



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
BoB	Bounty of the Bridgers	The Bounty of the Bridgers Campus Food Pantry provides supplemental and emergency food assistance to students, faculty, staff, and family members at no cost.
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
DISC	Diversity and Inclusion Student Commons	Aims to empower students to succeed academically, socially, and emotionally while contributing to a more inclusive campus culture.
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!)
GEAR UP	Gaining Early Awareness and Readiness for Undergraduate Programs	Aims to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.
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")
OCSL	Off-Campus Student Life	OCSL can help students who need support finding housing, navigating food insecurity or homelessness, managing a financial crisis, or working through a legal dispute.
ODS	Office of Disability Services	Provides access to all college programs, services, and activities for students with disabilities.

OHA	Office of Health Advancement	Educates, empowers, and energizes the MSU community to thrive through a balanced lifestyle.
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
OFA	Queer Faculty and Staff Association	A network that aims to develop a supportive community for faculty and staff who identify as LGBT+
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")
LGBT+	Lesbian, Gay, Bisexual, Transgender and others	
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)



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:

- Mike Ouert, *Director*, mrouert@montana.edu
- Shannon Bangen, *Associate Director of New Student Programs*, shannon.bangen@montana.edu
- Alyssa Simmons, *Assistant Director of Operations*, alyssa.simmons@montana.edu
- Anders Groseth, *Associate Director of Recruitment*, anders.groseth@montana.edu
- Dallas Dallman, *Associate Director of Application Processing*, dallas.dallman@montana.edu



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.

Services:

We provide **free** and **confidential** mental health services to both undergraduate and graduate students who are taking 7 or more credits. If they are taking less than 7 credits, they simply need to pay the Student Health Services fee. Our services include:

- Individual, Group, and Couples Counseling
- Let's Talk Drop-in hours—no appointment needed. Days, hours and locations can be found [here](#).
- Crisis Services—We have walk-in crisis hours M-F, 8:00-5:00pm. After hours, call **988**.
- Consultation for staff and faculty—if you are worried about a student, please reach out and consult with one of our counselors. We are happy to provide you with guidance on how to get that student the help they need.
- Outreach and Prevention Programming—we offer a wide range of workshops focused on mental health and wellness. We also offer several training opportunities to staff (see below).

Our Staff:

CPS has licensed psychologists/counselors/social workers on staff. Additionally, we have an APA accredited doctoral internship in psychology as well as master's level graduate students or post-master's providers who are under supervision.

Training for Staff and Faculty:

CPS offers virtual and in person trainings for staff, faculty and students focused on suicide prevention and learning the signs and symptoms of mental health distress.

- A great first step as a new employee in the division would be to take [Kognito](#), an online, self-paced 40 minute training focused on specific scenarios to help others in distress. For more information go to our [prevention page](#).
- Other training opportunities for staff are:
 - **Question, Persuade, Refer (QPR)**: QPR is a one hour training focused specifically on suicide prevention.
 - **Mental Health First Aid (MHFA)**: MHFA is a day-long training that takes a deeper dive into mental health symptoms, treatment, and learning about appropriate resources and referrals. Staff who complete this training will be certified for 3 years.

CPS partners with other offices on campus to offer [Safezone training](#) to learn to support LGBTQ+ students and colleagues, as well as the [Diversity and Inclusion](#) certificate program through Human Resources.

Crisis Resources:

If you are concerned about a colleague or student, please don't hesitate to call, or walk them over to CPS during our regular operating hours (M-F, 8:00-5:00pm). Other crisis resources include:

- For immediate crises, please call University Police at 2121 or 911.
- Bozeman Help Center: 406-586-3333 (a local, 24-hour confidential crisis line)
- National Suicide Prevention Lifeline: 988
- National Crisis Text: 741741
- [MSU Assist](#) A one-stop resource for the campus community about signs and symptoms of mental health distress and resources on campus.

Again, welcome to the Division of Student Success! We look forward to working with you and supporting your work with students. Please don't hesitate to reach out if you have questions.



