MONTANA TECH ONLINE RESOURCES
& the Registration Process

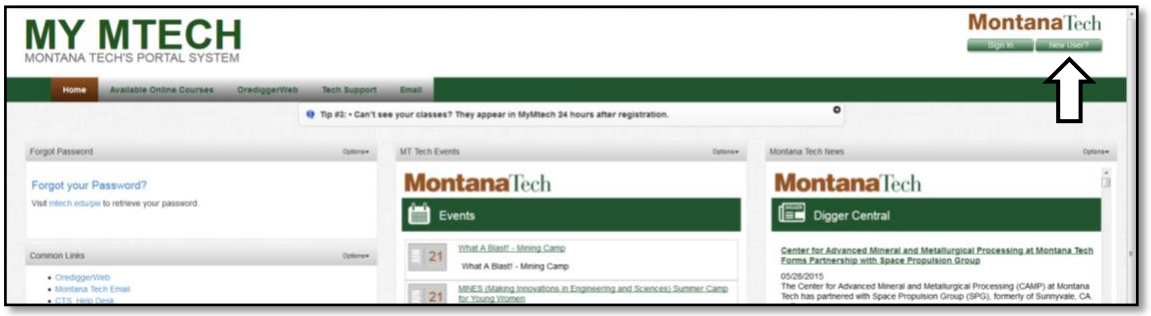
Welcome to Montana Tech!
As a new student you now have access to Montana Tech's online resources. To help you get started, we have put together the following instructions to guide you through some of the basic features of these resources.

RETRIEVING YOUR CAMPUS USERNAME AND PASSWORD

Upon admission to Montana Tech, each student is assigned a username and password that will be used to access any online resource that requires user authentication. These resources include your Montana Tech email account, OrediggerWeb, MyMTech, and Moodle. Additionally, your username and password will provide access to any on-campus computer. To retrieve your credentials:

- Access **MyMTech** by clicking the 3-line link in the top right corner of the Montana Tech homepage revealing the drop down menu.
- Click on **New User?** button in the top right corner next to the "Sign In" button.
- Use your Student ID number and last name to retrieve your username and password.

If you have any trouble signing in or retrieving your username and password, contact the Information Technology Helpdesk at **ithelpdesk@mtech.edu**. If you need your ID number, please contact Enrollment Services at 406-496-4256.



TECH EMAIL

Your Montana Tech email account is the official source of communication for the school.

SIGNING INTO YOUR ACCOUNT

- Access **your email** by clicking the 3-line link in the top right corner of the Montana Tech homepage revealing the drop down menu as shown above in the previous picture.

- Use your campus email address and password to access your email account.

All Montana Tech communication is sent through your Tech email – Check it often!

OREDIGGERWEB

OrediggerWeb is Montana Tech's on-line student management system and is used to check your application status, accept your financial aid, register for your classes, view and pay your bill, and check your grades. OrediggerWeb can be accessed on the homepage at **mtech.edu**.

