

Resource for New Employees

Division of Student Success

Department cheat sheets, acronyms, contacts



Division of Student Success

Updated: July 30, 2016

MSU President
Waded Cruzado

**Vice President for Student Success
Chris Kearns**

Assistant to the Vice President
Jennifer Joyce

- Division Data Analyst
Tonya Lauriski-Karriker
- Program Coordinator II - Shared
Krista Gibeau
- Program Coordinator II - DOS
Kate Cowart

Admissions
Ronda Russell, Director

Allen Yarnel Center for Student Success
Carina Beck, Director

Counseling & Psychological Services
Betsy Asserson, Interim Director

Dean of Students
Matt Caires

Disability, Re-Entry, & Veteran Service
Brenda York, Director

Financial Aid
Brandi Payne, Director

Registrar's Office
Tony Campeau, Registrar

Bobcat Rodeo Team
Andy Bolich, Head Coach

Student Engagement
Marianne Brough, Director

Student Health Service
Jim Mitchell, Director

Student Success Technical Team

- Student Systems Specialist
Eric Wold
- Student Support Functional Analyst
Jennifer Moser
- Student Support Financial Aid Analyst
Shelby Gilluly

TRiO - SSS
Julian Collins, Director

VOICE Center Coordinator
Alanna Sherstad, Director

ASMSU
Student Government

Advisory



Acronym Cheat Sheet

<i>This...</i>	<i>Stands for This...</i>	<i>And means This.</i>
Organizations/Offices/Departments		
AYCSS	Allen Yarnell Center for Student Success	Center within the Division of Student Success promoting academic, professional, and financial success support for students
ASMSU	Associated Students of Montana State University	Student body government of MSU
CPS	Counseling and Psychological Services	Counseling services at MSU for students, faculty and staff. Department lives within Division of Student Success.
CSWT	Campus Safety & Welfare Team	Run through Dean of Students' Office, team dedicated to supporting students with safety and welfare issues, assessing risk
DOS	Dean of Students Office	Conduct, student safety and welfare, other student support services, lives within Division of Student Success.
DSS	Division of Student Success	Student Affairs/Services Division within MSU (Division you work for!)
IM	Intramurals	Short-term sports activities offered through Recreational Sports and Fitness
LMSU	Leadership Montana State University	Staff Development Program
MAS	Montana Associated Students	Statewide student body leaders
MUS	Montana University System	16 universities and colleges in Montana, including Montana State University campuses, University of Montana campuses, and community colleges
OCHE	Office of the Commissioner for Higher Education	Central administrative unit of the Montana University System and the Board of Regents (Usually pronounce "OH-Chee", not "O-C-H-E")
ORP	Outdoor Recreation Program	Program run through Recreational Sports and Fitness, outdoor equipment rentals available, along with outdoor programming for students
OSE	Office of Student Engagement	Student body government, clubs, community service, student programming
PACE	Program Activities & Campus Entertainment	Student activity board that plans concerns, events, etc
RHA	Residence Hall Association	Student leaders for residence life
RSF	Recreational Sports and Fitness	Department within the Division that houses, recreational sports, personal fitness, group fitness, maintenance of the fitness center, outdoor programs, club sports
Student Financial Aid / Tuition Terminology: Definitions can be found here (http://www.montana.edu/financialaid/info-guide-1516.html)		
FAFSA	Free Application for Federal Student Aid	

MPN	Master Promissory Note	
NSLDS	National Student Loan Data System	
FSA ID	Federal Student Aid identification	
SAP	Satisfactory Academic Progress	
SUB	Direct Subsidized loan	
UNSUB	Direct unsubsidized loan	
FERPA	Family and Education Right to Privacy Act	Right to Information act stating that MSU cannot share personal student information unless a Release of Information has been signed by the student. Different departments have different processes for this (whether a release is valid, how long a release is good for, type of release accepted, etc)
ISTA	Independent status appeal	
SPC	Special Conditions appeal	
VERF	Verification	
COA	Cost of Attendance	
Terminology in Identifying Students/Student Actions		
GID	Student ID#	8 Digit # on student CatCard (Usually pronounced "GID", not "G-I-D")
LGBTQ	Lesbian, Gay, Bisexual, Transgender, Queer	
MIP	Minor in Possession of Alcohol	Conduct charge for drinking/drugs
Committees/ Boards		
EFAC	Electronic Fee Funding Allocation committee	
CFAC	Computer Fee Funding Allocation committee	
UFPB	University Facilities Planning Board	
QSA	Queer Straight Alliance (Student club)	
Finance/Office Terminology		
EPAF	Electronic Personal Action Form	Form that starts the hiring process/starts a new employee getting on payroll
BPA	Banner Payment Authorization	Used to pay invoices/vendors
FY	Fiscal Year	July 1 – June 30
P Card	Purchasing Card	Issued credit card from department to make department-approved purchases (not every employee has one)

Have an acronym addition? Email katelynne.cowart@montana.edu



Office of Admissions

SUB 201

<http://www.montana.edu/admissions>

Services:

Welcome to Montana State University and the Division of Student Success! Please do not hesitate to stop by our offices which are located in 201 SUB and 103 SUB for any questions regarding the Office of Admissions or to meet our staff.