Diversity and Inclusion Student Commons (DISC)
SUB 268 & Commons Space SUB 185
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 DISC sponsors, coordinates and promotes events that encourage and foster diversity awareness around issues of gender, class, race, religion, sexual orientation, and ethnicity.
- Offers student support programs, such as the Ambassador Program, DISC Meet & Greet for Multicultural and LGBTQ+ communities, and the DISC Graduation Celebrations.
- Hosts and co-sponsors cultural celebrations such as Black History Month events, and diversity-related speakers.
- **DISCourse & Nuggets:** a bi-weekly gathering designed to empower students to address-through dialogue-the root causes of identity-related conflicts by creating a space where students feel heard.
- **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 LGBTQ+ issues
- **Martin Luther King Day Celebration:** features events that focus on topics of civil rights, equality, and social justice, keeping the lessons of Martin Luther King Jr. alive and relevant to today's world.

Contacts:

- **DISC Main Office:** x5801 | diversityawareness@montana.edu
 - **Barbara do Amaral**, Director
 - **Maggie Richardson**, Program Coordinator II
 - **Tierney Hula**, Student Program Assistant
 - **Marquayvion Hughes**, DISC/ASMSU Diversity & Inclusion Student Director



Office of the Dean of Students

SUB 174

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

Services:

- **CARE Program** – Our office handles the CARE program. A CARE referral provides a simple way for members of the University community to express concern about a person by submitting an online form and connecting them to resources. Once a CARE Referral is made, it is reviewed, and appropriate action is taken.
- **Student Conduct** – The University student conduct program is coordinated through our office, which includes conduct that occurs in University Student Housing. Common reasons a student may contact us will be a registration hold (we put holds on student accounts), overdue sanctions (community service hours, alcohol education course, etc.) or receiving an official letter via email (we send “Come See Me Letters,” “Incomplete Sanction Letters,” etc. to students via email).
- **Academic Misconduct** – Allegations of academic misconduct are submitted to DOS for tracking purposes. Alleged students are informed of the appeal process and potential outcomes if more than one allegation is reported.
- **Bobcat Parent & Family Programs** – We oversee and manage events like Parent & Family socials, Parent webinars, and Parent Family Weekend, and answer the Parent Family hotline (montana.edu/parents).
- **LOA/Retroactive University Withdrawals** – The DOS office coordinates the Leave of Absence/Retroactive University Withdrawal processes (where a student can apply to have grades cleared or receive W’s, and the possibility of tuition reimbursement for extenuating circumstances).
- **Fraternity Sorority Life** – Fraternities and Sororities are advised through our office. Amber King 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 and security questions (felony conviction, have been institutionalized for threatening or causing injury to persons or property, registered violent and/or sex offender, and/or have been dismissed 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
 - **Bill McKenney**, Associate Dean of Students | Student Conduct & Safety Questionnaire
 - **Erin Macdonald**, Senior Assistant Dean of Students | Academic Misconduct, Bobcat Parent & Family Programs, RUWD, Sororities
 - **Amber King**, Assistant Dean of Students | CARE/BIT, Fraternities
 - **Alli Gidley (0.5 FTE August – May)**, Case Manager | CARE/BIT
 - **Krista Gould**, Program Coordinator II | LOA/RUWD process, CARE/BIT questions, DOS finances, Student worker hiring, scheduling

Important:

We have reporting forms on our website for Academic Misconduct, Conduct Violation, CARE, 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>



Disability Services

Romney Hall 137

www.montana.edu/disabilityservices/student.html

Services:

- **Disability:**

The Office of Disability Services arranges and manages academic accommodations plans for students with documented disabilities, connect students to other campus resources that may be beneficial to success regardless of disability, and assists students who are seeking disability evaluation. Disabilities accommodates include, but are not limited to: TBI, hearing impairment, visual impairment, learning disabilities, ADD, ADHD, and service animals.

Contacts:

- **Main Office:** x2824 | drv@montana.edu
- **Director:** Mike McNeil | x5329 | Michael.mcneil3@montana.edu
- **Disability Services:**

Sarah Salam, Accommodation Specialist | x5289 | sarah.salam@montana.edu

Brent Heuer, Accommodation Specialist | x6704 | brent.heuer@montana.edu

Sarah Heaton, Program Coordinator | x2819 | sarahheaton@montana.edu

Important:

- **Student disability information is confidential and is treated as privileged information. We will not release information about our students without their permission.**



Office of Financial Aid
<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.

