Housing

Residence Halls
Montana State University offers convenient and affordable on-campus housing for up to 3,200 students. The Residence Life Department is committed to providing an environment which is socially stimulating while enhancing the academic experience of the students who live on campus.

Application for Housing
Students may request residence hall applications by contacting:
Residence Life
and University Food Services
Montana State University
Hedges Complex
P.O. Box 172080
Bozeman, MT 59717-2080
E-mail: housing@montana.edu
Or, apply online at
http://www.montana.edu/reslife

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 since assignments are made in the order they are received based on the date of receipt. A limited number of private rooms are available.

Exemptions from On Campus Living
All incoming freshmen with fewer than 30 credits earned in a residential setting are required to live on campus for their first two academic semesters. However, there are some criteria that, if met, may qualify a student for an Exemption from living on campus. Qualifications for Exemption are as follows: (1) Married; (2) Single Parent; (3) Have completed one full academic year at MSU; (4) Have completed one full academic year at another college/university; (5) Have a special hardship; (6) Will be living at home with an immediate family member; (7) Will be taking fewer than six credit hours; or (8) Have other extenuating circumstances. To initiate the exemption process, you must submit the required written documentation. This must be received by the Residence Life Office prior to the academic period requested. Exemptions received after the start of any term will be considered, but rarely approved.
Part time students (3 – 11 credits) wishing to live on campus may be granted a waiver. Please contact the Residence Life Office at 406-994-2661 for more information.

Prepayment
A $200 prepayment is required when submitting a Residence Hall Application. The University will not process housing requests until the student has submitted a completed housing application, contract, and the $200 non-refundable prepayment. 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 will result in the forfeiture of the $200 prepayment.

Residence Hall Association (RHA)

All students residing in the residence halls are members of the Residence Hall Association. Organized on floor, hall, and inter hall 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
There are many living options available that encompass academic and social enrichment for our residents; however, living options do change from year to year, based on student need, academic interest areas, and national trends. Our current living options are listed below:
1. Male Hall (Langford)
2. Female Hall (Hapner/Hannon)
3. 21 and older building (Johnstone)
4. Co-ed Hall: Co-ed living environments are comprised of both men and women living on either separate floors or wings of the same hall.
5. Wellness Floors/Hall: Wellness living options are alcohol and tobacco free. Violations in policy related to drugs, alcohol, or tobacco will result in immediate eviction.
6. Freshmen Year Experience Floor: Housed in North Hedges, this co-ed option is open to students enrolled in the University Studies program. Resident Advisors integrate course curriculum into floor activities and programs.
7. Outdoor Pursuits: Housed in Roskie and Langford, these floors provide an excellent living environment for students interested in experiencing additional outdoor recreational opportunities.
8. Community Involvement: Community Involvement environments give residents an opportunity to have a positive impact on their
floor, hall, campus, and the community. Floor service projects and volunteerism are encouraged.

9. Academic Theme Floors: Dedicated to academic success, Residence Life offers floors designed to assist students with common majors. Currently, Nursing, Business, Art, Architecture, and Engineering Floors are scattered throughout all seven halls.

10. Double as Single Floors: Designed for students who have already experienced the roommate living arrangement, double as single floors offer students a more private atmosphere.

11. Super Single Floors: Roskie Hall is the home of two newly remodeled sophomore and above floors. These rooms are single rooms with the same square footage as a double room in Roskie.

12. Sophomore and Above Floors: This quiet, yet active, living option provides an opportunity for those students who want a change of pace from the traditional freshmen energy.

Please inquire at the Residence Life Office 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 individual rooms. Cohabitation is prohibited.

1. Definition of a resident: as it pertains to this policy: A student who has contracted with the university to live in a specifically assigned hall/room for a designated period of time.

2. 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. They do not sleep in the room.

3. Definition of guest: Guests pay room rental fees and are provided facilities and sleeping accommodations for a period not to exceed three (3) days. Guests are considered hall residents for the duration of their stay and are subject to university regulations.

**In an effort to accommodate a variety of student lifestyles, the residence halls offer twenty-four hour visitation, in which residents may have visitors at their discretion and with the consent of their roommate.

Board Charges and Meal Plans
All residence hall students are required to participate in a meal plan. Meals are not served in the residence halls during Thanksgiving Break, Winter Break and Spring Break; which is reflected in the meal pass charges. Meal plans available for residents living in the halls are outlined below.

