REGISTER NOW

MYMSU REGISTRATION INSTRUCTIONS

Fall 2025

MONTANA
STATE UNIVERSITY

Office of the Registrar
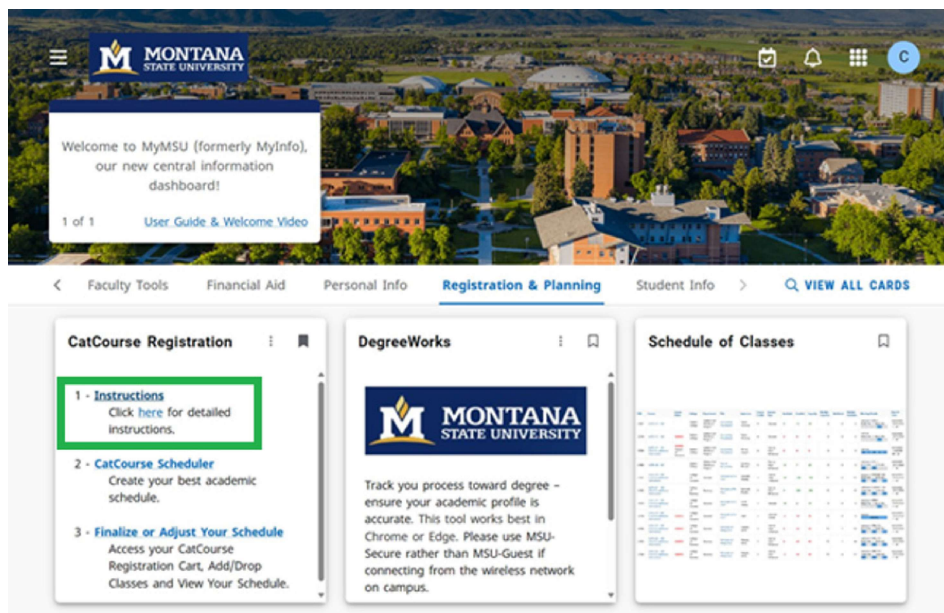
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What to have on hand before you begin:

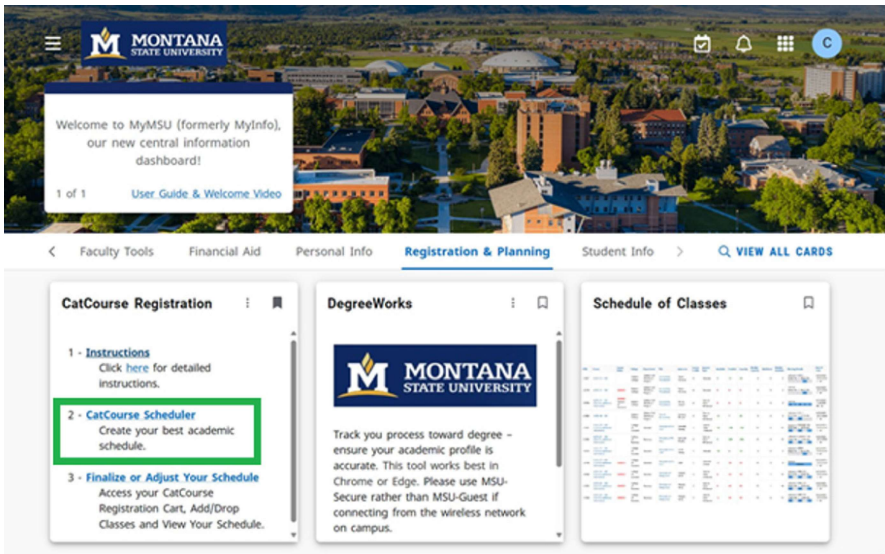1. Log into MyMSU and click on the "Registration & Planning" tab.
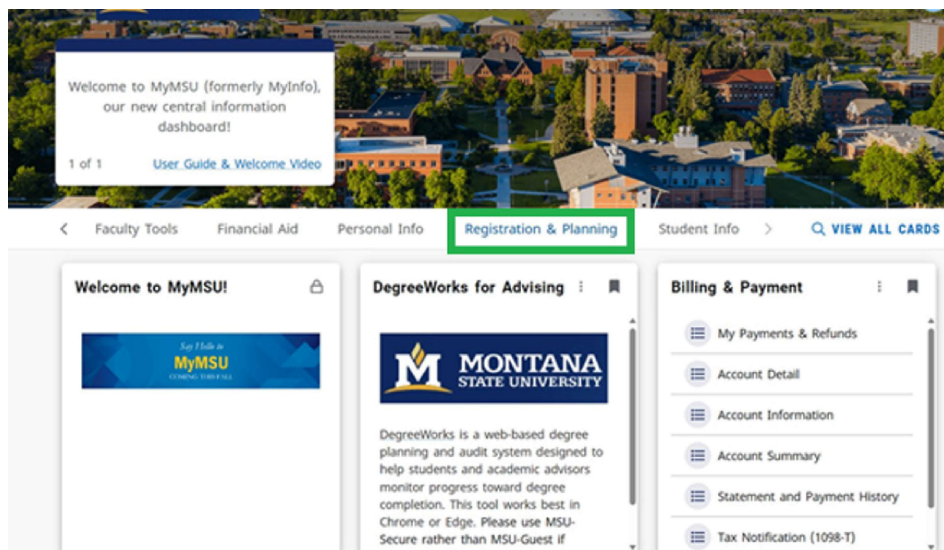
2. On the CatCourse Registration card, click "Instructions" to review the step-by-step registration process.
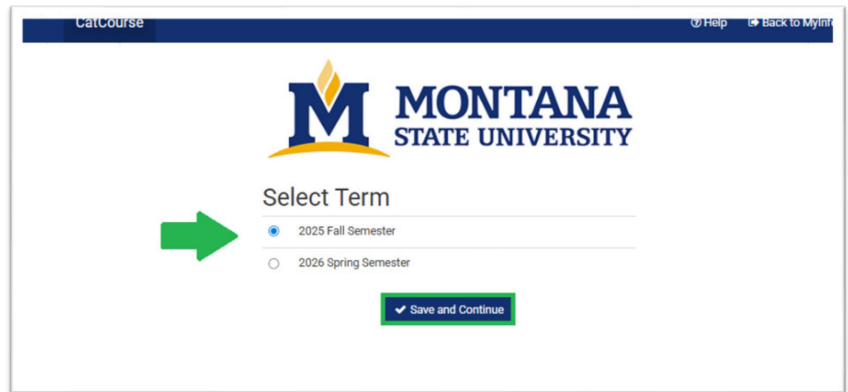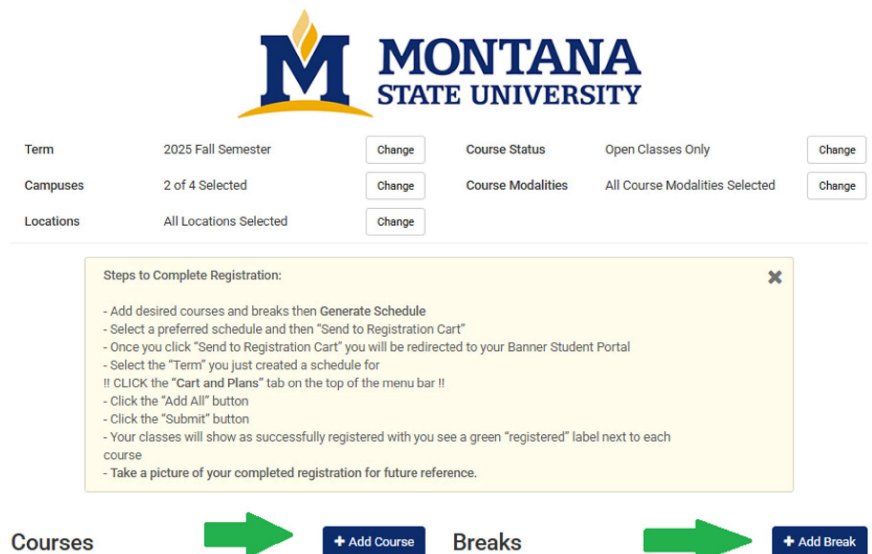
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3. When you are ready to register, click "CatCourse Scheduler."

