

MONTANA TECH ONLINE RESOURCES & the Registration Process

Welcome to Montana Tech!

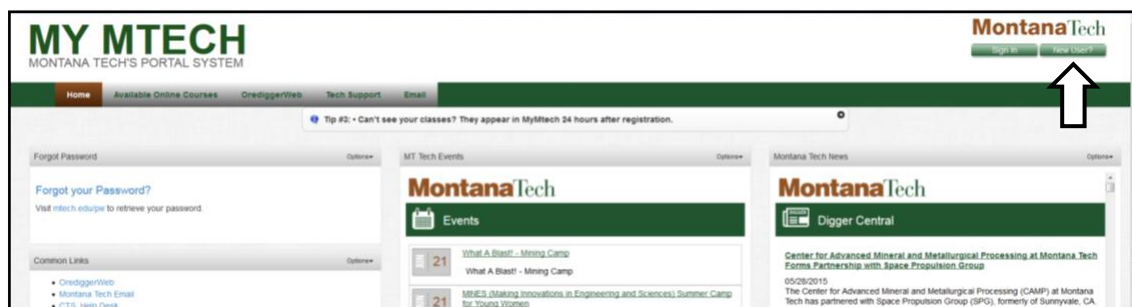
As a new student you now have access to Montana Tech's online resources. To help you get started, we have put together the following instructions to guide you through some of the basic features of these resources.

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@mttech.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 **OREDIGGERWEB** 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.

Montana Tech
OREDIGGERWEB
STUDENT INFORMATION SYSTEM

OrediggerWeb

Personal Information Student Services & Financial Aid

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Application Menu

Click the **New** link to create a new web application. To view all sections of an application, click the link displayed in **Admission Term**. To return to a previous section, click the link displayed in **Last Section**.

Applications in Progress

Admission Term	Application Type	Application Preference	Field of Study	Date Created	Last Section Updated
New	Create a new application				

Processed Applications

Admission Term	Application Preference	Date Created
Fall Semester 2013-2014	Not entered	Feb 07, 2013

*The date will be reflective of the date you've applied for, I.E. 2018-2019

Contact Us
Return to Menu

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.

OrediggerWeb

Personal Information **Student Services & Financial Aid**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Overall Status of Financial Aid 2013 - 2014 Aid Year

The following information is based on your status as a Area Resident w/parents student receiving financial aid for the Fall-Spring Semesters.

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements

You have unsatisfied **student requirements** for this aid year. ←

Your estimated cost of attendance is \$11,670.00.

You have been awarded financial aid which totals \$3,500.00.

Based on your academic transcript, the status of your academic progress is Satisfactory Academic Progress as of Fall Semester 2013-2014.

[View your financial aid history.](#)

OrediggerWeb

Personal Information **Student Services & Financial Aid**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Eligibility Requirements for 2013 - 2014 Aid Year

Student Requirements **Requirement Messages** **Holds** **Academic Progress**

Unsatisfied Requirements ↑

Requirement	Status	As of Date	Fund Source	Term	Instructions
Please complete the Dependent Verification Worksheet	Required	May 08, 2013			
Student's Tax Transcript from the IRS for 2012	Required	Apr 24, 2013			←

Note: Click Requirement Messages to view and reply to messages pertaining to the above 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)

OrediggerWeb

Personal Information Student Services & Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Award Package By Aid Year 2013 - 2014 Aid Year

General Information Award Overview Resources/Additional Information Terms and Conditions **Accept Award Offer**

INSTRUCTIONS FOR COMPLETING THE FINANCIAL AID OFFER

Completing this electronic process allows you to accept, decline, or accept a reduced amount of your offered aid by successfully submitting your financial aid offer.

If you do not respond to your offer within **10 DAYS** of notification, some or all of your aid may be canceled.

To successfully complete your financial aid offer you must visit all five tabs and complete their requirements.

You may exit and return if you need further information before completing all five tabs.

CAUTION: Once "Accept Award Offer" is submitted, your offered aid can be modified only by contacting the Enrollment Services Office.

There may be additional requirements that are needed in order for your aid to be fully processed. You may view your requirements after submitting your award.

