Registering for a Summer 2022 Course

PLEASE NOTE: The steps below are for students who have applied to UM, have been admitted and wish to take credit-bearing courses. These steps do not apply for non-credit courses. If you are not admitted to UM yet, please visit UM Summer’s registration site at https://www.umt.edu/summer/registration/ for more information on how to apply and then register.

1. Open a web browser and go to Cyberbear at http://umt.edu/cyberbear.

2. Click the login button in the middle of the screen and login with your NetID and password
   - Your NetID starts with your first and last name initials and then a series of six numbers (e.g. ab123456)
   - If you have not logged into Cyberbear or other UM online platforms already, your initial password is the last six digits of your 790 number. You will be prompted to change your password when you login.

3. Once you are logged into Cyberbear, click the “Student Services” link.

4. You should now be in the “Student Profile” portion of Cyberbear. Click the “Registration” link on the menu on the left-side of the screen.

5. Select “Summer Semester 2022” from the drop-down menu and click “Submit.”

6. If you have not already elected your health insurance option, the next step is to make your health insurance election. Read through the UM insurance requirements and click either “Refuse Student Insurance” or “Enroll Student Insurance”. It will then ask you to confirm your selection. After you confirm, click “Continue Registration.” If you are a “distance-only” student, the health requirement is waived. More information about “distance-only” can be found here: https://www.umt.edu/summer/registration/distance-only-student.php.

7. You should now be in the Registration Module of Cyberbear. Click “Register for Classes” and select Summer 2022 Semester again from the drop-down menu.

8. If you know the CRN (Course Request Number), you can click “Add to Summary” and then click “Submit”.

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9. If you do not have a CRN, you can search for classes using the “Subject” and other drop-down menus. You can find a degree map for your major that details the courses you should register for at http://umont.edu/degree-maps. Open another tab on your browser and go to this website. Then, click “Search A to Z” from the menu at the top of the screen and find your major in the list of programs. This pertains to four-year majors only. Missoula College students can go to the website of their program of study to find required courses.

10. Please note:
   - You might have a series of “holds” on your account that could prevent you from registering. There are a variety of reasons for this error message. Some of the more common reasons include missing or incomplete medical history and immunization form through Curry Health Center, Financial Aid holds, Admissions holds, Residence Life holds, etc. Please check Cyberbear for the most up-to-date information if you run into a “hold”. Once in Cyberbear, click on “student services” and your hold information will be in the upper right-hand corner under your name. If you are a “distance-only” student and a “health immunization requirement” hold appears, you will have to call Curry Health Center to ask to remove the hold at (406) 243-4330 or via email at medreception@mso.umt.edu.
   - You might also run into a “registration error” message. A description of all registration errors can be found on the Registrar’s website https://www.umt.edu/registrar/Registration/Registration-error.php

11. Advisors will be available to help you over the summer. You can find directories of advising contacts for new students at the links below:
   - Mountain Campus (4-year degree programs): http://umont.edu/undergrad-advising-center/new-student-advising-directory.php

If you have any additional questions, please do not hesitate to contact the UM Summer Office at UMSummer@mso.umt.edu or at (406) 243-5674.