Meal Plan Options
Residence Hall students have two meal plans from which to choose. The meal plans are designed to offer students the flexibility and freedom to eat when, where, and what they want while on campus. Both plans allow unlimited entry into the dining rooms and unlimited food servings. The dining rooms, open from 7 a.m. to 7 p.m. daily, and residence hall students can come in whenever they want, whether it is for a full meal or just a snack. In addition, students have a cash food account of $100 (Flex Money) that comes with their meal plan (unless they opt out of it). By using this cash food account at any of the food service locations on campus, students receive a 10% discount on their purchases.

Choosing a Meal Plan
Students can choose either a 7-day or a 5-day meal plan. Both plans offer the same options and services except the 5-day plan does not allow students to use the dining rooms on the weekends. The 7-day plan offers the greatest value to students. The cost of the 7-day plan is only $198.00 more than the 5-day plan for the semester. This is less than $6.00 per day for the additional weekend days. Even if a student will only be on campus for a few weekend days, it is still to their financial advantage to get the 7-day meal plan.

Semester Charges
<table>
<thead>
<tr>
<th>Double Room</th>
<th>7-day Meal Plan . . . .</th>
<th>$3,078*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td>5-day Meal Plan . . . .</td>
<td>$2,880*</td>
</tr>
</tbody>
</table>

In addition to these meal plans, off-campus students (only) have the option to purchase a variety of meal plans with five, seven, ten, or fourteen meals per week.

Pricing for additional room options are available at the Residence Life Office and University Food Service Office.

*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 social 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, there are a number of employment opportunities available in residence halls, at front desks, and with the various food services on campus. Information regarding employment may be obtained by contacting the Residence Life Office 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. The University supplies study lamps for students assigned to South Hedges, North Hedges, and Roskie. Each room is wired for cable television. A mattress pad and a pillow are provided for each student. Also, a linen service is available for residents, providing sheets and a pillow case. These items can be exchanged once a week for a clean set of linens. It is the responsibility of the residents to maintain order and cleanliness in their rooms.
Refunds of Room and Board 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 or more weeks 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 Residence Life Office in advance of the University-sponsored activity. Requests for refunds based on absence due to illness must be submitted to the Residence Life Office, accompanied by a statement from the Director of Student Health Services, or the student’s own doctor, 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 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 has strict regulations regarding firearms on campus; contact the Office of Residence Life for details.

Family & Graduate Housing
The Family & Graduate Housing Office is pleased to offer convenient affordable housing as a service to enable families, married couples, graduate students, second degree undergraduates, single parents, single upperclassmen with 60 credits or more, and those in a legally dependent relationship to continue their education.

Family & Graduate Housing consists of 704 units in one, two, and three bedroom apartment/house configurations in eight different communities, located both on campus and within walking distance to all campus 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), ResNet connection, dishwashers (in several Julia Martin and Branegan units), storage areas, playground equipment, picnic tables, barbecues, and cable Television.

Apartments rent for considerably less than the “current market rate” in Bozeman. (click here for a rate list). In addition, basic utilities are included in all units except McIntosh, Paisley, and the West Side Houses. Water, sewer, and garbage are included in the rental price of all units.

As a benefit to our residents, the Family & 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 computer lab is available; a staff of part-time student community assistants (CA’s) are available to answer questions; a full-service Day Care Center is available for children 2-1/2 years through kindergarten; several “Day Care Homes” are situated throughout Family & 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 are available to assist with any maintenance problems; a 24-hour call-out service is available to assist with emergencies.

To receive a brochure, application, or to inquire about Family & Graduate Housing’s eligibility requirements, please contact:
Family & Graduate Housing Office
1502 West Garfield
Bozeman, MT 59714
406-994-3730
E-mail: fgho@auxsys.montana.edu
Web page: http://www.montana.edu/campus life

MSU Family & 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
• Administering and interpreting the Student Conduct Code
The Dean of Students Office is located in SUB room 120. Call 406-994-2826 for more information.

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, transfers, 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 and increases their chances for academic success. Upon acceptance to MSU, all students receive information on the Orientation Program. All new students pay a one-time New Student Fee of $65. All new transfer students pay a one-time New Transfer Student Fee of $50. This fee is included on the fee statement of the first semester in which a student attends MSU. Contact the Orientation Office at 406-994-2827 for more information.

First Year Initiative Program

at the Office of Retention

The primary purpose of the First Year Initiative (FYI) Program 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 FYI Program offers services in the following areas:

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

In addition to the above services, the FYI Program provides a number of free programs designed to help new students with their college transition. As our programs demonstrate, the focus at the FYI Program is on the individual and meeting each student's specific needs.

