

STUDENT AFFAIRS & STUDENT SUPPORT SERVICES

City College at Montana State University Billings provides academic and student support programs and extracurricular activities that enrich the total student life of the University. A wide range of services and opportunities are available for every student including programs delivered through the Division of Student Access and Success and other departments that affect student life from admission through graduation.

City College at Montana State University Billings also provides a number of support facilities and services on campus to help students succeed in your academic efforts.

Facilities and services include Academic Support Services (ASC), TRIO/SSS, Disability Student Services, computer lab space, study areas, Military and Veterans Student Lounge, Native American Student Lounge, Yellowjacket Food Pantry and Jacket Student Central.

MSU Billings Division of Student Access and Success Mission Statement

The Division of Student Access and Success provides exceptional service and cultivates an inclusive social and educational environment that enhances active student learning, engagement, development and success.

Student Rights, Responsibilities and Conduct

Montana State University Billings statement regarding students' rights and responsibilities is as follows:

"Montana State University Billings is a community of scholars and members of such University communities have traditionally recognized their individual responsibilities in the development of a mature and sophisticated society. By enrolling in the University, the student neither loses the rights nor escapes the duties of a citizen.

Each student should conduct his/her personal life in the context of mutual regard for the rights, property, and privileges of others. Therefore, it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the local and campus community. In certain circumstances where this preferred conduct fails, the University will rely upon the rules and procedures described in its **Code of Student Conduct** to hold students accountable for maintaining the responsibilities that follow.

Student Rights

One of the concerns of Montana State University Billings is to provide each student the opportunity to learn. Therefore, some personal freedoms and rights of students include, but are not limited to:

- a. Freedom of inquiry, speech, and assembly.
- b. Freedom from threats.
- c. Freedom from acts of violence.
- d. Freedom from unfair or obscene treatment from others.
- e. Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities, and public events.
- f. Freedom from theft and willful destruction of personal property.
- g. Right to study and learn in an atmosphere of academic freedom.
- h. Right to procedural due process in University misconduct action.
- i. Right to be governed by justifiable academic regulations.
- j. To be informed in writing of the academic requirements determined by individual instructors.

- k. Right to be informed of the regulations for academic and social conduct, and graduation requirements of the University.
- l. Right to petition for redress of grievances, academic and non-academic

Student Responsibilities

Each student has the responsibility:

- a. To respect the rights and property of others.
- b. To be fully acquainted and comply with the published rules and regulations of the University.
- c. To comply with all local, state, and federal laws.
- d. To recognize that student activities reflect upon the individuals involved as well as upon the entire University community.
- e. To recognize the University's obligation to provide a safe environment conducive for learning and academic inquiry.
- f. To adhere to the academic requirements determined by individual instructors.
- g. To abide by the reasonable direction of a University official acting within the legitimate scope of his or her duties.

Student Access and Success & Related Phone Numbers

Student Affairs	Phone Number
Academic Support Center - City College	406-247-3022
Academic Support Center	406-657-1641
Admissions	406-657-2888
Advising - City College	406-247-3019
Advising Center	406-657-2240
Associated Students of MSUB	406-657-2365
Athletics/Yellowjacket Sports	406-657-2369
Business Service/Cashier - City College	406-247-3002
Business Services/Cashier	406-657-2140
Campus Activities/Engagement	406-657-2387
Campus Police/Parking	406-657-2147
Campus Store	406-657-2121
Career & Employment Services	406-657-2168
City College Student Services (Jacket Student Central)	406-247-3012
D2L Support (Online Learning)	406-247-5755
Dean of Student Engagement	406-657-1696
Disability Support Services - City College	406-247-3029
Disability Support Services	406-657-2283
Diversity Center	406-896-5902
Educational Talent Search	406-657-2116
Financial Aid and Scholarship	406-657-2188
Housing & Residence Life	406-657-2333
Information Technology (Service Desk)	406-247-5755
Library	406-657-1662
Military & Veterans Success Center	406-657-2968
Native American Achievement Center	406-657-2182
New Student Services - City College	406-247-3007
New Student Services	406-657-2888
Registrar/Transcripts	406-657-2158
ROTC/Military Science	406-247-5733
Student Health Services - City College	406-247-3027

