Let’s talk “Registrar’s Office”

Welcome to UM!
The Registrar’s Office

What Do We Do?

✓ The Registrar's Office is responsible for maintaining the official academic record for students at The University of Montana.

- Catalog Production
  - Course Schedule Production for each semester
- Registration
- Major Changes
- Enrollment Verifications
- Grading
- Academic Transcripts
- Graduations

✓ In support of the mission and the educational programs of The University, the Registrar's Office seeks to provide the best service possible to students, alumni, faculty and fellow staff members.
Let’s talk “CyberBear”

What is CyberBear?

ONLINE REGISTRATION SYSTEM – Registration, Grading, Hold Information, Enrollment Verification, Student Schedule by Day and Time, Current Major, and Unofficial Transcript

Other Important Functions:
- ADDRESS CHANGES – Students can update their addresses and other contact information
- PIN CHANGES – Students can change their PINs to keep their accounts more secure.
- FINANCIAL AID INFORMATION – Student Loans, Document Status, and much more
- REGISTRATION BILL PAYMENT INFORMATION – Account balances, Refund Status and Payment options
- EMPLOYMENT INFORMATION – Students can obtain their employment and pay information if employed by The University of Montana.
- HOUSING, DINING, & PARKING INFORMATION

URL: www.umt.edu/cyberbear

The Registrar’s Office – The University of Montana
Let’s talk “Terminology”

- **Catalog** – Is a reference guide to all approved courses with their descriptions for a particular academic year (2012-13), major and general requirements, general University policies, and much much more!

  Anthropology (ANTY)
  U 101H (ANTH 101H) Anthropology and the Human Experience 3 cr. Offered autumn and spring. Offered intermittently in summer. A survey of anthropology which introduces the fundamental concepts, methods and perspectives of the field. The description and analysis of human culture, its growth and change. The nature and functions of social institutions.

- **Course/Class Search** – Advisory Course Schedule shows which classes are being offered for a particular term via CyberBear.

- **Co-requisite** – Simultaneous registration required in more than one section or courses. (usually a lecture + lab or discussion section). Most commonly a linked course.

- **Pre-requisite** – One or more courses that must be completed before enrollment in a particular class.

  Internet course. Prerequisite: M 095, MAT 100, MATH 100 or appropriate placement score. For more information, contact instructor. A mandatory written final exam will be held at the COT for students in the Missoula area. Students outside of the Missoula area will be required to obtain a proctor. See the course syllabus for more information.

The Registrar’s Office – The University of Montana
Let’s talk “Terminology”
...Continued

- **Override Slip** – For closed, restricted, & Consent of Instructor or Consent of Honors, (C/I or CH) courses.
  
  **Warning:** Not all overrides are approved.

- **Net ID (ex: aa123456)** – Used to log onto the University’s web applications
  
  **Note:** This is different from your **Student ID (790------)**

- **Registration Bill** – Displays tuition and fees for currently registered courses.

- **Student Schedule by Day and Time** – The current schedule of classes a student is registered for a particular terms with their days, times, and locations. *(Please check your schedule for potential room changes.)*

**Future Terminology**

* **Course Add Form** – used to add a single course after the 7th day of instruction
* **Course Drop Form** – used to drop a single course after the 15th day of instruction
* **Withdrawal Form** – used to drop **ALL** courses
Let’s talk “Registration”

URL: www.umt.edu/cyberbear

The Registrar’s Office – The University of Montana
What will prevent you from registering on CyberBear?

- NOT SELECTING THE CORRECT TERM – Default term is “School of Law Autumn 2012”
- Make sure to select Autumn Semester 2012
HOLDS – All holds must be cleared with the appropriate office before students begin registering on CyberBear.

Examples of the most common holds for new students are:

- Medical History Form - Medical history form & immunizations have not been submitted – Contact Curry Health Services
- M2MMR - (second measles, mumps and rubella required) – Contact Curry Health Services
- SAT or ACT scores - Enrollment Services – Lommasson 2nd Floor
Let’s talk “Restrictions”

DON’T PANIC!!

Read the status error carefully...

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linked course required (Lecture/Lab)</td>
<td>75228</td>
<td>M</td>
<td>115</td>
<td>24</td>
<td>Undergraduate</td>
<td>0.000</td>
<td>Traditional</td>
<td>Probability and Linear Math</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/I required on override slip</td>
<td>70064</td>
<td>WRIT</td>
<td>101</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Traditional</td>
<td>College Writing I</td>
</tr>
</tbody>
</table>
Let’s talk “Restrictions”

1. **CLASS & LEVEL RESTRICTIONS:** The course is restricted to a certain class level.

<table>
<thead>
<tr>
<th>Class</th>
<th>Overall Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR = Freshmen</td>
<td>0 – 29.99 credits earned</td>
</tr>
<tr>
<td>SO = Sophomores</td>
<td>30 – 59.99 credits earned</td>
</tr>
<tr>
<td>JR = Juniors</td>
<td>60 – 89.99 credits earned</td>
</tr>
<tr>
<td>SR = Seniors</td>
<td>90 or more credits earned</td>
</tr>
<tr>
<td>GR = Graduate Students</td>
<td></td>
</tr>
</tbody>
</table>

Students may get an override form signed by the instructor.

**Warning:** not all overrides are approved

2. **COLLEGE RESTRICTIONS:** The course or section is restricted to College of Technology students. Please select a different section.

3. **CAMPUS RESTRICTIONS:** The course or section is restricted to Online-Only students so you must select a different section. Online-Only students will see this restriction on Face-to-Face courses.
Let’s talk “Restrictions”
...Continued

4. PRE-REQUISITES: The course requires you to meet specific criteria before enrolling

Common examples include...
* SAT/ACT or placement exam scores
* Must first take and pass a different (usually lower level) course
* Autumn WRIT 101 sections only open to last names A-L

If you believe you have met all pre-requisites but are still restricted from the course, speak to the department for more information.
# Let’s talk “Orientation Registration Timeline”

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Orientation 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 29</td>
<td>CyberBear will be open only to students who signed up for this 2&lt;sup&gt;nd&lt;/sup&gt; summer orientation. If you find that you are not permitted to register, please contact Enrollment Services/Orientation.</td>
</tr>
<tr>
<td>Starting 11:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>July 2</td>
<td>Your special access to the reserved seats will be turned off, so be sure to get registered by this time!</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td></td>
</tr>
</tbody>
</table>
How do you get more information on the services provided by the Registrar’s Office?

Contact the Registration Counter in Griz Central or

➢ URL: www.umt.edu/registrar

The Registrar’s Office – The University of Montana