The "Becoming Our Best" (B.O.B) 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. B.O.B members meet with their freshman several times during the first year to help these 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 which is administered to all traditional-age new students during the 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 FYI Program 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 for each new student to identify at least one resource person they can visit with on campus 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 FYI 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 FYI staff person at any time. Our office hours are 8:00 am to 5:00 pm, Monday through Friday. Contact the FYI Program at (406) 994-7359 or e-mail csryker@montana.edu for more information.

One Card

The One Card is your MSU Student ID, an optional on-campus debit card, and after hour access card to the residence halls. The One Card also serves as a meal pass card and is used to gain entrance to Marga Hosaeus H&PE Center and student functions such as athletic events.

The magnetic strip on the back of the One Card contains information about the student's current status. When swiped at various locations on campus, this information determines if the student is permitted to participate in the services or activities at a specific location.

Deposits can be made at the One Card and Meal Pass Offices to use the card as an on-campus debit card. You can also manage your account and make deposits online at www.montana.edu/onecard. The One Card can be used to make purchases in faculty organizations, student life areas, bookstores, food areas, vending machines, parking areas, and other areas that accept One Cards.

Your One Card is your "key" to the campus. For more information about the One Card visit the One Card Office in the lower level of the Strand Union Building or call 994-CARD. You may also visit our website at www.montana.edu/onecard

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. to noon and 1 to 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 gain experience and career skills which will clarify goals and facilitate entry into the job market. Main services include:
1. Workshops on career planning, job searching, 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 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.

Students concerned about choice of major or career, or with questions on career options, job search, or graduate school, should visit the Career Services Office in the Strand Union or at www.montana.edu/careers

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

Disabled 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 seeking accommodations for a disability must request services through Disabled Student Services, 155 Strand Union Building. Voice phone - 406-994-2894, 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. Re-entry Student Services is located in 155 Strand Union. Voice phone - 406-994-2894, TDD - 406-994-6701, Fax - 406-994-3943, E-mail - dmanry@montana.edu or byork@montana.edu.

Office of Veterans' Affairs
The Office of Veterans' Affairs (OVA) provides 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 school enrollment certified each term by the OVA's certifying official. Applications for the Honorable Discharged Veteran Fee Waiver (see Special Exemptions 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 - 406-994-3661, TDD - 406-994-6701, Fax - 406-994-3943, e-mail - vets@montana.edu or byork@montana.edu.

TRIO/Student Support Services
The TRIO/Student Support Services (TRIO/SSS) 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. TRIO/SSS 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. TRIO/SSS is located at 146 Strand Union; call 406-994-4541 or fax 406-994-4561.

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; programs and events celebrating National Women's History month in March; the annual Shannon Weatherly Lecture; 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), the ACT, Proficiency Examination Program (PEP), the General Educational Development Program (GED), Graduate Record Examination (GRE), Law School Admission Test (LSAT), Medical College Admission Test (MCAT), and the 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. 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 Administration, 280 SUB, includes the offices of Director, Building Supervisor, Cashier, and Marketing Manager. Visit www.montana.edu/sub or call 406-994-3082 for more information.

Focused on serving the needs of students, staff, faculty, and University guests, the Strand Union has four student-managed, student-staffed service centers. The "ASK US" Information Center/Ticket Office provides campus information, handles lost and found, stamps, student paycheck distribution, and ticket sales. Visit www.montana.edu/askus for MSU Events and Schedules, MSU Info and Directories, Community Info, and other helpful sites. Cards ‘N’ Copies provides a convenient copy service, color copies and output, postal and binding services, class notes, and greeting cards. Strand Union Graphics offers poster, identity and web design services, and scanning and color output. The Recreation Center provides a social gathering place and stress relief with bowling, billiards, foosball, videos, snacks, tournaments, and classes.

The Strand Union offers meeting rooms (seating from 10 to 1700), the MSU Bookstore, full-service banking, student lounges, and ATMs. There are also USPS, Federal Express, and United Parcel Service drop boxes. Strand Union food services include Avogadro’s Number, Bobcat Food Court, Catering, S.R.O. Espresso, Sweet Shop, Freshens, and the Union Market.