Student Health Services	406-657-2153
Student Support Services/TRIO at City College	406-247-3051
Student Support Services/TRIO at MSUB	406-657-2162
Ucard/ID card - City College	406-247-3007
U-Card/ID Cards	406-657-2023
Upward Bound	406-657-2180
Vice Chancellor for Student Access & Success	406-657-2307

Advising Center

City College Tech Building, Jacket Student Central

First Floor, (406) 247-3019

University Campus, McMullen First Floor West, (406) 657-2240

www.msubillings.edu/citycollege/Advising.htm (<http://www.msubillings.edu/citycollege/Advising.htm>) or www.msubillings.edu/advise (<http://www.msubillings.edu/advise>)

The Advising Center offers advising services to all new admitted, transfer, and re-admit students for the first few semesters. The Advising Center assists students with understanding the coursework and requirements for their major, registration, and academic planning. Upon completion of the first few semester(s) in good academic standing, the student is transferred to a faculty advisor in his or her major. Students should call or visit Jacket Student Central for an appointment to begin the process of choosing coursework and determining an academic plan of study.

Mandatory Advising

All first-time freshmen students entering City College at MSU Billings are required to see an academic advisor before registering for classes. During the initial advising session, students will receive information regarding requirements and worksheets for their academic program.

Advisors assist students with selection of courses and academically-related issues, but the ultimate responsibility for meeting graduation requirements belongs to the student.

General Studies Students

Students who have not selected a major are registered as General Studies majors.

In an effort to assist students in completing degree requirements as efficiently as possible, General Studies students are encouraged to focus on General Education requirements their first semester. Students are also encouraged to visit an Advising Center member in Jacket Student Central to explore career interests and to clarify how their academic program may support their career goals. In addition, Career and Employment Services located on the University Campus is available to assist students who would like to explore career options. Through a series of interest and personality inventories, Career Services team members help guide students towards a major that meet their interests and career goals.

Transfer Students

Students transferring to City College at MSU Billings should apply for admissions prior to arranging a visit with an advisor in the Jacket Student Central Advising Center to complete a transcript evaluation and begin developing a plan of study. However, if you are still exploring college options, you should talk with a New Student Specialist about the Transfer Evaluation Request form. In order to give an accurate transcript evaluation, transfer students should provide copies of transcripts of all previous college level work. Although we maintain course equivalency guides for all Montana colleges and universities, it is helpful if transfer students can provide catalogs with course descriptions for coursework completed at out-of-state institutions.

Declaring a Major

Students are encouraged to select and declare a major during their freshman year.

Upon declaring a major with an advisor at Jacket Student Central, the student's advising electronic and/or paper file will be updated to the new requirements for the major, and a plan of study will be developed. Students who have declared a major will be assigned a faculty advisor from their major department for the remainder of their academic career.

Changing a Major

Students who change their major are encouraged to visit with an advisor in Jacket Student Central. The academic advisor will clarify new program requirements, update the student's electronic and/or paper advising file with new program worksheets, and forward the student's advising file to the new faculty advisor. The changing of an academic major may have significant impact on a student's long-range academic plan and can have impacts on their financial aid eligibility. All students are encouraged to keep in close contact with their advisor through the process of changing majors.

Assessment Testing

All entering students and transfer students who have not completed their general education requirements in English or mathematics may need to take the ACCUPLACER Placement test. Results of the ACCUPLACER Placement tests along with ACT/SAT scores, high school or previous college GPAs are used to advise students into the most appropriate math and English courses. The ACCUPLACER Placement tests are administered prior to student registration sessions or Orientation. For further information, contact Advising at Jacket Student Central or the University Advising Center office: 406-247-3019 or 406-657-2240 or ccadvising@msubillings.edu

Career & Employment Services

City College Tech Building, Jacket Student Central

City College Tech Building, (406) 657-2168

University campus, Library 100, (406) 657-2168

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

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 Workshops, career counseling and assessment, career resource library, campus interviewing, part-time and workstudy jobs in CareerLink, and career/job fairs. See www.msubillings.edu/careers (<http://www.msubillings.edu/careers/>) for additional information.

