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
Web: www.msubillings.edu/library
Email: library@msubillings.edu

The Montana State University Billings Library, located in the heart of campus, provides materials and resources to support the informational and educational needs of MSU Billings faculty, staff, and students. In addition, the Library provides a center for intellectual, cultural, social, and economic enhancement of the University and greater Billings communities.

The Library is designed to help students at all levels with their information needs. Friendly and helpful staff at the Ask Here Desk will assist students in finding books, journal articles, websites, and other resources they need for classes. The MSU Libraries share an online catalog with twenty-four academic and tribal libraries across the State of Montana. The MSU Billings Library is part of several sharing groups that enhance access to needed research materials. Electronic resources are available 24/7/365 on and off campus.

Books, journals, federal and state government documents, and other information in the MSU Billings Library are supplemented by a wide variety of digital resources, such as electronic journals, ebooks, databases, online indexes, streaming video and internet resources. Interlibrary loan and document delivery services are available to provide materials from other libraries for students and faculty.

Library instruction is offered to students through many classes, and all faculty are invited to bring their classes to the Library for appropriate instruction sessions. Students and faculty may also schedule individual consultations with librarians for research guidance.

The Library has study rooms, some with collaborative technology, available for group use; printers; copy machines; scanners; and microfilm reader-printers. Students can use U-card money or purchase a print card for copies and printing in the Library. Students can add money to their U-card or print card by using a kiosk located in the Library that accepts currency, or add money to a U-card online at get.cbord.com/msubucard (http://get.cbord.com/msubucard)

The Library building has excellent access for people with disabilities. Students who need assistive technology are encouraged to use the computers with adaptive software and other equipment on computers on the Library’s 2nd floor.

Regular Library Hours
(Fall and Spring Semesters)

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:30 a.m. – 10:00 p.m</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. – 5:00 p.m</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. – 4:00 p.m</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 p.m. – 10:00 p.m</td>
</tr>
</tbody>
</table>

For specific holiday hours or changes in hours, check the MSU Billings Library website at www.msubillings.edu/library, or call (406) 657-1687.

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.

Office of Information Technology

COE 401, (406) 247-5755
www.msubillings.edu/it

The Office of Information Technology provides computing and multi-media technology services to students, faculty, and staff. The office supports over 800 student computers across 2 campuses. Students may go to College of Education 401 to receive assistance with using computer applications and developing special multi-media technology projects. Assistance is also available by calling (406) 247-5755.

The Office of Information Technology provides employment opportunities for students to work with other students, staff, and faculty in developing web, multimedia, and instructional material for coursework and research. Information Technology staff guide and mentor students in learning the latest technologies using current software and hardware. Special attention is given to enabling the student employee to have experience working with each technology and learning to teach others to develop new applications or systems using the technology. For information in becoming part of this program, please go to the College of Education 401 or call the Student Helpdesk at (406) 247-5755.

Student Computing Resources

Information Commons

Library, City College Commons, and City College Health Science building
(406) 247-5755

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 (IT) department, and has computers, scanners, and laser printers. A wide variety of software is available for student use, including Microsoft Office, Adobe Creative Cloud Suite, AutoCAD, ArcView, Mathematica, Minitab, SPSS, iLife, web publishing software, and specific software for various courses and programs.

The Office of Information Technology also has Student Computing resources located in the City College Commons and in the City College Health Sciences building. Students will need money in their U-card accounts to pay for printing and other services. People who are not current students, faculty, or staff of MSU Billings will be asked to use the open access computers located in other areas of the Library.

Access is available to the internet, e-mail, and the Library’s online catalog as well as other web-based Library resources. Each MSU Billings student has space to store course related documents. Disability accommodation resources are available and students using the Assistive Technology Lab on the first floor of the Library have easy access to the lab and support staff.
College of Education 401
(406) 247-5755

CxEE 401, a computer lab for the design, development, and production of academic multi-media projects, is located on the fourth floor of the College of Education in room 401 and is available 8:00 a.m. to 5:00 p.m. COE 401 is operated by the Information Technology (IT) department, and has PC’s, iMacs, scanners, cameras, laser printers, and access to color printing. A wide variety of software is available for student use, including Microsoft Office, Adobe Creative Cloud Suite, AutoCAD, ArcView, Mathematica, Ministat, SPSS, iLife, web publishing software, and specific software for various courses.

