Classroom learning is only a part of your college education. This section describes other avenues of learning that are part of the MSU experience. Much of the information will be valuable only if you take advantage of the opportunities.

Montana State’s students make up a community of about 11,000 persons. With teaching, research and service as its major industries, the campus also houses the kinds of services which might be found in any community its size. Services are available to assist students in their academic pursuits and to enrich their lives outside of the classroom. In addition, there are agreed-upon standards for individual behavior and treatment of others in the community.

Housing

Residence Halls

Montana State University-Bozeman provides residence halls on campus for students. Housing and food service are available for approximately 3,200 students. Residence halls and related food service facilities are constructed from the sale of revenue bonds. Since state-appropriated funds may not be used to retire such indebtedness or for operations, board and room rates are scaled to produce the earnings necessary to provide these services, maintain the facilities, and retire bonding obligations.

Application for Housing

Students planning to live in the residence halls may request applications and housing information by writing to:

Office of Residence Life and University Food Services, Montana State University, Hedges Complex, P.O. Box 172080, Bozeman, MT 59717-2080, e-mail: housing@montana.edu, Web page: www.montana.edu/wwwocl.

Students with fewer than 30 earned credit hours are required to live in the residence halls.

Prospective students are urged to submit an application at the earliest possible date. Assignments are made in the order in which completed housing applications are received at the Office of Residence Life. There is a limited number of private rooms available.

The specific opening/closing dates for the residence halls will be sent to students with their room assignments. If this information is needed earlier, contact the Office of Residence Life at 406-994-2661 during business hours.

The residence halls will be closed during Thanksgiving, Christmas, and spring vacations. Room and board charges do not include these vacation periods.

Students who request University housing for these vacation periods must pay additional fees and may be asked to relocate to halls and rooms other than those occupied during the regular academic term.

Prepayment

A $200 prepayment will be required when the student submits a Residence Hall Application. The University will assign a room only after the student has submitted a completed housing application, contract, and the non-refundable $200 application fee. The $200 will be applied to the total housing costs upon payment of fees.

Prepayment Forfeiture

Failure to occupy the room or cancellation of the contract before or during the contract period (semester) will result in the forfeiture of the $200 application fee.

Residence Hall Association (RHA)

All students residing in the residence halls are automatically members of the Residence Hall Association. Organized on floor, hall, and interhall levels with programming, judicial, and governmental committees, RHA strives to uphold and promote the interests of students residing in the residence halls and to provide an active voice in residence hall administrative policy and operating procedures.

Living Options

The following options are available:

1. Men’s Hall
2. Women's Hall
4. Wellness Hall/Floor: A co-ed living environment in which programs are geared toward personal wellness.
5. Community Involvement: A coed living environment that programs around the topic of community involvement.
7. Study Floors: Quiet is maintained 22-hours per day. Other floors have “quiet hours” Sunday-Thursday, 9 p.m.-8 a.m. and Friday and Saturday, midnight-10 a.m.
8. Special Floors: Several floors designated specifically for no smoking/no drinking as demand warrants. Also, some halls have guaranteed double-as-single floors and co-ed floors.
9. Older Student Housing: Housing designated specifically for non-traditionally aged students.

Please inquire at the Office of Residence Life for the specific halls and floors which provide the living options outlined above.
Residence Hall Visitation Policy

Members of the opposite sex may visit in the privacy of their rooms during prescribed hours. Cohabitation is prohibited. In an effort to accommodate a variety of student lifestyles, the residence halls offer the following visitation options:

1. Limited Visitation: Limited visitation from noon to midnight Sunday through Thursday.
2. Twenty-four Hour Visitation: Residents may have visitors at their discretion and with the consent of their roommate at any hour.
3. Definition of Visitor: Visitors are in the room for less than overnight periods. They may use the facilities in a manner in which they would not be considered regular hall residents.
4. Definition of Guest: Guests pay room charges and are provided facilities and sleeping accommodations for a period not to exceed three (3) days. Guests are considered hall residents and are subject to university regulations.
5. Definition of a Resident: A student who has contracted with the university to live in a specifically assigned hall/room for a designated period of time.

Board Charges and Meal Plans

All residence hall students are required to select an on-campus meal plan as part of their contract. Meals are not served in the residence halls during Thanksgiving, Christmas, or Spring Break; meal pass charges reflect these closings. Following are the meal plans available for residents living in the halls.

1. The A Meal Plan: Allows up to 21 meals in the dining hall during meal hours seven (7) days a week.
2. The B Meal Plan: Includes up to 14 meals per week (the week being Sunday through Saturday).
3. The C Meal Plan: Includes up to 10 meals per week (the week being Sunday through Saturday).

Once in the dining room, students may have additional, unlimited portions. A meal pass must be shown each time a student enters the dining hall. Only one entry per meal is permitted.

More information may be obtained by calling the Director of Food Service at 406-994-2661 or the Meal Pass Office at 406-994-4961.

Semester Charges

<table>
<thead>
<tr>
<th>Plan</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Double Room with A Meal Plan</td>
<td>$2,300*</td>
</tr>
<tr>
<td>Double Room with B Meal Plan</td>
<td>$2,200*</td>
</tr>
<tr>
<td>Double Room with C Meal Plan</td>
<td>$2,000*</td>
</tr>
<tr>
<td>A Meal Plan – up to 21 meals per week</td>
<td></td>
</tr>
<tr>
<td>B Meal Plan – up to 14 meals per week</td>
<td></td>
</tr>
<tr>
<td>C Meal Plan – up to 10 meals per week</td>
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</tr>
</tbody>
</table>

In addition to A, B, and C meal plans, off-campus students (only) have the option to purchase the D meal plan with up to five meals per week.

Additional meal plan and room options are available. Information pertaining to these options is available at the Office Residence Life and University Food Service.

*Note: Charges listed are estimates for the academic year and are subject to change without notice.

Payment of Charges

Room rent, board, and the RHA program fee are paid in full at the beginning of each semester during fee payment. Installment payments for room and board must be arranged in advance with the Office of Financial Aid Services. There are no deductions for room or board for late arrivals (at the beginning of the semester) or for early departures (at the end of the semester).

Work Opportunities

For students needing to work while attending Montana State University-Bozeman, there are a number of employment opportunities available in residence halls, at reception desks, and with the various food services on campus. Information regarding employment may be obtained by contacting the Office of Residence Life and University Food Service. Work study/financial aid status is not necessary to qualify for student employment.