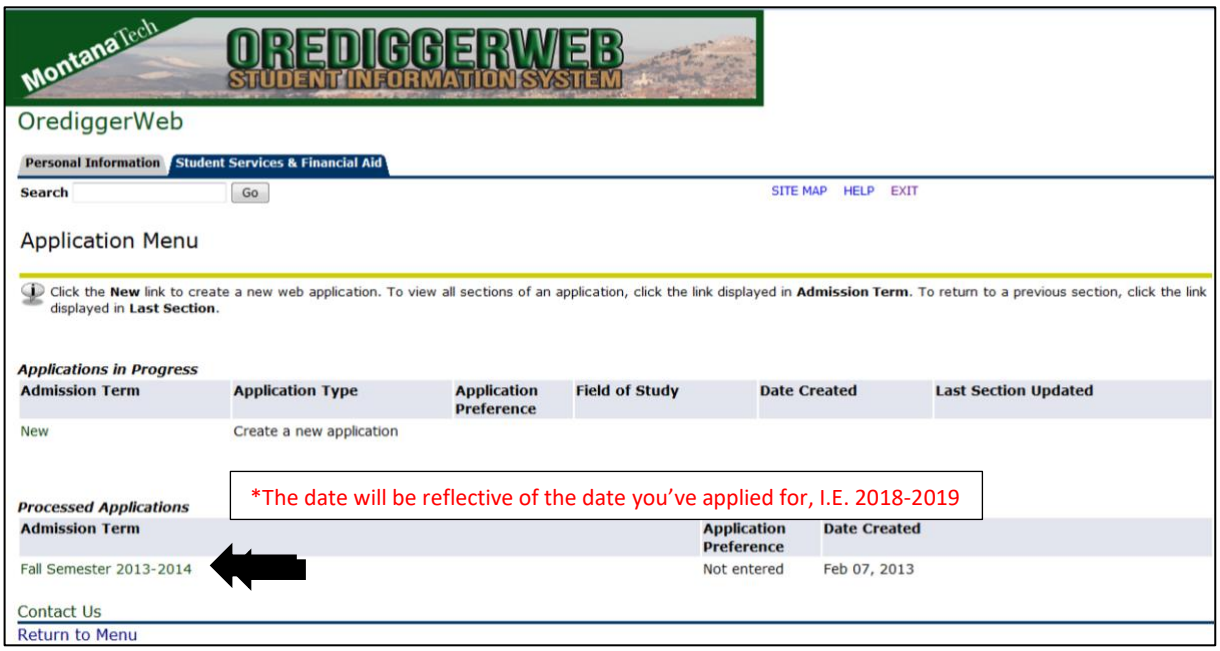
LOGGING IN TO OREDIGGERWEB

- Access **OREDIGGERWIB** by clicking the 3-line link in the top right corner of the Montana Tech homepage revealing the drop down menu.
- Once you've read and passed through the information page, click **Enter Secure Area**.
- Use your campus username and password to access your account.

CHECKING YOUR APPLICATION STATUS

Follow these steps on OrediggerWeb to check the status of your admission file.

- Click on the **Student Services & Financial Aid** tab.
- Select **Admissions**.
- Select **Check my Application Status.**
- Under Processed Applications, click on the term for the newest application.
- At the bottom of the screen is a list of the requirements to complete your admission file. A date in the received column means we have received that item; items without a date are missing from your file and must be turned in.



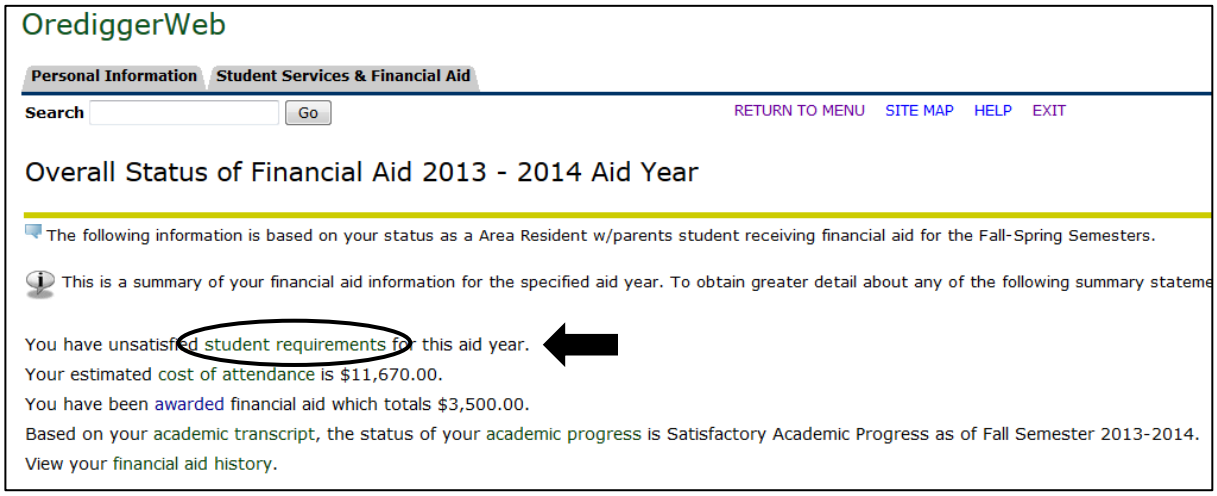
Admission Term:	Fall Semester 2013-2014		
Admission Type:	First-Time Freshman		
Application Preference:	Not entered		
Current Program			
Bachelor of Science			
Level:	Undergraduate		
Program:	B.S. in Petroleum Engineering		
Catalog Term:	Fall Semester 2013-2014		
College:	Montana Tech		
Campus:	North Campus		
Major and Department:	Petroleum Engineering, Petroleum Engineering		
Date Created:	Jan 23, 2013		
Requirements			
Requirement	**Received**	**Note**	**Status**
$30 Application Fee	Jan 12, 2013	collegenet	
Signature on Application	Jan 12, 2013		
Final High School Transcript		Billings Central Catholic Hig	
Self-report HSchool Transcript	Jan 12, 2013		
Measles/Mumps/Rubella Pt 1			
Measles/Mumps/Rubella Pt 2			
ScholarshipApplicationOnFile	Feb 14, 2013		
Official SAT or ACT Scores	Feb 28, 2012	Test Date 01-FEB-2012	

