Student Services at MSU

Dean of Students Office
174 Strand Union
994-2826
www.montana.edu/deanofstudents

The Dean of Students Office staff is available to students, parents, faculty, and members of the community for consultation about student-related matters, both academic and non-academic. We support a number of campus programs, including Fraternity/Sorority Life, Student Conduct, and Parent & Family Relations. We also provide support for students as they develop necessary skills as adult members of our academic community.

ASMSU
221 Strand Union
994-2933
www.montana.edu/asmsu

The Associated Students of Montana State University provides essential elements to a rewarding college experience: representation, education, entertainment, and service programs.

ASMSU services include:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>ASMSU Senate (Student government)</td>
<td>994-2933</td>
</tr>
<tr>
<td>Bicycle Repair Shop</td>
<td>994-3621</td>
</tr>
<tr>
<td>Campus Entertainment (Art exhibits, concerts, films, comedy, lively arts &amp; lectures)</td>
<td>994-4839</td>
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<tr>
<td>Day Care (See details, this page)</td>
<td>994-4370</td>
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<tr>
<td>Exponent Newspaper</td>
<td>994-3976</td>
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<tr>
<td>KGLT Radio</td>
<td>994-3001</td>
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<tr>
<td>Leadership Institute</td>
<td>994-2725</td>
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<tr>
<td>Legal Service (Inexpensive legal service)</td>
<td>994-2933</td>
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<tr>
<td>Outdoor Recreation</td>
<td>994-3621</td>
</tr>
<tr>
<td>Recreational Sports &amp; Fitness</td>
<td>994-5000</td>
</tr>
<tr>
<td>Streamline Transit (Free transportation for students, staff, faculty, and the public)</td>
<td>587-2434</td>
</tr>
<tr>
<td>All other ASMSU services</td>
<td>994-2933</td>
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</tbody>
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Allen Yarnell Center for Student Success
Career, Internship & Student Employment Services
177 Strand Union
994-4353
www.montana.edu/careers

Career, Internship & Student Employment Services offers a full range of career planning and recruitment services to students, alumni, the campus community, and employers. A primary goal of the office is to help students find satisfying careers and gain experience and skills which will clarify goals and facilitate entry into the job market. Services include:

- Career coaching to assist individuals with choice of major or career, job search preparation, career changes, or return to school (undergraduate or graduate programs).
- Internships in a variety of fields. We offer assistance arranging academic credit for internships.
- On-campus recruiting for summer, internship, and career positions with employers in business, industry, government, education, and non-profit fields.
- Workshops on career planning, job searching, interviewing, resume writing, and various career options.
- A credential file service for teaching and graduate school candidates, plus all other students and alumni.

Office of Student Success
177 Strand Union
994-ROAR (7627)
www.montana.edu/success

The Office of Student Success believes in students and their potential. Students who visit our office learn to take an active role in owning and directing their education and future. The Office of Student Success offers several programs and services aimed at helping students succeed at MSU. These programs and services include:

- Student Success Advisors are expert learning strategists who meet one-on-one with students to teach them tools they can use to improve their academic performance.
- First Year Initiative (FYI) is here to assist first-year students make the transition to college.
- Second Year Initiative (2YI) is here to help second-year students navigate any difficulties they may have experienced in their freshman year.
- Student Early Alert System connects referred students with student success advisors who provide them with tools to improve their performance and help them formulate a success plan for the remainder of the semester.
- Workshops to help students get organized, learn the ins and outs of MSU, and connect with other students.
- ChampChange rewards undergraduate students for engaging in events and programs at MSU and the Bozeman community.
- SmartyCats Tutoring offers by-appointment tutoring for $2.00 per session and FREE drop-in tutoring in the Library, 2nd floor, for a wide variety of courses.
- Learning Strategies (US 103). Experienced Office of Student Success staff members who specialize in learning strategies teach this one-credit course.
- Education, the World of Work and You (US 210). This three-credit course is a great resource for sophomore students who have not yet narrowed down their major or career plans.
- Return to Learn Return to Learn is a program designed for students seeking re-admission to MSU after taking a leave of absence. Return to Learn helps returning students navigate the re-enrollment process, understand the value of their return to school, and successfully reach their educational goals. We have staff dedicated to providing personalized assistance for each returning student.
- MSU 101 is offered several times each semester with the purpose of providing students with the tools they need to succeed at MSU.

