

UNIVERSITY FACILITIES AND SUPPORT SERVICES

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

Library Services

Library Ask Here Desk, (406) 657-1662

www.msubillings.edu/library

Ms. Eileen Wright, Interim Director

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

Friendly and helpful staff 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 reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user exceeds "fair use," that user may be liable for copyright infringement.

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

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

Information Technology

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

University Campus

Information Commons - 1st Floor of the Library

City College

Tech Building Commons and Health Science Building Commons

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

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

Both campuses have wireless access available to students in common study areas, academic buildings, residence halls, and dining facilities. Please connect devices to the **MSUB-mobile** wireless network by logging in with your NetID and password. This wireless network provides a fast, secure connection to the internet.

The **MSUB-visitor** network is designed for visitors to campus. Students may bring their computers to the Information Commons on the 1st floor of the Library or the Information Technology staff at City College for assistance with connecting to the MSUB wireless network.

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

Summer Session

During the summer, Montana State University Billings traditionally offers a wide variety of graduate and undergraduate classes, as well as noncredit classes and camps and programs for people of all ages.

The Summer Session is designed for undergraduate and graduate students as well as working professionals. Courses are taught in the traditional classroom model as well as online and workshop formats. For more information visit www.msubillings.edu/summer (<http://www.msubillings.edu/summer/>).

Montana Center for Inclusive Education

COE 168, (406) 657-2312

www.msubillings.edu/montanacenter

The Montana Center for Inclusive Education is a public service unit of Montana State University Billings whose vision is to create a fully inclusive society that values diversity. The Montana Center serves the diverse population of Montana and provides continuing professional development opportunities for educators and direct service providers. The Montana Center develops and administers programs for its awarded grants and contracts. These programs are funded by a variety of sources including Montana's Office of Public Instruction and Department of Public Health and Human Services, the National Science Foundation, and the Social Security Administration.

Staff members of the Montana Center have professional skills related to disability and diversity. Through its unique array of services and programs, the Center allows graduate students opportunities to apply skills in a supervised setting. In addition, the various programs of the Center offer unique opportunities for students to engage in study and applied research.

Career & Employment Services

Library 100, (406) 657-2168

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

Internships

Library 100, (406) 657-2168

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

Native American Achievement Center

2630 Normal Avenue

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

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

Sunny Day Real Bird, Director

The Native American Achievement Center (NAAC) 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 to campus and off-campus services, study skills coaching, and scholarship applications. The staff help direct students towards 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. The NAAC also has a satellite space on the City College campus on the second floor of the Tech Building. Students from either campus can use these spaces to relax in between classes, individual or group study, club activities, and to sponsor programs.

The center hosts the annual American Indian Heritage Day, Veterans Medicine Wheel, and the MSUB Powwow. The Director and Program Coordinator serves as liaisons 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 is invested in 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 achievement, 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 Talking Circles, Drum Circles, dances, Native games, documentary films and discussions, and Native cuisine.

Diversity Center

SUB 212, (406) 896-5902

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

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 multicultural students. Our mission 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 topics that impact our campus community.

The Diversity Center offers leadership opportunities for students through clubs or organized meeting groups, such as All Nations Club and Hispanic Club. Each group is student focused and student driven with opportunities to engage in campus and community programs, events, and socials.

Academic Support Center

SUB First Floor, (406) 657-1641

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

The Academic Support Center provides services to support the academic success of Montana State University Billings students. The Learning Lab provides tutors to assist all students in completing math and writing assignments. Graduate students may be particularly interested that writing tutors are available to assist students in the utilization of APA standard format. The Academic Support Center Learning Lab is open Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to noon.