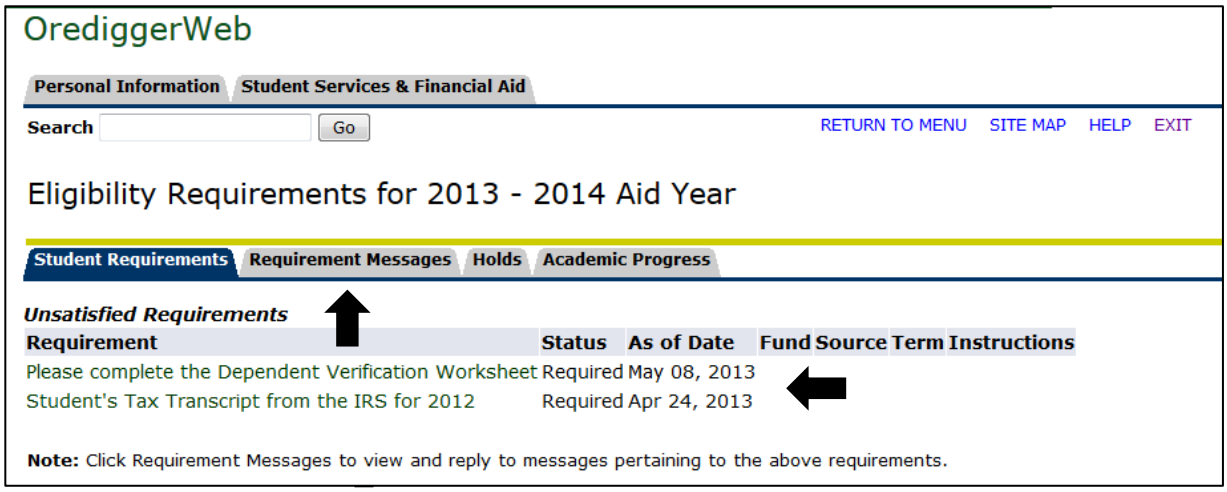
CHECKING YOUR FINANCIAL AID STATUS

Follow these steps on OrediggerWeb to check the status of your financial aid file. Be sure to check back often as the requirements may change throughout the process.

- Click on the **Student Services & Financial Aid** tab
- Select **Financial Aid**
- Select **My Overall Status of Financial Aid**
- Select the **2018 - 2019 Aid Year**

- If you have outstanding requirements, it will say "You have unsatisfied student requirements for this aid year." Click on the **student requirements** link.
- Here you will see a list of items required to complete your file. Anything in blue is a hyperlink that will take you to an instruction page on how to complete the requirements. The **Requirements Messages** tab gives you additional information regarding your requirements.





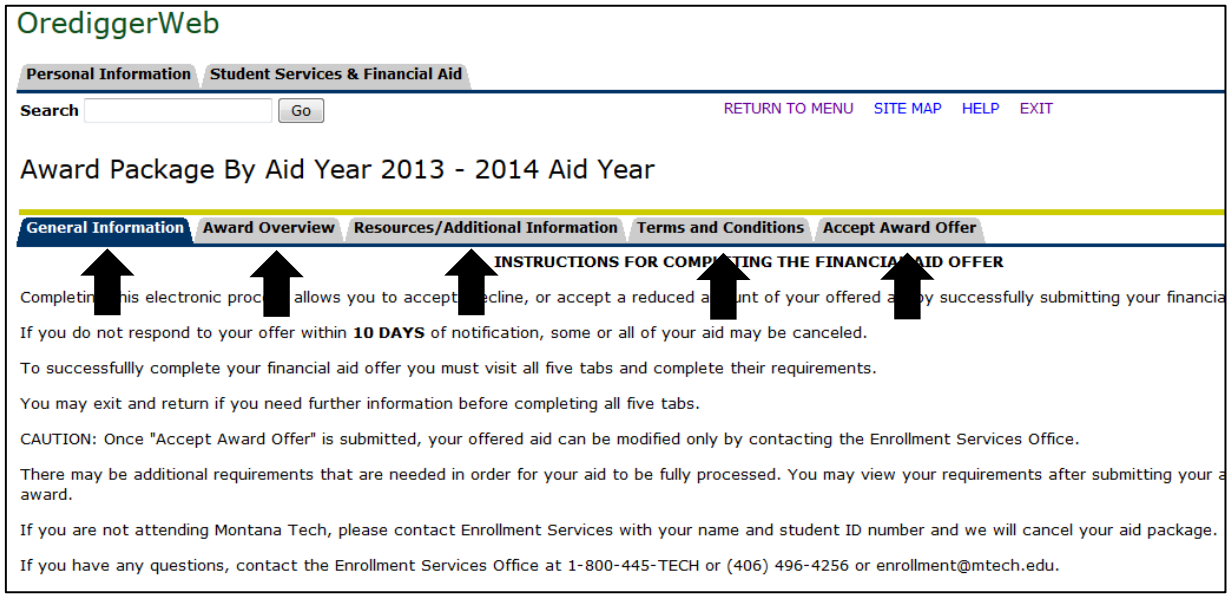
ACCEPTING YOUR FINANCIAL AID

If your Financial Aid Award Notification is ready for you to review, follow these steps to view and accept, decline, or reduce your award.