Office of Financial Education
152 Strand Union
994-4388
www.montana.edu/financialeducation

- HireABobcat.com, a web page that hosts student employment, internship, and full-time employment opportunities.
The Office of Financial Education provides resources to MSU students and alumni to help them gain financial independence and learn techniques to achieve their life goals. We educate and support our students to ensure that they can manage debt and develop sound budgeting skills through one-on-one financial coaching, workshops and events, and informative resources.

**ASMSU Day Care Preschool**
Louise Shunk Day Care/Community Center
1295 West Garfield St.
994-4370
www.montana.edu/wwwasmsu/daycare.html

A Day Care Preschool provided by ASMSU and the University is available in the family housing area. Children ages 2 ½ until entrance into kindergarten of MSU students, staff and faculty are eligible. Children do not have to be toilet trained. The Day Care Preschool is open during Summer Session and the academic year.

The Day Care Preschool is an NAEYC accredited program.

Information pamphlets and applications are available at the Preschool or in Room 221 SUB.

**Disability, Re-Entry and Veteran Services**
180 Strand Union
994-2824
TTY: 994-6701
www.montana.edu/drv

- **Disabled Student Services** - This program provides services for students with disabilities. Students desiring accommodations for a disability must request services through Disabled Student Services.

- **Re-entry Student Services** - Non-traditional-age students (25 and over) can find direction, support, and assistance in this office.

- **Veteran Support Center/Office of Veteran Services** - (185 Strand Union, 994-3661) The center is dedicated to a variety of activities for MSU’s student veterans, along with managing GI Bill benefits for all qualified veterans, dependents, and Guard/Reserves.

**Financial Aid Services**
183 Strand Union
994-2845
www.montana.edu/wwwfa

To assist students in financing a college education, the Office of Financial Aid Services administers loan, grant, scholarship and work study programs from federal, state, university and private sources.

In order to apply for financial assistance for the summer session, you must complete

1. a 2017-2018 Free Application for Federal Student Aid (FAFSA)
2. a Summer Supplemental Application Form

Your completed FAFSA must be received by the Federal Processor no later than June 30, 2018. **This is an absolute deadline.** Summer Supplemental Forms may be obtained at the Office of Financial Aid Services or online at www.montana.edu/wwwfa.

The priority date for summer financial assistance is March 31, 2018. Your summer financial aid application will be reviewed only if information from your 2015-2016 FAFSA is available.

The last day to apply for summer aid is June 30, 2018. Applications or requests for summer term financial aid will not be accepted after that date.

**Hosaeus Fitness Center/Recreational Sports & Fitness**
994-5000
www.montana.edu/getfit

The Hosaeus Fitness Center is available to students taking seven or more credits (membership is paid through University fees). Students taking six credits or less may ‘elect’ to use the gym by paying the fee for membership at the Cashier’s Window on the first floor of Montana Hall.

Summer campus interns, student spouses, and University faculty and staff may buy memberships directly from the Rec Sports Office, Rm. 120.

**Summer Building Hours for Hosaeus PE Complex**
- Monday-Friday, 6a.m.-8p.m.
- Saturday (beginning in May) 9a.m.-1p.m.
- Closed Sunday
- Closed Graduation weekend, Memorial Day weekend, and 4th of July weekend

**Pool Hours**
- Lap Swim, Monday-Friday, 11a.m.-1p.m., Tues. and Thurs.6:30a.m.-7:30a.m.
- Lap/Open Swim, Monday-Friday, 4-6:30p.m.; Saturday, 10a.m.-12 noon
- Sunday closed

**Facility Features**
- 3 Full Gyms/6 Courts
- 25-Yard/8-Lane Pool
- Weight Area
- 20-ft. Climbing Wall
- Martial Arts Room
- 2 Air-Conditioned Group Fit Rooms
- 75+ Pieces of Cardio Equipment
- 9 Racquetball Courts w/ Handicap Access
- 1 Squash Court
- Indoor Running Track
- Men’s & Women’s Sauna
- Locker and Shower Facilities
- Sustainable Energy Effort Treadmills and Ellipticals