Disability Support Services

COE 135

(406) 657-2283 (V)

(406) 545-2518 (VP)

With offices on both the University and City College campuses, Disability Support Services (DSS) collaborates with faculty, staff, and students to make MSUB accessible to everyone. Students are encouraged to contact DSS to identify themselves and work one-on-one with DSS staff to remove both academic and physical barriers. To learn more about the program, visit the website at www.msubillings.edu/dss (<http://www.msubillings.edu/dss/>)

Campus Store

SUB, (406) 657-2121, 800-201-3794

The Campus Store operates a retail outlet located on campus and provides the campus community with supplies and supplemental learning tools required in academic courses. The Campus Store also carries a wide selection of imprinted apparel, computers, software, gifts, and sundries at competitive prices. You can visit online at www.jackets-and-company.com (<http://www.jackets-and-company.com/home/>).

Physical Education Facility

(406) 657-2370

The Physical Education Building at MSU Billings includes two gymnasiums, a fitness center, a swimming pool, a racquetball court, 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. Use is free to students while family members pay a nominal charge.

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.

Intramural Sports Competition is scheduled for individual, dual and team sports. Participation is generally arranged in men's, women's and coeducational divisions for each activity. These range from the traditional team sports of flag football, volleyball, basketball and softball, to the popular individual and dual sports such as racquetball, tennis and golf. Everyone is encouraged to participate regardless of experience or skill.

Leisure Recreation This informal activity allows those not wishing to be a part of a structured program to make use of the fine recreational facilities. The Physical Education Building includes two gymnasiums, a swimming pool, six racquetball/handball courts, a weight/exercise room, an indoor jogging track, and locker rooms.

Yellowstone Public Radio

406 Marbara Lane, (406) 657-2941

[ypradio.org](http://www.ypradio.org) (<http://www.ypradio.org>)

Yellowstone Public Radio (YPR) is a public radio network licensed to Montana State University Billings. The broadcast signal originates from the Joseph S. Sample Studios on the MSUB campus as KEMC-FM and can be heard on 10 stations and twenty-six translators throughout Montana and northern Wyoming. YPR provides regional, national, and international news and information and public affairs programming, as well as programming focusing on the arts and humanities, classical music, jazz, folk/bluegrass, and other musical genres to a weekly audience of more than 45,000 listeners.

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

Yellowstone Public Radio can be heard at these frequencies in the following

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

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

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

Student Health Services

Petro Hall, (406) 657-2153

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

Student Health Services (SHS) is an ambulatory health care facility which is available to students to care for illnesses and injuries, promote mental health, and to encourage a healthy lifestyle. With a staff of advanced practice professionals (some contracted through SCL Health), a Registered Nurse, mental health counselors, and wellness specialist, we provide health care, immunizations, mental health counseling,

COVID-19 testing, and health education programs. SHS strives to encourage students to become responsible and knowledgeable consumers of health care.

Student Health Insurance

All 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 MSUB students. Before registering, students will be asked to elect or waive this insurance. All students taking at least six (6) credits are eligible for health insurance. **Students must elect or waive the health insurance before the 15th class day of fall or spring semesters.** The premiums are paid on a semester basis, along with tuition and fees. Each semester the premium is for a period of six months, therefore, enrolling in 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.

Full information about the student health insurance program provided by the Montana University Insurance Consortium is available at www.bcbsmt.com (<http://www.bcbsmt.com>)

Online-only students should contact Student Health Services regarding insurance coverage.

International Studies

LA 700, (406) 657-1705

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

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

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

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

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

deadline is October 1 for Spring semester programs and March 1 for Fall semester programs.

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

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, to assist student enrollment and persistence to 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 have a quiet place to study and relax. There are kitchenettes located in each lounge along with free snacks, drinks, and printing.

Montana State University Billings Foundation

2615 Virginia Lane, (406) 657-2244
www.msubfoundation.com (<http://www.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.

Montana State University 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.

Accessibility Data For Individual Buildings on Campus

General Accessibility

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

Science (Yellowstone Science & Health)	yes	yes	3	yes	no	P*	P: Passenger Elevators
Security	yes	no	1		yes		
Student Union	yes	yes	2	no	no	P*	* Braille labels

Restroom Facilities

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

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

B: Off ramp between new and old building

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

D: 2nd floor, between Library doors and stairs

E: Stairs to basement

F: Wheelchair lifts

G: Freight elevator does not have automatic doors

H: Lobby area