The SUB is home to the Associated Students of Montana State University (Campus Entertainment, Exit Gallery, Exponent newspaper, Legal Services, KGLT radio), the Mainstage Theatre, Theatre Arts Box Office, Shakespeare in the Parks, and the MSU ONE CARD Office. These Student Affairs Division are also in the SUB: Vice President for Student Affairs, TRIO/Student Support Services, Career Services, Conference Services, Dean of Students’ Office, Disability, Re-entry and Veteran Services, Financial Aid Services, and the Office of Student Activities.

Student Health Service

The Swingle Student Health Center is located at the east end of the Strand Union Building. The Student Health Service provides a wide range of out-patient medical care and health promotion services for MSU 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 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 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). New students must also complete the Student Health Service’s tuberculosis screening form. Students identified by the screening process as high risks for tuberculosis must be tested. Students will not be permitted to register for classes until the Student Health Services receives verification of immunizations, screening, and (if required) testing.

Medical Insurance Plan

Montana State University students who carry seven or more credits are required to carry medical/surgical insurance. Medical insurance is available for all MSU 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 information campaigns designed to facilitate a healthy, learning-conducive environment at MSU. Research, education, and marketing focus on known health risks among college students. Activities are designed to reduce the risks associated with heavy alcohol use, drug and tobacco use, unsafe sexual practices, and unhealthy eating. An emphasis is placed on promoting positive protective behaviors and healthy norms that exist within the student population. 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 further information call 406-994-7337.

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 experiential orientation. Prior to the beginning of fall semester, small groups of incoming freshmen are taken on a variety of overnight trips led by upper-class 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 further information call 406-994-7673 or see the Expeditions MSU website at www.montana.edu/wwwexped/.

The VOICE Center

This program is part of MSU Health Promotion with the goal of providing 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 406-994-2914.

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 and photography are available from MSU Publications and Graphics, 427 Culbertson Hall, 994-2721, a branch of the Office of Communications and Public Affairs. Graphic and web design, scanning, and color output 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. Equipment rental is also available. Services are provided to all students, faculty, and staff. For more information please visit our website at www.homepage.montana.edu/~iedbf/MediaSrv.

Copying Service

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

Computer Services

For student use, the Information Technology Center operates microcomputer facilities in Reid, Roberts, and Cheever Halls. A wide variety of software packages are available, including word processing, spreadsheets, database 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. University 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 Street. All services are available Monday through Friday from 8:30 a.m. to 4:00 p.m. Stamp sales and a letter drop are available at ASK-US in the Strand Union; weekday pickup is at 8:45 a.m. and 2:00 p.m. A USPS mailbox with 3:00 p.m. Monday - Saturday pickup is located outside the Strand Union south entrance. Priority Mail, stamp sales, and a letter drop are available at Cards 'N' Copies, which has a 2:00 p.m. weekday pickup.

Student Activities

Student Activities Office

Student Activities, located in 282 SUB (406-994-3591), provides assistance and advice to individual students, approximately 140 registered student organizations, the ASMSU Campus Entertainment staff, and the ASMSU Homecoming chairpersons. Assistance is available in planning and development for 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/Videos, 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 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 140 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 honorary. 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.

*Septemviris* 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 a number of 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), Sigma Lambda Chi (construction), and Sigma Theta Tau (nursing).

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

Service Organizations
*Fangs*: This is a 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 sorority/fraternity organization, serve to coordinate activities of the Greek system.

A student is eligible for formal rush who 1) has been officially admitted to MSU in good standing, or 2) has attended MSU or another institution and obtained twelve 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 twenty-one students. The senate's greatest responsibility is the annual allocation of approximately three-quarters of a million dollars to about twenty-seven 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, various pamphlets, and information about our 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 thirty minutes to get legal advice. Advice and limited 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 advisors 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 406-994-3342.
STUDENT LIFE

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 406-994-2993.

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 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 weekly during the academic year, and is produced by and for the students of Montana State University. 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 foster a permanent interest in wellness through organized recreation. The program provides opportunities for participation in both team and individual sports, offering about seventy different activities throughout the academic year. Currently over eighty 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/.

KGLT FM
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, a 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. Activities 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 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 extra security to sporting events, concerts, conventions, 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 rigors of college by offering high-quality tutorial services at a reasonable price. A student can be tutored for 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 non-majors 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; a percussion ensemble; and numerous faculty-coached chamber music groups. Many students also enroll in private or class instruction with 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 several 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 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, women's 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 Skiing 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 has
sccessfully hosted conference championships in recent years in men’s and women’s basketball, indoor and outdoor track and field, and tennis.

MSU 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, you may 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 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: “Conduct Guidelines and Grievance Procedures for Students.” 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, Room 120 in the SUB.