**Rec Sports Equipment Room (994-5500)**
- Monday-Friday, 7a.m.-8p.m.
- Equipment check-out
- Court reservations
- Towel service

**Services**
- Tours
- Fitness equipment orientation
- Group fitness classes
- Personal training
- Instructional programs
• Massage
• Workshops
• Children’s programs

Website & Facebook
• Please check our website for the latest information on classes and building hours: www.montana.edu/getfit
• Find us on Facebook! www.facebook.com/MSURecSports (http://www.facebook.com/MSURecSports)

Check out our App
• Download our free rec app. Up-to-date information on building and pool hours, class schedules, news and programs.

International Programs Office
Fourth Floor Culbertson
994-4031

The Office of International Programs is the focal point for international activities on campus. The office offers services to foreign students and scholars as well as to U.S. students interested in studying abroad. The International Opportunities Resource Center, within the Office of International Programs, has a wide variety of resource materials to assist students with study, travel and work opportunities around the world.

During the summer, several short-term study abroad programs are offered.

For more information about specific opportunities call (406) 994-5719.

Incoming short-term programs involving students and faculty from many foreign countries are also held on the MSU campus during the summer months. Some of these programs include opportunities for local families to host international visitors. For more information about hosting, please call (406) 994-7602.

The A.C.E. Language Institute at MSU works closely with the Office of International Programs to provide professional English-as-a-Second-Language classes to international students throughout the year, including summer. The Institute’s staff offers orientation and on-going student services to new arrivals.

For more information on course schedules call the Institute at (406) 585-9832.

Outdoor Recreation Program
West Lincoln St. (adjacent to the Roskie Hall parking lot and intramural fields)
994-3621
www.montana.edu/outdoorrecreation

The ASMSU Outdoor Recreation Program offers equipment rentals, group outings, resource area, bicycle and ski workshop, and special events. MSU students, faculty, staff, families and affiliates are eligible to use the services.

Equipment Rental
Tents, sleeping bags, backpacks, rafts, canoes, mountain bikes, stoves, lanterns, and other assorted gear are available. Rates are based on half-day, daily, weekend, or extended rental periods.

Group Outings
A variety of trips are offered that accommodate many interests and skill levels. Activities include hiking, backpacking, camping, rafting, canoeing, kayak touring and other pursuits. Destinations range from local recreation areas to Yellowstone, Grand Teton, and Glacier national parks. Nominal fees are charged to defray costs of transportation, group equipment and other organizational expenses.

Resource Area
Maps, trail guides, magazines and other informational materials are available for individuals interested in planning their own personal adventure.

Bicycle Workshop
The Bicycle Workshop provides the opportunity for individuals to maintain and repair personal equipment. Options include:
• Do It Yourself – free use of work area and tools
• Technical Assistance – an attendant is on duty periodically
• Drop-Off Service – available for individuals who prefer to have a technician do the work (inquire for rates). A limited supply of parts is also stocked for resale.

Further information about the Outdoor Recreation Center and its services may be obtained by calling 994-3621 or by visiting the website listed above.

Renne Library
994-3171
www.lib.montana.edu

Conveniently located in the center of campus, Renne Library has a full range of library collections and services for students and faculty. Knowledgeable and friendly faculty librarians and library staff provide assistance using the collections, access to databases world wide, and instruction for individuals and groups. The MSU Libraries’ collections support teaching, learning and research at MSU, with particular emphasis in the fields of agriculture, science, health and technology.

A wealth of information is available around the clock via the library Web page (www.lib.montana.edu), including the online catalog, electronic indexes and many full-text e-journals and e-books. Personalized one-on-one research assistance is available to students on a drop-in basis at the reference desk, or online via email or chat. Moreover, the Libraries offer the Research Assistance Program, or RAP: students may make an appointment for a consultation with a reference librarian who will thoroughly explore research options relating to a specific assignment or class.

Renne Library is open to the public.

Strand Union Building
994-3082
www.montana.edu/sub

The Strand Union Building (SUB) is the center of campus activity at MSU. The SUB provides daily services, amenities, and out-of-classroom opportunities for informal interaction among members of the college community. Through student government, organizations, and employment, the SUB provides a cultural, social, and recreational environment to complement classroom and study experiences.