Internships create educational partnerships among City College at Montana State University Billings, the business community, and students. This unique academic experience allows students to earn academic credit while combining classroom learning with practical work experience. Learn more at www.msubillings.edu/careers/cooped/students.htm (<http://www.msubillings.edu/careers/cooped/students.htm>)

Career Services/Job Locator

City College Tech Building, Jacket Student Central

First Floor, (406) 657-2168

University Campus, Library 100, (406) 657-2168

The Job Locator coordinates part-time positions for currently enrolled students.

Available jobs can be accessed in CareerLink, ranging from the service industry to technical positions, and are designed to accommodate students' academic schedules.

Financial aid-eligible work study students can access Community Service positions where students work in non-profit agencies in the local area as well as on campus work study positions.

Academic Support Center

City College Learning Commons, Tech Building
First Floor, A038, (406) 247-3022
University Campus, SUB, (406) 657-1641
www.msubillings.edu/asc (<http://www.msubillings.edu/asc/>)

The Academic Support Center provides academic support and learning assistance in order to promote the academic success of students at City College at MSU Billings. Programs and services include drop-in and appointment tutoring for a variety of general education subjects, supplemental instruction, and peer mentoring. The Academic Support Center at City College is open Monday-Thursday between 9 a.m. and 3 p.m. and Friday between 9 a.m. and 12 p.m. with extended evening and weekend tutoring hours online.

In addition, computer work stations and areas for small group study sessions are available to students. The Center also provides support materials such as handouts, texts, and electronic resources for students' academic use. Special educational delivery requirements that need to be addressed by persons with disabilities should be directed to Disability Support Services.

Associated Students of Montana State University Billings

SUB 213, (406) 657-2365
www.msubillings.edu/asmsub (<http://www.msubillings.edu/asmsub/>)

The Associated Students of Montana State University Billings (ASMSU Billings) are governed by a Student Senate, the functions of which are to administer and to distribute student activity fees, to act as liaison among students, faculty, and administration, to protect the privileges and the rights of students, and to act as a central agent for student opinion. City College students are welcome to attend a Student Senate meeting or join the Student Senate as a Senator!

Intercollegiate Athletics

Physical Education Building, (406) 657-2369
msubsports.com (<https://msubsports.com/>)

Athletics is an integral part of the college life at MSU Billings for both men and women. All teams are members of NCAA Division II and the Great Northwest Athletic Conference. Men's and women's teams compete on a varsity level in basketball, cross country, golf, soccer, indoor track and field, and outdoor track and field; additionally, women compete in volleyball and softball, triathlon, and men compete in baseball. MSU Billings Athletics also sponsors a coed varsity cheer team. All MSU Billings students are admitted free to Yellowjacket Athletics events with a valid student ID. Schedules, news, and stats are available on the Yellowjacket Athletics website at www.msubsports.com (<http://www.msubsports.com/>).

Carl Perkins Funding

City College at MSU Billings receives funding from a grant provided by the Carl Perkins Act of 1998. The Perkins Act is designed to improve educational programs leading to academic and occupational skill competencies needed by all segments of the population to work in a technologically advanced society. Emphasis is placed on improving vocational education services for individuals who are disabled, academically or economically disadvantaged, preparing for nontraditional training and employment, or who are otherwise at an educational disadvantage, such as single parents, displaced homemakers, or those with limited English proficiency. In order to receive continued funding under the Perkins Act, institutions are expected

to show constant improvement in its students' rates of academic attainment, degree completion, job placement and retention, and participation and success in nontraditional fields.

Dining Services

City College Tech Building, First Floor
(406) 247-3000
msubillingsdining.sodexomyway.com (<https://msubillingsdining.sodexomyway.com/>)

Montana State University Billings Dining Services offers a dining program for students, faculty, and staff. Students living in the residence halls participate in the campus dining program by purchasing one of six meal plans consisting of dining dollars and board meals. Board meals are used for an all-you-care-to-eat meals in Rimrock Café. Dining dollars can be used in any of the dining venues including Rimrock Café, Stingers Bistro, Jazzman's, SUB Connection, and City College Café.

