

STUDENT ACCESS AND SUCCESS

City College at Montana State University Billings provides academic and student support programs and extracurricular activities that enrich the student experience. 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, which are designed to support and enhance the student experience from admission through graduation.

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 falters, 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 priorities 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.

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.

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!

Student Support Services (TRIO SSS) - University campus

Library, Room 141

(406) 657-2162

www.msubillings.edu/ss

Student Support Services (TRIO SSS) - City College

City College Tech Building A022

(406) 247-3051

www.msubillings.edu/ss

This federally funded program is located on both MSUB campuses to help students remain in school and graduate with a degree from MSUB. Students must be working toward a degree from MSUB, not already have a Bachelor's degree, be a U.S. citizen or U.S. permanent resident with a Form I-551, I-151, or I-551C and meet one of the following: be from an income-eligible 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.

TRIO SSS offers the following free of charge to qualifying students:

- Mentoring
- Tutoring and study groups
- Skills building workshops
- Assistance completing the 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 (<https://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 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 benefits like wireless technology throughout the halls, in room sink, cable television in the floor lobby areas, free laundry services, programs/events and more. Visit online (<https://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 the website (<https://www.msubillings.edu/reslife/>).

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 six, three-bedroom apartments and four, 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 the website (<https://www.msubillings.edu/reslife/familyhsing.htm>).

Housing Application

Residents who complete their online Housing Applications and pay a \$125 Non-Refundable Application Fee to reserve a room and 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, the student 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 tuition and 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 college credits (excluding dual credits earned while in high school) 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 (excluding dual credits earned while in high school) 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 five 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.

Native American Achievement Center

University Campus: 2630 Normal Avenue

City College: Tech Building B008

(406) 657-2144, (406) 657-2182

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

The Native American Achievement Center (NAAC) assists American Indian students in making academic, cultural, and social adjustments to Montana State University Billings. The NAAC 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 guidance. 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 Powwow 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 is open to all interested students. The All-Nations Club is a student organization, established to assist interested 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 Powwow, the largest student-sponsored campus event.

Wellness & Diversity Center

SUB 212 (406) 657-2153 or 1-800-565-6782 ext. 2153

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

The Wellness & 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 students. The mission of this office is to ensure MSUB is meeting

the various needs of our campus community through fair and equal representation as well as increased opportunity for learning and understanding about diverse topics.

The Wellness & 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 student club, please contact the office number above.

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 registered nurse, mental health counselors, and a wellness specialist, SHS provides health care, immunizations, COVID-19 & influenza testing, mental health counseling, and health education. Additionally, advanced practitioners (some from Intermountain Health) provide primary care services, including psychiatric care, for students. Students may make appointments for all services, but walk-in and same-day appointments are also available. 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 City College SHS clinic is located on the 2nd floor of the Tech Building, B002, and hours vary according to student needs and demand for services. Please call Student Health Services at the University Campus (406-657-2153) for current hours and provider availability at the City College clinic. City College and University Campus students are welcome to schedule appointments at either the University Campus health center or City College clinic.

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. Managed by MSUB Business Services, a student health insurance policy is available to City College and 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 six months, therefore, opting to enroll in coverage for both semesters ensure twelve 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 Business Services. Full information about the Student Health Insurance program provided by Montana University Insurance Consortium is available at the following website: [bcbsmt.com](https://www.bcbsmt.com/) (<https://www.bcbsmt.com/>)

Center for Engagement

SUB 219, (406) 657-2387

[w \(<https://www.msubillings.edu/engagement/>\)](https://www.msubillings.edu/engagement/)www.msubillings.edu/engagement

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. 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, Wellness & Diversity

Center, Academic Support Center, Petro Theater, Student Activities Board, ROTC, and student organization offices.

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 Staff 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 assist in meeting other students, and to help prepare to become a civic leader within the community following graduation. Students have the opportunity to participate in monthly Service Saturday projects, MSUB Night on the Van in partnership with the Salvation Army, and many more experiences. 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 youcanvolunteer.org (<http://www.youcanvolunteer.org>).

Student Activities, Student Organizations & Leadership Development

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

The Center for Engagement (CFE) 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 CFE is also the University contact for students seeking assistance to charter and organize new student organizations/clubs 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 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 University campus and City College campus. The main campus lounge is located 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 4:30 p.m. so that our military affiliated students can study and relax before, between, or after their 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 notify the Military and Veterans Success Center they have completed registering as early as possible as we will not report enrollments to VA without being contacted. Students should also notify the Military and Veterans Success Center staff whenever there is a change in 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) 272-2604

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.