The Office of Admissions is responsible for the undergraduate recruitment, marketing, application processing, transfer evaluation, visit programs, and orientation at Montana State University. The Office of Admissions is engaged in providing accurate and timely information about Montana State University to prospective undergraduate students and the processing of all undergraduate freshman and transfer applications. With roughly 25 employees, the Office of Admissions strives to provide excellent customer service in all facets.

- Information regarding applying to MSU, admissions requirements, academic programs, scholarships, financial aid, visiting MSU, and general facts can be found online at www.montana.edu/admissions.

Contacts:

Admissions strives to deliver quick and efficient customer service. Office policy dictates that all emails and phone calls are responded to within 24 hours of receiving. Please do not hesitate to contact us with any questions. All general questions can be directed to our main phone number or email address:

x2452

admissions@montana.edu

For specific questions on specific areas within the Office of Admissions, you can contact the following:

- Ronda Russell, *Director*, russell@montana.edu
- Korrin Fagenstrom, *Assistant Director of Programs*, korrin.fagenstrom@montana.edu
- Jennifer Kayser, *Assistant Director of Operations*, jkayser@montana.edu
- Mike Ouert, *Assistant Director of Recruitment*, mrouert@montana.edu
- Becky Roeder, *Assistant Director of Enrollment Services*, broeder@montana.edu

ALLEN YARNELL CENTER FOR STUDENT SUCCESS



OFFICE OF STUDENT SUCCESS

The Office of Student Success impacts lives by equipping students with the individualized, comprehensive tools and resources necessary for personal growth and academic success through integrated education, engagement, and advising.

- SmartyCats Tutoring
- Learning Strategies
- Success Advisors
- The Den
- ChampChange
- US 103
- MSU 101
- Early Alert
- Adventures MSU
- Hilleman Scholars
- Semester Withdrawals

OFFICE OF FINANCIAL EDUCATION

The Office of Financial Education develops responsible, financially literate and independent students through group workshops and individualized programs and support so they can define and define and achieve their life goals.

- Transit: Financial Wellness Course
- Savings
- Student Loans
- Financial Coaching

CAREER, INTERNSHIP, & STUDENT EMPLOYMENT SERVICES

Career, Internship & Student Employment Services provides opportunities for students to develop skills and strategies for defining their professional career path and pursuing their interests and aspirations. We establish and maintain mutually beneficial partnerships with employers and provide them continuous learners who are adaptable and prepared to meet the challenges and opportunities of the 21st century.

- HireABobcat.com
- Career Coaches
- Career Fairs
- Bobcat Mentoring
- Student Professional Skills Studio
- US 210
- Interview skills
- Student Employment Job Fair
- Teach Montana Educator's Fair
- Classroom visits
- Resume Writing

RETURN-TO-LEARN

The Return-To-Learn Office helps returning students navigate the re-enrollment process, understand the value of their return to school, and successfully reach their educational goals.

- Personalized, one-on-one support
- Student Family Advocacy
- Academic Advising
- Financial Coaching
- Career Coaching
- Return-to-Learn Recruitment

MSU HILLEMANN SCHOLARS PROGRAM

MSU is committed to shaping and supporting the educational experience of recent Montana high school graduates who want to play an active and deliberate role in advancing their futures. In our pilot year (2016-2017), 51 students from across Montana were selected for the MSU Hilleman Scholars Program. Students will participate in a Summer Success Academy, an intensive math, writing, and critical thinking experience, designed to give them a head start on college level coursework and then will continue to advance their studies and career focus with this four-year program.

LEARN. DISCOVER. ENGAGE.



Counseling & Psychological Services

211 Swingle Hall | 406.994.4531 | www.montana.edu/counseling



Counseling & Psychological Services

211 Swingle

<http://www.montana.edu/counseling/>

Services:

Welcome to the Division of Student Success! We are excited to work with you as a new colleague and encourage you to stop by and meet some of our staff and see our office.