- Click on the **Student Services & Financial Aid** tab
- Select **Financial Aid**
- Select **My Award Information**
- Select **Award By Aid Year**
- Select **2018 - 2019 Aid Year**
- Review and complete **all** requirements on **each tab**. All the tabs will be greyed out until complete.
    - **General Information** contains instructions for completing your financial aid offer.
    - **Award Overview** reviews your cost of attendance and the awards/amounts offered to you.
    - **Resources/Additional Information** is a series of mandatory questions and statements of understanding that must be completed before moving forward with your award.
    - **Terms and Conditions** explain the requirements to accepting financial aid at Montana Tech.

- **Accept Award Offer** allows you to review your award and accept, decline, or reduce the award amount. If you accept any part of your award offer, you must also complete **Entrance Counseling** and you're your **Master Promissory Note (MPN)**.

- Pay Bill/Finalize your registration (see page 10)



Before deciding to accept or reject an award, you should think carefully about the amount and type of loan being accepted. If you have more than one type of loan, you may be required to repay those loans simultaneously. If you borrow Direct Unsubsidized Loans, you will be charged interest from the time the loan is disbursed until it is paid in full. **Do not borrow more than you absolutely need.**

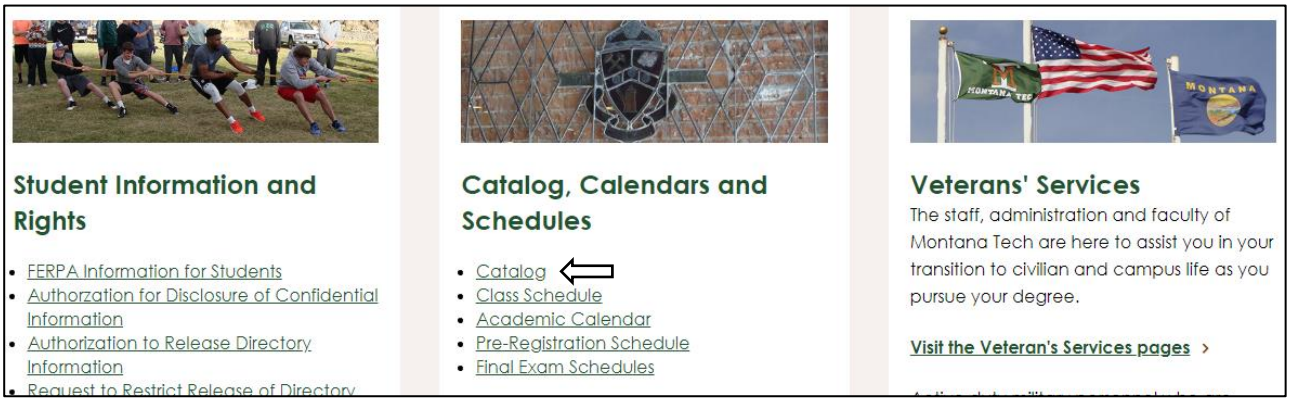
All of the above steps must be complete in order for your award package to credit to your account.

CATALOGS & CURRICULUM WORKSHEETS

The Montana Tech Catalog is published annually and contains all institutional rules and regulations that pertain to students, faculty, and staff. The catalog also contains program information and curriculum sheets for every major offered at Montana Tech. It is important that you familiarize yourself with the catalog so you can refer to it throughout your time as a Montana Tech student.

To find the catalog:

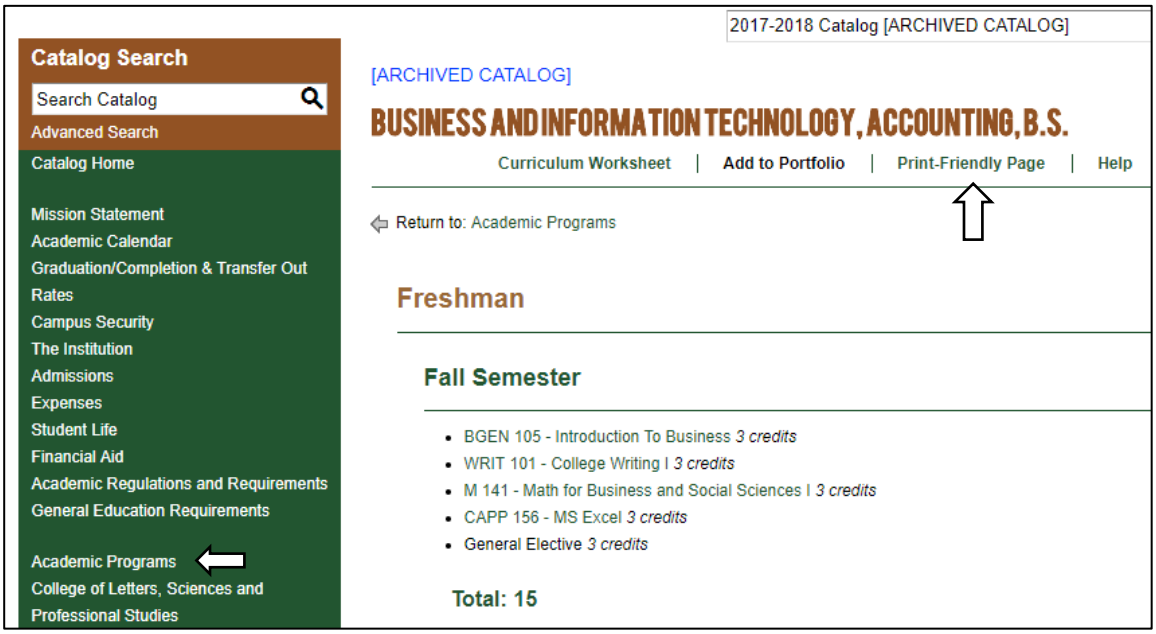
- Click the **Student Services** tab on the home screen to get the drop down menu. Then click the **Enrollment** link.
- Scroll down to the **Catalog, Calendars and Schedules** Section and click on the **Catalog** link.
- Click the **2011-Current Catalogs** link. When you are on the following page in the right corner change the date to the 18-19 catalog.



As a new student, you will enter in under the 2018 - 2019 catalog. This means that the classes listed on the curriculum sheet for your major, within this catalog, is the list of classes you need to successfully complete in order to graduate. Use the curriculum sheet for your specific major to help you register for classes each semester and to stay on track for graduation.

To print a curriculum worksheet

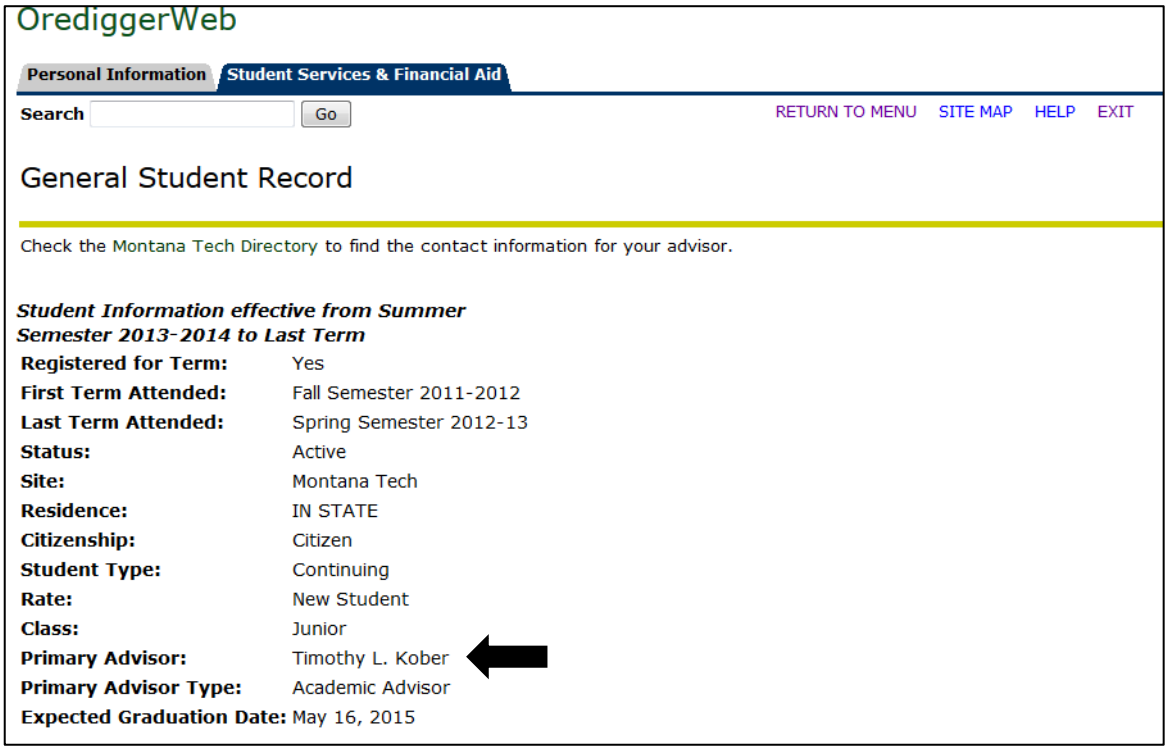
- Click **Academic Programs** link in the left hand green navigation screen
- Select your program
- Click on the **Printer-Friendly Page** link. A print version of the worksheet will pop up in a separate screen. You can then print the worksheet.



