Requesting Courses Online

How to request courses:

• Go to umt.edu/molli and click on Catalog in the middle of the screen.
• Click on Sign-in and sign into your account. If you do not know your sign-in information, please call the MOLLI office for assistance. If you are new to MOLLI, create an account.
• Once you complete the sign-in process, you will be returned to the Catalog page.
• If you do not have a current membership, click on the Membership category and add a Membership to your cart. **TIP:** If you do not know if you have a current membership, click on the maroon My Account in the white space above the categories. Then click the maroon My Membership on the left. If you see MOLLI Membership with an expiration date of 06/30/2021, your membership is current. If not, you will need to add a membership to your cart. If after signing into your account you do not see Request Course or Add to Cart under the course and special member event descriptions, you will need to add a membership to your cart.
• Add courses to your cart based on your **PRIORITIZATION** of courses by clicking on Request Course.
• Add special member events to your cart by clicking on Add to Cart.
• Once you have added all of your courses and events to your cart, review your selections. You may remove any unwanted courses by selecting Remove. Once you are satisfied, click on Check Out.
• Verify your personal data on Check Out: My Information. **Verify your email address.** Click Next.
• Continue through check-out process.
• You will receive a Course Request Acknowledgement email listing the courses you have requested. **TIP:** You will not pay for courses during the Course Request Period. After the Allocation period, you will receive a course confirmation email showing courses in which you are now Registered Not Paid. You will now need to log into your account and pay for your courses.

How to double-check your Requests and Priorities after you check out:

• Click on My Account, then Course Priorities.
• Check your course **PRIORITIES** and **REPRIORITIZE** using the dropdown list under the column Priority.
• Then click Save Priorities. **TIP:** Be sure to click Save Priorities or your prioritization will not be retained. Look for the message **Priority(-ies) Saved Successfully** which will appear in green above the Priority column.

How to change course requests during the Course Request Period:

• To add requests or change your **PRIORITY** order, access your online account any time during the Course Request Period. If however, you wish to remove a course, you must contact the office by email - molli@umontana.edu or by phone - 406-243-2905.

Requesting Courses by Mail

• Using the registration form included in this catalog, **PRIORITIZE** your course selections by putting the **PRIORITY** number next to each course selection; #1 will be your highest **PRIORITY**. The MOLLI mailing address is included on the registration form.
• Do NOT send payment for courses if your registration form will be processed during the time period of Monday, August 17 - Wednesday, September 2.
• DO send payment for New or Renewed Membership, and also for Booster or other donations, if applicable. **TIP:** You may check whether your membership is current by logging into your account, click on My Account and then My Membership to view your membership expiration date. You may also email or call the MOLLI office.

Requesting Courses by Phone

• Verbally state courses in **PRIORITY** order. The first course stated will be your highest **PRIORITY**.
• MOLLI staff will check the status of your membership.
• List special member events you are registering for and if you are making a donation.