City College at MSU Billings has a café available for student, faculty, and staff dining. City College Café provides a variety of choices including Starbucks drinks, grill, subs on fresh baked bread, pizza, house made soup, fresh salad bar, assorted beverages including Starbucks coffee, and snack items. Café purchases can be made with the U-Card, cash, or credit/debit card. Residence hall students can use their meal plans at City College Café for breakfast and lunch.

Student Support Services (SSS/TRIO) at City College

City College Tech Building A022
(406) 247-3051
www.msubillings.edu/citycollege/sss/

This federally funded program is located in Room A022 of the TECH building. SSS/TRIO assists 140 eligible students by helping them successfully remain in school and graduate. To be eligible, students must be working on a certificate or Associate's degree at City College, be a U.S. citizen or U.S. permanent residents with a Form I-551, I-151, or I-551C and meet one of the following: be from a low-income background (such as Pell grant eligible), first-generation college student (neither parent has earned a Bachelor's degree), or have a documented physical, emotional, or learning disability. SSS/TRIO offers the following free of charge to qualifying students:

- Mentoring and advising
- Tutoring and study groups
- Skills building workshops
- Assistance completing FAFSA and scholarship applications
- Letters of recommendation
- Financial literacy and budgeting assistance
- Referrals to community organizations (to assist with food, housing, transportation, etc.)
- Midterm evaluations
- Assistance in graduation preparation
- Help transferring to a four-year or graduate institution
- Academic boot camp summer bridge program
- Textbook lending library
- Laptop loaner program
- Equipment rental (SmartPens, calculators, etc.)
- And much more!

Disability Support Services

City College Tech Building A016

(406) 247-3029

(406) 545-1026 (VP)

University campus, COE 135, (406) 545-2518 (VP)

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

Disability Support Services (DSS) provides direct assistance to students with documented disabilities by encouraging their independence, creating and maintaining an accessible physical and program environment, providing a supportive emotional atmosphere, and serving as a liaison and advocate.

Students with disabilities have the responsibility to identify themselves and request appropriate accommodations. Students are encouraged to contact the DSS office in the City College Tech Building or University Campus College of Education, or visit our website at www.msubillings.edu/dss (<http://www.msubillings.edu/dss/>), or call the numbers listed above.

Housing & Residence Life

SUB 225, (406) 657-2333

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

Residence Halls

Montana State University Billings provides on-campus living facilities for students who are pursuing an educational mission. The residence halls offer an environment which is desirable for those who choose to engage in the on campus living experience. Participation in hall programming and group processes is part of the complete experience the residence hall provides.

The residence halls offer a safe and fun-filled environment where students can live well, work well, and be well during their college experience. The residence hall experience includes some amazing benefits like wireless technology throughout the halls, in room sink, cable television in the floor lobby areas, laundry services (u-card and quarter accepted), and more. Visit www.msubillings.edu/reslife (<http://www.msubillings.edu/reslife/>) for more information about the residence hall experience.

Students with disabilities are encouraged to make arrangements for any specific needs with the Office of Housing & Residence Life and Disability Support Services prior to moving on campus.

Residence hall living is available during Fall, Spring, and Summer sessions and during break periods to those students meeting the necessary requirements.

To apply for on-campus housing, call (406) 657-2333 or visit www.msubillings.edu/reslife (<http://www.msubillings.edu/reslife/>) to apply for housing.

Family Housing

MSU Billings offers 10 family housing apartments for students currently enrolled at MSU Billings. Family housing eligibility includes: married students, single parent with children, or married students with children. Family housing apartments include 6 three-bedroom apartments and 4 two-bedroom apartments. There is an application and \$25.00 application fee to place your name on the waiting list for an available apartment.