The lab is open to all current MSU Billings students. Information Technology staff are available to support students in the use of hardware and standard software and to direct them to additional help resources if needed.

Students will need money in their U-card accounts to pay for printing and other services and preference is given to academic work.

The campus has wireless access available to students in common study areas, academic buildings, residence halls, and dining facilities. Students may bring their computers to the Information Technology office in College of Education room 401 or to the Information Technology staff at City College for assistance with connecting to the MSUB wireless access. This wireless network provides a secure connection to the student campus resources.

Multi-media Technology Services

Information Technology Multi-media Technology Services support, also located on the fourth floor of the College of Education (room 401), provides an organized and readily accessible collection of multi-media, production software, materials, and equipment to enhance the educational experience at MSU Billings. By taking advantage of these resources, one can add an innovative, supportive dimension to a particular program of study.

Services include development of video, photo, multi-media, music, and presentation materials for coursework. There are consulting staff available to assist in the design and to utilize the best practices in production of these materials.

Montana State University Billings Online University

www.msubillings.edu/msubonline

At MSU Billings Online University, we are pleased to be able to offer you an opportunity to take college courses via the internet as a way of overcoming barriers of time and place.

Our students have told us that they need the ability to fulfill their academic goals in an environment that affords them “freedom and flexibility,” “comfort and convenience,” and “more time for work and family.” By combining our commitment to Access and Excellence with the technology that allows you to “Learn Online... Anywhere... Anytime,” this program ensures that you can achieve your personal, professional and academic goals while not having to sacrifice the other things that are important in your life.

Through the MSU Billings Online University, you can achieve Certificate, Associates, Undergraduate and Graduate degrees or take online courses that fulfill General Education Requirements common to any degree program at MSU Billings & other universities. The graduate degrees that you can pursue include: Master’s in Health Administration (M.H.A.), Master of Science in Public Relations (M.S.P.R.), and Master of Science (M.S.S.Ed.) - Special Education Generalist.

All of our current course offerings and a wealth of information about our online undergraduate and graduate degree programs can be reviewed at www.msubillings.edu/msubonline/DegreesandPrograms.htm

Extended Campus

COE 114, (406) 896-5890

Montana State University Billings Extended Campus provides programs and services that help connect the University to Billings and the region. Extended Campus seeks to create a community of learning that provides greater access to academic programs, creates new partnerships with internal and external organizations, and strengthens and expands existing partnerships. Our programs and services are organized around the following categories: Certificate Programs, Community Programs, Continuing Education for Educators, Professional Development, and Youth Programs.

The following academic graduate certificate programs are offered through Extended Campus:

Certificate in Teaching English to Speakers of Other Languages (TESOL), Department of Educational Theory and Practice
Certificate in Teaching Creative and Expository Writing, Department of English, Philosophy and Modern Languages

For more information on all programs and services offered through Extended Campus see: www.msubillings.edu/extendedcampus

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.

A hallmark of MSU Billings’ Summer Session is the University’s ability to offer quality, large-scale workshops and conferences on topics of current interest and importance which feature well-known experts.

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.

In addition, a variety of extension credit classes are typically offered throughout the Summer Sessions. Extension classes and workshops offer the same quality instruction as regular courses. They simply differ in the way they are funded. These classes are offered on campus and at other sites in the region. Extension credit classes must be fully self-supporting and a minimum enrollment is required.

For a copy of the latest Summer Session brochure, contact Admissions and Records at (406) 657-2158 or (800) 565-MSUB or go to 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

Philosophy and Modern Languages

Certificate in Teaching Creative and Expository Writing

Certificate in Teaching English to Speakers of Other Languages (TESOL)

Campus:

The following academic graduate certificate programs are offered through Extended Campus:

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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.