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 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 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 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 must be registered if they are used on campus. 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 sworn peace officers of the State of Montana and have authority as vested in these officers by law.
Alcohol/Drug/Tobacco Policy

Montana State University is an environment where inappropriate use of alcohol and the use of illicit substances are prohibited. This belief shall be reflected in this University policy and in an institutionally-supported commitment to provide requisite resources for assessment and education with respect to drugs (alcohol, nicotine, and illicit substances) and enforcement of related policies.

The standards set forth will be upheld with described sanctions imposed where appropriate. Refer to the Schedule of Classes booklet (issued each semester) and/or the Dean of Students' Office for standards of policy and enforcement. The Alcohol and Drug Policy is also available on the Internet.

Campus Crime Report

Crime is a reality at Montana State University. Preventing crime is everyone's responsibility. Unreported crime is a criminal's greatest ally. Suspicions 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 911
Off campus call 994-2121
24 hour emergency dispatch
Report a crime anonymously by e-mail to: switness@montana.edu

Refer to the Schedule of Classes booklet (issued each semester) or consult with the University Police Department regarding complete policies, procedures, and annual crime statistics. The Campus Crime Report is also available on the Internet. Copies of the Campus Safety & Security Handbook are available at several locations on campus including Admissions and New Student Services and the University Police Department.

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 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 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 disability 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 staff, 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 forms 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 Appellate Board. 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 chair of the Financial Aid Appellate Board. Appeals must be in writing.
   c. Appeals of Residency Status Classification for Fee Purposes: Residency status for fee purposes is initially determined for undergraduates by the Office of Admissions and for graduates by
Affirmative Action/Nondiscrimination Policies

Montana State University does not discriminate on the basis of race, color, national origin, sex, sexual preference, marital status, age, religion, creed or political belief, mental or physical disability, or status as a Vietnam era or disabled veteran in admission, access to, or conduct of its educational programs and activities nor in its employment policies and practices.

Montana State University is committed to providing a working environment for all employees and an educational environment for all students that supports and rewards career and academic goals on the basis of ability and work or academic performance. Harassment based on race, color, national origin, religion, sex, gender, sexual orientation, age, or disability is a form of discrimination and is prohibited.

The University is committed to a program of affirmative action in the recruitment, hiring, training, and promotion of persons in all classes of employment to help overcome the present effects of past discrimination and prevent underutilization of qualified women and minorities, persons with disabilities, and Vietnam era and disabled veterans. In addition, Montana State University assumes particular responsibility for providing opportunities for education and training for the state's Native American peoples in the various disciplines and professions that are characteristic of this land-grant university. The university's Affirmative Action Plan is available in the Human Resources/Affirmative Action Office.

Employees or students who commit or supervisors who knowingly condone or fail to report incidents of discrimination are subject to disciplinary actions when instances of discrimination are identified and confirmed. Knowingly filing false complaints of discrimination or knowingly providing false testimony will likewise result in disciplinary or corrective action when instances of such conduct are identified and confirmed. Retaliation against persons who file complaints or serve as witnesses is also a violation of laws prohibiting discrimination and will lead to appropriate disciplinary action against offenders.

Montana State University affords any student, employee, applicant for employment or admissions, or person who believes he or she was discriminated against by the University, the right to file a grievance on grounds of discrimination. As a condition of their employment and enrollment, employees and students are expected to cooperate in formal investigations of complaints of discrimination. Failure to cooperate will result in disciplinary action.

The person responsible for the University's compliance efforts is Corlann Bush, Human Resources/Affirmative Action Director, Suite 7 Hamilton Hall, Montana State University, Bozeman, MT 59717-2430, (406/994-2042); Fax 406/994-7999.

Complaints of discrimination, including harassment on the basis of race, color, national origin, sex, gender, sexual orientation, religion, age, or disability should be reported to the Human Resources/Affirmative Action Office. The complete Non-Discrimination policy is available electronically www2.montana.edu/policy/affirmative_action or in print copy or alternate formats from the address above.

Sexual Harassment and Sexual Intimidation

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made implicitly or explicitly as a term or condition of an individual's employment or education;
2. Submission or rejection of such conduct is used as a basis for employment or educational decisions, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive environment.

Sexual intimidation includes any unreasonable behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.

Sexual harassment is a form of sex discrimination and is prohibited by state and federal non-discrimination laws. Sexual intimidation in education is prohibited by state rules.