To obtain more information about family housing apartments, contact Housing & Residence Life at (406) 657-2333 or visit www.msubillings.edu/reslife/familyhsing.htm (<http://www.msubillings.edu/reslife/familyhsing.htm>)

Housing Application

Residents who complete their online Housing Applications and pay their \$125 Non-Refundable Application Fee to reserve a room have entered into a legally binding

agreement with Montana State University Billings for the purchase of housing for the academic year. Once a student has moved into the residence halls and accepted or signed for a room key and has signed a contract, he/she is financially obligated by the contract for the entire year, and may only be released for the following reasons:

- Withdrawal from Montana State University Billings
- Graduation from Montana State University Billings
- Internship or student teaching assignment out of the area
- Medical related condition
- Financial hardship
- Documented disability
- Marriage
- Living with family/legal guardian in Yellowstone County
- Academic or disciplinary suspension

Any student wishing to cancel a Housing Contract for an upcoming term must complete the online Contract Release Request form at least two weeks prior to the first day of classes in order to receive a full refund of fees for the semester. Room and board rates, programs, and rules and regulations governing the residence halls are subject to change without notice. An optional installment plan is available for payment of room and board through the office of Business Services. Students may pay room and board in full at the beginning of each term or select the installment plan. This selection is made in conjunction with regular fee payment.

On-Campus Requirement

Required to live on campus: Students who are 20 years or younger, less than 3 years out of high school, and under 30 credits at the start of the fall semester. This includes City College students.

Automatically exempt from housing (no form is required):

- Students over 21 years of age, as verified through MSUB student information systems
- Students who have completed 30+ college credits by the start of the fall semester

Exemptions to the live on requirement (form/documentation required):

- Living with family member/guardian (legal guardian, parent, or grandparent) within Yellowstone County
- Active military/veteran
- Enrolled in 5 or fewer credits
- Online student - must be enrolled in all online classes
- Non-Degree seeking student
- Marriage
- Physical custody of a dependent child
- Financial hardship
- Medical related condition
- Documented disability
- Completed one full academic year at a college or university while living in a residence hall
- Unusual circumstances

Note: City College students are not exempt from the live on requirement and must sign up for housing accordingly or complete an exemption request that meets any other exemption area.

Office of Information Technology

Student Lounge, City College Tech Building, A017

University campus Information Commons, Library 1st Floor, (406) 247-5700

Information Technology provides computer and technology services to students, faculty, and staff. The department supports nearly 800 student computers across both campuses. Students may go to the Information Commons located on the first floor of the Library to receive assistance with using computer issues, software applications, and questions about their student login accounts. Assistance is also available by calling (406) 247-5700.

Student Computing Resources

City College Information Commons
Health Sciences Building Commons

Computer access is available with standard campus software and internet connectivity for all current MSU Billings students during City College campus hours in the student lounge, 1st floor of the Technology and Health Sciences buildings.

Wireless Internet Access

Both campuses have wireless internet access available to students in common study areas, academic buildings, residence halls, dining facilities, and most indoor areas. Students may bring their computers to the Information Commons or to the Information Technology staff at City College for assistance with connecting to the MSUB wireless network. The network to connect to is **MSUB-mobile by**; logging in with a NetID and password. This provides a secure, fast connection to the internet.

MSU Billings Library Services for City College

1500 University Drive
Library Ask Here Desk (406) 657-1662
www.msubillings.edu/library (<http://www.msubillings.edu/library/>)

The Montana State University Billings Library, located in the heart of university 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 help 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 or 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.

Native American Achievement Center

Main Campus: 2630 Normal Avenue
City College: Tech Building B008
(406) 657-2144, (406) 657-2182
www.msubillings.edu/naac (<http://www.msubillings.edu/naac/>)
Sunny Day Real Bird, Director
David Evans, Project Coordinator

The Native American Achievement Center assists American Indian students in making academic, cultural, and social adjustments to Montana State University Billings. Our goal is to assist students to enroll and graduate from MSU Billings and launch into a successful career. Services include individualized assistance with relocation to Billings, advocacy, and referral to campus and off-campus services, study skills coaching, and scholarship applications. The staff help students find internships that are relevant to the American Indian community. The Native American Achievement Center has space for small meetings and gatherings.

The center hosts the annual American Indian Heritage Day, Native Centric Orientations for incoming Native students, and the MSUB Powwow. The Director serves as a liaison with tribal educational representatives and other community organizations. These relationships foster collaboration with the surrounding communities to host events such as the annual MSU Billings Pow Wow and other social gatherings that help our students feel connected to their culture and other Native people in the Billings region. The Native American Achievement Center is a home away from home for Native students.