4. Select the semester you are registering for by adjusting the radial button. Click "Save and Continue."

5. Select "Add Course" to add classes to your registration cart, and "Add Break" to indicate when you'll be unavailable to take classes.

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6. After selecting "Add Course" you will be routed to 3 different ways to add classes to your registration cart:

•   By Subject: This tab includes all of the classes from every rubric offered in the semester in which you are registering.

•   Search CORE Course: This tab includes all classes from every rubric offered that have a CORE designation in the semester in which you are registering.

•   DegreeWorks: This tab will display courses in any advisor-locked and activated DegreeWorks plan.

7. Select the "Subject" dropdown to select the course subject (Mathematics, Writing, etc.)

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8. After you've selected the subject, select "Course" to populate all the different courses offered for the subject you selected:

9. Once you have identified the correct class you need to register for by selecting the subject and course from the dropdowns, add the class to your registration cart by selecting "Add Course." Under the "Desired Courses" tab to the right, a list of the classes you've successfully added to your cart will populate. Once you have added all of your classes you wish to register for, select "Return to Generate Schedules" to add breaks (optional) or generate all possible schedule combinations for the classes in your registration cart.

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10. You will be redirected to the main CatCourse interface where you will see all the courses currently in your registration cart. Here, there are many tools to help you pick the best schedule available and organize your cart.

•   Click the "X" to remove classes from your registration cart

•   Courses that have important notes about fees or have section-specific information will display colored tags.

•   Click the gear icon to view all section-specific information such as instructor, class location, and course modality.

•   Click the information icon to view the course description

Courses

Remove classes from your cart by clicking the "X"

☑ Select All

☑ **ACT 150**
Beginning Yoga
⚙ Sections ⓘ 🔒 ⊗
Check Options for section specific information | Fees

☑ **ANTY 101D**
Anthropology and the Human Experience
⚙ Sections ⓘ 🔓 ⊗

☑ **CLS 101US**
Knowledge and Community
⚙ Sections ⓘ 🔓 ⊗

Breaks

Add times during the day you do not wish to take classes.

+ Add Course

+ Add Break

Courses with additional fees or section-specific restrictions (major restriction, Gallatin College students only) will have colored tags.

Section-specific information will display by clicking the gear icon.

Find the course description for the class by clicking on the "i" information icon.

OPTIONAL: Adding Breaks

Adding a break is optional and encouraged if you plan to work, set aside time for studying, or have off-campus commitments that will prevent you from attending class at a specific time. To add a break, click "Add Break" and indicate which days and times of the week you will be unavailable.

Break Name	Practice
Start Time	8 : 00 **am** pm
End Time	9 : 00 **am** pm
Days	○ Select Weekdays
	○ ✓ ○ ✓ ○ ○ ○
	MON TUE WED THU FRI SAT SUN
Duration	☐ Ongoing
	2025 Fall Semester x x ▾
	‹ Back ✔ Save Break

Click "Save Break" when finished.

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11. Once you have your classes and breaks, click "Generate Schedules" to see all possible combinations of the classes you need to register for.

