current total earned credits: In-progress coursework is not included. Each Registration day begins at 6:00 am. Meet with your advisor prior to registration opening to receive your "Alternate PIN" (often referred to as the "Advisor PIN").

Summer/Fall 2022 Registration Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
March 28	**March 29**	**March 30**	**March 31**	**April 1**
Current Graduate Students, Post-Baccalaureate Students and Seniors with 109 and above earned credits	Seniors with 100 to 108 earned credits	Seniors with 90 to 99 earned credits	Juniors with 76 to 89 earned credits	Juniors with 70 to 75 earned credits
April 4	**April 5**	**April 6**	**April 7**	**April 8**
Juniors with 60 to 69 earned credits	Sophomores with 47 to 59 earned credits	Sophomores with 40 to 46 earned credits	Sophomores with 30 to 39 earned credits	Freshmen with 22 to 29 earned credits
April 11	**April 12**	**April 13**		
Freshmen with 12 to 21 earned credits	Freshmen with 0 to 11 earned credits	Open Registration		

- Registration Instructions website- Registration Information and Instructions for adding and dropping classes.
- Registration Process website - Priority Registration 4 Step Process

Registration (Add/Drop) Schedule

Final Exams and Common Hour Exams

Exam Policy and Schedules

Explanation of the Time Schedule of Classes

Schedule of Classes - View a complete list of available courses

- Schedule of Classes- Gallatin College
- Schedule of Classes- CORE
- Schedule of Classes- Online (for all MSU campuses, Undergraduate level only)

All courses are scheduled, generally, between the hours of 8 a.m. and 5 p.m., Monday through Friday. The following abbreviations are used in the Schedule of Classes:

Schedule Abbreviations

Abbreviation	Explanation
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday
Rct	Recitation/Discussion
Lec	Lecture
Lab	Laboratory
Stu	Studio
Sem	Seminar
Ind	Independent Study
TBA	Details are "To Be Announced" at a later date. Please check back or see the Department.

Standard Class Meeting Patterns

Building Abbreviations

To view the abbreviation protocols please visit the Campus Planning, Design & Construction website.

Campus Map

Classroom Abbreviations		
Old Code	**New Code**	**Building Title**
ABB	**ABB**	Animal BioScience Building
AJM	**AJMJH**	Arthur J.M. Johnson Hall
SHER	**APSHER**	Anna Pearl Sherrick Hall
BARNAH	**BARNAR**	Barnard Hall (Formerly EPS–Engineering Physical Science Building)
BB	**BB**	Bridger Bowl
BFH	**BBFH**	"Brick" Breeden Fieldhouse
BBX	**BBX**	Black Box Theater
BZNOTB	**BZNOTB**	Old Terminal Building, Bozeman Yellowstone International Airport
BZNSUM	**BZNSUM**	Summit Aviation (490 Wings Way, Belgrade, MT 59714)
CHBCH	**CBB**	Chemistry/Biochemistry Building
CHVR	**CHEEVE**	Cheever Hall
COBH	**COBLEI**	Cobleigh Hall
COOLEY	**COOLEY**	Cooley Laboratory
CTGS1	**CTGS1**	Campus Temporary Gym Structure North
CTGS2	**CTGS2**	Campus Temporary Gym Structure South
CULB	**CULBER**	Culbertson Hall
GH	**GAINES**	Gaines Hall
GCE	**GCE**	Gallatin College East Campus (705 Osterman Drive, Bozeman)
GCN	**GCN**	Gallatin College North Campus (Bozeman High School)
HAM	**HAMILT**	Hamilton Hall
HARRIS	**HARRIS**	Harrison Hall
HAYN	**HAYNES**	Haynes Hall
HH	**HERRIC**	Herrick Hall
HORT	**HOR**	Horticulture Farm
HOWH	**HOWARD**	Howard Hall
HP5L2	**HP5L2**	Highland Park 5 Level 2 (WWAMI)
HSB	**HSB**	Health Sciences Building
JABS	**JABS**	Jabs Hall