The establishment of the Native American Achievement Center demonstrates that MSU Billings recognizes, celebrates, and prioritizes cultural diversity. The center provides students a familiar setting in an effort to ensure continuing collegiate success.

All Nations Club

All Nations Club is open to all interested students. The All Nations Club is a student organization, established to assist Native American students in their adjustment to university life, to promote scholastic achievement, and to foster pride in the cultural heritage of the Native American. The club is involved with the planning and sponsorship of cultural engagement activities such as the annual Pow Wow, the largest student-sponsored campus event.

Diversity Center

SUB 212 (406) 657-2387
www.msubillings.edu/engagement/diversity.htm (<http://www.msubillings.edu/engagement/diversity.htm>)

The Diversity Center located on the university campus is committed to providing a welcoming campus environment for all students, faculty, staff, and guests.

The Diversity Center fosters social and professional opportunities, as well as advocacy for all diverse students. The mission of this office is to ensure we are meeting the various needs of diversity and diverse population through fair and equal representation as well as increased opportunity for learning and understanding about diverse topics.

The Diversity Center offers leadership opportunities for students through clubs or organized meeting groups. Each group is student focused and student driven with opportunities to engage in campus and community programs, events and socials. For more information or to inquire about starting a new Diversity Center Student club, please contact the office number above.

New Student Registration and Orientation Sessions

City College Tech Building
Jacket Student Central, First Floor, (406) 247-3007

New Student Services and the Advising Center at Montana State University Billings coordinates Orientation. Orientation is designed to provide new students with a smooth transition to MSUB. Adult Learners and Transfer students are highly encouraged to attend Adult Learner or Transfer Learner Orientation prior to the fall semester. Students starting at MSUB in a spring or summer term should contact the New Student Services at 657-2888 or Jacket Student Central (406) 247-3019 to visit about orientation and registration options.

Placement Testing

City College Tech Building
Jacket Student Central, First Floor, (406) 247-3019

Next-Generation ACCUPLACER tests for reading level and for English and math placement are offered through Jacket Student Central for placement purposes. Fees for the test range from \$7.50 to \$15.00. Students who will not be attending City College at MSU Billings may take the Next-Generation ACCUPLACER exam for a \$15.00 fee. New students will have the opportunity to take the placement exams in an individual appointment. For questions about available testing times and locations if you live a distance from Billings, please contact Jacket Student Central at (406) 247-3019.

Student Success

City College Tech building
Jacket Student Central, First Floor, (406) 247-3017

Jacket Student Central is available to offer support for student success. Students who would like extra assistance can work with a member of the Jacket Student Central staff to develop an individual success plan or to seek information about all of the student support services available to City College at MSU Billings students.

Parking

University Police, (406) 657-2147
www.msubillings.edu/police/parkinginfo.htm (<http://www.msubillings.edu/police/parkinginfo.htm>)

MSU Billings parking regulations are a necessary component in providing convenient and safe parking, in addition to efficient and effective traffic control, for all students, faculty, staff and visitors to the university campuses. They are part of the terms and conditions pertaining to students who are enrolled at MSU Billings, to faculty and staff who are employed by the University, and are applicable to all vehicle owners/drivers on campus, including guests and visitors. Parking on MSUB campuses is a privilege, not a right.

All vehicles parked on University property must display a current MSUB parking permit. Parking permits may be purchased online at www.msubillings.edu/police/parkinginfo.htm (<http://www.msubillings.edu/police/parkinginfo.htm>) and also at the University Police & Parking Services office, in the southwest corner of the parking garage on Poly Drive. Parking regulations/maps are also posted online.

Physical Education Building

The Physical Education Building, located on the University campus, includes two gymnasiums, a fitness center, swimming pool, climbing wall, racquetball courts, a running track and other recreational and health facilities. During set hours each semester, the facilities may be used by students and their families for swimming, workouts, etc. Student use is paid for with tuition and fees while family members pay a nominal charge for access.

