



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

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**
 - No permission required
 - No \$20 late drop fee
 - Refunds where applicable
 - 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**
 - No "W"s recorded on your transcript
 - [Refund percentages](#) align with Montana Board of Regents [policy](#).
 - Not sure if you want to withdraw? [Check in with an advisor](#).
- **Add a class with a digital registration override**
 - No advisor permission required
 - No \$20 late add fee
 - 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**
 - Change to or from credit/no credit grading (if the course allows)
 - Change to or from audit
 - 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.

Office of the Registrar

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