REGISTERING FOR CLASSES

FINDING YOUR ADVISOR

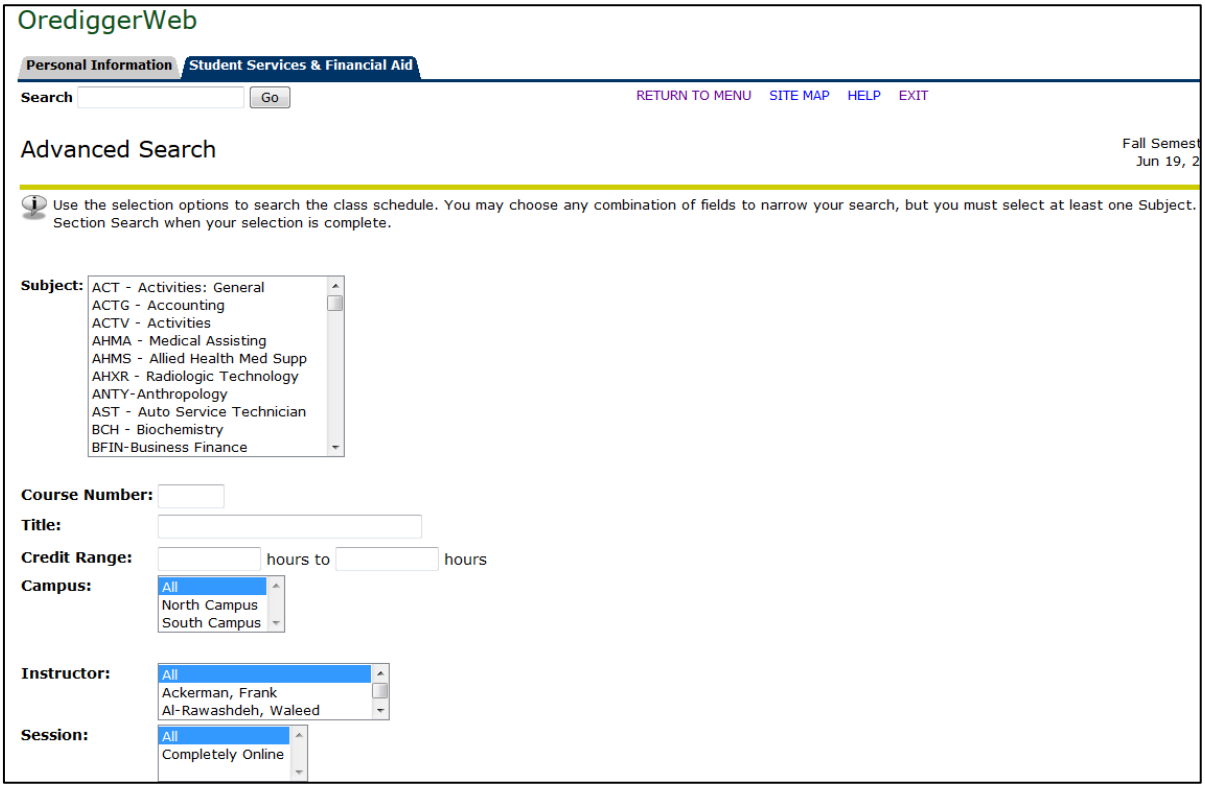
- Log in to **OrediggerWeb**
- Click on the **Student Services and Financial** Aid tab
- Select **Admissions**
- Select **Who is my Advisor?**
- Your primary advisor is listed here
- Use the Montana Tech Directory on the home page to find their contact information



LOOKING UP CLASSES

- Log in to **OrediggerWeb**
- Click on the **Student Services and Financial Aid** tab
- Select **Registration**
- Select **Look-up Classes to Add**
- Select **Fall Semester 2018 - 2019**
- Click on the **Advanced Search** button

- Using your curriculum worksheet, search the specific **Subject** and **Course Number** for the class you wish to add to see its available sections and times.



ADDING/DROPPING CLASSES

There are a number of ways to add or drop classes from your schedule. As a new incoming student, you will want to work closely with your advisor to select and register for classes. Traditionally, your advisor will be the one to electronically register you for classes; however, depending on the time of year, you may also use an add/drop card to make any necessary changes to your schedule. As an upperclassman, you may also have the option of using an ALTPIN to self-register into classes.