- To qualify for federal aid and almost all other aid, students must complete the **Free Application for Federal Student Aid (FAFSA)** annually.
 - Students can file the FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa>
 - MSU's new priority filing date is December 1. Please help encourage students to file early!
 - Many scholarships also require a FAFSA filed with MSU.
- Aid is awarded under the assumption that a full-time.
- Costs and related aid are generally related to residency status.
- Grants are free funds applied directly to a student account.
- Work-study is available to students who demonstrate need.
- Students and/or parents must take separate and added steps to apply for federal or private loans.
- Scholarships come from both internal and external sources and often carry their own eligibility and renewal criteria.
- Refunds are handled through the Student Accounts Office.
- Students must comply with the **Satisfactory Academic Progress (SAP) policy** to continue qualifying for aid throughout their academic career.
 - Policy and more information: <http://www.montana.edu/financialaid/sap.html>

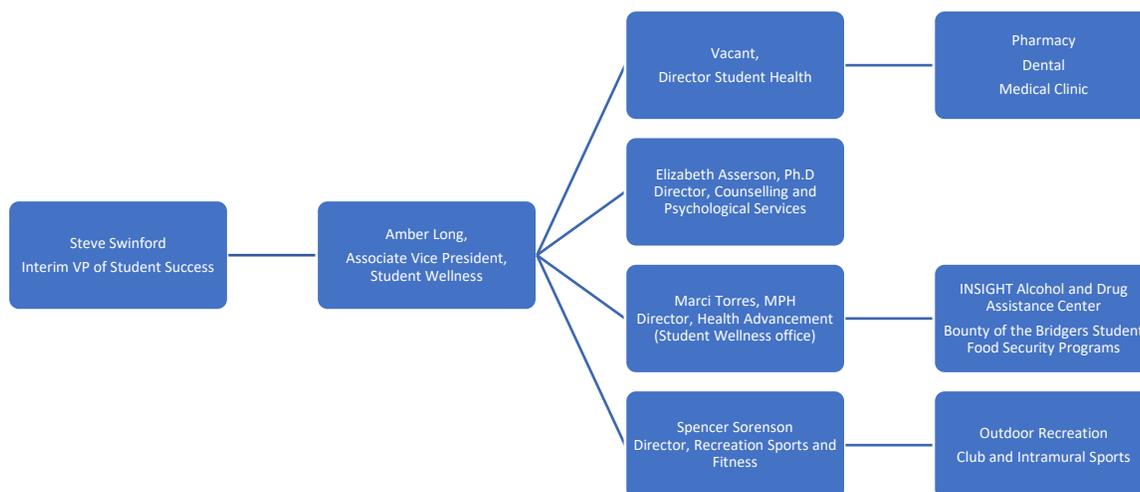
Contacts:

21 Montana Hall
P.O. Box 174160
Bozeman, MT 59717-4160
finaid@montana.edu
scholarships@montana.edu
Tel: (406) 994-2845
Fax: (406) 994-6962
Location: 21 Montana Hall
Ph. #: 994-2845

Financial Aid Specialists can answer most financial aid questions and direct queries as appropriate. However, if you have questions regarding the following, you can ask for these experts by name:

- Customer Service and General questions: *Ashlee Dyke*
- Federal and Private loans: *Barb Sander*
- Scholarships, Waivers & stipends: *Chris Williams*
- Unusual circumstances (as related to completion of the FAFSA): *Julie Watson*
- Verification: *Ryan Christensen*
- Withdrawals & Work-Study: *Eryn Hoellein*

OFFICE OF HEALTH ADVANCEMENT



Acronym Cheat Sheet –

OHA – Office of Health Advancement, Office that provides Prevention, Education and Outreach related to student well-being. Provides resources and information for all areas of wellness to include nutrition, stress management, well coaching, Mindfulness programs, sexual health, reproductive health, health literacy, alcohol and other drugs, Sleep Hygiene, Travel health and more.

BOB – Bounty of the Bridgers – Student Food Insecurity Resource- Resource for students that provides food pantry, food security scholarships, grab and go snack program, snap assistance

CRS – Center for Recovering Students – Student resource center that provides support and mentorship for students in recovery from substance misuse.