Facilities–Room Equipment and Furnishings

All rooms have closets, single beds, chests of drawers, study desks, waste baskets, chairs and curtains. Each room is wired for cable television and ResNet, an on-campus computer network that provides a dedicated Network/Internet connection. Bed linen and a pillow are provided for each student, if they so desire. Residents must supply blankets, bedspreads, towels, and a study lamp as their needs require. (Exception: The University supplies study lamps for students assigned to Hedges South, Hedges North, and Roskie.) It is the responsibility of the residents to maintain order and cleanliness in their rooms.

Laundry

Laundry rooms exist in every hall and are equipped with One Card-operated automatic washers and dryers. Ironing boards and a limited number of irons are available at the hall desks.

Refunds of Board and Room Payments

1. Students who terminate class registration during a semester will receive a prorated refund of their board and room payments.
2. There are no refunds for early departures at the end of the semester or late arrivals at the beginning of the semester. Rooms are held until the first hour of classes on the first class day of the semester.
3. A student who is absent from his/her residence hall for one week or more of consecutive meals due to his/her own illness or participation in University-sponsored activities will be refunded board at $2 per meal, provided the student notifies the University Food Services Meal Pass Office in advance of the University-sponsored activity. Requests for refunds based on absence due to illness must be submitted to the Office of Residence Life, accompanied by a statement from the Director of Student Health Services indicating required hospitalization or home care.

Personal Funds and Property

Students are urged to help safeguard their personal funds by establishing local checking accounts. All other valuable personal property should be adequately protected. Montana State University-Bozeman is not insured nor responsible for the loss or destruction of any personal property of students. Students are encouraged to carry their own personal property insurance. Montana State University-Bozeman has strict regulations regarding firearms on campus; contact the Office of Residence Life for details.
Family and Graduate Housing

The Family and Graduate Housing Office is proud to offer convenient affordable housing as a service to enable families, married couples, second-degree students, graduate students, single parents and those in a legally dependant relationship to continue their education.

Family and Graduate Housing consists of 704 units in one-, two-, and three-bedroom apartment/house configurations located in eight different communities. Family and Graduate Housing is on campus and is within walking distance to all buildings and amenities. While each apartment complex varies, available options include: smoking and nonsmoking units, washer/dryer hookups, free laundry (in apartment complexes without washer/dryer connections), dishwashers (in several Julia Martin units), storage areas, playground equipment, picnic tables, barbecues, and cable TV.

Apartments rent for considerably less than the "going market rate" in Bozeman. In addition, utilities are paid by the Family and Graduate Housing Office in all units except McIntosh, Faculty Court, Paisley and the West Side Houses. Water, sewer and garbage are included in the rental price of all units except Faculty Court.

As a benefit to our residents, the Family and Graduate Housing Office offers a variety of services to assist with making the transition to campus-life: a newsletter is published twice-monthly to inform residents of upcoming campus and community events, a staff of part-time counseling interns is provided at no charge, a full-service Day Care Center is available for children 2 1/2 years through kindergarten, several "Day Care Homes" are situated throughout Family and Graduate Housing for younger children, a mediation program is available to assist with conflict resolution, children's seasonal events are planned throughout the year, a staff of skilled craftsmen is available to assist with any maintenance problems, and a 24-hour call-out service is available to assist with emergencies.

To receive a brochure, application, or to inquire about Family and Graduate Housing's eligibility requirements, please contact Family and Graduate Housing, 1502 West Garfield Bozeman, MT 59714 406-994-3730, e-mail: fgho@auxvs.msu.montana.edu, Web page: http://www.montana.edu/wwwocf/

MSU-Bozeman Family and Graduate Housing provides an equal housing opportunity. Discrimination based on race, color, national origin, religion, creed, physical or mental disability, gender, marital status, familial status, or age is prohibited.

Student Services

Dean of Students Office

The purposes of the Dean of Students Office are to act as an advocate for students, to consult and work with individual students and student groups, and to work with other campus offices in creating a sense of community at MSU. Assistance is available on a "drop-in" basis or by appointment. A few of the services available are:

- Processing of incomplete grades and withdrawals from the university
- Consulting with or troubleshooting for students
- Coordinating fraternities and sororities
- Coordinating conduct/discipline actions
- Hearing student grievances and appeals
- Providing general information or assistance

New Student Orientation

All new students are required to attend an Orientation/Registration session. Summer Orientation Programs are offered to new freshmen and transfer students. Programs for freshmen, transfer, and graduates are offered prior to each semester. Orientation assists students in course selection and registration, and location and use of campus facilities and services. It also highlights University academic assistance and special service programs as well as recreational and social programs. We believe that Orientation assists all new students in their transition to MSU-Bozeman and increases their chances for academic success. Upon acceptance to MSU-Bozeman, all students receive information on the Orientation Program. All new students pay a one-time New Student Orientation fee of $65. All new transfer students pay a one-time New Student Orientation fee of $50. This fee is included on the fee statement of the first semester in which a student attends MSU-Bozeman. Contact the Orientation Office at 406-994-2827 for more information.

Office of Retention

The primary purpose of the Office of Retention is to facilitate student success at MSU. The office serves as a resource center for new students who are making the transition to college for the first time. The office also assists parents in finding the resources they may need on campus. The Retention Program offers services in the following areas:

- New student transition issues
- Referrals and resources for new students
- Academic, test taking and study skills assistance
- A general resource for parents and students with academic and other university-related questions

The Becoming Our Best Mentoring Program links new, entering students with sophomores who had a successful first year. Mentors help new students "learn the ropes" at MSU and they are there to answer questions, help with problems and provide support. BOB mentors meet with their freshman several times during the first year to help students find the resources they may need on campus and to promote a successful transition from high school to college.

The College Student Inventory (CSI) is a survey administered to all traditional-age new students during summer orientation. Designed to measure student motivation and interest in college and educational goal setting, the CSI allows students to reflect meaningfully on their interests and goals in a higher education context. The results of the survey are used by trained staff at the Office of Retention to connect one-on-one with students. This connection allows for timely intervention and promotes a smoother transition into the university community. This process also allows each new student to identify at least one on-campus resource person with whom they can visit at the outset of their college experience.
The individualized Test Taking, Academic/Study Skills and Time Management Workshops give students the opportunity to meet one-on-one with a Retention staff member to discuss different strategies to improve academic skills. All interested students are welcome at any time during the semester.

