

CHECKLISTS

First Time Student Checklist

- Complete the online Application for Admission (<https://www.msubillings.edu/future/apply/>).
- If born after December 31, 1956, provide proof of 2 doses of immunization against MMR (Measles, Mumps & Rubella) that were administered on or after your first birthday and after December 31, 1967.
- Submit final high school transcript to MSU Billings Admissions office after graduation
- If interested in securing financial aid, apply for financial aid by submitting the Free Application For Federal Student Aid (FAFSA) online at studentaid.gov (<https://studentaid.gov/>) by the priority date of February 1.
- To apply for scholarships, submit the online Scholarship Application. Priority is given to those that apply by February 1, but will be awarded on an on-going basis through September. Please go to the website (<https://www.msubillings.edu/scholarships/>) to get started.
- Complete housing form and submit early. Signups begin early December with a priority deadline of May 1. Read and follow the directions outlined in the Housing guide published online (<https://www.msubillings.edu/reslife/>) to reserve housing.
- Attend new student registration and orientation sessions prior to the term you wish to attend. Contact Admissions at (406) 247-3007 for dates and processes or refer to the website (<https://www.msubillings.edu/orientation/>).
- Complete registration for classes. (Registration is open to the start of classes)
- Pay tuition & fees.
- Start classes.
- Participate in student organizations.

Checklist for Students Returning After An Absence

- Complete the Former Student Application and return it to Jacket Student Central as early as possible before the term you will enter. The application can be completed fully online through your myInfo account or a pdf available online (<https://www.msubillings.edu/reg/forms/ReAdmitForm.pdf>), which can be filled out and returned to Jacket Student Central office. Also provide transcripts from any college you have attended since leaving MSU Billings or City College at MSU Billings.
- If born after December 31, 1956, provide proof of 2 immunizations against measles and rubella that were administered on or after your first birthday and after December 31, 1967.
- Submit the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov (<https://studentaid.gov/>) by the priority date of February 1, if you plan to enter City College at MSU Billings the following Fall term. For other terms, submit the financial aid application as early as possible before the term you will enter.
- Apply for scholarships by completing the online Scholarship Application for Current and Returning Students by the priority deadline of February 1, with awarding in an on-going basis through September.
- Call the advising office to schedule an appointment with an advisor (City College Tech Building, Jacket Student Central, First Floor, 406-247-3019) to discuss your plans and to register for classes.
- Pay tuition and fees.
- Start classes.
- Participate in student organizations.