

STUDENT ACCESS AND SUCCESS

Montana State University Billings provides academic, student support programs, and extracurricular activities that aim to serve and engage students. A wide range of services, resources, and opportunities are available for every student including programs delivered through the Division of Student Access and Success and other departments, meant to enhance the student experience from admission through graduation.

MSU Billings Division of Student Access and Success Mission Statement

The Division of Student Access and Success provides exceptional service and cultivates a vibrant social and educational environment that enhances active student learning, engagement, development, and success.

Student Rights, Responsibilities, and Conduct

Montana State University Billings statement regarding students' rights and responsibilities is as follows:

"Montana State University Billings is a community of scholars and members of such University communities have traditionally recognized their individual responsibilities in the development of a mature and sophisticated society. By enrolling in the University, the student neither loses the rights nor escapes the duties of a citizen.

Each student should conduct his/her personal life in the context of mutual regard for the rights, property, and privileges of others. Therefore, it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the local and campus community. In certain circumstances where this preferred conduct falters, the University will rely upon the rules and procedures described in its **Code of Student Conduct** to hold students accountable for maintaining the responsibilities that follow.

A summary of student services and policies are highlighted below. For a complete listing of services, policy details, forms, and additional information, visit the website (<https://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."

Associated Students of Montana State University Billings (ASMSUB)

SUB 213, (406) 657-2365

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

The Associated Students of Montana State University Billings (ASMSU Billings) are governed by a Student Senate, the functions of which are to administer and to distribute student activity fees, to act as liaison among students, faculty, and administration, to protect the privileges and the rights of students, and to act as a central agent for student opinion.

Dining Services

Student Union Building, (406) 657-2383

msubillingsdining.sodexomyway.com (<http://msubillingsdining.sodexomyway.com>)

Montana State University Billings Dining Services offers a dining program for students, faculty, and staff. Students living in the residence halls participate in the campus dining program by purchasing a one of a variety of meal plans consisting of dining dollars and board meals. Board meals are used for an all-you-care-to-eat meals in Rimrock Café. Dining dollars can be used in any of the dining venues on both the City College and University Campus.

Dining locations on the University campus include Rimrock Café and Stingers Bistro, located in the SUB, as well as Jazzman's and SUB Connection, located in the Liberal Arts Building. City College Campus offers City College Café as well as Starbucks Coffee.

Disability Support Services

MSUB University Campus: College of Education 135

(406) 657-2283 (V)

(406) 545-2518 (VP)

City College Campus: Tech Building A016

(406) 247-3029 (V)

(406) 545-1026 (VP)

www.msubillings.edu/dss (<https://www.msubillings.edu/dss/>)

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 (<https://www.msubillings.edu/dss/>).

Wellness & Diversity Center

SUB 212, (406) 657-2153

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

The Wellness & 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 students. Our mission is to ensure we are meeting the various needs of students through fair and equal representation as well as increased opportunity for learning and understanding about topics that impact our campus community.

The Wellness & 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 social activities.

Housing & Residence Life

SUB 225, (406) 657-2333

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

Residence Halls

Montana State University Billings provides on-campus living facilities for students who are actively pursuing an education. The residence halls offer an environment which is desirable for those who are seeking a well-rounded education and campus experience. Participation in hall programming and community living 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. Living in the residence halls 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 online (<https://www.msubillings.edu/reslife/>) for more information about the residence hall experience.

Students with disabilities are encouraged to make arrangements for any specific needs with the Office of Housing & Residence Life and Disability Support Services prior to moving on campus.

Residence hall living is available during Fall, Spring, and Summer sessions and during break periods to those students meeting the necessary requirements.

To apply for on-campus housing, call (406) 657-2333 or visit the website (<https://www.msubillings.edu/reslife/>).