Students and parents are invited to make an appointment or call to speak with a Retention staff person at any time. Our office hours are 8 a.m. - 5 p.m., Monday through Friday. Contact the Office of Retention at (406) 994-7359 or cstryker@montana.edu for more information.

One Card
The ONE CARD, which is also one’s Student ID, can be used as a debit card and access card at most locations on campus.

The ONE CARD is used to gain entrance to the Marga Hosaeus H&PE Center, Food Service areas, the bus system, and other areas on campus. The ONE CARD also provides access for students living in all residence halls including the new halls behind North Hedges. The magnetic stripe on the back contains information about current student status. When the card is inserted into the reader, the status is checked by computer; if one is a current student, one is allowed into the building.

The ONE CARD can also be used to purchase food, books, and other items on campus. When one deposits money into the ONE CARD account, the card becomes a purchasing tool that can be used at various Food Service locations, the MSU Bookstore, the Recreation Center, Health Services, copy services in Renne Library and Strand Union, vending machines, and other areas on campus where the ONE CARD is accepted.

The ONE CARD is the “key” to the campus. For more information about the ONE CARD, visit the ONE CARD OFFICE in the lower level of the Strand Union, or call 406-994-CARD. You may also visit the ONE CARD home page: http://www.montana.edu/www1card.

Counseling and Psychological Services
Counseling and Psychological Services (CPS), staffed by trained professionals, offers a variety of free, confidential counseling and psychological services to eligible students of the University. These services, utilizing individual and group methods, focus on self-development and personal growth. Services may include assistance with educational and career counseling as well as personal problems, and with learning effective coping skills related to emotional conflict, interpersonal relationships, human sexuality, life transitions, and marriage and family counseling. In addition, standardized tests in the areas of personal adjustment and vocational interests are available.

Upon request by individuals, campus organizations, and departments, and to the extent of available staff time, CPS provides consulting services in the management of human resources and other related areas. CPS is located on the second floor of the Swingle Health Center. It is open Monday through Friday, 8 a.m. - noon and 1 - 5 p.m. Counseling is by appointment, except in the case of a crisis or emergency.

Career Services Office
Career Services, located at 125 Strand Union, offers a full range of career planning and employment services to students, alumni, the campus community, and employers. A primary goal of the office is to help students find satisfying career positions and to gain experience and career skills which will clarify goals and facilitate entry into the job market. Primary services include:
1. Workshops on career planning, job search, interviewing, resume writing, and various career options.
2. Career counseling to assist individuals with choice of major, career, job search preparation, career changes, or return to school (undergraduate or graduate programs).
3. Career assessment, including career interest inventories, computerized guidance systems, and a personality indicator.
4. A career library with job listings, an annual career survey of MSU-Bozeman graduates, career information, employer directories, literature and videotapes, and graduate school information. Internet connection to the World Wide Web is an integral source of career information and employment sources.

5. Internships in a variety of fields and assistance in arranging academic credit for internship experience. Graduate internships for students interested in the career planning field are available in the office.

6. On-campus interviews for summer, internship, and career positions with a variety of employers in business, industry, government, and education.

7. A credential file service for teacher and graduate school candidates, in which files containing personal, educational, and employment/experience data and letters of recommendation are maintained.

Disability, Re-entry and Veteran Services
The following support services for students are located in the Strand Union Building, Room 155.

Disability Student Services
Disabled Student Services personnel determine eligibility for specific disability accommodations; assure the provision of approved accommodations; and provide direction, advice and referral services for persons with verified disabilities. Students desiring accommodations for a disability must request services through Disabled Student Services, 155 Strand Union Building. Voice phone: 406-994-2824, TDD: 406-994-6701, Fax: 406-994-3943, E-mail: dmanry@montana.edu or byork@montana.edu.

Re-entry Student Services
Non-traditional-age students (25 and over) can find direction, support and assistance in this office. Consumer information is available, and a specialized orientation workshop (Return to Learn) is offered. Re-entry Student Services is located in 155 Strand Union Building. Voice phone: 406-994-2824, TDD: 406-994-6701, Fax: 406-994-2824, E-mail: dmanry@montana.edu or byork@montana.edu.
Office of Veterans' Affairs

Personnel in the Office of Veterans' Affairs (OVA) provide service and assistance for veterans, dependents and members of the selected reserve who receive educational benefits from the U.S. Department of Veterans Affairs (DVA). DVA educational benefits recipients must have their school enrollment certified each term by the OVA's certifying official, and all recipients must attend a Veterans' Information and Update Session prior to being certified for the first time at MSU. Applications for the Montana Honorably Discharged Veteran Fee Waiver (see Special Exemptions in this bulletin for full fee waiver information) are also reviewed by the certifying official for approval. The OVA is located in 155 Strand Union Building. Voice phone: 406-994-2824, TDD: 406-994-6701, Fax: 406-994-2824, E-mail: vets@montana.edu or bwaters@montana.edu.

Advance By Choice

The Advance By Choice (ABC) program helps specific groups of students succeed in college. Professional staff and faculty involved in the program provide support for students during their college careers. Advance By Choice offers a variety of services, including tutoring, counseling, and basic courses in math and English. To be eligible, students must be either low-income, disabled, and/or first generation college attendees (neither parent has earned a bachelor's degree). This TRIO program is supported by a grant from the U.S. Department of Education. ABC is located in 146 Strand Union; call 406-994-4541.

Women's Center

The Women's Center is open to women and men students, faculty and staff, and community members who are considering returning to school, to assist in meeting academic and personal needs. Located in 15 Hamilton Hall, the Center is open 9 a.m. to 4 p.m. Monday through Friday when school is in session. Services and resources include: weekly Sack Lunch Seminars; assistance to re-entry women; a library with books, periodicals, tapes, and other resources addressing women's concerns; career and scholarship information; the annual Shannon Weatherly Lecture; programs and events celebrating National Women's History month in March; a bi-monthly newsletter; and a variety of other services and programs.

Testing Service

The Testing Service coordinates the scheduling and administration of national testing programs such as the College-Level Examination Program (CLEP), ACT, Proficiency Examination Program (PEP), General Educational Development Program (GED), Graduate Record Examination (GRE), Law School Admission Test (LSAT), Medical College Admission Test (MCAT), and Graduate Management Admission Test (GMAT). The Testing Service proctors the High School Days scholarship test, correspondence course exams, and exams for professors and resource students with disabilities who qualify for special test considerations.