SHAC – Student Health Advisory Committee – Serves as student advisory committee on all areas within Student Wellness Group related to medical and prevention services (OHA, SHP, CPS)

MIP – Minor in Possession – Students receiving an MIP (citation for possession or use of substances under the age of 21) often receive mandated education provided by the INSIGHT Alcohol and Drug Assistance Center which is part of the Office of Health Advancement.

Prev ED – Prevention education - This is the required online education modules for all new incoming students, regardless of age, related to alcohol and drug use, sexual assault prevention and financial education. Managed by the Office of Health Advancement, federally mandated programs.

Office of Health Advancement – www.montana.edu/oha/

Vision- A campus community where everyone is their best self.

Mission – To provide a wide range of health and well-being services valuing the whole person

Values- Integrity, service, curiosity, kindness and acceptance

Tag Line- EDUCATE, EMPOWER, ENERGIZE

The Office of Health Advancement works to Educate, Empower and Energize the MSU Community to Thrive Through a Balanced Lifestyle.

Location: 1102 S 6th Avenue, Bozeman, MT 59715

Insight Location:: 1106 S 6th Avenue, Bozeman, MT 59715

Phone Numbers: - 406-994-4380 – main office

406 -994-5937 – INSIGHT and CRS

406-994-2311 – to make an appointment by phone

Office Hours of Operation: Mon-Friday 8:30-4:30pm

BOB Pantry Hours – Mon/Wed – 1pm-5pm

Tues/Thurs – 2pm-6pm

Saturday Pop-up Pantry in Family and Graduate Housing – 1-3pm
1218 S. 15th Street – in family and graduate housing

Emails:

Prevention Education – Preventionedu@montana.edu

General Office – healthadvancement@montana.edu

INSIGHT – Insight@montana.edu

Well-coaching – ohawellness@montana.edu

Travel Health – travelclinic@montana.edu

Food Pantry – bobpantry@montana.edu

Staff:

Director, Marci Torres, MPH- marci.torres@montana.edu

Office Manager, Lorinda Fields - Lorinda.fields@Montana.edu

Health Educator, Cristina Chiotti – Cristina.chiotti@Montana.edu

Food Insecurity Programs: Margaret Davies – Margaret.davies@montana.edu

Well Coaching – Marie Nelson- Marie.nelson2@montana.edu

KORU Mindfulness & Travel Health Clinic – Catherine Ebelke, PA- cebelke@montana.edu

INSIGHT Alcohol and Drug Assistance Center and CRS – Daniel.Deming@montana.edu

Registered Dietitian – Kaitlyn Schlangen, RDN – kaitlyn.schlangen@montana.edu

Registered Dietitian – Tana Meyer, RDN- tana.meyer@montana.edu

Services:**Alcohol and Other Drugs****Conduct programs – INSIGHT**

This is a three level program for alcohol and drug assistance. Students can self refer or be referred through a conduct violation or citation related to an MIP (minor in possession)

The INSIGHT program

- Promotes and supports alternative student programs and activities
- Offers referral assistance to students and their friends who have alcohol and other drug use issues.
- Offers workshops, seminars and training.
- Gives support to friends and family who are affected by someone else's substance use/abuse.
- Supports other MSU offices, faculty and staff in issues relating to alcohol/drugs.
- Provides factual information and dispels myths about alcohol and other drugs.
- Disseminates information on local treatment and recovery program options.
- Provides information, support and referral for those students affected by behavioral compulsions and for students who are/were affected by chemical abuse within a family.
- Provides risk reduction strategies (Harm reduction programs) related to Alcohol and other substances
- Provides education and outreach related to Alcohol and other drugs
- Conducts presentations on alcohol and other drugs
- Serves as a subject matter expert on alcohol and drug education, prevention, and policy development

Support – Center for Recovering Students

- Improve the well-being of students at MSU by promoting a productive and healthy lifestyle and mentorship for individuals affected on any level by addiction.
- 12 step program meetings
- Sober events/activities
- Mentorship for students in recovery
- Support resources to maintain recovery
- Licensed Addiction Counselor