Counseling and Psychological Services:

- provides a broad spectrum of both preventive and remedial clinical and consulting services that enable students to maximize their personal and academic development
- serves as an educational training site for the clinical preparation of future psychologists and professional counselors
- provides consultative and outreach services to the larger university community to assist faculty and staff in addressing student concerns as well as to help them better assist their students.

As staff members at CPS, we attempt to foster our and others' awareness of and appreciation for human diversity. We strive to create an environment of mutual respect and understanding among people of diverse racial/ethnic, religious/spiritual, and national backgrounds, sexual orientations, gender, gender identity, mental and physical abilities, languages, ages, socioeconomic statuses, as well as those with other diverse backgrounds and cultures.

Division employees contact CPS for myriad reasons. Some examples include:

- Consultation about a student or colleague for whom you have concern
- To bring CPS in to do a departmental training (examples include suicide prevention, working with distressed students, Safe Zone for LGBTQ awareness, effective communication, etc).
- To connect a new student or potential student with services at CPS

Contact:

All calls come through the main number of **x4531** due to not wanting to disturb individual staff members in sessions with students.

Important:

CPS operates under strict ethical and legal guidelines regarding confidentiality. At times, it can be frustrating to call CPS to find out about a student only to learn we cannot confirm or deny if the student was even seen at CPS. If there is a need for us to collaborate or follow-through on a student, we will make every effort to have the student sign a release of information for us to do so. However, students have the right to not sign a release and in those instances we are legally and ethically bound not to share any information.

- **If a student or colleague is in immediate crisis, please call Police at 2121 or 911.**
 - **Some important resources to be aware of include:**
 - **Bozeman Help Center – 586-3333 (24 hour confidential crisis line)**
 - **Crisis Text – 741741**
 - **National Suicide Prevention Lifeline – 1-800-273-8255**
- More information about suicide prevention efforts and training opportunities can be found at: www.montana.edu/suicide-prevention.
- Faculty and staff can further prepare themselves for recognizing and referring students in distress by taking the Kognito online suicide prevention training found at: www.kognitocampus.com/login, Pass Key: MSUBOZE.



Office of the Dean of Students

SUB 174

<http://www.montana.edu/deanofstudents>

Services:

- **Safety & Welfare** – faculty, staff and students are able to report students who demonstrate concerning behavior to our office. We will follow-up with the reporter and student on matters of their safety & welfare (if they are a danger to themselves or others)
- **Student Conduct** – The University student conduct program is coordinated through our office, which includes conduct that occurs in Residence Life. Common reasons a student may contact us will be a student hold (we put holds on student accounts), community service, or receiving an official letter via email (we send “Come See Me Letters”, “Incomplete Sanction Letters”, etc. to students via email)
- **Academic Misconduct** – Students who are accused of academic misconduct are processed through our office.
- **Parent & Family Association** – We oversee and manage events like Parent & Family socials, Parent webinars, and Parent Family Weekend, and answer the Parent Family hotline (montana.edu/parents)
- **Retroactive University Withdrawals** – The DOS office coordinates the committee that decides on Retroactive University Withdrawals (when a student applies to receive W’s from a past academic semester within the past 3 years, due to extraordinary circumstances like a death in the family).
- **Fraternity Sorority Life** – Fraternities and Sororities are advised through our office; Ed McKenna serves as an advisor to fraternities, and Erin MacDonald serves as an advisor to Sororities
- **Safety Questionnaire** – Any time a student applies to MSU, or comes back as a returning student, they are asked safety questions (felony crime, have been institutionalized for threatening or causing injury to persons or property, and/or have been dismissed and/or suspended from an educational institution for disciplinary reasons). Students must then fill out a Safety Questionnaire if they do answer yes to any of these questions, which is reviewed by a committee for admittance. The SQ Committee is managed through this office.

Contacts:

- **Main Office:** x2826 | deanofstudents@montana.edu
 - **Matt Caires**, Dean of Students
 - **Aaron Grusonik**, Associate Dean of Students | Director of Safety & Welfare Committee, Safety Questionnaire
 - **Erin MacDonald**, Assistant Dean of Students | Academic Misconduct, Parent & Family Association, RUWD, Sororities
 - **Ed McKenna**, Assistant Dean of Students | Student Conduct, Fraternities
 - **Alli Gidley (0.5 FTE August – May)**, Safety & Welfare Manager
 - **Kate Cowart**, Program Coordinator | RUWD process questions (how to fill one out), making appointments, Emerging Scholars Program, Engagement Advisory Roundtable

Important:

- **We have reporting forms on our website for Academic Misconduct, , Conduct Violation, Student of Concern, Discrimination/Harassment, Sexual Misconduct, and CSA Reporting that route directly to the appropriate staff in our office. You can find and utilize them here:**
<http://www.montana.edu/deanofstudents/forms.html>