The following pieces of information will be needed for each class when making any adjustment to your schedule:

CRN	Subject	Course	Section	Credits	Class Title	Days	Time	Instructor
72207	CHMY	121	01	3	Intro to General Chemistry	MWF	9-9:50	Ward

Once you have this information for all of your classes, you may share it with your advisor or submit an add/drop card with the appropriate signatures to the Enrollment Services office.

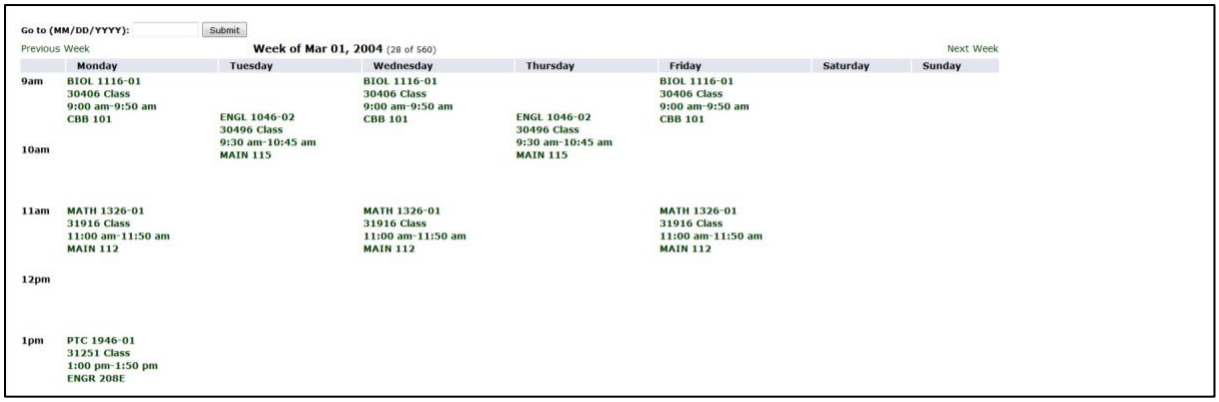
PRINTING YOUR CLASS SCHEDULE

- Click on the **Student Services & Financial Aid** tab
- Select **Registration**
- Select your preferred schedule layout

Concise Student Schedule

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
74301	ACTG 203 01	Accounting Lab	North Campus	1.000	UG	Aug 26, 2013	Dec 20, 2013	TR	11:00 am - 12:15 pm	ENGR LAB CLASSROOM BLDG. 225	Kober
70533	ACTG 301 01	Intermediate Accounting I	North Campus	3.000	UG	Aug 26, 2013	Dec 20, 2013	TR	9:30 am - 10:45 am	ENGR LAB CLASSROOM BLDG. 106	Ottolino
70537	BFIN 322 01	Business Finance	North Campus	3.000	UG	Aug 26, 2013	Dec 20, 2013	MWF	9:00 am - 9:50 am	MINING/GEOLOGY BLDG. 104	TBA
74732	BGEN 285 01	Crtcl Thnkg Decn Mkng & Ldrshp	North Campus	3.000	UG	Aug 26, 2013	Dec 20, 2013	MWF	3:00 pm - 3:50 pm	ENGR LAB CLASSROOM BLDG. 106	Flanders
73745	BMKT 325W 02	Marketing	North Campus	3.000	UG	Aug 26, 2013	Dec 20, 2013	TR	2:00 pm - 3:15 pm	NATURAL RESOURCES BUILDING 128	O'Neill
72789	PHL 101 01	Introduction to Philosophy	North Campus	3.000	UG	Aug 26, 2013	Dec 20, 2013	MWF	11:00 am - 11:50 am	MAIN HALL 103	Jacobson
71627	WRIT 322W 02	Advanced Business Writing	North Campus	3.000	UG	Aug 26, 2013	Dec 20, 2013	TR	5:30 pm - 6:45 pm	MAIN HALL 103	Edwards
			Total Credits:	**19.000**							

Student Schedule by Day and Time



Go to (MM/DD/YYYY): Submit

Previous Week — **Week of Mar 01, 2004** (28 of 560) — Next Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am	BIOL 1116-01 30406 Class 9:00 am-9:50 am CBB 101		BIOL 1116-01 30406 Class 9:00 am-9:50 am CBB 101		BIOL 1116-01 30406 Class 9:00 am-9:50 am CBB 101		
10am		ENGL 1046-02 30496 Class 9:30 am-10:45 am MAIN 115		ENGL 1046-02 30496 Class 9:30 am-10:45 am MAIN 115			
11am	MATH 1326-01 31916 Class 11:00 am-11:50 am MAIN 112		MATH 1326-01 31916 Class 11:00 am-11:50 am MAIN 112		MATH 1326-01 31916 Class 11:00 am-11:50 am MAIN 112		
12pm							
1pm	PTC 1946-01 31251 Class 1:00 pm-1:50 pm ENGR 208E						