12. All possible schedules will populate and randomly shuffle. To see a potential schedule, click view:

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13. Using your arrow keys, sift through potential schedules. If you have many options and want to limit your results, lock a class at a specific time by clicking the lock icon. This will eliminate any schedule that does not have the locked class at the specific time.
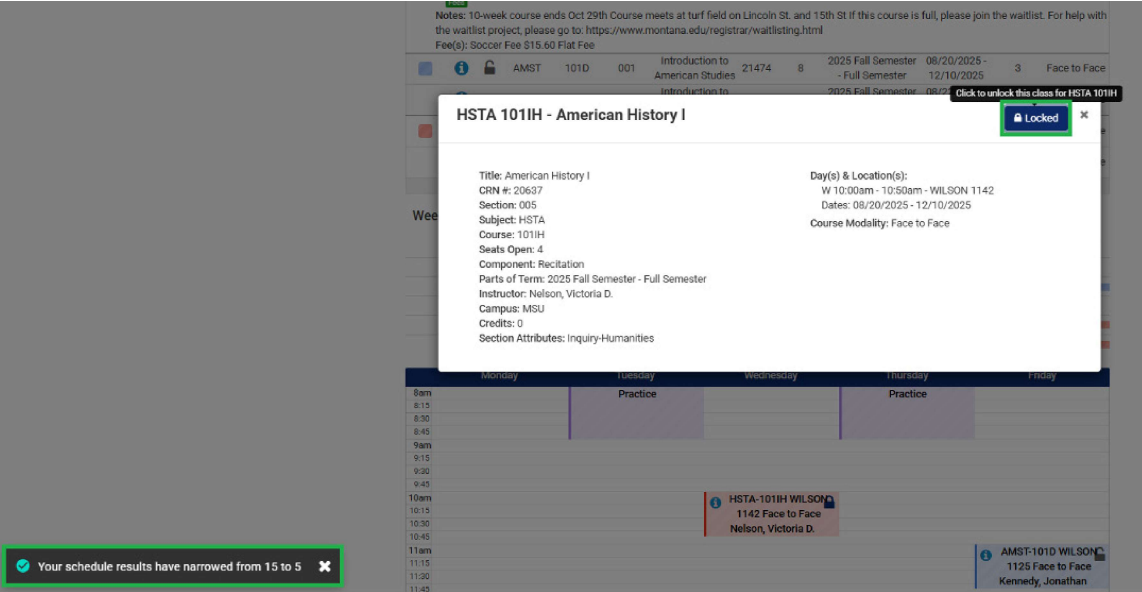
14. When you have found the schedule that meets your needs, scroll all the way back up to the top of the page and select "Send to Registration Cart."

Potential Schedule for 2025 Fall Semester

Color	Info		Subject	Course	Section	Title	CRN #	Seats Open	Parts of Term	Dates	Credits	Course Modality
🟩	ℹ️	🔓	ACT	115	002	Soccer	25828	3	2025 Fall Semester - Non-standard term dates	08/20/2025 - 10/29/2025	1	Face to Face

Fees
Notes: 10-week course ends Oct 29th Course meets at turf field on Lincoln St. and 15th St If this course is full, please join the waitlist. For help with the waitlist project, please go to: https://www.montana.edu/registrar/waitlisting.html
Fee(s): Soccer Fee $15.60 Flat Fee

Color	Info		Subject	Course	Section	Title	CRN #	Seats Open	Parts of Term	Dates	Credits	Course Modality
🟦	ℹ️	🔓	AMST	101D	001	Introduction to American Studies	21474	8	2025 Fall Semester - Full Semester	08/20/2025 - 12/10/2025	3	Face to Face
	ℹ️		AMST	101D	006	Introduction to American Studies	24285	1	2025 Fall Semester - Full Semester	08/22/2025 - 12/05/2025	0	Face to Face
🟥	ℹ️	🔒	HSTA	101IH	001	American History I	20630	8	2025 Fall Semester - Full Semester	08/21/2025 - 12/11/2025	4	Face to Face
	ℹ️		HSTA	101IH	005	American History I	20637	4	2025 Fall Semester - Full Semester	08/20/2025 - 12/10/2025	0	Face to Face
											Total: 8	