****The Dean of Students' Office also oversees the Diversity Awareness office, and Recreational Sports and Fitness, who both have Cheat Sheets included in this packet.**



Disability, Re-Entry & Veteran Services
SUB 180 (main office) & 185 (Veteran Support Center)
<http://www.montana.edu/drv/>

Services:

- **Disability:**
Arrange and manage academic accommodations plans for students with documented disabilities.
Connect students to other campus resources that may be beneficial to success regardless of disability.
Assist students who are seeking disability evaluation.
- **Re-Entry:**
Point-of-contact for returning students to get them connected with an appropriate academic advisor and other resources like Return-to-Learn, Center for Student Success, Math Learning Center, etc.
- **Veteran:**
Assist students in navigating and certifying VA education benefits for eligible veterans and dependents.
Provide veteran-specific programs to assist integration in to MSU campus.
Offer general support, study and lounge space in Veteran Support Center.

Contacts:

- **Main Office:** x2824 | drv@montana.edu
- **Veteran Support Center:** x3661 | vets@montana.edu
- **Director:** Brenda York* | x5239 | byork@montana.edu
- **Disability Services:**
Nicole Redding, Program Manager | x2879 | nicole.redding@montana.edu
Michelle Mulhill, Program Coordinator | x5289 | michelle.mulhill@montana.edu
- **Veteran Services**
Joseph Schumacher*, Program Manager | x2199 | josephschumacher@montana.edu
Erin Cravens, MSW, Counseling & Case Management | x2819 | erin.cravens@montana.edu
Chip Kern, LCPC, Counseling | x2824 | chipkern@montana.edu

*VA Certifying Official

Important:

- **Remember, MSU students are not required to disclose any part of their personal identity, and can self-identify if and when they wish to. Student disability information is confidential, and should be treated as privileged information except on a need-to-know basis. Likewise, Veteran status should be treated as privileged information and disclosure of disability or Veteran status should not be used as an assumption for how to interact with a student. It is always a good idea to call DRV to discuss any concerns about a student who has disclosed a disability or Veteran status, or that you may suspect has a disability or may benefit from resources offered by the Veteran Support Center.**



Diversity Awareness Office SUB 368

www.montana.edu/diversity

Services:

- Provides information and support to the university community in the areas of multicultural awareness and community building, prejudice education, and practical resources relating to diversity issues
- The DAO sponsors, coordinates and promotes events that encourage and foster diversity awareness around issues of gender, class, race, religion, sexual orientation, and ethnicity
- Offers LGBTQ student support programs, including the LGBTQ Mentors Program, Coming Out Day events, and Lavender Graduation Celebration
- Hosts and co-sponsors cultural celebrations such as American Indian Heritage Day, Holocaust Memorial Day, Black History Month events, and diversity-related speakers
- **Sustained Dialogue:** empowers students to address---through dialogue and social action--the root causes of identity-related conflicts by creating a space where students undergo a process of sustained dialogue and become tomorrow's activists for positive social change
- **Safe Zone Program:** promotes a welcoming, inclusive, and emotionally and physically safe environment for LGBTQIQ (lesbian, gay, bisexual, transgender, queer, intersex, questioning) students, faculty, and staff through developing a network of allies who have been trained in LGBTQIQ issues
- **Martin Luther King Day Lecture:** features a speaker each year who addresses topics of civil rights, equality, and social justice, keeping the lessons of Martin Luther King Jr. alive

Contacts:

- **DAO Main Office:** x5801 | diversityawareness@montana.edu
 - **Ariel Donohue**, Director
 - **Terry Bradley**, DAO Student Associate
 - **Ryan Erickson**, Graduate Assistant for LGBTQ Student Support
 - **Jerico Cummings**, Sustained Dialogue Coordinator
- **Women's Center:** x3836 | danforth@montana.edu
 - **Betsy Danforth**, Director
 - <http://www.montana.edu/women/>



Office of Financial Aid

SUB 183

<http://www.montana.edu/financialaid>

Services:

The Office of Financial Aid assists students and their families in financing their educational expenses through a mixture of federal, state, and institutional aid. In addition to students and their families, our office also works with outside donors, private financial institutions, government agencies, and other offices on campus to help make education for our students affordable. Financial aid, in one way or another, has an impact on every department at Montana State University which makes a general knowledge of our practices helpful in the course of your work.

