**Frequently Asked Questions**

The NRU Office will be located in Room 119 on the first floor of the Gallagher Business Building at the University of Montana during the week of classes.

**Registration**

**How do I register for classes this year?**

Please click on Registration is now Open link on the home page. You will be transported to the University of Montana NRU Course Registration page where you will need to **Create an Account** the first time you access the site. Once you’ve created your account, you will receive an email from University personnel (it just takes a few minutes) with your **Reference ID** and a **link** to the Course Registration page.

**IMPORTANT:** Save the email you receive from the University (Reference ID and link) so you can easily return to the Course Registration page and copy/paste your Reference ID when asked for it. The Reference ID is long and complex (for security purposes); it’s essential to save the email so you can copy the ID rather than type it out manually.

When you click on the link you received from the University, you will **Login** using the Reference ID. You can then click on the Registration tab on the website and begin viewing/registering for NRU classes. The classes you see are exclusively NRU classes.

**What is the cost of attending NRU and how do I pay?**

**General Payment for Agency Employees:**

Many of our classes are provided by an outside vendor, necessitating a tuition fee. Each class on the website will indicate if there is a charge for it. Most of our classes are free. If you are enrolling in a tuition course, you’ll be prompted for a job code. The system will prevent you from enrolling in a tuition class if you haven’t provided your job code for that particular class. Our NRU staff will fact-check all the codes associated with each tuition class, ensuring its accuracy and validity. After the class is over, we input all job codes, by class, and attach them to our blanket SF 182’s for processing in Albuquerque. The folks at the ASC will pull funds from each job code to pay the vender. Do not fill out your own individual SF-182, as we use a blanket SF-182 for all our NRU classes.

**General Payment for Non-Agency Employees:**

Many of our classes are provided by an outside vendor, necessitating a tuition fee. Each class on the website will indicate if there is a charge for it. Most of our classes are free. If you are enrolling in a tuition course, you’ll be prompted for a job code. The system will prevent you from enrolling in a tuition class if you haven’t provided a job code for that particular class. Please enter six consecutive zeroes (000000) where prompted for your job code. This will enable you to register. You will be given further instruction on how to make payment in the specific course description. These instructions usually consist of specific vendor information, and details on paying the vendor directly with card or
check. After the class is over, we input all job codes, by class, and attach them to our payment documents to pay for all tuition incurred by Forest Service employees exclusively. Employees from other agencies will have already paid for the balance of the class.

**Where can I find the details about a course I’m interested in?**

When you login to the UM website using the link and Reference ID you were sent in the email you received after initially creating an account, select one of the Categories (they are in a drop-down list: All, Acquisition Management, Safety, etc.).

Next, click on the “Details” button to the far right of any course title you are interested in viewing or registering for. A Course Details page will come up giving you information on the instructor, dates/hours of the course, a brief course description, and more. For more detailed information about the course, instructor, etc., click on the PDF next to the block called “Detailed Course Description” (4th block down).

To exit the Details of a course, use the Back button or click on the Registration tab again.

**Should I sign up for NRU classes using the UM website AND AgLearn?**

No. Please use the UM NRU Registration website only.

**When is NRU registration?**

For NRU 2016, registration for most classes will be open in late-December. Some course times/dates may be adjusted due to attendance, etc. Students affected by any changes will be contacted as soon as possible. If necessary, they can go into the registration database to update their NRU schedule.

**What if I have problems registering?**

On every page of the UM NRU Registration website there is a red link “Do you have questions? Need Help?” If you click on that link you will see a list of names and their contact information. You can also contact Michelle Quinn if you are still experiencing problems: (406) 243-4866 or michelle.quinn@umontana.edu.

**What if I lose or accidently delete the email containing the link and my Reference ID?**

Contact the appropriate individual(s) listed when you click on the red link “Do you have questions? Need Help?” and you will be assisted.
What if I have to cancel out of a course?

You can cancel out of any course without penalty up until **February 29, 2016**. This is the registration deadline. Once you are on the UM NRU Registration website, click on the **My Course List** tab. Then click on the **Cancel Enrollment** button next to the class you want to cancel and say “Yes” when the box pops up asking if you are sure you want to cancel.

**NOTE:** Once the registration deadline (**February 29, 2016**) has passed, prior to canceling a class, please contact the course coordinator or staff training contact to find out if you will be charged tuition if you cancel from the class (if it is a class that has tuition). Generally, you will be charged tuition for canceling a class after the registration deadline unless you can find a substitute to take your place OR if the class has a waiting list.

It is important to commit to attending classes you have registered for once the cancelation deadline has passed, whether they are free or have tuition. Instructors will be preparing for classes based on the enrollment figures we give them in early March.

**For NRU 2016, the cancellation deadline is February 29, 2016**

How do I get selected?

You and your supervisor determine your training needs. NRU is one of the sites the Region utilizes to provide agency training. If your training needs include courses that are available at NRU, you and your supervisor need to determine if it is the appropriate place and appropriate timing for you to receive that training. Then you simply register for the appropriate courses.

How do I get on the waiting list if the class is full?

Contact the Course Coordinator or the Staff Training Contact for the class you are interested in attending if the maximum enrollment number has been reached.

What is the daily schedule at NRU?

Courses begin at 8:00 am on Monday morning and end at 5:00 pm on Friday. NRU classes range in length from one hour to 36 hours.

- **Monday** – 0800-1200; 1300-1700
- **Tuesday** – 0800-1200; 1300-1700
- **Wednesday** – 0730-1130; 1330-1730  🚂  🚂  Keynote Session at the Gallagher Bldg 12:00-1315
- **Thursday** – 0800-1200; 1300-1700
- **Friday** – 0800-1200; 1300-1700
Who is in charge of NRU and who organizes and implements it?

NRU is chartered by the R1 Regional Forester’s Team at the request of the Regional Board of Directors to provide a site for Regional Staff group training. The NRU Team, consisting of the Database Manager, Deputy Manager, and Manager is assisted by Staff Training Contacts from Regional Office Staffs, Forest/Grassland/Unit Contacts in the field, the Region 1 Training Specialist at the Center of Learning in Albuquerque, the Regional Web Master, the Regional Duplicating Manager and UM Conference Planning Services along with many other dedicated “volunteers” from the Regional Office and the field.

Who do I contact with questions about NRU logistics?

- If you have questions about NRU, how it is organized, parking, or other logistical problems, please contact Enrique Oliveres, 406-329-3203, eolivares@fs.fed.us or contact Michelle Quinn, 406-243-4866, michelle.quinn@umontana.edu.

Will I get “credit” for the training I take at NRU in AgLearn? Will it show up in my AgLearn Learning History?

Yes. After NRU, the NRU Team will use class rosters to enter your name in the AgLearn database for every class you completed successfully (i.e., attended fully). The NRU Team will then close the classes out in AgLearn so each class you took shows in your Learning History.

NOTE: The NRU Team will have over 60 classes to enter information for after NRU; please give them time (a couple of months) to complete this process before contacting them with questions such as, “Why isn’t the class I took at NRU in my Learning History?.” If you should need proof of completing a class for any reason immediately following NRU, call NRU Manager Enrique Olivares (406-329-3203), and he will fax you a copy of the signed class roster.

Where can I find?

You can find further information on the following topics by visiting the NRU Lodging & Logistics Information Page.

- NRU Parking
- UM Campus Maps
- Lodging in Missoula – NRU Room Blocks
- Driving Directions to the University of Montana in Missoula
- Local Weather
- Road Conditions
- Missoula Bus Transportation
- Campus Recreation/Gym
- Places to Eat