**Advising & Career 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 counseling and testing, part-time and work study jobs both on campus and in the community, career resource library, campus interviewing, and career/job fairs and workshops. Visit us on the web at www.msubillings.edu/careers

**Cooperative Education**

Library 100, (406) 657-1717

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

**Native American Achievement Center**

2630 Normal Avenue  
(406) 657-2144, (406) 657-2182  
www.msubillings.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.

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 such as the Montana Indian Athletes Hall of Fame, Rivertone Health’s spring Pink Bingo, 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.

**Diversity Center**

SUB 212, (406) 896-5902  
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. 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, such as Intertribal Indian Club and Hispanic Club. Each group is student focused and student driven with opportunities to engage in campus and community programs, events, and socials.

The Diversity Center oversees a Peer Mentor Program for minority students. The program is designed to connect successful upper-class students with new incoming freshmen during their first year at MSUB. The program helps to assist incoming students with acclimating to the higher education environment and offers academic and social support.

**Academic Support Center**

SUB First Floor, (406) 657-1641  
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)

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

**Jackets and Company**

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

Jackets and Company operates a retail outlet located on campus and provides the campus community with supplies and supplemental learning tools required in academic courses. Jackets and Company also carries a wide selection of imprinted apparel, computers, software, gifts, and sundries at competitive prices. You can visit Jackets and Company on line 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://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)

The Student Health Services (SHS) is an ambulatory health care facility which is available to students to care for illnesses and injuries, to promote improved mental health, provide advocacy services for survivors of violence, and to encourage a healthy lifestyle. With a staff of advanced practice professionals contracted through St. Vincent Healthcare, including nurses, mental health counselors, a wellness specialist and massage therapist, we provide health care, immunizations, mental health counseling, violence advocacy services, massage therapy, and health education program. 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. Those students electing to take the insurance for spring semester will be covered through the summer sessions whether or not they are taking summer 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.

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**

**McDonald Hall 151, (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:

1. 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 (McD 151) can help students identify.
2. 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.
3. 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.
4. Study abroad programs can give one an experience in a foreign language, but 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 China, Japan, Korea, Finland, the UK, Macedonia, Germany, Spain, Costa Rica, 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,
McD 151. 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 International Food Fair, 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
Dawn Githens, Director

The Veteran Success Center on the university campus is on the first floor of the College of Education in 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.

Montana State University Billings Alumni Association

Alumni House, 2712 Normal Avenue
(406) 247-5781 or (406) 657-2244
msubfoundation.com/alumni/alumni

The Office of Alumni Relations connects the Alumni Association, University, and community. Graduates of MSU Billings automatically become members of the Alumni Association. The MSU Billings Alumni Association offers many engagement opportunities to our graduates both near and far. At MSUB Alumni Association, our mission is to connect and engage with alumni.

Montana State University Billings Foundation

2615 Virginia Lane, (406) 657-2244
www.msubfoundation.com

The purpose of Montana State University Billings Foundation is to help the University achieve excellence through the solicitation, investment, and stewardship of financial support. The Foundation promotes philanthropy, campus and community partnerships, and educational opportunities.

Established in 1968, the MSU Billings Foundation is an independent, non-profit organization under Internal Revenue Service code 501(c)(3). A governing board of trustees composed of civic, business, and industry leaders guides the Foundation in achieving its mission. The Foundation staff is dedicated to helping Montana State University Billings and to serving donors, supporters, students, and faculty of MSU Billings with integrity, perseverance, stewardship, and excellence.

### Accessibility Data

For Individual Buildings on Campus

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<th>General Accessibility</th>
<th>Building</th>
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<th>Wall accessories below 40”/A</th>
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## Accessibility Data

For Individual Buildings on Campus

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<th>Entrance ramped on ground level</th>
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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

P: Passenger Elevators

* Braille labels