LEWH	**LEWIS**	Lewis Hall
LINH	**LIN**	Linfield Hall
JONH	**LJH**	Leon H. Johnson Hall
MARL	**MARSH**	Marsh Research Laboratory
MO	**MBB**	Molecular Bioscience Building
MCH	**MCCALL**	McCall Hall
MHFC	**MHFC**	Hosaeus Health & Physical Education Complex
MSP	**MILPAV**	Miller Livestock Pavilion
MOR	**MOR**	Museum of the Rockies
MH	**MTHALL**	Montana Hall
NAIC	**NAH**	Norm Asbjornson Hall
OUTREC	**OUTREC**	ASMSU Outdoor Rec Building
PBS	**PBB**	Plant Bioscience Building
PLGR	**PGC**	Plant Growth Center
REID	**REID**	Reid Hall
RLIB	**RENNE**	Renne Library
ROBH	**ROBERT**	Roberts Hall
ROM	**ROMNEY**	Romney Gymnasium
SHC	**SHC**	Swingle Student Health Center
SUB	**SUB**	Strand Union Building
TAYH	**TAYLOR**	Taylor Hall
TIETZ	**TIETZ**	Tietz Hall
TRAP	**TRAPHA**	Traphagen Hall
VCB	**VCB**	Visual Communications Building
WIL	**WILSON**	Wilson Hall
WL	**WOOL**	Wool Laboratory
Residence Hall Abbreviations		
QUAD F	**AQUAD**	Atkinson Quadrangle Residence Halls
COLTER	**COLTER**	Johnstone Center, Colter Wing
GALLAT	**GALLAT**	Gallatin Hall
HANNON	**HANNON**	Hannon Hall
HAPNR	**HAPNER**	Hapner Hall
JEFFER	**JEFFER**	Jefferson Hall
LANGFO	**LANGFO**	Langford Hall
MADISO	**MADISO**	Madison Hall
MULLAN	**MULLAN**	Johnstone Center, Mullan Wing
NHEDGE	**NHEDGE**	North Hedges Hall
PRYOR	**PRYOR**	Johnstone Center, Pryor Wing
ROSKIE	**ROSKIE**	Roskie Hall
SHEDGE	**SHEDGE**	South Hedges Hall
YRH	**YELLOW**	Yellowstone Residence Hall

Bill Confirmation and Fee Payment

Student Accounts

You can confirm your bill (pay tuition & fees) online in your “MyInfo” account (Electronic Billing & Payment), or by contacting the Student Accounts office at 406-994-1991.

In mid-July Student Accounts will assess tuition & fees for all registered students and continue assessing daily. You must go online in “MyInfo” to view your Web bill. Student Accounts does not mail copies of bills to students. It is the students’ responsibility to view their balance online and confirm their bill (pay tuition & fees) by the payment deadline. It will be necessary to have your bill confirmed by the fifteenth class day, even if your balance is zero. This can be accomplished in several ways:

1. **If all costs are paid by you, you can:**
    - Pay online - view and pay your bill on-line by credit card (Visa, Master Card, American Express, or Discover), or by e-check using QuikPay. Note: there are no additional fees to pay online!
    - Pay by mail - send your check or money order by regular mail to:

      MSU Student Accounts
      PO Box 172640
      Bozeman, MT 59717

      or overnight mail (Fedex, UPS) to:

      MSU Student Accounts
      121 Montana Hall
      Bozeman, MT 59717

      Your payment MUST be received by August 13, 2021 to avoid a late fee. DO NOT SEND CASH IN THE MAIL!
    - Pay by phone – call the Student Accounts office at 406-994-1991 between 8:00 am – 4:30 pm Mountain Time.
    - Pay in person – stop by the cashier’s window on the 1st floor of Montana Hall.
2. **If part or all of your costs are paid by other sources** (i.e. financial aid, athletics, vocational rehabilitation) and *there is a remaining balance*, you MUST pay that balance in one of the ways listed above by the bill due date and not later than the 15th class day.
3. **If part or all of your costs are paid by other sources** (i.e. financial aid, athletics, vocational rehabilitation) and *you owe nothing* (zero), you MUST still “confirm your bill” on the Web in "MyInfo" by the deadline by the bill due date and not later than the 15th class day.

- If you are NOT planning to return and have not paid tuition & fees for Spring Semester 2022, please call the Registrar’s Office at 406-994-6650 to drop all of your classes.
- Tuition Payment Plan: This monthly installment plan permits qualified applicants to pay a minimum of one-fourth of the applicable university charges at the beginning of the semester with the balance being deferred until later in the semester. A nonrefundable processing fee is assessed for each approved application. Tuition Payment Plan applications may be accessed on the Student Accounts Office Web site here.

Optional Fees

For students taking six credits or less ONLY. These fees are regularly assessed to full-time students, but not to those students taking six credits or less. The option to pay is available if the following services are desired:

- Health and Dental Fees- These fees allows students to use the Health and Dental Services, as well as the pharmacy
- Athletic Fee- This fee is used to support the Bobcat Athletic Program. It allows students to receive free or discounted tickets to all MSU athletic events.

