

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/ (<http://www.msubillings.edu/library/>) - **Chat also available!**

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 is 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. Remote opportunities for library instruction are also available. 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)

Day	Hours
Monday – Thursday	8 a.m. – 8 p.m.
Friday	8 a.m. – 5 p.m.
Saturday	Closed
Sunday	4 p.m. – 8 p.m.

For specific holiday hours or changes in hours, check the MSU Billings Library website at www.msubillings.edu/library/ (<http://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

Information Commons - 1st Floor of the Library, (406) 247-5755
www.msubillings.edu/it/ (<http://www.msubillings.edu/it/>)

The Office of Information Technology provides technology services to students, faculty, and staff. The office supports over 800 student computers across 2 campuses. Students may go to the Information Commons on the 1st floor of the Library to receive login, computer, or software assistance. 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 supporting their technology needs. 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 employees 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 Information Commons to discuss.

Student Computing Resources

Information Commons

Library, City College Commons, and City College Health Science building (406) 247-5700

The Information Commons, an open access computer lab for MSU Billings student use, is located on the 1st floor of the MSU Billings Library and is available during regular Library hours. The Information Commons is operated and staffed by the Information Technology (IT) department, and has computers, scanning, and printing. A wide variety of software is available for student use, including Microsoft Office, Adobe Creative Cloud Suite, AutoCAD, ArcGIS, Mathematica, Minitab, SPSS, MatLab, and specific software for various courses and programs. Also available to students is cloud-based storage, where they can store course-related documents.

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 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.

Access is available to the internet, e-mail, and the Library's online catalog as well as other web-based Library resources. Disability accommodation resources are available in the Library.

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 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. Connect devices to the MSUB-mobile wireless network by logging in with a NetID and password. This wireless network provides a fast, secure connection to the internet.

Montana State University Billings Online University

www.msubillings.edu/msubonline (<http://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 (<http://www.msubillings.edu/msubonline/DegreesandPrograms.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.

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 (<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/>)

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 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 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 for 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 Coordinators serve 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 commits to cultural diversity. The center provides students a familiar setting in an effort to ensure continuing collegiate success.

All Nations Club is open to all interested students. The All Nations Club is a student organization, established to assist Native American students in their adjustment to university life, to promote scholastic ability, and to foster pride in the cultural heritage of the Native American. The club is involved with the planning and sponsorship of an annual Pow Wow, the largest student-sponsored campus event. Other activities include social events that are culturally appropriate to share in a campus environment such as Talking Circles, Drum Circles, dances, Native games, documentary films and discussions, and Native cuisine.

Diversity Center

SUB 212, (406) 896-5902

www.msubitillings.edu/diversity/ (<http://www.msubitillings.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 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.msubitillings.edu/asc/ (<http://www.msubitillings.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.msubitillings.edu/dss/ (<http://www.msubitillings.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.msubitillings.edu/recactivities/ (<http://www.msubitillings.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/>)

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 life style. With a staff of advanced practice professionals contracted through St. Vincent Healthcare, including nurses, mental health counselors, and wellness specialist, we provide health care, immunizations, mental health counseling, violence advocacy services, 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. 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

The Military and Veteran Success Center (MVSC) 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. The MVSC staff comprised of a Director, School Certifying Official and student workers serves all veterans and active duty of the military Reserves and Guard as well as their family members. The MVSC seeks to provide new and continuing students information and resources necessary for them to be successful in their pursuit of higher education. the MVSC provides a newcomer orientation, mentorship, work study opportunities and dedicated spaces with computers, free printing, snacks and microwave.

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

2712 Normal Avenue, (406) 247-5781 or (406) 657-2244

msubfoundation.com/alumni/alumni/ (<https://msubfoundation.com/alumni/alumni/>)

The Montana State University Billings Alumni Association spans the globe, with more than 31,000 alumni living and working worldwide. This dynamic group of leaders works to build affinity to the university through programming and events. Working with the MSUB Foundation, the MSUB Alumni Association serves to promote the university, build philanthropic outreach, and engage alumni wherever they may be.

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.

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 Hall	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 Hall	yes	yes	4	yes	no	P*
Parking Garage	yes			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	yes	yes	3	yes	no	P*
Security	yes		1		yes	
Student Union	yes	yes	2	no	no	P*

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 Hall	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 Hall	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	yes	no	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

P: Passenger Elevators

* Braille labels