Strand Union

The Strand Union Building (SUB) is the center of campus activity at MSU-Bozeman. 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. Strand Union service centers include: "ASK US" Information Center/Ticket Office (lost and found, campus information, stamps, student paycheck distribution, ticket sales), ONE CARD Office (campus identification and debit card), Cards 'N' Copies (copy, color output, postal and binding services, class notes, and greeting cards), Graphics (design service), and Recreation Center (bowling, billiards, foosball, videos, snacks, tournaments, and classes).

The Strand Union also offers meeting rooms (seating from 10 to 1700); the MSU Bookstore; CAT-Line registration assistance (available during published registration dates); full-service banking; student lounges; ATMs; and drop boxes for USPS, Federal Express and United Parcel Service. Strand Union food services include: Avogadro's Number (delicatessen), Bobcat Food Court (gourmet burgers, pizza and pasta), Catering (university-wide coffee breaks, buffet, and served meals), S.R.O Espresso (campus coffee bar), Sweet Shop (candy and homemade cookies), and Union Market (a la carte breakfast, lunch, and dinner).

Strand Union offices include: Associated Students of Montana State University-Bozeman (Campus Entertainment, Exit Gallery—art exhibits, Exponent—student newspaper, ASMSU Legal Aid, KGLT—student radio station), Student Affairs (Dean of Students Office, Financial Aid Services, Career Services, Resource Center—Veterans Affairs, Disabled Student Services, Re-Entry Student Services), Advance By Choice, Strand Union (Director's Office, SUB Administration, Housekeeping, Maintenance, Building Access and Security), Student Activities (student organizations, leadership training, Peak Performance Leadership Conference, Day of Student Recognition), Conference Services (campus scheduling, campus master calendar, conference coordination), and the Department of Media and Theatre Arts (Mainstage Theatre, Theatre Arts Box Office, Underground Theatre, Shakespeare in the Parks—summer touring company).

Student Health Service

The Swingle Student Health Center is located at the end of the Strand Union Building. The Student Health Service provides a wide range of outpatient medical care and health promotion services for MSU-Bozeman students and spouses. In addition to routine health care, the Student Health Service has a clinical laboratory, x-ray, pharmacy and nutrition services. The Student Health Service is accredited by the Accreditation Association for Ambulatory Health Care and is a member of the American College Health Association. All MSU-Bozeman students who carry seven or more credits are charged the health fee each semester and are eligible for care at the Student Health Service. Students carrying less than seven credits and non-student spouses may also receive care at the Student Health Service if they pay the health fee. For more information call 406-994-2311.
Immunizations

All MSU-Bozeman students are required to show proof of current immunizations against the following vaccine-preventable diseases: measles, mumps, rubella (two doses of each unless born before 1/1/57); and diphtheria/tetanus (booster within 10 years prior to starting classes at MSU-Bozeman). New students must also have a skin test for tuberculosis within 12 months prior to starting classes. Students will not be permitted to register for classes until the Student Health Service receives these verifications.

Medical Insurance Plan

Montana State University-Bozeman students who carry seven or more credits are required to carry medical/surgical insurance. Medical insurance is available for all MSU-Bozeman students through a health insurance program coordinated by the Student Health Advisory Committee. Students who already have adequate insurance may request a waiver of the insurance fee upon providing proof of other health insurance coverage.

Health Promotion

The student Health Promotion program is a comprehensive set of programs, activities and informational campaigns designed to facilitate a healthy, learning-conducive environment at MSU. Activities are designed to reduce the risks associated with alcohol, drug and tobacco use, unsafe sexual practices and unhealthy eating. An emphasis is placed on promoting positive protective behaviors and healthy norms. Health Promotion programs are student-run and form the ASMSU Wellness Coalition. Opportunities exist for students to become involved as interns, volunteers or as paid student staff. For more information call 406-994-7475.

Expeditions

MSU/Challenge Ropes Course

This program is part of MSU Health Promotion and is designed to facilitate students' entrance into college through an outdoor experience. Prior to the beginning of fall semester, small groups of incoming freshmen are taken on a variety of trips led by upperclass students, MSU faculty and staff members. Trips last between three and five days and include hiking, fly fishing, canoeing and rafting. The purpose of this program is to facilitate friendships with other students as well as older students, faculty and staff. The intent is for students to have fun while examining some of the challenges that come with college life. Other organized outdoor activities are scheduled throughout the year allowing interested students the opportunity to gain skills such as back country skiing and winter survival.

The MSU Challenge Ropes Course program also uses the principles of experiential education and is designed to enhance communication and team building among student groups on campus. This program involves groups of students in a series of "challenges" that require group members to work together to solve problems. For information on these programs call 406-994-7673 or see the Expeditions MSU Web site at www.montana.edu/wwwexped/.

VOICE Center

This program, part of the MSU Health Promotion, provides free confidential support, advocacy and referral services to survivors of rape, sexual assault, relationship violence and stalking. Trained student advocates and professional staff work with faculty, other campus professionals and the Bozeman community to provide campus-wide advocacy and education. Services include walk-in hours as well as a 24-hour crisis line. Students of any age or gender are invited to stop in or call for information: 406-994-7069.

Dental Clinic

The Dental Clinic is located at the south end of the Swingle Student Health Center. The Dental Clinic is a preventive and urgent care facility. Services include: check-ups, cleaning, emergency treatment, consultations, and referrals. Some limited routine services can be provided as time permits. Treatment is by appointment only, except for emergencies which can be seen on a walk-in basis. Students who have paid the Health Service fee are eligible to utilize the clinic. Part-time students taking less than seven credits may pay this fee optionally. For appointments or more information, phone 406-994-2314.

Graphic and Media Services

Several agencies on the University campus provide photography, design, printing, and copying services.

Graphic Services

Complete professional graphic design, typesetting, print production, photography, and darkroom services are available from University Graphic Arts, 321 Culbertson Hall, a branch of the Office of Communications Services. Graphic services are also available from Strand Union Graphics.

MSU Media Services

The College of Education, Health and Human Development operates a laboratory located in 422 Reid Hall for preparation of audiovisual presentations and equipment rental. Services are available to all students, faculty, and staff. More information can be found at www.homepage.montana.edu/~iedbf/MediaSrv/ or 994-6461.

