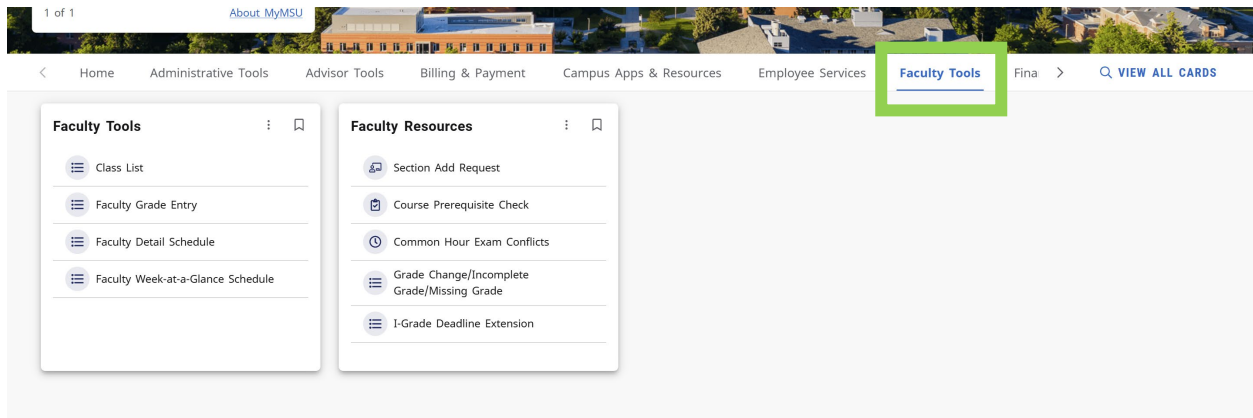
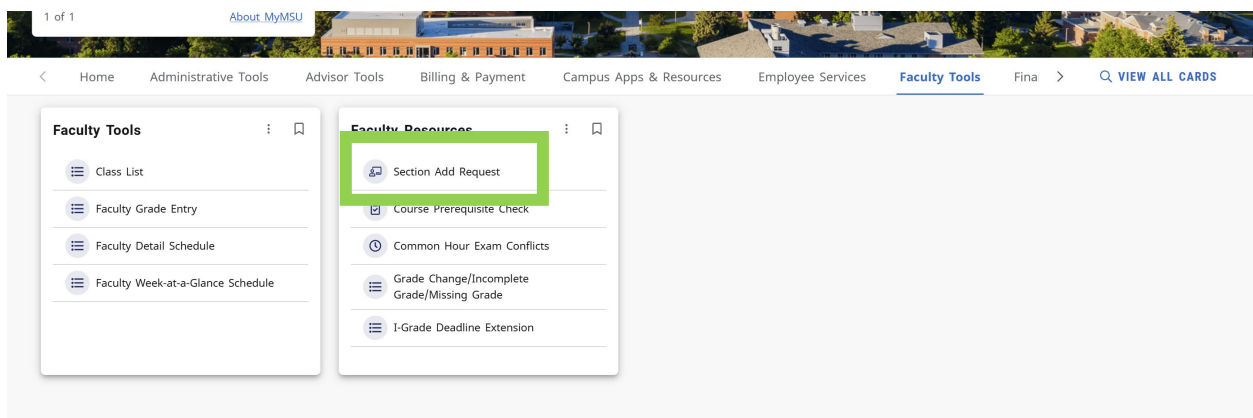


Add Instructions for Faculty and Staff

1. Log into MyMSU using NetID and password.
2. Select the "**Faculty Tools**" tab.



3. Select "**Section Add Request**". The classes you are assigned as instructor to will populate.




4. Select the "Term"


This screenshot shows the MyMSU 'ADD / DROP' form. The 'Search Criteria' section is highlighted with a green box. It contains three radio buttons for selecting the term: '2025 FALL SEMESTER', '2026 SPRING SEMESTER', and '2026 SUMMER SEMESTER'. Below the radio buttons are input fields for 'First Name' and 'Last Name'. At the bottom of the form, there are 'Search' and 'Reset' buttons.

Add Instructions for Faculty and Staff

5. Search for the student (with either ID or Name.) Select the student you'd like to add.

 MONTANA STATE UNIVERSITY

ADD / DROP

 k32v453

Search Criteria

2025 FALL SEMESTER

2026 SPRING SEMESTER

2026 SUMMER SEMESTER

GID

First Name


Last Name

☒ Search

Reset

6. Select the course you would like to add the student to in the drop down menu.

Add Page



COURSE

SELECT A COURSE

SELECT A COURSE

COMX-111US-002: Intro to Public Speaking

☐ Approve for Audit

☐ Instructor Consent


☐ Override Department Restriction

☐ Override Major Restriction

☐ Override Pre-Requisite

☐ Override Time Conflict

Notes

 Cancel

☒ Create Add Request

Add Instructions for Faculty and Staff

7. Indicate reason(s) for override by selecting from among the list provided. You **MUST** select "Instructor Consent" along with any other reasons to create an add request.

- **Instructor Consent** is required for ANY add after the 5th day of class or if set as a condition for the course.
- **Override Prereq**- Indicates your approval to allow the student to take your class although completion of the prerequisite is not evidenced in banner (they may not have completed the pre-req or perhaps transfer coursework is not yet posted)
- **Override Department Restriction**- Indicates your approval to allow a student who is not in your department/school/college to take a course reserved for students currently in your department/school/college.
- **Override Major Restriction**- Indicates your approval to allow a student who is not in a specified major to take a course reserved for students in a specific major.
- **Override Time Conflict**- Indicates your approval to allow the student to register for your class when they have a known time conflict, which means they might always be late to or leaving early from your class.

*Please note – we may not override section capacity. If a section is at capacity and you wish to add a student, please contact coursescheduling@montana.edu to increase the section capacity and/or schedule into a new room.

Add Page

COURSE

COMX-111US-002: Intro to Public Speaking

COURSE INFO

Credits

3

Type	Credits	Term	Open Seats	Open Adds
Lecture	3	Full Semester	1	1

1 - 1

Overrides

☐ Approve for Audit

☒ Instructor Consent

☐ Override Department Restriction

☐ Override Major Restriction

☐ Override Pre-Requisite

☐ Override Time Conflict

Add Instructions for Faculty and Staff

8. Select “Create Add Request”

**The student and the instructor will receive an automated email when the student has been successfully added to the class. Please allow 2 business days for processing.*

Add Page

COURSE

COMX-111US-002: Intro to Public Speaking

COURSE INFO

Credits

3

Type	Credits	Term	Open Seats	Open Adds
Lecture	3	Full Semester	1	1

1 - 1

Overrides

☐ Approve for Audit

☒ Instructor Consent

☐ Override Department Restriction

☐ Override Major Restriction

☐ Override Pre-Requisite

☐ Override Time Conflict

Notes

< Cancel

☒ Create Add Request