Housing Application

Residents who complete their online Housing Applications and pay the \$125 Non-Refundable 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, accepted or signed for a room key, and has signed a contract, the student is financially obligated by the contract for the entire year, and may only be released for the following reasons:

1. Withdrawal from Montana State University Billings
2. Graduation from Montana State University Billings
3. Internship or student teaching assignment out of the area
4. Medical related condition
5. Financial hardship

6. Documented disability
7. Marriage
8. Living with family/legal guardian in Yellowstone County
9. Academic or disciplinary suspension

Any student wishing to cancel a Housing Contract for an upcoming term must complete the online Contract Release Request form at least two weeks prior to the first day of classes in order to receive a full refund of fees for the semester. Room and board rates, programs, and regulations governing the residence halls are subject to change without notice. An optional installment plan is available for payment of room and board through the office of Business Services. Students may pay room and board in full at the beginning of each term or select the installment plan. This selection is made in conjunction with regular tuition and fee payment.

On-Campus Requirement

Required to live on campus: Students who are 20 years or younger, three years out of high school, and under 30 credits (excluding dual enrollment credits earned during high school) at the start of the fall semester.

Automatically exempt from housing (no form is required)

- Students over 21 years of age, as verified through MSUB student information systems
- Students who have completed 30+ college credits (excluding dual enrollment credits earned during high school) by the start of the fall semester

Exemptions to the live on requirement (form/documentation required)

- Living with family member/guardian (legal guardian, parent, or grandparent) within Yellowstone County
- Active military/veteran
- Enrolled in five or fewer credits
- Online student - must be enrolled in all online classes
- Non-Degree seeking student
- Marriage
- Physical custody of a dependent child
- Financial hardship
- Medical related condition
- Documented disability
- Completed one full academic year at a college or university while living in a residence hall
- Unusual circumstances

Note: City College students are not exempt from the live on requirement and must sign up for housing accordingly or complete an exemption request that meets the exemption criteria.

Family Housing

MSU Billings offers 10 family housing apartments for students currently enrolled at MSU Billings. Family housing eligibility includes married students, single parent with children, or married students with children. Family housing apartments include six, three-bedroom apartments and four, two-bedroom apartments. There is an application and \$25.00 application fee to be placed on the waiting list for an available apartment.

To obtain more information about family housing apartments, contact Housing & Residence Life at (406) 657-2333 or visit the website (<https://catalog.msubillings.edu/undergraduate/student-affairs/www.msubillings.edu/reslife/familyhsing.htm>).

Campus Store

Student Union Building, (406) 657-2121

The Campus Store is located in the Student Union to provide the campus community with all required course materials through the website and carries in store a wide selection of school and office supplies, imprinted apparel, computers, software, electronics, gifts, and sundries at competitive prices.

Student Health Services

Petro Hall, (406) 657-2153

City College, (406) 247-3027

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

Student Health Services (SHS) is an integrated ambulatory health care facility which is available to students to care for illness and injury, promote mental health, and encourage a healthy lifestyle. With a staff of advanced practice professionals (some contracted through Intermountain Health), a Registered Nurse, mental health counselors, and a wellness specialist, we provide health care, immunizations, mental health counseling, COVID-19 & influenza testing, and health education programs. SHS strives to encourage students to become responsible and knowledgeable consumers of health care.

City College and University Campus students can make appointments to be seen at either the University Campus or City College clinics.

Student Health Insurance

All MSU Billings students enrolled in six or more credits are required to have some form of health insurance. Through Business Services, a student health insurance policy is available to MSUB students. Before registering, students will be asked to elect or waive this insurance. **Students must elect or waive the health insurance before the 15th class day of fall or spring semesters.** Each semester the premium is for a period of six months, therefore, enrolling in both semesters ensures 12 months of coverage. Students should contact Business Services (406-657-2138) if they have questions regarding insurance availability and insurance waivers.

Note: All students are eligible to use the Student Health Services, whether or not they enroll in the student health insurance.