Copying Service

The Renne Library has a copy service in the basement and coin-operated copiers in lobby areas. Strand Union Graphics and University Printing Services (see below) also offer complete copy services.

Computer Service

For student use, the Information Technology Center operates microcomputer facilities in Reid, Roberts and Cheever Halls. A variety of software packages are available, including word processors, spreadsheets, data base managers, and drawing and design packages.

University Printing Services

Located in the basement of Culbertson Hall, University Printing Services provides copying and a large variety of specialized printing services for all University departments, faculty, staff, students, and University organizations. Printing Services strives to provide the highest quality printing and copying in a timely fashion at a price below on- or off-campus services.

Audiotape Duplication

The Multimedia Language Center in the Department of Modern Languages and Literatures can duplicate audiotape cassettes, provided the requestor has
copyright permission to do so and supplies the proper cassette materials. Generally, there is one-day copy service.

Audio Video Listening and Viewing
The Renne Library has facilities for listening to audio cassettes, phonograph records and compact discs, as well as viewing video cassettes and slides.

Campus Post Office
A full-service post office is located at Culbertson Hall on Harrison Avenue. All services are available Monday through Friday from 8:30 a.m. to 4:00 p.m. Stamp sales and a letter drop are also available at ASK-US in the Strand Union; pickup at this location is made weekdays at 8:45 a.m. and 2:15 p.m. A USPS mailbox with 3:00 p.m. Monday-Saturday pickup is located outside the Strand Union south entrance.

Student Activities

Student Activities Office
Student Activities, located in 282 SUB (406-994-3591), provides assistance and advice to individual students, approximately 130 registered student organizations, the ASMSU Campus Entertainment staff, and the ASMSU Homecoming chairpersons in the planning and development of programs and activities directed toward meeting the wide variety of interests of the students and the University community. The office is also responsible for coordinating experiences that enhance academic programs.

Campus Entertainment
The Director of Student Activities acts as adviser to the following Campus Entertainment Committees: Arts and Exhibits, Concerts, Films/Video, Lectures and Lively Arts, and Technical Services.

Day of Student Recognition
Day of Student Recognition is a campus-wide awards ceremony recognizing students for outstanding achievements in both scholarship and leadership. Awards and scholarships presented at this program are sponsored by MSU-Bozeman academic departments, on- and off-campus organizations, alumni and friends of the University and Student Activities. For further information contact the Office of Student Activities.

Student Organizations
On average, there are over 130 student organizations which reflect all facets of University life. Student organizations register each year with the Student Activities Office. Approved registration permits an organization to hold meetings in the Strand Union and to use its facilities for fundraising events. The Director of Student Activities serves as a resource to campus student organizations.

University-wide Scholastic Honoraries
Alpha Lambda Delta is a national scholastic honor society for freshmen whose grade-point average is 3.5 or better.
Mortar Board is a national senior honor society. Members are elected in the spring of their junior year. Scholarship, leadership, and participation in activities are the basis for election.
Phi Kappa Phi is a national honor society for faculty and students. Senior students are elected to membership on the basis of scholarship and leadership attainments. Top ranking junior students are also eligible.
Golden Key National Honor Society honors academic excellence.
Septemviri is a local honor organization of seven top seniors selected on the basis of grades, activities, and contributions to the university during their junior year.

Other Honor Societies
There are several national honor societies whose membership is limited to students in specific fields of study: Alpha Kappa Delta (sociology), Alpha Zeta (agriculture), Kappa Kappa Psi (band), Kappa Delta Pi (education), Phi Alpha Theta (history) and Sigma Lambda Chi (construction).

Residence Hall Association (RHA)
Please see the earlier description of the Residence Hall Association.

Service Organizations
Fangs: A local sophomore service organization for men, whose purpose is to ensure that University traditions are upheld. Membership is selected from the freshman class. Upon request, members serve at all types of campus activities and functions.
Spurs: This sophomore service honorary for women was founded on this campus in 1921 and has since become a national organization with chapters at a number of colleges and universities. Service to the University community is the function of Spurs. Members are selected during spring semester. A 2.5 grade-point average and sophomore standing (30 credits) by the following fall semester are requirements for membership.
Circle K: Sponsored by the Kiwanis Club, Circle K serves the campus and community. Membership is open to all interested MSU students.
Arnold Air Society: This nationally affiliated service organization offers services to the campus and community. Male and female students enrolled in Air Force ROTC are eligible for membership.

Social Sororities and Fraternities
The national women's sororities at Montana State University are Alpha Gamma Delta, Alpha Omicron Pi, Chi Omega, and Pi Beta Phi.
National men's fraternities include Alpha Gamma Rho, Kappa Sigma, Lambda Chi Alpha, Phi Sigma Kappa, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, and Sigma Phi Epsilon.
The Interfraternity Council for men and the Panhellenic Council for women, composed of representatives from each fraternal organization, serve to coordinate activities of the Greek system.
A student is eligible for formal rush who (a) has been officially admitted to MSU in good standing or (b) has attended MSU or another institution and obtained 12 credits with at least a 2.0 grade-point average the previous semester. Individual sororities and fraternities may set higher requirements. Sororities and fraternities hold rush at the beginning of fall semester.

ASMSU Administration and Student Government

About ASMSU
The Associated Students of Montana State University (ASMSU) has been organized to provide numerous services to its student members and to be a voice for student concerns. Students taking
seven or more credits pay an activity fee making them members of ASMSU.

The governing body, the senate, consists of 21 students. The senate's greatest responsibility is the annual allocation of approximately $750,000 to about 27 committees. The committees are administered by an elected student body president and vice-president, and a business manager who is appointed. ASMSU hires approximately 250 students a year. Experience in responsible management of student funds, knowledgeable decision making, and representation of student concerns, as well as experience in working with people, are gained through involvement in ASMSU.

The ASMSU Office is located in Room 281 of the SUB (406-994-2933). This office provides a variety of services to students such as a Notary Public, a variety of pamphlets and information about ASMSU committees.

**ASMSU Legal Services**
A full-time professional lawyer is retained by ASMSU for student consultation. For $5, students can meet with the attorney for 30 minutes to get legal advice. Representation of a variety of student issues such as traffic tickets, landlord/tenant disputes, divorces, name changes, and simple wills is also available at a reasonable cost. Legal Services is located in the ASMSU office. For information, call 406-994-2935.

