



Welcome to MSU-Northern

# Extended University

## Montana State University-Northern ONLINE Things you need to know and do to get started:

### 1. You need to know what courses are being offered online.

You can find the courses offered online in the MSU-Northern course schedule by clicking [HERE](#). Online courses will have a **901** section number attached to them. These courses can also be accessed by following the "Get Course Schedule" link on our Online Courses page or at <http://www.msun.edu/stuaffairs/registrar/registra.htm>.

### 2. You need to know the minimum technology requirements needed to complete these courses.

Before you enroll in an online course, you need to have a reasonable level of technology skills. If you are not comfortable with such basic skills as e-mailing attachments, searching the Internet, and using Microsoft Word and PowerPoint, consider taking a remedial computers class before enrolling in an online course.

Before you enroll in an online course, you also need to have access to reasonable level of technology resources. The suggested minimum hardware/software requirements for online courses are as follows (discounted pricing of some software is available to currently enrolled MSU-N students from the MSU-Northern Bookstore):

- Microsoft Windows 2000 or XP;
- Microsoft Office XP or 2003;
- Adobe Reader 8.0 (a free download is available at the following link: <http://www.adobe.com/products/acrobat/readstep2.html>);
- Current antivirus software (e.g., Norton or McAfee Antivirus);
- Pentium 4 Processor;
- 256 MB RAM; and,
- A 56K modem (Note: while a 56K modem and dial up connection will be sufficient for most courses, if a particular course requires uploading or downloading of large files we strongly recommended that you select a broadband Internet connection, such as

DSL or cable modem).

Note: These are *suggested* minimum requirements which will minimize any technical difficulties you might experience with your online courses. Alternatively, you may perform a browser test at the WebCT log-in page (<http://webct.montana.edu>) to verify whether your computer will actually operate with WebCT.

### 3. You must register for the course with Montana State University-Northern.

Information on registering for a course can be obtained at <http://www.msun.edu/stuaffairs/registrar/registra.htm>. You can also call our toll free number (1-800-662-6132 Ext. 3703) and ask for the Registrar's Office.

### 4. You need a user ID and password to allow you access to your course you are registered for.

You will be notified of your User ID and password via postal mail. Contact one of our staff if you have any questions regarding this information. You cannot access your classes until the semester's posted start date .

### 5. You need the address to the website where you will log on.

The address to the website where you will log on is: <http://webct.montana.edu/>.

### 6. You need a list of people you can contact in case you have any questions.

- Renae Munson is located on the Great Falls campus / [rmunson@msun.edu](mailto:rmunson@msun.edu) - 406-771-4437 (nursing students);
- Debbie Kern is located on the Lewistown campus / [dkern@msun.edu](mailto:dkern@msun.edu) - 406-535-5575 (nursing students);
- Randy Bachmeier is located on the Havre campus / [rbachmeier@msun.edu](mailto:rbachmeier@msun.edu) - 406-265-4152.

You can also contact Sandy Jappe in the Extended University Office at 1-800-662-6132 ext. 3730 or email / [sjappe@msun.edu](mailto:sjappe@msun.edu).