- In order to qualify for federal aid, students must file the **Free Application for Federal Student Aid (FAFSA)**.
 - Many scholarships also require a FAFSA filed with MSU
 - IMPORTANT CHANGES FOR THE 2017-2018 AID YEAR: FAFSA will be available beginning Oct. 1, 2016. MSU's new priority filing date is December 1. Please help encourage students to file early!
 - Students can file the FAFSA at: <http://fafsa.ed.gov>
- Students must comply with the **Satisfactory Academic Progress (SAP) policy** to continue qualifying for aid throughout their academic career.
 - Standards: Students must maintain 2.0 GPA, must pass 67% of their attempted credits (F, W, I, NR count against pass rate), must earn degree within certain number of credits (see policy)
 - There is an appeal process through our office if student loses financial aid eligibility due to SAP violation
 - Policy and more information: <http://www.montana.edu/financialaid/sap.html>

Contacts:

Ph. #: 994-2845

Any of our Financial Aid Specialists can answer general financial aid questions. However, if you have questions regarding the following, you can ask for these experts by name:

- Native American students, extraordinary circumstances: *Julie Watson, Assistant Director*
- Work Study: *Eryn Hoellein, Work Study Coordinator*
- University (semester) withdrawals: *Alice Brown, Assistant Director*
- Waiver, grants, stipends: *Scarlett Wirtz, Scholarship Coordinator*
- Departmental, institutional, & outside scholarships: *Elena Kalinina, Scholarship Coordinator*
- Parent/Graduate PLUS loans: *James Wheeler, PLUS Loan Coordinator*
- Perkins & Nursing loans: *Erica Cherry, Perkins & Nursing Loan Coordinator*
- Private loans: *Miriam Daniels, Alternative Loan Coordinator*
- Verification: *Jacinta Harris, Accountant*



Recreational Sports & Fitness

The Hosaeus Fitness Center

www.montana.edu/getfit

Services:

- The Marga Hosaeus Fitness Center (MHFC) is a full-service facility that serves all of MSU campus.
- MHFC is an award winning facility with over 125 cardio and strength machines.
- Personal training sessions offered with certified professional trainers.
- Massages available in a private and professional environment.
- Group exercise classes catered for members of varying fitness levels.
- Our Outdoor Rec Program offers gear rentals, a bike and ski shop and hosts numerous trips and workshops throughout the year.
- ACT classes focus on getting students engaged in different activities.

Key Contacts:

- **Main Number:** x5000
- **Director:** Steve Erickson—x6311- Sjerickson@montana.edu
- **Asst. Director for Fitness & ACT:** Abbey Holm—x6278—Abbey.Holm@montana.edu
- **Rec. Coordinator for Group Ex and Health & Safety Instruction** Whitney Hinshaw—x6316—Whitney.Hinshaw@montana.edu
- **Rec. Coordinator For PFS, ACT and Climbing Wall:** Jocelyn Larson —x6278 —Jocelyn.Larson@montana.edu
- **Rec. Manager for Operations:** James Shepherd —x3020- James.Shepherd@montana.edu
- **Rec. Coordinator for Club Sports, Intramurals and Lifeguards:** Spencer Sorensen —x6313- -Spencer.Sorensen@montana.edu
- **Rec. Manager for Outdoor Programs and Assessments:** Ryan Diehl —x4806- Ryan.Diehl@montana.edu
- **Business Manager Accounting:** Sharon Melniker —x6310- Melniker@montana.edu
- **Marketing Specialist:** Michele Cusack —x2992- Michele.cusack@montana.edu
- **RSF Program Coordinator:** Kelsie Straub — x6758- Kelsie.straub@montana.edu
- **Rec. Coordinator:** Alex Bergeron —x3621- Alex.Bergeron@montana.edu

Important:

Fall & Spring Hours

Mon-Thurs, 5:30 a.m. – 11:00 p.m.
Fri, 5:30 a.m. – 10:00 p.m.
Sat., 8:00 a.m. – 8:00 p.m.
Sun., 1:00 p.m. – 9:00 p.m

Summer Hours

Mon-Fri., 6:00 a.m. – 8:00 p.m.
Sat., 9:00 a.m. – 1:00 p.m.
Sun., Closed

Closed New Year's Day, Memorial Day, Christmas, Fourth of July, Thanksgiving and Christmas

For additional information on pool hours, closures, GX schedules and more please visit our website or download our app.