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16. You have now left CatCourse and will be re-routed to MyMSU to finish registration. Select the semester in which you are registering and enter <u>your Alternate PIN from your advisor:</u>

Student • Registration • Select a Term

Select a Term

Terms Open for Registration
2025 Fall Semester ▾

Alternate PIN*
••••••

Continue

17. To access the classes in your registration cart, click on the third tab, "Plans."

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Register from a plan.
Term: 2025 Fall Semester

▾ 🗂 Plan: CatCourse Shopping Cart

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Soccer	ACT 115, 002	1	25828	Lab	Braucht, Ira (Primary) Holm, Abbey	Pass Fail		🔍 View Sections	➕ Add
Introduction to American Studies	AMST 101D, 001	3	21474	Lecture	Ready, Tyler (Primary)	Traditional		🔍 View Sections	➕ Add
Introduction to American Studies	AMST 101D, 006	0	24285	Recitation	Kennedy, Jonathan (Primary)	Traditional		🔍 View Sections	➕ Add
American History I	HSTA 101IH, 001	4	20630	Lecture	Johnston, Katherine (Primary) Dovky, Questian Nelson, Victoria	Traditional		🔍 View Sections	➕ Add
American History I	HSTA 101IH, 005	0	20637	Recitation	Nelson, Victoria (Primary)	Traditional		🔍 View Sections	➕ Add

Here, you can add classes individually to the registration queue by selecting "Add" next to each class, or add all of the classes from your registration cart by selecting "Add All."

Created by: You ➕ Add All

Grade Mode	Note	Course Sections	Add	
Pass Fail		🔍 View Sections	➕ Add	⚙
Traditional		🔍 View Sections	➕ Add	
Traditional		🔍 View Sections	➕ Add	
Traditional		🔍 View Sections	➕ Add	

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18. Classes added to the queue will display under the "Summary" Panel and have the status of "pending" and action of "**Web Registered**". <u>You must click "Submit" to successfully register:</u>

Summary							Status		Action		Tuition and Fees
Course	Title		CRN	Hours	Instructional Method	Schedule Ty					
HSTA 101IH, 005	American History I		20637	0	Face to Face	Recitation	Pending		**Web Registered**	▾	
HSTA 101IH, 001	American History I		20630	4	Face to Face	Lecture	Pending		**Web Registered**	▾	
AMST 101D, 006	Introduction to American ...		24285	0	Face to Face	Recitation	Pending		**Web Registered**	▾	
AMST 101D, 001	Introduction to American ...		21474	3	Face to Face	Lecture	Pending		**Web Registered**	▾	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 21

You're not registered until you click SUBMIT!!! **Submit**

19. When you have successfully registered, the course status will update to "Registered" with green highlight:

Summary							Status	Action	Tuition and Fees
Course	Title	CRN	Hours	Instructional Method	Schedule T				
HSTA 101IH, 005	American History I	20637	0	Face to Face	Recitation		Registered	None ▾	
HSTA 101IH, 001	American History I	20630	4	Face to Face	Lecture		Registered	None ▾	
AMST 101D, 006	Introduction to American S...	24285	0	Face to Face	Recitation		Registered	None ▾	
AMST 101D, 001	Introduction to American S...	21474	3	Face to Face	Lecture		Registered	None ▾	

And will populate on the Schedule Panel:

Register for Classes

📅 Schedule | ☰ Schedule Details

Class Schedule for 2025 Fall Semester

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am				✓American History I			
11am						✓Introduction to American Studies	
12pm		✓Introduction to American Studies		✓Introduction to American Studies			
1pm							
2pm							
3pm			✓American History I		✓American History I		
4pm							

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20. Click on "Schedule Details" to see where your class is located, instructor, etc:

For questions on Registration process:

- **Registrar Office**
- **Academic Advisor**
- **Advisor Common**

FAQ: