

STUDENT RESOURCES AND SUPPORT

The graduate faculty are at the heart of graduate education at Montana State University Billings. However, the University offers many other resources which support the graduate programs and enrich students' educational experiences.

Library Services

Library Ask Here Desk, (406) 657-1662
www.msubillings.edu/library
 Ms. Eileen Wright, Director

The Montana State University Billings Library, located in the heart of campus, supports student success using information literacy instruction, research assistance, and flexible study spaces. The Library provides access to a broad range of electronic and physical library resources.

Friendly and helpful staff guide students in finding books, journal articles, websites, and other resources they need for classes. Assistance is available by chat, email, phone, and in-person at the 2nd floor Ask Here Desk. Individual research consultations can be scheduled with a librarian by contacting the Ask Here Desk.

Materials in the MSU Billings Library include a wide variety of physical and digital resources. Electronic resources are always available through the Library's website. Students can access materials that are not in the MSU Billings Library's collection using Interlibrary Loan services. The MSU Billings Library belongs to a group of twenty-four academic and tribal libraries in the State of Montana, expanding the Library's collections.

Computers, printers, and large-format scanners are available on the Library's 1st and 2nd floors. Students can print by loading funds onto their U-cards. Students who would benefit from assistive technology are encouraged to use the computers with adaptive software and other equipment on computers on the Library's 2nd floor.

Students are encouraged to take advantage of the Library's study spaces. All floors of the Library have individual and group study areas with comfortable furnishings. Study rooms, primarily on the 3rd floor, are equipped with screen sharing technology.

Copyright Warning

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user exceeds "fair use," that user may be liable for copyright infringement.

Software licensing agreements are very specific, and may prohibit making copies for use by those who have not purchased the software.

Montana State University Billings reserves the right to refuse to accept a copying request if, in its judgment, fulfillment of the request would involve violation of copyright law, licensing agreements or fair use.

Information Technology

www.msubillings.edu/it (<http://www.msubillings.edu/it/>)

University Campus

Information Commons - 1st Floor of the Library

City College

Tech Building Commons and Health Science Building Commons

Information Technology provides computer and technology services to students, faculty, and staff. The department supports student computers across both MSUB campuses. Students may go to the Information Commons, located on the first floor of the Library, or A076 at City College to receive assistance with computer issues, software applications, and questions about your network account. Assistance is also available by calling (406) 247-5700 or emailing servicedesk@msubillings.edu.

The Information Commons, an open access computer lab for MSU Billings student use, is located on the first floor of the MSU Billings Library and is available during regular Library hours. The Information Commons is operated by the Information Technology department and has computers, printing, scanning, and technology support services. A wide variety of software is available for student use such as Microsoft Office, Adobe Creative Cloud, ArcGIS, SPSS, and other software for various courses and programs. Students will need money in their U-card account to pay for printing services. People who are not current students, faculty, or staff of MSU Billings will be asked to use the open access computers located on the second floor of the Library.

Both campuses have wireless access available to students in common study areas, academic buildings, residence halls, and dining facilities. Please connect devices to the **MSUB-mobile** wireless network by logging in with your NetID and password. This wireless network provides a fast, secure connection to the internet. The **MSUB-visitor** network is designed for visitors to campus. Students may bring their computers to the Information Commons on the 1st floor of the Library or A076 at City College for assistance with connecting to the MSUB wireless network.

Information Technology provides student employment opportunities for assisting other students, faculty, and staff with their technology needs. Information Technology staff guide and mentor students in learning to support the software and hardware while learning the latest technologies. For information in becoming part of this program, please go to the Information Commons to discuss or apply online here (<https://www.msubillings.edu/it/studentapp.htm>).

Career & Employment Services

Library 100, (406) 657-2168

A full range of career services is available to help students gain experience and skills that will clarify career goals and facilitate entry into the job market. Services include career exploration, part-time and work study jobs both on campus and in the community, career resource library, job search skills including resume editing and mock interviewing, and career/job fairs and workshops. Visit us on the web at www.msubillings.edu/careers (<http://www.msubillings.edu/careers/>)

Internships

Library 100, (406) 657-2168

Cooperative Education Internships (Co-Op) create educational partnerships among Montana State University Billings, the business community, and students. This unique academic experience allows students to earn academic credit, combining classroom learning with practical work experience under supervision of both faculty and employer. Learn more at www.msubillings.edu/careers/cooped/students.htm (<http://www.msubillings.edu/careers/cooped/students.htm>)

Yellowstone Public Radio

406 Marbara Lane, (406) 657-2941
[ypradio.org](http://www.ypradio.org) (<http://www.ypradio.org>)

Yellowstone Public Radio (YPR) is a public radio network licensed to Montana State University Billings. The broadcast signal originates from the Joseph S. Sample

Studios on the MSUB campus as KEMC-FM and can be heard on 10 stations and twenty-six translators throughout Montana and northern Wyoming. YPR provides regional, national, and international news and information and public affairs programming, as well as programming focusing on the arts and humanities, classical music, jazz, folk/bluegrass, and other musical genres to a weekly audience of more than 45,000 listeners.

Yellowstone Public Radio is affiliated with National Public Radio (NPR), Public Radio International (PRI), American Public Media (APM), and the WFMT Fine Arts Network.

Yellowstone Public Radio can be heard at these frequencies in the following Montana communities: Ashland 89.1, Big Sky 95.9, Big Timber 89.3/90.5, Billings 91.7, Bozeman/Gallatin County 102.1, Bozeman 95.9, Broadus 91.9, Chester & the Sweetgrass Hills 100.1, Colstrip 88.5/88.9, Columbus 88.5, Conrad 91.3, Cut Bank 88.9, Emigrant & Paradise/Shields River Valleys 91.1, Forsyth 91.1, Glasgow 91.9, Glendive 88.5, Hardin 91.7, Havre 91.7, Helena 89.1, Livingston 88.5/90.1, Miles City 90.7, Red Lodge 89.1, Shelby 90.3, Stanford/Lewistown 89.5, Terry 91.9, Wolf Point 88.3.

And in the following Wyoming communities: Buffalo 91.9, Cody 88.5, Greybull, Lovell & Powell 91.5, Sheridan 88.1, Worland 88.5, Yellowstone Park 104.9.

Yellowstone Public Radio can also be heard online at ypradio.org (<http://ypradio.org>)

International Studies

LA 700, (406) 657-1705

www.msubillings.edu/internationalstudies (<http://www.msubillings.edu/internationalstudies/>)

In this age of global interdependence, developing an international perspective among students is one of the essential components of a higher education. Montana State University Billings provides students exciting opportunities to study and live in other countries and to explore diverse cultures and societies. Studying abroad is the unique way to expand one's global awareness, and one's academic and personal growth.

In thinking about studying abroad, four issues are important to understand:

1. There are a number of study abroad opportunities for which students may pay *regular* MSU Billings tuition and fees. Besides these exchanges, there are some other fairly low cost programs that the Office of International Studies can help students identify.
2. Financial aid is available for study abroad costs. Visit the Office of Financial Aid and Scholarships early in your planning process to ensure that details can be worked out in timely fashion.
3. Study abroad programs range in length from two weeks to a year. Fairly brief summer programs allow students both to study abroad and to earn money for the next year.
4. While study abroad programs can offer an experience in a foreign language, many programs are available in English, even in countries where English is not the native language.

Come to the Office of International Studies to find out about the variety of study abroad opportunities available to students. MSU Billings offers its own programs in the UK, France, Germany, Spain, Japan, Korea, Taiwan, Costa Rica, Brazil, and other locations. Through MSU-Bozeman, with whom MSU Billings works closely, there are opportunities to study at universities in other locations. Many of these placements are competitive; therefore, a record of good academic performance is an advantage. MSUB students must apply directly to the Office of International Studies, LA 700. The deadline is October 1 for Spring semester programs and March 1 for Fall semester programs.

The Office of International Studies also helps recruit and assist international students at MSU Billings. English as a Second Language (ESL) courses are offered all year to help support international students achieve their academic goals. The Office of International Studies promotes international awareness by sponsoring such events as the Global Studies Seminar (Fall semester, annually), the International Food Fair (March, annually), international movie nights, programs on specific countries, and advising the on-campus Multicultural Club, which is open to all students.

Accessibility Data For Individual Buildings on Campus

General Accessibility

Building	Entrance ramped on ground level	Automatic entrance doors	Number of accessible floors	Stairs non-skid	Interior ramps available	Elevators
Apsaruke	yes	yes	3	yes	yes/F	P*
Art Annex	yes	yes	1		no	
Cisel	yes	yes	4	yes	yes	P*
College of Business (McDonald Hall)	yes	yes	3		yes	P*
College of Education	yes	yes	4	yes	no	P*
City College Tech Building	yes	yes	2		yes	P*
City College Health Sciences Building	yes	yes	2	yes	no	P*
Facility Services	yes		1			
Family Housing	yes	no	1			
Liberal Arts	yes	yes	8	yes	no	P*
Library	yes	yes	3	yes	yes/F	P*
McMullen	yes	yes	4	yes	no	P*
Parking Garage	yes		5	yes	yes	P*
Petro Hall	yes	yes	8	no	no	P*
Physical Education	yes	yes	2	yes	yes	P*
Rimrock Hall	yes	yes	6	no	no	E/G,P*
Science (Yellowstone Science & Health)	yes	yes	3	yes	no	P*
Security	yes	no	1		yes	
Student Union	yes	yes	2	no	no	P*

Restroom Facilities

Building	Restroom designed for wheelchair	Entrance door width = 32"	Wall accessories below 40"/A	Access to showers and tubs
Apsaruke	yes	yes	yes	
Art Annex	yes	yes	yes	
Cisel	yes/B	yes	yes	
College of Business (McDonald Hall)	yes/F	yes	yes	
College of Education	yes	yes	yes	
City College Tech Building	yes	yes	yes	
City College Health Science Building	yes	yes	no	
Facilities Services	yes	yes	yes	
Family Housing	yes	yes	yes	yes
Liberal Arts	yes/C	yes	yes	
Library	yes/D	yes	yes	
McMullen	yes	yes	yes	
Parking Garage				
Petro Hall	yes/H	yes	yes	no
Physical Education	yes	yes	yes	yes
Rimrock Hall	yes	yes	yes	yes
Science (Yellowstone Science & Health)	yes	yes	yes	
Security	yes	yes	yes	
Student Union	yes	yes	yes	

A: In most restrooms, the sinks but not the towels are below 40"

B: Off ramp between new and old building

C: 1st floor, between Liberal Arts Building and Library/2nd & 5th floor Liberal Arts Building

D: 2nd floor, between Library doors and stairs

E: Stairs to basement

F: Wheelchair lifts

G: Freight elevator does not have automatic doors

H: Lobby area

P: Passenger Elevators

* Braille labels