

STUDENT AFFAIRS & STUDENT SUPPORT SERVICES

City College at Montana State University Billings provides academic and student support programs and extracurricular activities that enhance and 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 Affairs 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:

1. Freedom of inquiry, speech, and assembly.
2. Freedom from threats.
3. Freedom from acts of violence.
4. Freedom from unfair or obscene treatment from others.
5. Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities, and public events.
6. Freedom from theft and willful destruction of personal property.
7. Right to study and learn in an atmosphere of academic freedom.
8. Right to procedural due process in University misconduct action.
9. Right to be governed by justifiable academic regulations.
10. To be informed in writing of the academic requirements determined by individual instructors.

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

Student Responsibilities

Each student has the responsibility:

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

University Campus Student Access and Success & Related Phone Numbers

Student Affairs	Phone Number
Academic Support Center	657-1641
Admissions	657-2888
Advising Center	657-2240
Associated Students of MSUB	657-2365
Athletics/Yellowjacket Sports	657-2369
Business Services/Cashier	657-2140
Campus Activities/Engagement	657-2387
Campus Police/Parking	657-2147
Campus Store	657-2121
Career & Employment Services	657-2168
City College Student Services (Jacket Student Central)	247-3012
D2L Support (Online Learning)	247-5755
Dean of Student Engagement	657-1696
Disability Support Services	657-2283
Diversity Center	896-5902
Educational Talent Search	657-2116
Financial Aid and Scholarship	657-2188
Housing & Residence Life	657-2333
Information Technology (Help Desk)	247-5755
Library	657-1662
Military & Veterans Success Center	657-2968
Native American Achievement Center	657-2182
New Student Services	657-2888
Registrar/Transcripts	657-2158
ROTC/Military Science	247-5733
Student Health Services	657-2153
Student Support Services/TRIO	657-2162
U-Card/ID Cards	657-2023
Upward Bound	657-2180

Vice Chancellor for Student Access & Success 657-2307

Advising Center

City College Tech Building, Jacket Student Central

First Floor, (406) 247-3019

McMullen First Floor, (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 this office 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.

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

First Floor, (406) 247-3019

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) 247-3006

University Campus, Library 100, (406) 657-1618

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 weekdays between 9 a.m. and 4 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.msubitings.edu/asmsub (<http://www.msubitings.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

msubitingsdining.sodexomyway.com (<https://msubitingsdining.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) 247-3028

www.msubitings.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 (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 institution
- Academic Boot Camp Summer Bridge Program
- Textbook Lending Library
- Laptop Loaner Program
- Free Equipment Rental (SmartPens, calculators, etc.)
- And much more!

Disability Support Services

City College Tech Building A016

(406) 247-3029

(406) 545-1026 (VP)

East Campus: COE 135, (406) 545-2518 (VP)

www.msubitings.edu/dss/ (<http://www.msubitings.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.msubitings.edu/dss/ (<http://www.msubitings.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. City College students are welcome to live in the residence halls. The residence halls offer an environment which is desirable for those who are seriously seeking a well-rounded education. 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:

1. Withdrawal from Montana State University Billings
2. Graduation from Montana State University Billings
3. Internship or student teaching assignment out of the area
4. Medical related condition
5. Financial hardship
6. Documented disability
7. Marriage
8. Living with family/legal guardian in Yellowstone County
9. 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, 3 years out of high school, and under 30 credits at the start of the fall semester.

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.

Note: Students who do not submit an application for on-campus housing or submit an approved exemption form by May 1, 2021 will be subject to a registration hold placed on their account for the fall 2021 semester until either an application or an approved exemption form is submitted. Please go to www.msubillings.edu/reslife/ (<http://www.msubillings.edu/reslife/>) to complete an exemption form.

Office of Information Technology

City College Tech Building, First Floor, (406) 247-3037

Information Commons, Library 1st Floor, (406) 247-5755

The Office of Information Technology provides computer and technology services to students, faculty, and staff. The office supports over 800 student computers across 2 campuses. Students may go to the first floor in the City College Tech Building or the Information Commons on the 1st floor of the University Campus Library to receive assistance with using computer applications, questions accessing their student login accounts, or other technology services. Assistance is also available by calling (406) 247-5755.

Student Computing Resources

City College Information Commons

Health Sciences Building Commons

Computer access is available with standard campus software and internet connectivity to all current MSU Billings students during City College campus hours.

Wireless Internet Access

The campus has wireless internet access available to students, staff, and faculty in common study areas, academic buildings, residence halls, dining facilities and most other common access areas. Students may bring their computers to the to the Information Technology staff at City College or the Information Commons on the 1st floor of the University Campus Library for assistance with connecting to the MSUB wireless network. All MSUB students, staff, and faculty should connect to the MSUB-mobile network by logging in with their NetID and password. This provides a fast, secure connection. The visitor network is for visitors to campus and doesn't provide the same performance.

MSU Billings Library Services for City College

1500 University Drive
(406) 657-1662

www.msubitillings.edu/library/ (<http://www.msubitillings.edu/library/>)

The MSU Billings Library is located on the University campus. The collection supports the wide variety of programs at City College, providing books, journals, multi-media, and digital resources.