Associated Students of Montana State University (ASMSU) Fees

- ASMSU Activity Fee provides for the operation of the student government and its committees. Students paying this fee may vote, use the ASMSU Legal Services, and use the ASMSU Tutorial Services.
- ASMSU Intramural Fee contributes to the operational cost of intramural facilities and programs. Students paying this fee may participate in intramural programs and use intramural facilities.
- ASMSU Bus Fee funds the Streamline Bus Transit (www.streamlinebus.com) which students may use.
- ASMSU Student Sustainability Fee contributes to the promotion and implementation of sustainability practices.

- ASMSU Student Organization Fee supports Registered Student Organizations.
- ASMSU Press Fee provides funding for the student Newspaper, The Exponent.
- ASMSU Student Leadership Fee provides funding for the MSU Leadership Institute.
- ASMSU Outdoor Recreation Fee provides funding for the Outdoor Recreation Program.
- ASMSU Student Recreation Facility Fee and O&M Fee provides funding to build and maintain a facility where students can participate in sports outside all year.

Program Fees

(*Fees subject to change with Board of Regents approval)*

- Students who have declared a major, minor, or double-major in Film and Photography are charged a program fee of $320 per semester beginning their sophomore year.
- Students who have declared a major in Art are charged a program fee of $185.00 per semester.
- Students who have declared a major in the College of Engineering will pay an additional program fee each semester ($98.50 for freshmen, $140.90 for sophomores through graduate level, and $55.90 for all levels during the summer).
- Students who have enrolled in a class within the Jake Jabs College of Business and Entrepreneurship will pay an additional $21 per credit for each course.
- Students who have declared a major in Music Technology will pay an additional $186.25 program fee each Fall and Spring semester.
- Students enrolled in Graduate Nursing classes will pay an additional $50.00 per credit.
- Undergraduate nursing students will pay an additional $420 program fee each semester.
- Students who have enrolled in a Math or Statistics course will pay an additional $6.25 per credit for each course.

Tuition Payment Plan

The Tuition Payment Plan is an installment plan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and/or room and board charges on regular fee payment day. This plan is available to all students with these exceptions: students whose financial aid is ready at fee payment day and is equal to or greater than fees charged, students who are in default on a Perkins/Nursing loan, or students who have a poor repayment history at Montana State University in Bozeman.

General Information

Go to the Tuition Payment Plan website for information on how to submit an application. A nonrefundable processing fee will be added for each approved application. Application Deadline for Fall 2021 is August 27, 2021.

Please note: All available financial aid credited to your university account will be applied to the total charges for the semester. The remaining balance will be divided into 4 payments with the first payment due on August 27, 2021. A late fee will be assessed for each installment payment which is late.

Payment Plan installments, as well as any other outstanding charges due Montana State University-Bozeman, are to be RECEIVED on or before the due date.

FALL

- Second installment payment due October 1
- Third installment payment due November 1
- Fourth installment payment due December 1

SPRING

- Second installment payment due February 1
- Third installment payment due March 1
- Fourth installment payment due April 1

Montana State University reserves the right to reject or decline any application and to require a guarantor on any tuition payment plan.

Financial Aid

Financial Aid

Financial Aid Priority and Deadline Dates

- April 29, 2022 Last day to apply for Spring 2022 assistance
- December 1, 2021 Priority FAFSA filing date for 2022/2023 Academic Year
- March 31, 2021 Priority application date for Summer Session 2021
- June 30, 2021 Last day to complete a FAFSA for 2021-2022 Academic Year

Satisfactory Academic Progress

To receive financial aid, you must meet all Satisfactory Academic Progress Policy standards. This policy is available online at Financial Aid Services. Communications are sent at the end of each term if standards are not achieved. Regardless, it is your responsibility to know if your academic performance meets the standards.

Change in Enrollment Status On or Before the 15th Class Day

The disbursement of your aid is contingent upon the number of credits for which you are enrolled at the time your aid is disbursed. Changes to your enrollment after the date of disbursement MAY negatively impact financial aid funds that you received. Please contact the financial office regarding enrollment changes such as drops or withdrawals. This includes retroactive drops. As financial aid becomes aware of such changes, overpayments of aid will be evaluated. Overpayments will result in a bill from the Student Accounts Office. Withdrawing after the 15th class day will not affect your aid if you actually begin and engage in the course. However, a grade of “W” carries a credit value and can have an impact on your ability to maintain Satisfactory Academic Progress.

Withdrawing from the University

If you have accepted your bill (confirmed your charges/paid fees with the Student Accounts Office) and decide to stop attending classes at MSU, you must officially withdraw from the university by contacting the Office of the Registrar (undergraduate students), or the Graduate School (graduate students). A withdrawal can occur anytime, it does not matter if it occurs before or after the 15th class day and whether you receive no grade or a grade of ‘W’. For financial aid purposes, the withdrawal date will be assessed by your first date of contact to the respective offices listed above or on some documented date of academic engagement after that initial contact. If you never attend any class, make this known upon completing your semester withdrawal.

