

STUDENT AFFAIRS

Montana State University Billings provides a diverse array of academic programs and co-curricular activities for students. Challenges and opportunities are available for every student. Student Access and Success encompasses programs and services which affect student life from the time of admission to MSU Billings until graduation.

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.

A brief summary of student notifications and policies are highlighted below. For a complete listing of all policy details, forms, and additional information, visit the website: www.msubillings.edu/VCSA/StudentHandbook.htm (<http://www.msubillings.edu/VCSA/StudentHandbook.htm>)

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.

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

Housing & Residence Life

SUB 225, (406) 657-2333

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 are seriously seeking a well-rounded education.

Participation in hall programming and group processes is part of the complete experience the residence hall provides.

Students living in the residence halls may select from a variety of living options.

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.msubitillings.edu/reslife (<http://www.msubitillings.edu/reslife/>) for more information about the residence hall experience.

Students with disabilities are encouraged to make arrangements for any specific needs with Disability Support Services and Housing & Residence Life 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.msubitillings.edu/reslife (<http://www.msubitillings.edu/reslife/>).

Housing Application

Residents who complete their online housing application and pay their \$125 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 condition
5. Extreme financial circumstances
6. Marriage
7. Academic suspension
8. Disciplinary suspension
9. Student is 21 years of age or older
10. Student has earned 30+ college credits
11. Student moves back home to live with family member (only permissible in Yellowstone County)

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 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: Traditional age students less than 3 years out of high school and under 30 credits at the start of the fall semester. Starting May 1, 2021 all students who are required to live-on campus who have not completed a housing application or housing exemption form will have a "Housing Registration Hold" placed

on their account. To remove the hold, the student will need to successfully complete the housing application or exemption form.

Automatically exempt from housing if under 30 credits (no documentation is needed):

- Students over 21 years of age, as verified through MSUB student information systems
- Students with 30+ college credits, as verified through MSUB student information systems

Exemptions to the live on requirement:

- Living with immediate family (legal guardian, parent, or grandparent) within Yellowstone County
- Married
- Physical custody of a dependent child
- Financial hardship
- Medical related condition
- Military Veteran/Active Duty
- Enrolled in 5 or fewer credits
- Online Student
- Non-Degree seeking student
- Completed one full year at another institution while living on campus
- Documented disability
- 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.

Please contact the Housing & Residence Life department, SUB 225, by calling 406-657-2333 or online at www.msubitillings.edu/reslife (<http://www.msubitillings.edu/reslife/>) for an exemption form.

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 the Housing & Residence Life Office at (406) 657-2333 or visit www.msubitillings.edu/reslife (<http://www.msubitillings.edu/reslife/>).

Dining Services

(406) 657-2383

Montana State University Billings Dining Services offers five separate dining locations on campus. Rimrock Cafe offers all-you-care-to-eat breakfast, lunch, and dinner options. Rimrock Cafe features The Grille; a Salad Bar; from-scratch Soups; Fresh Creations, featuring made-to-order deli sandwiches and wraps; Chef's Table, featuring fresh prepared cooked-to-order entrees; classic home-style entrees at Culinary Corner; fresh, hot pizzas; and assorted beverages and desserts including Wilcoxson's ice cream. Stingers Bistro, also located in the SUB, features Starbucks barista made beverages, Jamba Juice smoothies, assorted bottled beverages, and convenient Simply to Go grab-n-go items including bakery, salads, sandwiches, fruit, and yogurt parfaits. Jazzman's and SubConnection, located in the Liberal Arts Building, offer a variety of food and beverage items including barista made

beverages, signature bakery items, grab-n-go beverages and snacks, and made-to-order subs on a variety of fresh baked breads. City College Cafe features barista made beverages, fresh bakery selections, grab-n-go items, daily grill options, pizza, made from-scratch soups, made-to-order subs, and a fresh salad bar.

Residence hall students are required to purchase one of six different meal plans each semester for dining service use. Meal Plans consist of Meals and Dining Dollars. Meals are used in Rimrock Café, while Dining Dollars can be used in any of our dining venues throughout campus, including Rimrock Café, Stingers Bistro, Jazzman's, SubConnection, Stingers City College, and City College Cafe. Faculty, staff and commuter students may purchase "U-Card" dining dollars that are placed on their ID card, and the ID card then serves as a prepaid debit card. "U-Card" dining dollars may be used to purchase snacks or meals in any of the dining operations. Additionally, faculty, staff, and commuter students may purchase a small block of 6, 12, or 18 meals for a discounted rate from the door rate to use in Rimrock Cafe for all-you-care-to-eat dinners. "U-Card" dollars and Block Meals can be purchased from the MSU Billings Business Operations Office located McMullen Hall or the Residence Life and Housing Office, SUB 225 or 223.

Center for Engagement & Campus Activities

SUB 219, (406) 657-2387

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

The Center for Engagement is a center for co-curricular activities within the Student Union Building 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.

Offices and Programs Housed in the Student Union

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

Student Organizations

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

The Center for Engagement coordinates and supervises the registration of over 50 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. Students are encouraged to get involved in at least one student organization during their collegiate career. 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. **For more information on student organizations or how to get involved, contact the Center for Engagement, (406) 657-2387.**

Meeting, Conference, Display, and Lounge Space

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

MSU Billings provides meeting and conference rooms, space for art exhibits, event posting and displays, and public lounges. The Center for Engagement coordinates the scheduling of most non-academic space on campus. Students are welcome to use available conference rooms and spaces throughout the Student Union Building for all of their study needs: study groups, tutoring sessions, a quiet place to study alone.

Civic and 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 Center for Engagement 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 Center for Engagement 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 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>).

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 (ASMSUB) are governed by the Student Senate, the functions of which are to administer and to distribute student activity fees; to formulate policies concerning student affairs and programs; 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.

Student Activities Board (SAB)

SUB 219, (406) 657-2387

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

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.