If you are not attending Montana Tech, please contact Enrollment Services with your name and student ID number and we will cancel your aid package.

If you have any questions, contact the Enrollment Services Office at 1-800-445-TECH or (406) 496-4256 or enrollment@mtech.edu.

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.

MontanaTech

- ENROLLMENT
- FINANCIAL AID
- CAREER SERVICES
- VETERAN'S SERVICES




Student Information and Rights

- [FERPA Information for Students](#)
- [Authorization for Disclosure of Confidential Information](#)
- [Authorization to Release Directory Information](#)
- [Request to Restrict Release of Directory](#)



Catalog, Calendars and Schedules

- [Catalog](#)
- [Class Schedule](#)
- [Academic Calendar](#)
- [Pre-Registration Schedule](#)
- [Final Exam Schedules](#)



Veterans' Services

The staff, administration and faculty of Montana Tech are here to assist you in your transition to civilian and campus life as you pursue your degree.

[Visit the Veteran's Services pages >](#)

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.

2017-2018 Catalog [ARCHIVED CATALOG]

Catalog Search

Advanced Search

Catalog Home

- Mission Statement
- Academic Calendar
- Graduation/Completion & Transfer Out Rates
- Campus Security
- The Institution
- Admissions
- Expenses
- Student Life
- Financial Aid
- Academic Regulations and Requirements
- General Education Requirements
- Academic Programs
- College of Letters, Sciences and Professional Studies

[ARCHIVED CATALOG]

BUSINESS AND INFORMATION TECHNOLOGY, ACCOUNTING, B.S.

Curriculum Worksheet
Add to Portfolio
Print-Friendly Page
Help

[Return to: Academic Programs](#)

Freshman

Fall Semester

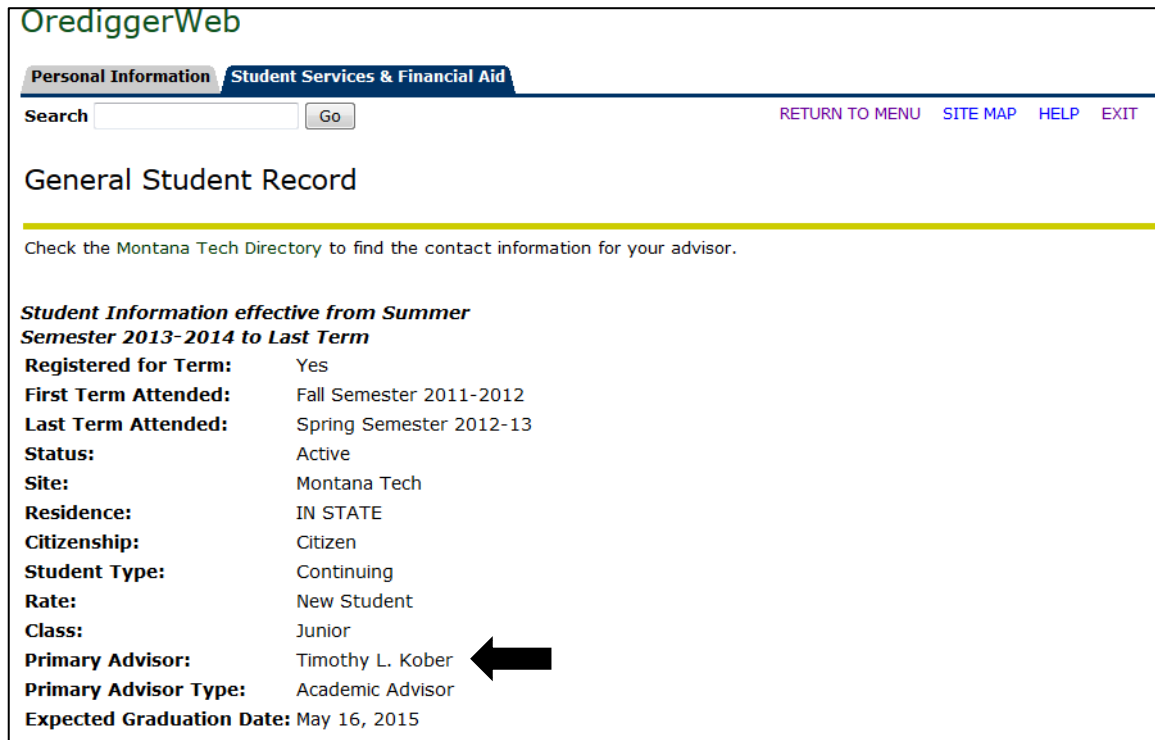
- BGEN 105 - Introduction To Business 3 credits
- WRIT 101 - College Writing I 3 credits
- M 141 - Math for Business and Social Sciences I 3 credits
- CAPP 156 - MS Excel 3 credits
- General Elective 3 credits