**ASMSU Automotive Repair Shop**
The Automotive Repair Shop is a repair-it-yourself shop, with advisers on hand at all times to assist you with mechanical problems and safety procedures. It is equipped with five automobile stalls and two hoists. The shop also provides free use of tools as well as discounts for ordered parts. It is located southeast of the Strand Union on South Seventh Avenue. Students with mechanical backgrounds may also apply for work as advisers for an hourly wage. For more information, call 406-994-3942.

**ASMSU Bobcat Transit System**
A Bus Transit System is provided through a student bus fee. Commuter route buses arrive twice daily at the SUB. Shuttle route buses also provide transportation to the downtown business area and the Main Mall. Schedules are available at the ASK-US Desk. For further information call 406-994-2933.

**ASMSU Day Care Center**
A Day Care Center supported by ASMSU and the University is provided in the family housing area. Children, aged two-and-a-half to six, of MSU-Bozeman students are eligible, with priority given to those living in family housing. Pamphlets and applications are available in 281 SUB, or call the Day Care Center at 406-994-4370 for more detailed information.

**ASMSU Exponent**
The Exponent, a student newspaper, is published twice weekly during the academic year, and is produced by and for the students of Montana State University-Bozeman. Student positions that become available include editing, writing, sales, ad design, and layout. Call 406-994-2611 for information.

**Homecoming**
A highlight each autumn is the Homecoming celebration. The ASMSU Homecoming committee, advised by the Office of Student Activities, organizes the morning parade and king-queen competition as well as several other events.

**ASMSU Intramurals and Recreation**
The ASMSU Intramurals and Recreation office is located in 202 Shroyer Gym. Objectives of the program are to provide activities which promote physical fitness, social contact, improved self-esteem, and a permanent interest in wellness through organized recreation. The program provides opportunities for participation in both team and individual sports, offering about 70 different activities throughout the academic year. Currently over 80 percent of the student body takes advantage of this program! Call 406-994-5000 for more information or check out our Web page at http://www.montana.edu/wwwimrec/.

**ASMSU KGLT**
KGLT, the campus public radio station, uses student help with news reporting, production, and announcing. An apprentice class, which begins every school year, prepares students for on-air announcing. KGLT is located at 92 on your FM dial. If you have any questions, stop by KGLT in 320 SUB or call 406-994-3001.

**ASMSU Outdoor Recreation Center**
When students need a diversion from the academic routine, the ASMSU Outdoor Recreation Center can provide opportunities which meet a variety of interests. Services include equipment rental, coordinated group outings, resource center, seminars, and the Bicycle/Ski Shop.

The low-cost equipment rental service, available to students and staff, offers rafts, tents, sleeping bags, bicycles, stoves, lanterns, cross country skis, and other outdoor equipment.

Outings conducted during the year include day hiking, backpacking, river floating, white water rafting, cross country skiing, and car camping. Destinations range from local recreation areas to Yellowstone, Grand Teton, and Glacier National Parks, as well as the Pacific coast, Canadian Rockies, and southwest desert. Nominal fees are charged.

Maps, magazines, trail guides, catalogs, and other publications are available at the Outdoor Recreation Center, a clearinghouse for outdoor information. A 'common adventurer' outings board is maintained for persons who wish to initiate their own trips and are interested in having others join them. A current events bulletin board serves for posting upcoming activities and public notices, and for the exchange of personal equipment and services.

Seminars are presented dealing with an array of topics including safety in bear country, avalanche awareness, river running skills and techniques, mountaineering expeditions, international travel, and other outdoor activities.

Maintenance and repairs on personal equipment can be done at the Bicycle/Ski Shop. A staff person is present to offer advice and assistance. Fees are low and tools are provided.

For information on services, hours, and policies, call 406-994-3621 or visit the Center, which is located in the SOB Barn on West Garfield Street.

**ASMSU Campus Entertainment**
Campus Entertainment (CE) is located in Room 282B SUB (406-994-4839). ASMSU Arts and Exhibits displays paintings, photographs, and sculptures of locally, regionally, and nationally-known artists in the Exit Gallery at the south end of the SUB. In addition, the committee also provides workshops and
lectures by visiting artists and a juried art sale—the Yuletide market—during in fall semester. Phone 406-994-1828.

- ASMSU Concerts is a committee designed to provide MSU students, staff, and faculty with a wide range of professional music and entertainment, including major recording artists and local talent. Phone 406-994-5821.

- ASMSU Films and Videos provides new entertainment each week. Films are shown in the Procrastinator Theater at 125 Linfield Hall on the weekends for a nominal charge for students. Free videos are shown in the SUB Northwest Lounge during the week. For more information call 406-994-5827 or stop by SUB 282B. The "Movie Hotline" number is 406-994-3312.

- ASMSU Comedy Spotlight is responsible for laughter! Shows range from stand-up comedy routines and big-name comedians to FUN interactive events that have been successful in the past. Take a break from studying and come join us for a few laughs! Phone 406-994-1829.

- ASMSU Lively Arts/Lectures provides culturally-oriented entertainment ranging from solo classical instrumentalists to modern theater and dance companies. Local, regional, and national acts with a variety of performance styles are showcased. Several nationally and regionally known speakers are sponsored each year. Lectures may range from forums on controversial issues to educational and fun lectures. This committee's purpose is to broaden the horizons of the students of MSU. Phone 406-994-5828.

- ASMSU Technical Services provides lighting and sound reinforcement equipment and a technical workforce to ASMSU programs, university functions, and to anyone else affiliated with the University who may need such equipment or expertise. Phone 406-994-5823.

ASMSU Public Relations
A bridge of communication connecting students with the Bozeman community, Public Relations publishes the ASMSU information folder and the MSU-Bozeman student phone directory. The PR Committee is located in 325 SUB, 406-994-5824.

ASMSU State Legislature Committee
ASMSU ensures that student voices and concerns are heard and acted upon by the MSU administration, the local community, the Board of Regents, and the State of Montana. The ASMSU State Legislature committee exists primarily to lobby the state legislature. Student input is always welcomed, particularly during state legislative sessions. Students interested in serving on this committee should contact the ASMSU Senate Office in 281 SUB, 406-994-2933.

ASMSU Student Security
Students provide security to sporting events, concerts and other activities on campus. These students work with university police and administrators to provide information and create a safer environment for students, staff and visitors. For more information, call 406-994-6888.