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

TRIO - Student Support Services (SSS)

www.msubillings.edu/sss/ (<https://www.msubillings.edu/sss/>)

MSUB University Campus: Library 141
(406) 657-2162

City College Campus: Tech Building A021
(406) 247-3051

This federally funded program is located on both the MSUB and City College campuses. TRIO assists 400 eligible students by helping them successfully navigate college and earn a two or four-year degree. To be eligible, students must be working on a degree (Bachelor's degree at MSUB or certificate/Associate's degree from City College) and meet one of the following: be from a low-income background (such as Pell grant eligible), be a first-generation college student, or have a documented physical, emotional, or learning disability. TRIO offers the following free of charge to qualifying students:

- Mentoring and advising
- Tutoring and study groups

- Skills building workshops
- Assistance completing FAFSA and scholarship applications
- Letters of recommendation
- Financial literacy and budgeting assistance
- Referrals to community organizations (to assist with food, housing, transportation, etc.)
- Midterm evaluations
- Assistance in graduation preparation
- Help transferring to a four-year or graduate institution
- Academic boot camp summer bridge program
- Textbook lending library
- Laptop loaner program
- Equipment rental (SmartPens, calculators, etc.)
- And much more!

Center for Engagement & Campus Activities

SUB 219, (406) 657-2387

www.msubillings.edu/engagement/

The Center for Engagement serves as the community hub for students, faculty, staff 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. In addition to the Center for Engagement, the Student Union provides space for the Campus Store, Campus Dining Services, Stingers Bistro, ASMSU Billings, Yellowjacket Pantry, Housing and Residence Life, Wellness & Diversity Center, Academic Support Center, Petro Theater, ROTC, Student Activities Board, and student organization offices.

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 team 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, Campus Blood Drives, the Yellowjacket Pantry, 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 [youcanvolunteer.org](http://www.youcanvolunteer.org) (<http://www.youcanvolunteer.org>).

Student Activities, Student Organizations, Leadership Development

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

The Center for Engagement coordinates and supervises the registration of all campus student organizations. The Center provides organizations with support, consultation services, resources, and leadership development and recognition programs. The Center is also the University contact for students seeking assistance to charter and organize new student organizations on campus.

The University encourages a variety of student activities and organizations, insofar as they promote both positive activity and the objectives of the University. The nonacademic aspects of student life can prove to be immensely valuable with

enriching the student experience. 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.

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, referral to campus and off-campus services, study skills coaching, and scholarship applications guidance. 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 and the MSUB Powwow. The Director and Program Coordinator 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 is invested in supporting our Native American students towards their educational goals. 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 all students in their adjustment to university life, to promote scholastic achievement, and to foster awareness and pride in the cultural heritage of the Native American. The club is involved with the planning and sponsorship of an annual Powwow, 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, dances, Native games, documentary films and discussions, and Native cuisine.

Military and Veterans Success Center and VA School Certifying Official

COE 106, (406) 657-2968

Shane Grantham, Director

The Military and Veterans Success Center (MVSC) supports all military-affiliated students at Montana State University Billings. Our mission is to provide guidance, academic support, and advocate for the educational success of all veterans, veteran spouses, and military-affiliated students on campus. Our goal is to expand the veteran and military-affiliated students' educational experience, access to benefits, assist with 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 located with the MVSC, while the City College lounge is on the first floor of the Tech Building. Both lounges are open weekdays from 8:00 a.m. to 4:30 p.m. so that our military affiliated students can study and relax before, between, or after their classes. There are kitchenettes located in each lounge along with free snacks, drinks, and printing.

VA School Certifying Official (VA Education Benefits)

COE 106, (406) 657-2968

The School Certifying Official (SCO) is located at the MVSC on the University Campus and is the primary point of contact for all students using VA education benefits. To ensure timely and accurate benefit payments, it is recommended that veterans and military-affiliated students check with the MVSC four-six weeks prior to the start of each term. Students should notify the MVSC staff whenever there is a change in enrollment. The SCO will work with students and their families to maximize military education benefits and connect students with other support services.

Please note that students must request certification each semester through the MVSC, and enrollments cannot be certified until a request is received. For questions about our policies covering absences due to military service, or military transcript evaluations, please contact the School Certifying Official.

Veterans Upward Bound

Cisel Hall 109, (406) 272-2604

vubmt.com (<http://vubmt.com/locations/billings.php>)

The Veterans' Upward Bound Program of Montana State University-Northern maintains a program at MSU Billings to assist veterans in learning the skills that will enable them to be successful in college. Both day and evening courses are offered in areas such as College Planning, English, Math, Science, and Computers.

Call (406) 272-2604 for assistance.