Office of the Registrar
101 Montana Hall

<http://www.montana.edu/registrar>

Send a student to the Registrar's Office if they have questions about:

- Any aspect of the registration process (adding, dropping, auditing).
- Policies in the catalog or Student Handbook
- DegreeWorks or CatCourse
- Graduation requirements
- Residency Requirements (how to become an in-state resident)
- Core Equivalency Review Committee (CERC)
- Graduation and Admissions Requirement Committee (GARC)
- Exams and finals schedules
- MyInfo
- Schedule of Classes/Schedule of CORE
- Degree Verifications
- Enrollment Verifications
- Classroom reservations
- Intent to Register processing

In the Office of the Registrar, we don't:

- Handle any money!
- Waive any fees
- Process Immunization forms
- Process housing requests
- Lift any holds with the exception of holds that originate in our office.
- We cannot process any tuition payments
- We cannot process any scholarship checks
- Give out advisor pins (unless you're a transfer student!)

Name	Extension	Email	Position
Tony Campeau	2604	<i>tcampeau</i>	Registrar
Kandi Gresswell	2603	<i>candice.gresswell</i>	Associate Registrar
Jerri Weston	4161	<i>jweston</i>	Assistant Registrar, Suspensions, Appeals, Commencement
Academic Records: Grad-Audit, Grades, Withdrawal, Appeals			
Jessi Ecord	5089	<i>Jessi.ecord</i>	A-K, Audit Grad/credential Apps, DW training, End of Term grade/roster processing, "I's" and Repeats, Grade changes, Graduation Appeals.

Shelburn Murray	4162	<i>shelburn.murray</i>	L-Z, Audit Grad/credential Apps, DW training, End of Term grade/roster processing, "I's" and Repeats, Grade changes, Core 2.0 Appeals.
Enrollment-Processing, records and support			
Andrew Waters	5519	<i>awaters</i>	H-O Intents, Bacc-Apps, Curriculum Changes, Awarding of Advanced Degrees, Enrollment Verifications, Grad Fair
Sarah Deaton	7743	<i>sarah.deaton</i>	P-Z Intents, Bacc-Apps, Curriculum Changes, Awarding of Advanced Degrees, Enrollment Verifications, Diploma Mailing
Merry Bruce	5272	<i>merry.bruce</i>	A-G Intents, Bacc-Apps, Curriculum Changes, Awarding of Advanced Degrees, Enrollment Verifications, Turkish Dual Degree
Maya Meyer	3110	<i>mariahjomeyer</i>	CLEP, EV/DV, trnsxpt processing, transmittals, rush, Verification, pre-banner audit of trnxpts, Commencement, incoming trnxpts.
Office Operations			
Valerie Cole	5516	<i>valeriec</i>	Budget/Personnel paperwork, Events Scheduling, EU transition, student employees,
Deb Kohtz	5512	<i>dkohtz</i>	Residency, Events Scheduling, Name Changes, Residency Updates
Mail, Records, Transcripts			
Jody Ogata	5522	<i>jogata</i>	Transcript/Program Supervisor, Archived Records, NCAA
Transcripts			
Nancy Pedersen	5521	<i>nancy.pedersen1</i>	A - O Standard Transcript Processing, Transmittals & Rush
Program Specialists			
Jeff Langemeier	3909		Argos, Reporting Processes/Support
	5520		Banner Processes/Support, CourseLeaf
Alisha Downs	5272	<i>alishadowns</i>	Ad Astra (course scheduling), Banner Support, DegreeWorks
Ashley Irion	5524	<i>ashley.irion</i>	Ad Astra (course scheduling), Banner Support, DegreeWorks



Office of Student Engagement

SUB 221 & 222

<http://www.montana.edu/engagement>

Phone 406-994-6863 Fax 406-994-6911

Mission

The Office of Student Engagement fosters meaningful engagement opportunities that challenge, support and empower students to be leaders on campus, in the community and beyond.

Vision

Transform students through life-changing engagement experiences.

Services Description

The Office of Student Engagement (OSE) is your HUB for involvement, leadership, events, programs and volunteer opportunities on and off campus. We are home to ASMSU, the student body government, who create real change on campus. OSE also supports the 250+ student organizations at MSU in addition to hosting great concerts, traditions, and events on campus throughout the school year. We also provide and connect students to meaningful community engagement opportunities. Whatever your passion, skills or interests, we are here to help get you connected and engaged!

