Dear Faculty & Staff,

We sent the following reminder to all students registered for autumn semester 2023.

**Monday, September 18 at 11:59 p.m.** is a key deadline for class registration changes. We encourage you to announce this deadline in class and share with your advisees.

Now is an excellent time to check your rosters in CyberBear to ensure every student attending is officially enrolled.

**View Class Rosters**

- Login to CyberBear
- Choose the Faculty & Advisors menu and acknowledge the FERPA warning
- Choose Faculty Self Service
- Choose Faculty Class List and Waitlist.
- Click anywhere in the row of the course you want to view except the URLs - they won't get you where you need to go.
- Scroll to the bottom of your Class List to go to the next page or increase your per page limit

Check out the CyberBear Faculty and Advisor Self-Service - The New Look guide for more details.

You may continue to issue registration overrides to grant access to your course at your discretion. Students must then add the course in CyberBear no later than **9/18/23 at 11:59 p.m.**

Thank you!
Office of the Registrar

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Dear UM Students,

Are you sure you're done editing your Autumn 2023 class registration? Did you double-check your schedule in CyberBear?

Avoid late course add/drop fees!

**Monday, September 18 at 11:59 p.m.** (yes, 11:59 p.m., no longer 5 p.m.) is your last chance to:
• Drop individual classes with no "W" on your transcript
  o No permission required
  o No $20 late drop fee
  o Refunds where applicable
  o CyberBear should only be used for individual course drops. You cannot drop your last remaining class in CyberBear.

To drop an individual class: Log into CyberBear, go to Registration, click Register for Classes, choose Drop/Delete in the Action drop-down menu, then the Submit button. Visual learner? See the CyberBear Registration tutorial.

• Withdraw from the WHOLE semester with a partial refund
  o No "W"s recorded on your transcript
  o Refund percentages align with Montana Board of Regents policy
  o Not sure if you want to withdraw? Check in with an advisor.

• Add a class with a digital registration override
  o No advisor permission required
  o No $20 late add fee
  o Counts toward full-time status (12 credits) for Federal Pell Grant purposes

To add a class with a digital registration override: Log into CyberBear, go to Registration, click Register for Classes, search for the class or enter the CRN directly, click Add to Summary, then the Submit button. Visual learner? See the CyberBear Registration tutorial.

• Adjust grade option and variable credits without permission
  o Change to or from credit/no credit grading (if the course allows)
  o Change to or from audit
  o Edit credit load in variable credit courses (e.g., internships, dissertation, independent study, etc.)

To adjust grade option and variable credits without permission: Log into CyberBear, go to Registration, click Register for Classes, then select the Schedule and Options tab to make your change - see tutorial. We recommend you do this from a laptop/desktop - the tabs are difficult to navigate on mobile devices.

Check out the registration deadlines chart or the calendar for all registration dates, deadlines, and procedures.

What about short (part-of-term) sessions?

UM continues to offer a growing number of part-of-term courses that are shorter than the standard semester.

These short sessions operate with different registration deadlines. Charts for all sessions are published toward the bottom of the autumn calendar page.

Need help? Chat with us from our webpage or give us a call Monday-Friday from 8 a.m. to 5 p.m.