Recreational Activities

PE 016, (406) 657-2881
www.msubillings.edu/recactivities (<http://www.msubillings.edu/recactivities/>)

The Recreational Activities Program offers a wide range of activities. It provides all students, faculty, and staff with recreational opportunities in competitive and noncompetitive events as well as organized and informal activities as regularly as their time and interest permit. Activities include but are not limited to: fitness center, intramural sports (flag football, basketball, softball, volleyball), swimming, racquetball, indoor jogging, and tennis.

Student Health Services

City College Tech B002, (406) 247-3027
Petro Hall, (406) 657-2153
www.msubillings.edu/studenthealth (<https://www.msubillings.edu/studenthealth/>)

Student Health Services is an ambulatory health care facility, which provides high quality, cost-effective health care and mental health counseling with an emphasis on health education and wellness initiatives to promote and enhance student success.

With a staff of advanced practice professionals (with some contracted through SCL Health), a Registered Nurse, mental health counselors, and a wellness specialist, we provide health care, immunizations, COVID-19 testing, mental health counseling, and health education. SHS strives to encourage students to become responsible and knowledgeable consumers of health care. All students enrolled for seven or more credits are charged the Student Health Service fee. It is an optional fee for students taking six or fewer credits.

The Student Health Services is located on the 2nd floor of the Tech Building, B002, and is open Tuesday through Thursday approximately 4 hours a day varying hours.

It is also available Monday through Friday, 8:00 a.m. to 5:00 p.m., on the University campus.

Student Health Insurance

All City College at MSU Billings students enrolled in six or more credits are required to have some form of health insurance. A student health insurance policy is available to City College at MSU Billings students. Before registering, students will be asked to elect or waive this insurance. **Students must elect or waive the health insurance before the 15th class day of fall and spring semesters.** Each semester the premium is for 6 months, therefore, opting to enroll in coverage for both semesters ensures twelve (12) months of coverage.

Note: All students are eligible to use the Student Health Services whether or not they enroll in the student health insurance.

Insurance policy brochures are available at fee payment and at the Student Health Services office on the 2nd floor of Petro Hall and the City College SHS on the 2nd floor of the Tech Building.

Full information about the Student Health Insurance program provided by Montana University Insurance Consortium is available at the following web site: www.bcbsmt.com (<https://www.bcbsmt.com/>)

Center for Engagement

SUB 219, (406) 657-2387

www.msbillings.edu/engagement/engage-sub/index.htm (<http://www.msbillings.edu/engagement/engage-sub/>)

The Center for Engagement office is a hub for coordinating and promoting co-curricular activities within the Student Union Building on the University Campus and at City College. The Student Union is centrally located on the campus with easy access to University services and facilities. Unless noted, activities are open to City College and University Campus students.

Offices and Programs Housed in the Student Union

In addition to the Center for Engagement, the Student Union provides space for The Campus Store, Campus Dining Services, Stingers Bistro, ASMSU Billings, Housing and Residence Life, Diversity Center, Academic Support Center, Petro Theater, The Retort (campus podcast), Student Activities Board, and student organization offices.

Center for Community and Civic Engagement

MSU Billings strives to connect students to the community through meaningful service and educational opportunities. We believe community involvement strengthens a sense of responsible and productive citizenship, which creates a lifelong commitment to service and leadership.

The Community Engagement Office will assist students in connecting to volunteer opportunities both on campus and in the community. Students can utilize volunteerism to enhance their academic experience, to help in meeting other students, to get involved as a student and to help prepare to become a civic leader within the community following graduation. The Community Engagement Office coordinates monthly Service Saturday projects, MSUB Night on the Van in partnership with the Salvation Army, Campus Blood Drives, and many more opportunities. Students can also utilize the Center for Engagement to connect to volunteer opportunities on an individual basis or students can access a community volunteer database at www.youcanvolunteer.org (<http://www.youcanvolunteer.org>).

Student Activities Board

SUB 219, (406) 657-2257

The Student Activities Board coordinates a balanced program of cultural, social and entertainment events appropriate to the educational goals and needs of the campus community. The Board consists of 13 selected student members and two advisors. Selection of board members occurs during fall and spring. City College students are welcome to join SAB and participate in student activities.