- **Associated Students of Montana State University (ASMSU)** – student body government
- **Campus Programs and Events** – homecoming, concerts, speakers, special events, etc.
- **Community Engagement** – partnerships with nonprofits, community, and service opportunities
- **Student Organizations** – student clubs

Contact or visit us to:

- Connect students to engagement opportunities in campus leadership, clubs, events, and community service
- Request to present at ASMSU Senate. Meetings are Thursdays 6pm, contact Senate Speaker asmsusenatespeaker@msu.montana.edu
- Invite OSE and students to collaborate with your office/program to host a special event or offer a student-centered activity
- Advocate for change in policy, create services, or garner student support or feedback on an idea
- Request that student leaders speak or volunteer at your office, students, or program
- Refer a student (who is taking 7 or more credits) to meet with an attorney in our Legal Services for only \$10
- Seek information about starting a club, getting club funding, or advising a club
- Complete an Outdoor Program Request form or get advice on how to host an event on campus
- Get information about local nonprofits and opportunities to partner or serve
- Register for a Catapalooza booth
- Sign up to participate in the Homecoming Parade
- Help a student sign up for Breaks Away service projects

- Ask about programs or events in our venues, including: Exit Gallery, Procrastinator Theater, ASMSU Daycare, etc. (To reserve the Procrastinator Theater for your event, please call Conference and Event Services 406-994-7070).
- Nominate a student for an award and/or scholarship at the Day of Student Recognition.
- Participate in the Student Leadership Conference as a student leader, presenter, or advisor.
- Rent audio productions equipment or hire a student DJ for your campus event.

Marianne Brough, Director

marianne.brough@montana.edu 406-994-6863; emergencies 406-589-7727

Mandy St. Aubyn, Assistant Director

amanda.staubyn@montana.edu 406-994-3133

Maria McKinney, Operations Manager

asmsuoperations@montana.edu 406-994-6865

Chelsey Wilson, Student Engagement and Leadership Advisor

chelseywilson@montana.edu 406-994-5821

Brianna Cronin, Program Coordinator

Brianna.cronin@montana.edu 406-994-7475

Lauryn Olson, Communications and Event Specialist

lolson@montana.edu 406-994-2839



Student Health Service
Swingle Health Center
<http://www.montana.edu/health/>

Services:

- Primary health care services for MSU students
- Ancillary services including clinical lab, x-ray, pharmacy, travel medicine, nutrition, immunizations
- **Dental services** focuses on prevention and emergency care, but can perform all routine restorative dental procedures
- **Health Advancement** uses public health approaches to address critical health issues for college students including areas such as alcohol/substance use, tobacco use, human sexuality, nutrition, suicide, sexual violence
- Coordinates the student health insurance program

Key Contacts:

- **Main Number:** x2311
- **Director:** Jim Mitchell—x5901—jimm@montana.edu
- **Assoc. Director/Chief Medical Officer:** Sam Mitchell—x2312—sam.mitchell1@montana.edu
- **Asst. Dir. for Health Advancement:** Marci Torres—x2337—marci.torres@montana.edu
- **Asst. Dir. for Dental Services:** Greg Swica x2314—greg.swica@montana.edu
- **Health Insurance**—Robin Kuntzelman—x3199—robink@montana.edu
- **Immunization Issues**—Jen Eckart—x2312—jennifer.eckart@montana.edu
- **Drug & Alcohol Assistance Program (INSIGHT)**—Rick Winking—x5937—rwinking@montana.edu
- **Nutritionist/Dietician**—Julie Goyette—x7337—julie.goyette@montana.edu
- **Pharmacy**—Jean Sternhagen—x5498—jsternhagen@montana.edu
- **Accounting/HR/Director Admin Support**—Raechell Nielsen—x5901—rnielsen@montana.edu

Important:

- **Medical Emergency—Call 911—VERY IMPORTANT—Do not call the SHS**
- Hours of Operation:
 - Regular Academic Semesters**
Mon-Fri, 8 a.m. - 4:30 p.m.,
Sat, Limited Services 8 a.m. - 11:30 a.m.
Note: Pharmacy, OnSite Xray, and Lab are **NOT** available on Saturdays.
 - Between Semesters**
Mon-Fri, 8 a.m. - 11:30 a.m.
 - Summer Sessions**
Mon-Fri, 9 a.m. - 11:30 a.m. and 1 p.m - 4 p.m.
 - Closed Holidays**
 - Nurse After-hours Advice Line**
A student can reach a nurse after hours advice line at 800-607-5501.



TRiO Student Support Services

Reid Hall, Room 314

www.montana.edu/trioss

www.facebook.com/TRiOSSSMSUBozeman/

Services

- To help under-represented students achieve the success they desire by providing individualized support services that maximize the student's innate abilities and draw upon available resources within the University and the larger community
- To decode the many systems that help the University operate smoothly and efficiently to students who are unfamiliar with college in order to help them navigate these at the level of their peers.
- To provide discovery, engagement and leadership to students desiring to succeed and willing to work towards that goal.
- To offer guidance and direction to help students succeed using their own talents, intelligence and drive.
- To offer leadership growth, research opportunities, master classes, and enrichment programs to advance personal academic goals.
- To increase the college retention rate of its participants, and to inform the academic community of best practices for retaining and graduating all students.
- Coordinate with other programs on campus to ensure TRiO SSS scholars receive the best advice and assistance possible.