Focused on serving the needs of students, staff, faculty and University guests, the Strand Union has three student-managed, student-staffed service centers:

• “ASK US” Information Center/Ticket Office—campus information, lost and found, ticket sales, stamps, mail drop, and fax.
Visit www.montana.edu/askus for MSU Events & Schedules, MSU Info and Directories, Community Info, and Other Helpful Sites.

- **CopyCats**—convenient copy service, color copies, and digital output (from CD or flash), postal, laminating and binding services, and class notes.
- **Recreation Center**—bowling, billiards, foosball, shuffleboard, videos, ESPN, PS3, and snacks. Open Summer Session Mon.-Thurs., 12:00 noon-10:00 p.m.; Fri., 12:00 noon-5:00 p.m.

Additional services in the Strand Union include:

- Full service banking
- Automated banking ATMs
- Federal Express drop box
- Coin-op copier
- Meeting rooms (seating from 10-1,700)
- Public access computers with printing
- Student and TV Lounges
- MSU Bookstore—textbooks, MSU merchandise, gift items, computer and art supplies
- **Strand Union Food Services:**
  - Catering—University-wide coffee breaks, buffet and served meals
  - SRO Espresso—Standing Room Only espresso bar
  - Sweet Shop/Freshëns—homemade cookies, fudge, candy, popcorn, smoothies, frozen yogurt and ice cream
  - Union Market—breakfast and lunch entrees, soup, salad bar, FatCat bakery items, Asian and Mexican food

### University Health Partners

**University Health Partners**  
**www.montana.edu/health**

Following an integrated, collaborative model, University Health Partners (UHP) unites the components of health and well-being for MSU students including prevention, health promotion, public health, medical services, dental services, and counseling & psychological services.

UHP Medical Services, Dental Services and Counseling & Psychological Services are located in the Swingle Building just east of the Strand Union Building. The Office of Health Advancement is located in two houses at 1102 and 1106 S. 6th Ave. The VOICE Center is located in 370 Strand Union Building (SUB) on the third floor above Leigh Lounge and Avogadro’s Number.

Summer Session students who register for seven or more credit hours are required to pay the health fee and are thus eligible to use UHP services during the summer semester. Students taking fewer than seven credit hours have the option of paying the health fee.

For immunization requirements and forms, please consult the UHP Medical Services web site listed below.

For specific information about each service or program, please refer to the web site or phone number below.

**Medical Services**  
(406) 994-2311  
montana.edu/health/medical

**Counseling & Psychological Services**  
(406) 994-4531  
montana.edu/counseling

### Dental Services

(406) 994-2314  
montana.edu/dental

### Office of Health Advancement

(406) 994-4380  
montana.edu/oha/

### VOICE Center

(406) 994-7069  
montana.edu/voice

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**Cat Card (Campus ID Card)**

**Cat Card Office**  
Hedges Complex, Rm 31 (below Miller Dining Commons)

(406) 994-CARD (994-2273)  
www.montana.edu/catcard

The Cat Card is a photo ID card which serves as campus identification, a meal plan card, library card, campus debit card*, and access control card. Deposits can be made at the Cat Card Office, Hedges Complex, Rm 31 (below Miller Dining Commons); or online at www.montana.edu/catcard.

* Purchases may be made using Cat Card as a debit card at any of the following locations on campus:
- Ask Us Information Center
- ASMSU Intramurals
- ASMSU Outdoor Recreation
- Bobcat Ticket Office
- Brewed Awakenings
- Business Office
- CopyCats
- Dental Clinic
- Library & Library Photo Copies
- MSU Bookstore
- Rec Center
- Residence Hall dining facilities
- Residence Hall laundry facilities
- Residence Life Cashier’s Office
- Strand Union Food Service facilities (Avo’s, Jim Bridger Grill, Freshëns, Sola @ Jabs Hall, SRO Espresso, Sweet Shop, Union Market, Wild Flour Pizza & Pasta)
- Student computer labs for printing
- Student Health Service
- Student Printing
- Testing Services
- University Police
Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Adobe Garamond Pro.

The editor may contact Leepfrog for a draft with the correct fonts in place.