The MSU Billings Library resources are searchable through the MSU Billings Library website (<http://www.msubitillings.edu/library/>). The library website includes access to research databases, a plethora of digital resources, and the library catalog. For research help, call us at (406) 657-1662, email us at library@msubitillings.edu or chat (<http://www.msubitillings.edu/library/>) with us.

Study areas and computers are available for student use in the Library. Library resources can be obtained from the University campus Library, from other libraries listed in the library's catalog, or through Interlibrary loan. Interlibrary loan services are free for all currently enrolled University students.

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

2630 Normal Avenue
(406) 657-2144, (406) 657-2182

www.msubitillings.edu/naac/ (<http://www.msubitillings.edu/naac/>)

The Native American Achievement Center assists American Indian students in making academic, cultural, and social adjustments to Montana State University Billings. Services include individualized assistance with relocation to Billings, advocacy and referral with campus-based services and off campus services, study

skills coaching, and scholarship applications. The staff help students create internships that are relevant to the American Indian community. The Native American Achievement Center has a small classroom for some of the Native American Studies classes, or meetings. At City College there is a Native Student Lounge on the second floor of the Tech Building for any Native student to use.

The center hosts the annual American Indian Heritage Day, Veterans Medicine Wheel, 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 and many 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 MSUB recognizes and commits to cultural diversity. The center provides students a familiar setting in an effort to ensure continuing collegiate success.

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 ability, and to foster pride in the cultural heritage of the Native American. The club is involved with the planning and sponsorship of an annual Pow Wow, the largest student-sponsored campus event. Other activities include social events that are culturally appropriate to share in a campus environment such as dances, Native games, documentary films, and Native cuisine.

Diversity Center

SUB 212 (406) 657-2387

www.msubitillings.edu/engagement/diversity.htm (<http://www.msubitillings.edu/engagement/diversity.htm>)

The Diversity Center 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 issues.

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 the Orientation & First Year Transition Program. This program is designed to provide first year students with an Orientation Peer Leader who is available to guide them through their first year transition into college. New students can choose either a face or virtual New Student Orientation experience for summer 2021. 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 one time at no cost for students who will be attending City College at MSU Billings. Students who will not be attending City College at MSU Billings or students who wish to retest may take the Next-Generation ACCUPLACER exam for a \$15.00 fee. New students will have the opportunity to take the placement exams at a group session or at another designated time. For questions about available testing times, 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) 697-1403 / 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/>)

The 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 (contracted through St. Vincent Healthcare), nurses, mental health counselors, wellness specialist, and victim advocates, we provide health care, immunizations, COVID-19 testing, mental health counseling, Phoenix Center for sexual assault advocacy services, 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 Monday 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 they will be covered whether or not they are taking summer semester classes.

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

The Center for Engagement office is a hub for co-curricular activities within the Student Union Building on the University Campus which serves as the community center for the University and guests visiting the Montana State University Billings campus. 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 Campus Activities & Engagement Office, the Student Union provides space for Jackets and Company (campus store), Campus Dining Services, Stingers Bistro, ASMSU Billings, Residence Life and Housing, Diversity Center, Academic Support Center, Petro Theater, The Retort (campus newspaper), Student Activities Board, and student organization offices.

Center for Community 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, Student United Way (a student organization centered on volunteerism and advocacy), and many more opportunities. Students can also utilize the Campus Activities & Engagement Office 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 Campus Activities & Engagement Office coordinates and supervises the registration of over 60 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.

LEAD @ MSUB

SUB 223, (406) 657-2376

www.msbillings.edu/engagement/engage-leadership (<http://www.msbillings.edu/engagement/engage-leadership/>)

LEAD @ MSUB is a two-year (City College students) or four-year (University Campus students) leadership quest that gives students the chance to:

- create new and lasting friendships
- learn about campus and community resources
- connect as a student leader by joining a student organization
- develop personal leadership skills in a variety of ways in order to engage in campus life as student leaders
- prepare to enter the workforce upon graduation as a successful community leader

The LEAD program creates an environment for support and strategies for success, while building future student leaders. The program accepts 20 freshmen students on an annual basis.

Veterans' Upward Bound

Cisel 109, (406) 657-2075

www.vubmt.com/locations/billings.php

The Veterans' Upward Bound Program of Montana State University-Northern maintains a program at MSU Billings to assist veterans to learn the skills that will enable them to be successful in college. Both day and evening courses are offered in areas such as English, math and computers. Call (406) 657-2075 or toll free at 877-356-8387 for assistance.

Military and Veterans Success Center

COE 106 (406)657-2968

City College and University Campus students are welcome to access the Military and Veteran Success Center on the university campus located in the College of Education first floor room 106. It is open weekdays from 8:00 a.m. to 5:00 p.m. for military affiliated students to use to relax, watch TV, play x-box, eat, meet, study, etc.

There is also a Veteran Lounge on the City College campus on the 1st floor of the Tech Building.

The Director and Certifying Official work individually with students and families in order to maximize the eligible military education benefits, connect students with other support services and acclimate to college life. Veterans and other military affiliated students are advised to check with the Director of Military and Veterans Success Center at least 30 days before registering. To ensure no disruption of benefits, military affiliated students should notify this office of any changes in address, enrollment, or additional dependents.

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

2712 Normal Avenue, (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.