Student Detail Schedule

Strategic Management - BUS 4936W - 01

Associated Term: Spring Semester 2006-2007
CRN: 32745
Status: **Web Registered** on Dec 04, 2006
Assigned Instructor: Lance Edwards
Grade Mode: TRADITIONAL
Credits: 3.000
Level: Undergraduate
Campus: North Campus

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 2:00 pm - 3:15 pm	TR ENGR LAB CLASSROOM BLDG. 202	Jan 17, 2007 - May 11, 2007	Lecture	Lance Edwards (P)

Presenting Tech Information - COMM 2016 - 01

Associated Term: Spring Semester 2006-2007
CRN: 33226
Status: **Web Registered** on Dec 04, 2006
Assigned Instructor: Henrietta Shirk
Grade Mode: TRADITIONAL
Credits: 2.000
Level: Undergraduate
Campus: North Campus

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 2:00 pm - 2:50 pm	M CHEMISTRY & BIOLOGY BLDG. 101	Jan 17, 2007 - May 11, 2007	Lecture	Henrietta Shirk (P)

PAYING YOUR BILL/FINALIZING YOUR REGISTRATION

There are two ways to pay your bill. The first is by paying directly at the Business Office located in the Mining and Geology Building Room 205. The second way is by paying online through OrediggerWeb. **This step must be complete before you can finalize registration.**

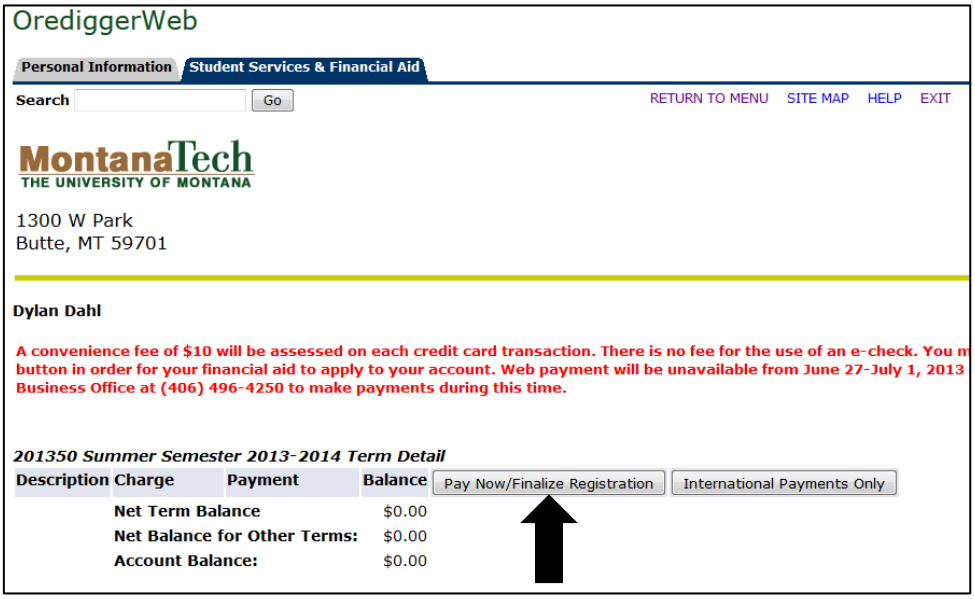
Follow these steps if you owe a balance

- Click on the **Student Services & Financial Aid** tab
- Select **Student Account**
- Select **Account Detail for Term**
- Select **Fall Semester 2018 - 2019**

- Health Insurance Options (Students enrolled in 6 or more credits)
    - Select either I Have Insurance Coverage if you choose to waive the insurance, or select I Need Health Insurance if you choose to keep the insurance.
    - Select Waive Insurance if you're waiving the insurance, select Elect Insurance if you're keeping the insurance.
- Select **Pay Now/Finalize Registration**. This will give you the option to pay by credit card or electronic check. Please pay the amount due. If you cannot pay your bill in full before fee payment is due, you have the option of deferring payment by completing the Deferred Payment Form. This will require that you pay your bill in three installments along with a $30 service charge at the time of deferment. Credit cards used on-line will be charged a $10 convenience fee.

Follow these steps if you do not owe a balance and/or are expecting a refund

- Follow the first 5 steps above
- Select **Pay Now/Finalize Registration** to have your financial aid credit towards your account
- Pick up refund check at the Business Office the day before classes begin.



Bills must be finalized between August 1st and August 20th.

Failure to complete one of these steps will result in the cancelation of your registration and you will be dropped from all of your classes.