Student Activities, Student Organizations, & Leadership Development

www.msbillings.edu/studentlife (<http://www.msbillings.edu/studentlife/>)

The Center for Engagement supports the programs, initiatives and activities of all student organizations. The office provides organizations with support, consultation services, resources, and leadership development and recognition programs. The Office is also the University contact for students seeking assistance to charter and organize new student organizations on campus.

The University encourages a variety of student activities and organizations, insofar as they promote both positive activity and the objectives of the University. The nonacademic aspects of student life can prove to be immensely valuable in the balanced development of the human personality. Many co-curricular activities are related to coursework and thus provide opportunities for applying knowledge and skills learned in the college classroom, in the studio, or in the laboratory.

Military and Veterans Success Center

COE 106 (406)657-2968

Shane Grantham, Director

The Military and Veterans Success Center (MVSC) supports all military-affiliated students at Montana State University Billings. Our Mission is to provide transition guidance, academic support, and advocate for the educational success of all veterans, veterans' spouses, and military-affiliated students on campus. Our goal is to expand the veteran and military-affiliated students' educational experience, access to benefits, retention, and graduation through timely and consistent support while offering a military-friendly community. The staff is knowledgeable in DoD, VA, and Montana education benefit programs, the VA certification process, and earning college credit for your military training and experience.

The Military and Veterans Success Center is located on the main campus in the College of Education, Room 106. We have a veterans' lounge at both MSU Billings and City College. The main campus lounge is collocated with the MVSC in the College of Education, while the City College lounge is on the first floor of the Tech Building. Both lounges are open weekdays from 8:00 a.m. to 5:00 p.m. so that our military affiliated students can study and relax in between classes. There are kitchenettes located in each lounge along with free snacks, drinks, and printing.

VA School Certifying Official (VA Education Benefits)

COE 106, (406) 657-2968

The School Certifying Official (SCO) is located at the MVSC and is the primary point of contact for all students using VA education benefits. In order to ensure timely and accurate benefit payments, it is recommended that veterans and other military affiliated students check with the Military and Veteran's Success Center 30 - 45 days prior to registration. Students should notify the Military and Veterans Success Center staff whenever there is a change in contact information or enrollment. The SCO will work with students and their families in order to maximize military education benefits and connect students with other support services.

Veterans Upward Bound

Cisel Hall 109, (406) 657-2075

vubmt.com (<http://vubmt.com/locations/billings.php>)

The Veterans Upward Bound Program of Montana State University-Northern maintains a program at MSU Billings to assist veterans in learning the skills that will enable them to be successful in college. Both day and evening courses are offered in areas such as College Planning, English, Math, Science, and Computers.

Call (406) 657-2075 or toll free at (877) 356-8387 for assistance.

Montana State University Billings Foundation

2615 Virginia Lane, (406) 657-2244

msubfoundation.com (<https://msubfoundation.com/>)

About Us

The Montana State University Billings Foundation is an independent, non-profit organization under Internal Revenue Service code 501(c)(3). A volunteer board of trustees, composed of community leaders, guides the foundation in achieving its mission. Our staff is dedicated to achieving the goals of the foundation and to serving and assisting donors, supporters, students, and faculty of Montana State University Billings.

Mission

The Montana State University Billings Foundation was founded in 1968 to advance the goals of Montana State University Billings by:

- Establishing lifelong relationships with university students, parents, faculty, alumni, friends, and community partners.
- Creating pathways to success and sustaining them through philanthropy, stewardship, and community engagement.
- Seeking and nurturing innovative partnerships to support the realization of current and emerging university priorities.
- Fostering a culture of inclusivity that celebrates diversity on campus and beyond.

Vision

The Montana State University Billings Foundation will reduce financial barriers to a quality education, enhance the campus experience, and encourage the growth of Montana State University Billings.

MSU Billings Alumni Association

(406) 247-5781 or (406) 657-2244

msubfoundation.com/alumni/alumni (<https://msubfoundation.com/alumni/alumni/>)

The Montana State University Billings Alumni Association spans the globe, with more than 31,000 alumni living and working worldwide. This dynamic group of leaders works to build affinity to the university through programming and events. Working with the MSUB Foundation, the MSUB Alumni Association serves to promote the university, build philanthropic outreach, and engage alumni wherever they may be.