ASMSU Wellness Coalition
An awareness group run by students for students, Wellness offers information on date rape, drug and alcohol abuse, as well as opportunities for student involvement. Many Wellness employees and volunteers receive college credit. Peer Education Internships are also available. For more information call 406-994-5800.

ASMSU Tutorial Program
This program is designed to help students deal with the rigor of college by offering high-quality tutorial services at a reasonable price. A student can be tutored to five hours for the initial cost of $15. An attempt will be made to locate a tutor for any class requested. In order to use this service, a student should go to room 281 SUB (next to the ASK US Desk). A list of qualified tutors for the course requested will be provided, and tutoring will occur based on the tutor's and the student's schedules. For more information, call 406-994-2933.

Music
Opportunities exist for all interested students to participate in a variety of ensembles and classroom activities in the Department of Music. Many music courses are specifically designed for nonmajors and several satisfy University Core requirements.

Department of Music concert ensembles are open to all University students, some through audition. Three choral ensembles—The Montanans, Chorale, and University Chorus—provide performance opportunities for vocalists. Instrumentalists may choose from five performing bands—Wind Ensemble, Symphonic Band, Marching Band, Jazz Lab I, and Jazz Ensemble II; two orchestras—Chamber Orchestra and the Bozeman Symphony Orchestra; percussion ensemble; and numerous faculty-coached chamber music groups. Many students also enroll in private or class instruction with artist/teachers in piano, voice, guitar, and all band and orchestral instruments.

Howard Hall, home of the Department of Music, is equipped with a number of private teaching studios, classroom facilities, and an electronic piano laboratory. In addition to a 265-seat recital hall, Howard Hall contains a large ensemble rehearsal room and a number of acoustically-efficient practice rooms.

On-campus performances occur frequently: recitals by faculty and guest artists, and concerts by musical organizations are scheduled throughout the year. Informal musical entertainment, special musical events, appearances by musical organizations at athletic events, statewide tours, and performances for professional conferences are other features of the music program.

Students seeking additional information should contact the Department of Music, Howard Hall.

Theatre Arts
Generally two mainstage productions and two student-produced Underground Theatre productions are presented each academic year through the theatre arts production program. In addition, MSU provides the home base for Montana Shakespeare in the Parks during the summer months.

Theatre Arts is under the direction of an academically and professionally qualified faculty. Any enrolled student is eligible to participate in theatre arts productions regardless of major, providing the student has the interest, ability, and sufficient time. For students who are interested in pursuing theatre arts on an academic basis, a Bachelor of Arts in Media and Theatre Arts is offered. Information regarding the theatre arts production and academic programs can be obtained from the department office in the Visual Communication Building.
**Athletics**

Intercollegiate athletic competition plays a vibrant role on the Montana State University-Bozeman campus.

Bobcat varsity athletic programs compete as NCAA Division I members, with I-AA membership in football. Montana State's membership in the Big Sky Conference offers rivalries with regional institutions throughout the West. Not only does MSU annually lead the Big Sky Conference in Academic All-Conference selections, but it is also annually near the top of the league in the All-Sports Trophy race. MSU is among the regional attendance leaders in all sports, and Bobcat athletic programs generate enthusiasm throughout the Bozeman community as well as on campus.

Montana State competes for Big Sky titles in football, men's and women's basketball, volleyball, women's golf, men's and women's track and field, men's and women's cross country, and men's and women's tennis. Women alpine and nordic skiers compete in the Rocky Mountain Intercollegiate Ski Association, and the Bobcat ski program has recently hosted a pair of NCAA skiing championship meets.

The reputation of the championship-level athletic program is further enhanced by the fact that MSU-Bozeman has successfully hosted conference championships in recent years in men's and women's basketball, indoor and outdoor track and field, and tennis.

MSU-Bozeman also competes in the National Intercollegiate Rodeo Association, the top level of college rodeo competition. MSU rodeo teams have won several team and individual national championships.

**Community Involvement**

The MSU Office for Community Involvement connects hundreds of MSU volunteers with projects that provide valuable human and community services in the Bozeman area and throughout other parts of our state and nation. In addition to the bi-annual "Into the Streets" event, the office coordinates service opportunities during the winter and spring breaks and awards mini-grants and stipends to student community project leaders. The office facilitates students' self-initiated community outreach through the Community Involvement Calendar, which lists the current needs of over thirty local helping agencies. The calendar is updated weekly and posted near the ASK US Desk in the Strand Union and in the residence hall lobbies.

A simple way to get involved is the "Into the Streets" event held at the beginning of each semester, when an array of community service organizations visit campus with opportunities for all interested students. From building houses or assisting in grade schools, to teaching swimming or building local trails, you have a full menu of options. There are part-day and full-day projects so you can savor this opportunity and still have time for school work and other extracurricular activities. Check the campus paper and listen for announcements in your residence hall about "Into the Streets."

If you are looking for an enjoyable way to meet other students and to become better acquainted with Montana's communities, involvement in off-campus community service activities is for you! It can also help you explore a career or major option, make off-campus contacts, and apply your classroom knowledge to the "real world."

If you want more information, contact the Office for Community Involvement at 406-994-6902 or visit the office in room 247 of Reid Hall.

**University Regulations**

**Student Academic and Conduct Guidelines**

Montana State University-Bozeman expects each student to maintain acceptable standards of behavior on campus and in the community and to manifest a serious purpose by maintaining a satisfactory scholastic standing in the courses undertaken. No student who shows persistent unwillingness or inability to comply with these requirements will be permitted to continue his or her affiliation with the University.

A complete statement of the guidelines and procedures concerning academic integrity and student conduct is contained in the pamphlet titled "Student Academic and Conduct Guidelines and Grievance Procedures." The pamphlet is revised regularly and is the official statement of guidelines and procedures for the University. Copies of the pamphlet are available from the Dean of Students Office.

**Name Change**

Notice of legal change of name, resulting from marriage, divorce, or other reason, must be promptly filed with the Registrar. Forms are available for this purpose.

**Personal Property**

Valuable personal property should be adequately protected. Montana State University is not responsible for the loss or destruction of any of the personal property of students.

**Vehicles**

All persons operating vehicles on the University campus should be familiar with MSU vehicle regulations, copies of which are available at the University Police Department, Roy Huffman Building, 7th and Kagy. Students, faculty, staff, and visitors must register any motor vehicles they park on the University campus for any reason.