Sexually Explicit Materials in the Workplace

In keeping with the university's policy on sexual harassment, Montana State University desires to create a working environment for employees and a learning environment for students which is free of sexual harassment and intimidation. Materials such as calendars, posters, post cards, photography and cartoons that contain sexually explicit images or language can create an intimidating, hostile, or offensive environment and may subject persons of either sex to humiliation, embarrassment, or discomfort because
of their gender. Such materials are inappropriate and should be removed from the workplace.

This policy applies to space provided by the University such as offices, shops, classrooms, hallways, lounges and study carrels.

This policy does not apply to: 1) libraries, resource rooms or research collections; 2) materials related to course content or assignments used in the educational setting; 3) displays and exhibits in galleries and museums; or 4) private rooms or family housing units rented from the University.

Consensual Relationships

A consensual romantic relationship in which one party is in a position to evaluate the work of the other is a potential conflict of interest. When such a potential conflict of interest results between employees or an employee and a student, the employee(s) shall disclose the potential conflict of interest to his or her supervisor. The supervisor and the employee shall take steps to ensure that there is no conflict of interest.

The employee’s failure to disclose such a potential conflict-of-interest may require appropriate resolution.

Accommodation for Persons with Disabilities

The University is committed to the elimination of disability-based discrimination against qualified persons with disabilities. The University make appropriate reasonable accommodation for any known disability that interferes with an applicant’s ability to compete in a selection process, an employee’s ability to perform the essential functions of a job, a student’s ability to meet the essential requirements of an academic program, or a person’s ability to benefit from a university service or participate in a university-sponsored or hosted event.

All applicants, employees, students, or participants, including those with disabilities, are expected to be able to perform the essential functions of the position or program, with or without reasonable accommodation. It is the responsibility of the applicant, employee, student, or participant with a disability to inform the appropriate person, as indicated below, that an accommodation is needed:

1. To request accommodation in a job application or interview process, contact:
   a. the hiring authority or chair of the search committee of the search, as indicated on the vacancy announcement,
   b. Personnel and Payroll Services (406/994-3651; TDD: 406/994-4351) if the position is for classified employment
   c. Human Resources/Affirmative Action (406/994-2042; TDD: 406/994-4191) if the position is for faculty or contract professional employment.
2. To request accommodation in employment, including concerns about job duties, contact the direct supervisor.
3. To request accommodation when applying for admission to the University, contact:
   a. The Director of Admissions and New Student Services, (406/994-2432, TDD 406/994-5334), if applying for undergraduate admissions
   b. The Dean of Graduate Studies, (406/994-4145), if applying for graduate admissions
4. To request accommodation when applying for housing or to request housing accommodation, contact:
   a. Residence Life and University Food Service (406/994-2661) if applying for housing in the residence halls
   b. Family Housing (406/994-3730, TDD 406/994-5808), if applying for family or graduate housing.
5. To request accommodation related to an academic program or requirement, class, or other educational opportunity or activity, contact the Office of Disabled Student Services, Room #155, Strand Union Building, (406/994-2824). A student who desires accommodation for a disability must submit appropriate documentation of the disability and request for accommodations to this address.
6. To request public accommodation or accommodation to participate in an university-sponsored or hosted event, contact the event sponsor or the University Compliance Officer (406/994-2042).

University Compliance Officer

The person responsible for the University’s compliance efforts is:
Corlann Gee Bush
Human Resources, Affirmative Action Director
210 C Montana Hall, Montana State University
Bozeman, MT 59717-2430
Phone: 406/994-2042
TDD: 406/994-4191
Fax: 406/994-2893
E-mail: corkyb@montana.edu

Alternate Formats
This and other University policies and procedures are available in alternate formats upon request.

References
- Civil Rights Acts of 1866 and 1871
- Civil Rights Restoration Act of 1988
- Civil Rights Act of 1991
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)
- Equal Pay Act of 1963
- Equity in Athletics Disclosure Act of 1994
- Age Discrimination in Employment Act of 1975, as amended (29 U.S.C. 621)
- Americans With Disabilities Act of 1990
- Sections 503 and 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
- Vietnam Era Veteran’s Readjustment Act of 1974
- Montana Veteran’s Employment Preference Act
- Montana Human Rights Act
- Executive Orders 11246 as amended by Executive Order 11375 and 12086 and implemented by Revised Order 4
- Montana Board of Regents of Higher Education, Policy and Procedures Manual, Sections 703 and 1902
- Fair Housing Act 942 VSC 360 1 et seq.