Total: 15

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



The screenshot shows the OrediggerWeb interface. At the top, there are tabs for 'Personal Information' and 'Student Services & Financial Aid'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'General Student Record'. A yellow horizontal line separates the heading from the text below, which says 'Check the Montana Tech Directory to find the contact information for your advisor.' Below this is a section titled 'Student Information effective from Summer Semester 2013-2014 to Last Term'. The information is listed as follows:

Registered for Term:	Yes
First Term Attended:	Fall Semester 2011-2012
Last Term Attended:	Spring Semester 2012-13
Status:	Active
Site:	Montana Tech
Residence:	IN STATE
Citizenship:	Citizen
Student Type:	Continuing
Rate:	New Student
Class:	Junior
Primary Advisor:	Timothy L. Kober ←
Primary Advisor Type:	Academic Advisor
Expected Graduation Date:	May 16, 2015



The screenshot shows the Montana Tech website navigation bar. At the top right, there are links for 'APPLY', 'REQUEST INFO', 'MAP/TOUR', and 'VISIT'. Below these is the 'MontanaTech' logo. At the bottom, there is a horizontal menu with links for 'ABOUT', 'ADMISSIONS', 'ACADEMICS', 'STUDENT SERVICES', 'STUDENT LIFE', 'RESEARCH OFFICE', 'ALUMNI', and 'ATHLETICS'. On the right side, there is a vertical menu with links for 'A-Z DIRECTORY', 'EMAIL', 'FACULTY / STAFF', 'MY MTECH', 'DIGGERCENTRAL', 'OREDIGGERWEB', and 'TECH SUPPORT'. A white arrow points to the 'A-Z DIRECTORY' link, and another white arrow points to the 'VISIT' link.

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.

OrediggerWeb

Personal Information **Student Services & Financial Aid**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Advanced Search Fall Semester
Jun 19, 2012

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Section Search when your selection is complete.

Subject:

Course Number:

Title:

Credit Range: hours to hours

Campus:

Instructor:

Session:

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 ALPIN 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	Crted Thnkg Decn Mknng & 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):		Week of Mar 01, 2004 (28 of 560)							
Previous Week		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Next Week
9am	B101 1116-01 30406 Class 9:00 am-9:50 am CBB 101	ENGL 1046-02 30496 Class 9:30 am-10:45 am MAIN 115	B101 1116-01 30406 Class 9:00 am-9:50 am CBB 101	ENGL 1046-02 30496 Class 9:30 am-10:45 am MAIN 115	B101 1116-01 30406 Class 9:00 am-9:50 am CBB 101	B101 1116-01 30406 Class 9:00 am-9:50 am CBB 101			
10am									
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.

OrediggerWeb

Personal Information Student Services & Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

MontanaTech
THE UNIVERSITY OF MONTANA

1300 W Park
Butte, MT 59701

Dylan Dahl

A convenience fee of \$10 will be assessed on each credit card transaction. There is no fee for the use of an e-check. You must click the Pay Now/Finalize Registration button in order for your financial aid to apply to your account. Web payment will be unavailable from June 27-July 1, 2013. Please contact the Business Office at (406) 496-4250 to make payments during this time.

201350 Summer Semester 2013-2014 Term Detail

Description	Charge	Payment	Balance	Pay Now/Finalize Registration	International Payments Only
Net Term Balance			\$0.00	↑	
Net Balance for Other Terms:			\$0.00		
Account Balance:			\$0.00		

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.