Key Contacts

- **Main number:** x7474
- **Director:** Julian Collins, x 7480, julian.collins@montana.edu
- **Retention Specialist:** Megkian Doyle, x 7489, doyle@montana.edu
- **Program Coordinator:** Elizabeth Marum, x7474, Elizabeth.marum@montana.edu

Important

- Hours of Operation:
 - Regular Academic Semesters**
Mon-Fri, 8 a.m. - 5 p.m.
 - Closed Holidays**
TRiO SSS may be closed at times during academic breaks due to staff availability. Please call ahead to make an appointment.



MSU VOICE Center

SUB 370

<http://www.montana.edu/voice/>

Services:

- Provides 24-hour, free, and confidential support services and information to anyone impacted by sexual assault, relationship violence and stalking, including friends and family of survivors.
- Ability to provide support, information, options, and referrals to individuals who wish to remain anonymous.
- Staff members are able to respond to your office if you have a student who wishes to speak with a confidential advocate.
- Staff members can also accompany survivors to the hospital for a forensic exam, medical appointments, and any interviews or meetings.
- Multiple ways to access services including: a 24-hour, confidential support line **406.994.7069** which accommodates calls and texts, walk-in office hours in SUB #370, and email at msuvoice@gmail.com.
- Counseling services for people who have been impacted by interpersonal violence. Walk-in hours are available on a weekly basis. Appointments and support groups are available upon request.
- Student volunteer and internship opportunities available.
- Education and prevention programming and training on issues surrounding interpersonal violence. Presentations are available upon request at 406-994-5682 or msuvoice@gmail.com.

Key Contacts:

- **24-hour, confidential support line** (for crisis situations, confidential support, or to inquire about counseling): x7069 or text: **406-994-7069**
- **VOICE Center Director:** Alanna Sherstad- x7142- alanna.sherstad@montana.edu
- **Volunteer Coordinator:** Hannah Stark- x7662- hannah.stark@montana.edu
- **Education and Prevention Specialist:** TBD –x5682-
- **Main office** (to schedule appointments or for general questions): x7662 msuvoice@gmail.com or voice@montana.edu

Important:

- **In case of emergency, call 911.**
- Confidential Support Line: 24 hours per day, 365 days per year at **406-994-7069**. (call or text)
- Office Hours:

Regular Academic Semester

Monday-Friday, 8AM-5PM

Office is closed Saturday and Sunday

Academic Breaks

Monday-Friday, 9AM-4PM

Office is closed Saturday and Sunday

Closed Holidays

***The VOICE Center main office may be closed at times during academic breaks due to staff availability. For questions, information, or confidential support, advocates and/or staff members are available 24-hours per day at 406-994-7069.



Montana State University Women's Center
SUB 372 (between the VOICE Center and KGLT)
Phone: 994-3836
Email: danforth@montana.edu
Monday - Friday: 9 a.m. - 4 p.m.

The MSU Women's Center is a department in the division of Student Success. We are open to all students, staff, faculty, and community members. We work toward promoting campus-wide dialogue and engagement among students, faculty and staff around issues of gender, identity, and equality. We strive to create a campus environment that is equitable through educational programs, exploration opportunities, and support services. The Women's Center is a place for all women and men to stop by, relax, and explore their concerns, issues, and options through information and conversation. Campus and community members are encouraged to become involved in the center through work-study, volunteer, and internship positions.

Educational Programs

- Sack Lunch Seminars
- Shannon Weatherly Memorial Lecture Series
- National Women's History Month/Student of Achievement Awards Reception

Services

- Resource and Referral Information
- Peer Counseling
- Geraldine Fenn Memorial Lending Library
- Scholarship Information

Publications by the Women's Center

- *Womanifesto: Newsletter of the MSU Women's Center*: Our newsletter is published three to four times each year—send an email to get on our mailing or email list!

Student Groups Affiliated with the Women's Center

- F-Word: A Feminist Discussion Group
- Students for Choice
- QSA: Queer/Straight Alliance

Other

- The Women's Center director is a member of the Women's and Gender Studies Minor Committee, the VOICE Center Board of Advisors, and the President's Commission on the Status of University Women.
- The Women's Center often co-sponsors events with a variety of MSU departments and programs including the VOICE Center, the Diversity Awareness Office, Montana Advocates for Sexual Health (MASH), QSA, Students for Choice, and The Office for Health Advancement.

Staff:

Director: Betsy Danforth
Graduate Assistant: Abbie Bandstra
Student Assistants: Frances Ambrose and Loren Thornton