Unofficial withdrawals occur when no contact is made to the above offices and when you have received some combination of passing and non-passing grades. If you earned all non-passing grades (“F”, “I”, “N”, “W”, “NR”) at the end of the semester, it will be determined that you unofficially withdrew and the amount of Title IV aid to be returned for the payment period will be calculated based on the latest date recorded as “last date of attendance” by your professor(s). If your “last date of attendance” cannot be determined, the amount of Title IV aid to be returned for the payment period will be calculated as if you withdrew at the 50 percent point of the semester.

Using the last date of attendance, the Office of Financial Aid Services will perform calculations to determine how much of your federal financial aid has been earned and kept and how much must be returned per federal regulation. If you received federal funds which were not earned or that you were not eligible for (no academic engagement), these federal funds will be returned to the Department of Education, and you will receive a bill from the Student Accounts Office.

If you have student loans, remember that it is your responsibility to keep the lender/loan servicer up to date regarding any changes too your address and enrollment. Changes in enrollment will initiate your loan(s) entering repayment. Future enrollment of at least half-time can put your loans back into a non-payment status.

University Charges and Financial Aid

Your university charges for the semester will be posted to your university student account maintained by the Student Accounts Office. You should receive an e-mail notification from the Student Accounts Office when your bill is processed. Financial Aid will disburse to your account once all eligibility requirements have been met. This includes most scholarships, grants, and loans. Once your bill is accepted (confirmed), financial aid will be credited to your account and applied against all allowable charges (tuition, fees, housing, etc.) Work-study funds you earn will not be reflected in your student account.

Bill Acceptance (Confirmation)/Fee Payment

University charges must be Accepted (confirmed) by the date established by the Student Accounts Office. This means that your bill must be paid in full or that arrangements have been made utilizing financial aid and a payment plan. If you do not Accept (Confirm) your Bill by the date established by the Student Accounts Office, it will be assumed you are not attending. This will result in the cancellation of your classes and financial aid. Reinstatement of classes or financial aid will be based on availability at the time reinstatement is requested.

Refund Checks

If your financial aid exceeds your university charges, the Students Accounts Office will refund (pay) the difference to you. Refunds are generated by the Student Accounts Office as soon as possible at the beginning of each semester. Refunds will be by Direct Deposit or mailed to the student if the student has not signed up for Direct Deposit. To sign up for Direct Deposit, choose Electronic Billing and Payment from your MyInfo page, and click on Quik Pay. Please contact the Student Accounts Office regarding any questions you may have about the amount of your refund or when your refund will be processed.

The Student Accounts Office will not release a refund check unless (1) all required financial aid documents and promissory loan notes are completed and returned to the Office of Financial Aid Services, and (2) you have Accepted (Confirmed) your Bill (paid fees) with the Student Accounts Office for the term.

Bobcat Bridge Loan (Short Term Loan)

This is a loan which permits a student, who may be experiencing temporary difficulties, to borrow a small sum of money for a short period of time. No collateral is required for a Bobcat Bridge loan, although the student must identify a reliable source of repayment. In addition, a students should have a cumulative grade-point average of 2.0 or better at MSU, be enrolled for at least six credits as a degree-seeking student, and have a satisfactory repayment record with respect to any previous loan(s) received.

The university reserves the right to reject or decline any application, to determine the amount and a date of repayment for any loan approved, and to require a guarantor. Applications and other information regarding the Bobcat Bridge Loan program may be obtained from Financial Aid Services. Allow up to three (3) working days to process a Bobcat Bridge application.

Book Loan

This loan is designed to assist students with money to buy books at the MSU Bookstore before refund checks are distributed. Financial Aid Services will verify that each student requesting a book loan has adequate funds after university charges are paid to cover the costs of the loan.

Funds borrowed are deposited to the student's CatCard no earlier than 10 days prior to the beginning of the term. When the student's financial aid is disbursed, it is applied to the book loan as well as a nonrefundable loan processing fee of $25. This loan may be requested from Financial Aid Services.

Past Term Registration Handbooks (PDF)

FALL 2021 REGISTRATION HANDBOOK

FALL 2020 REGISTRATION HANDBOOK

REGISTRATION HANDBOOK Spring 2020

REGISTRATION HANDBOOK Fall 2019

REGISTRATION HANDBOOK Spring 2019

REGISTRATION HANDBOOK Fall 2018

REGISTRATION HANDBOOK Spring 2018

SPRING 2021 REGISTRATION HANDBOOK