The regulations are considered to be part of the terms and conditions of enrollment for students and of employment for staff members. Students must register their vehicles within one week after classes begin; faculty and staff must register within one week after beginning employment. A vehicle registration fee is payable at the time each vehicle is registered.

Registration is not considered complete until the registration decal is mounted on the left side of the rear bumper so that it is plainly visible from the rear. The registration decal designates areas in which the vehicle may be legally parked on campus.

All visitors are required to have a parking permit to park at Montana State University-Bozeman Monday through Friday, 6:00 a.m. to 6:00 p.m. Parking permits may be purchased at the Visitor Information Booth located at 7th and Grant or the University Police Department at 7th and Kagy.

Montana State University-Bozeman assumes no responsibility for the care or protection of any vehicle or its contents while operated or parked on the campus. The University reserves the right to revoke student use or possession of vehicles for conduct or scholastic reasons. The Board of Regents has authorized Montana State University-Bozeman to
levy fines against students, faculty, and employees for violations of parking, traffic, or vehicle registration regulations. These fines and penalties are listed in the vehicle regulations.

Bicycles may be registered at the University Police Department. They should be operated in a prudent manner and parked only in racks provided, except in the campus family housing area. Violators are subject to fine. Bicycles must be walked, not ridden, though designated areas in the central campus.

All matters concerning parking and traffic should be referred to the University Police Department. The University Police are peace officers of the State of Montana and have authority as vested in these officers by law.

Alcohol/Drug/Tobacco Policy

Montana State University-Bozeman is an environment free from the inappropriate use of alcohol and the use of illicit substances. Montana State University-Bozeman is an environment where alcohol and tobacco use is not permitted in student dormitories, houses, apartments, or other living quarters. Montana State University-Bozeman is an environment free from the inappropriate use of tobacco products in student dormitories, houses, apartments, or other living quarters. Montana State University-Bozeman is an environment where tobacco use is not permitted in student dormitories, houses, apartments, or other living quarters.

Security Policy Report

Crime is a reality at Montana State University. Preventing crime is everyone's responsibility. Unreported crime is a criminal's greatest ally. Suspicion that a criminal act has taken place is the only justification needed to call the University Police Department. Whether you are a victim, witness, or have information about a criminal offense or suspicious activity, contact the University Police. On campus call 2121 Off campus call 994-2121 24 hour dispatch.

Refer to the Schedule of Classes booklet (issued each semester) or consult with campus security regarding complete policies, procedures, and annual crime statistics. The Security Report is also available on the Internet.

Sexual Assault Policy

Montana State University recognizes the need for a safe and secure environment, an informed student population, and specialized services and assistance to support student wellness, personal growth, and academic success.

The university's sexual assault policy meets with both the spirit and intent of its philosophy toward student victims and complies with the Federal Crime Awareness and Campus Security Act of 1990.

Under this Higher Education Act (HEA), the University's policy includes: education, a range of sanctioning, procedures for the victim and the institution to follow in the even of an incident, procedures for on-campus disciplinary action, the student's option to notify law enforcement, existing campus and community assistance and services, and options for the victim relevant to academic course and living modifications.

Refer to the Schedule of Classes booklet (issued each semester) and/or the V.O.I.C.E. (Victim Options In the Campus Environment) office (994-7069) for policy and professional assistance.

Right of Appeal and Grievances

Student Grievances

Student grievances are handled by approved university procedures. Grievances may be of at least four types: 1) academic, 2) student conduct, 3) discrimination or sexual harassment, or 4) other non-academic grievances.

1. Academic Grievances: Academic grievances are grievances involving coursework, grades, etc. All such grievances are to be handled in accordance with approved University guidelines and procedures. Copies of the approved procedures are available from offices of department heads, college deans, the Provost's Office, and the Dean of Students Office.

2. Student Conduct Grievances: Student conduct grievances are those which do not involve academics or alleged discrimination or sexual harassment. Copies of University conduct guidelines and appeals procedures for conduct grievances at the Dean of Students Office.

3. Discrimination or Sexual Harassment: Montana State University-Bozeman guarantees the right to file a grievance on grounds of discrimination to all students, employees, or applicants for admission or employment. Any student who believes he or she may have experienced unlawful discrimination on account of race; sex; color; national origin; religion; age; veteran, parental, or marital status; or physical or mental handicap should visit the Affirmative Action Office to discuss his or her concerns and to initiate any formal grievance procedure. In addition, Montana State University prohibits all forms of sexual harassment of employees by coworkers or superiors, or of students by peers, staff, faculty, or administrators. Students seeking advice on or wishing to file a grievance related to alleged sexual harassment should contact the University affirmative action/human resources officer. A copy of the University-approved policy and procedures regarding sexual harassment is available from that officer.

4. Other Non-Academic Grievances:
   a. Traffic Violation Appeals: The Traffic Appeals and Regulations Committee handles appeals of traffic violation citations. This committee is composed of four students, three faculty, three classified, and three professional non-faculty members. The University Police Director is an ex-officio non-voting member. The decision of the committee is final on all appeals. Contact the University Police Department for appeal procedures and additional information.
   b. Student Financial Aid Appeals: Appeals of actions of the Financial Aid Services Office, which relate to financial aid awards, may be addressed to the Financial Aid Committee. The student should first contact the Director of Financial Aid, and, if the grievance cannot be resolved at that level, the director will refer the student to the chairman of the Financial Aid Committee. Appeals must be in writing.
   c. Appeals of Residency Status Classification for Fee Purposes: Residency status for fee purposes is initially determined for under-
graduates by the Office of Admissions and for graduates by the College of Graduate Studies. Requests for reclassification are handled by the Registrar. Appeals of registry decisions made by these offices may be made to the Residency Appeals Board. Information about reclassification and appeals can be obtained from the Office of the Registrar.

d. Student Athletic Grievances:
Student athletes who have grievances should contact the Director of Athletics. Regulations and requirements are published by the Athletics Department as well as by the directors for each sport.

e. Residence Life Grievances:
Grievances related to living in the residence halls can be made through the residence hall judicial system. This is described in detail in the Residence Hall Handbook, which is available from the Residence Life Office. Family housing residents should contact the Family Housing Office if they have grievances.

Appeal
The student should be aware that, in cases of disagreement with the decision of a staff member, an appeal for review of the decision may be made to the next higher official or body unless otherwise stated in the grievance policy. If the student is in doubt concerning the person to whom the appeal should be made, he or she should consult the Dean of Students Office.