



# INSTRUCTIONS FOR REGISTRATION

Each student planning to attend any portion of Northern's 2011 Summer Session is urged to register as soon as possible after receiving this bulletin. Students may complete the entire admission, registration and fee payment process by mail prior to the start of summer session. Admitted students may also register on the web or in person during regular office hours at the Registrar's Office in Cowan Hall. Students cannot be registered until admissions file is complete.

1. Complete the Application for Admission to Summer Session form in this bulletin in blue or black pen. This form is required of ALL students.

2. **IN ORDER TO BE IN COMPLIANCE WITH MONTANA STATE LAW, AMENDED IN 1993, ALL STUDENTS BORN ON OR AFTER JANUARY 1, 1957, TAKING SEVEN OR MORE CREDITS OR ENROLLED IN DEGREE-SEEKING PROGRAMS MUST EITHER:**

A. Show proof of two immunizations, administered on or after January 1, 1968, and after the students first birthday, against measles and rubella. Current immunizations must be in the form of an MMR. All immunizations must be documented by a physician, nurse, or school official. Immunizations must be administered at least 30 days apart. Students who have no documented records or only a single immunization may be provisionally enrolled. These students must provide proof of the second immunization before grades or transcripts will be released.

**“OR”**

B. Show documentation of having contracted measles and rubella. Documentation by a physician is required including the dates of illness.

**“OR”**

C. File a medical or religious exemption.

3. Complete the “Course Registration Form” (page 21). Please fill in all information indicated in blue or black pen. The information is found in the course and workshop listings (pages 3-10).

4. Complete the “Request for Room Reservation” form (if applicable).

5. Mail or return application, registration form, and housing reservation form to the Registrar's Office, P.O. Box 7751, Havre, MT 59501.

6. A postcard will be sent to you regarding charges and information on confirming attendance and making a payment. (The charges will not include housing fees. Please pay housing fees at the time you check into the residence hall.) If you have any questions regarding this procedure, you may call the Registrar's Office at (406) 265-3703.

## PAYMENT

Payment arrangements **must** be made when completing and mailing in the “Course Registration Form” (See Method of Payment Options on page 21). **The printed charges are estimated and subject to change. If the charges change, Northern will bill or refund you the difference.** If you have questions regarding the calculation, please call the Business Office at (406) 265-3733. You may pay either in person at the Business Office or online at [www.msun.edu](http://www.msun.edu) or by mail to: Business Office, Montana State University-Northern, P.O. Box 7751, Havre, MT 59501. **IMPORTANT NOTE:** Registered students are responsible for payment whether or not they attend their scheduled classes or workshops. Registered students who decide not to attend must OFFICIALLY withdraw.

## BANNER WEB REGISTRATION FOR STUDENTS

1. Students must be completely admitted to MSU-Northern or have attended one of the following semesters – Summer 2010, Fall 2010 or Spring 2011 – in order to register for courses or workshops using Banner Web Registration procedures.

2. Complete the course registration form in the Summer Schedule and mail to the MSU-Northern Registrar's Office.

3. It is advisable to schedule an appointment with your academic advisor to review your selections.

4. Obtain your advising PIN number from your advisor or the department administrative assistant.

5. Go to <http://www.msun.edu>, look in the pull-down menu, Navigate Northern, for Banner Web - MyInfo and select it.

### Enter Secure Area

After the screen activates, you will be queried for your User ID. This can be either your SSN (no dashes) or your Banner ID that begins with a dash.

You will then be queried for your PIN (your birth date using the day, month, year format, only nine characters, no dashes. Make sure that the month is lowercase - Example: January 1,1990 would be 01jan1990 (ddmonyyyy). After logging on, your PIN will expire. You will be required to change your PIN to a new eight character one containing at least one letter and one number and cannot be the same as it was before (please choose a PIN that you can easily remember). This will be your new PIN and will not need to be changed again.

The next screen will require you to enter a question and an answer as part of the security feature. If you forgot your PIN you will be directed to the question. A correct answer to the question will reset your PIN back to your birthday.

The log on procedure will ask you again for your PIN, which you just supplied as a security measure.

### Student Services

Choose this link.

#### Registration

Choose this link.

#### Add/Drop Classes

Choose this link. You will be queried for the term. Choose Summer Semester 2011. Click on submit term.

#### Enter Advising Number

Supply the advising number you received from your advisor or the department administrative assistant.

#### Add Class

Enter Course Registration Numbers (CRN) of classes you and your advisor have selected. Click the submit changes button. Successful selections will appear as “Registered” in the Status column. If you continue down the page an explanation of schedule errors (if any) will appear. At the bottom of the page is the option to add more classes.

**Be sure you exit your browser or someone could come along behind you and change your registration. Any questions or problems should be directed to the Registrar's Office in Cowan Hall 220 or call (406) 265-3703.**

