Pre-Registration
How to get the classes you want

1 Schedule an Advising Appointment
To find out what classes you need or to see if you are on track, schedule an appoinment with Mandi McCarthy-Rogers.

Schedule an appointment at https://montana.campus.eab.com/pal/_Dm2tQO56G

2 Information Required
Have the following information ready for your registration email:

A **Name, ID and Semester**
Include your first and last name in the body of the email. You will need to include the last 4 digits of your ID number, which can be found on your CatCard or in DegreeWorks. For your protection, do not send your full ID number via email. You will also need to know what semester you are applying for (fall, summer, or spring).

B **Course Information**
1. The course's CRN Number
2. The course number (ex. ARTZ 251-001)
3. The day and time of the course (ex. TR 9-11:50)
4. The instructor's first and last name
5. NOTE: You may want to include your 1st and 2nd choices if you are registering as a FR, SO or JR as courses can fill before your time

To get this information, use either CatCourse, or go to 'MyInfo' (Do not login.), 'Schedule of Classes - Find CRN'. This is an example of what you will see:

3 What Classes to Pre-Register for
You will only need to pre-register for School of Art classes.

DO INCLUDE MART 122 Intro to Adobe, and most ARTZ, & GDSN COURSES*exceptions below

*DO NOT INCLUDE

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ARTZ 399	**These courses require a contract** that must be filled out by you and the professor you will be working with and have to be turned in prior to you being registered. You CANNOT register for these classes without some required paperwork. You can still register for these classes, if needed, when the semester starts.
ARTZ 499	
GDSN 492	
GDSN 498	**Find instructions and the contract at** https://art.montana.edu/registrationcontracts.html
ARTH 492	***Also do not include ARTH, other MART, PHOT, CORE or any other minor/major courses.**
ARTH 499	You will register for these using CatCourse with regular registration.

4 When to Pre-Register

When you Pre-Register is determined by your class rank. Emails with exact dates will be sent out closer to Pre-Registration week.

Pre-Registration will be the **last week of October** (dates TBD) for Spring courses and the **last week of March** (dates TBD) for Fall & Summer courses. Registration times are determined by class ranking.

Class	Day & Time
Seniors (SR)	Monday 8AM
Juniors (JR)	Monday 1PM
Sophomores (SO)	Tuesday 8AM
Freshmen (FR)	Tuesday 1PM

Schedule That Email

It is possible for you to send this email even if you are in class, working or sleeping. Most email providers have a scheduling service. Just Google "How to Schedule an Email" in your email provider.

Class Rank

If you are unsure what class rank you are, use these DegreeWorks instructions below:

1. Use this link: http://www.montana.edu/myinfo
2. Click Log into MyInfo
3. Enter your NetID/Password for your log-in
4. Click on Student Services tab
5. Click on DegreeWorks Link
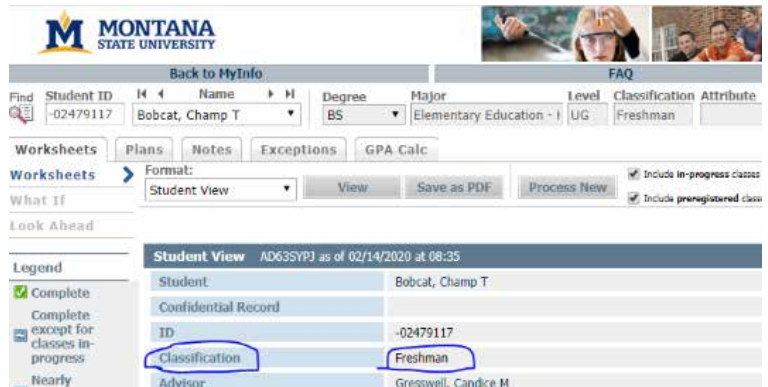
5 Email Format

Send your Pre-Registration email to Mandi McCarthy-Rogers at mmrogers@montana.edu. Use the following format:

Subject: Summer/Fall 2022 Registration

Hello Mandi,

Here are my courses for Summer/Fall 2022 registration.

Summer Registration
CRN-23567 ARTZ322-001 MTWR 8-5 with John Smith

Fall Registraion
CRN – 15487 GDSN 466-001 MW 8-11:50 with Mary Jones
CRN – 16547 ARTZ 251-001 TR 9-11:50 with Joe Taylor
CRN – 17946 GDSN 352-002 TR 1:10 – 5 with Betty Ford

Thank you,
Frank N. Stein -xxxx2345

SCAN ME FOR DIGITAL VERSION