Policy, Compliance and Education

- Education in response to conduct violations
- Risk reduction strategies
- MIP education
- DUI resources
- Policy input on best practices for AOD on college campuses
- Drug Free Schools and Communities Act Compliance

Food Insecurity Resources/Pantry – Bounty of the Bridgers Food Pantry provides supplemental and emergency food assistance to students, faculty, staff and family members at no cost both at Main campus at at Gallatin College East. We provide the Grab and Go Snack Program providing free snacks across campus as an emergency food resource. Food Security Scholarships are available in partnership with the colleges providing a 25 commuter meal pass to on campus dining facilities. We also provide SNAP assistance and conduct food rescue in the community.

Prevention, Education and Outreach- Primary prevention for population level health. We work to create a campus community that allows students to be the best version of themselves. We provide educational presentations on any well-being topic and will tailor them to a specific academic program interest area. We provide events and outreach activities aimed at improving health literacy. We work to build life skills that allow students to manage adversity and be successful while on our campus and build skills to help with life long well-being. We provide access to resources allowing students to develop skills allowing them to thrive. We also provide evidence informed information to inform policy development and improvements in the built environment that respond to the varying needs of our diverse campus community.

Mindfulness – We provide mindfulness programs, including KORU, a mindfulness program developed specifically for college aged students. (developed by DUKE university)

Nutrition Services – We have 2 registered dietitians providing nutrition education both for the population of campus as well as in one on one direct service. No matter what areas of nutrition you wish to address, our dietitians are prepared to navigate this with you. Your relationship with food and your body has a big impact on your physical and mental health, academic achievement and social life.

Reproductive Health – OHA offers free Plan B emergency contraception. We also provide education on birth control, STI Prevention and screening, navigating health relationships and healthy communication with regards to sexual health. We have free condoms in several locations across campus. Latex free are available by request in the pharmacy and in OHA.

Travel Health – We provide comprehensive travel related health services to the MSU community. If you are traveling internationally for academic pursuits, work, volunteering or any other reason. Our physician assistant provides support for traveling with medications, the impact of travel on mental health, vaccination needs, and dealing with varying needs of countries around the world as it pertains to our health and well-being.

Wellness Coaching – Both individual and group well-coaching helps students navigate the college experience. Students are guided to develop a plan for balancing dimensions of well-being in a way that is meaningful to them.

Required Online Education – Also referred to as AlcoholEDU - The federal government mandates alcohol and drug education and sexual assault education for all new students. All students must complete the required modules in their first semester of school or an academic hold is placed on their account and they will not be able to register for the following semester until these requirements are met. There is a state mandate for financial education through the Office of the Commissioner for Higher Education.

Employment Opportunities: OHA offers student employment as a general education assistant, food pantry, food insecurity assistant, or alcohol and drug education assistant.



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. OSE is home to ASMSU, the student body government, who create real change on campus. OSE supports the 250+ student organizations at MSU, as well as the Office of Off-Campus Student Life (OCSL) which offers advising and resource navigation to meet student's basic needs. OSE hosts concerts, traditions, and events on campus throughout the school year and provides and connects students to meaningful community engagement opportunities. Whatever your passion, skills or interests, we are here to help get you connected, engaged, and supported.

- **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
- **Off-Campus Student Life (OCSL)** – campus and community resources including housing, food, legal services, and more

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 to OSCL for a housing, food assistance, or other basic needs resources
- 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.

Frequently Asked Questions

- Is there a place where I can direct students who need legal help?
 - Yes, students who are enrolled in 7 credits or more and have paid the activity fee can use ASMSU Legal Services; Graduate students can access this service by paying the ASMSU fee with Student Accounts
 - Schedule an appointment at asmsulegalservices.org
 - \$10 per issue
- How can students find out about ASMSU events?
 - [Search the list of events on CatsConnect](#)
 - Instagram: [asmsubobcats](#)
 - Facebook: MSU Office of Student Engagement
 - Flyers on bulletin board around campus
 - Large posters on ASMSU/OSE windows at SUB 221/222; sandwich boards around campus
- Where can someone find a list of clubs at MSU?
 - [CatsConnect Organizations List](#)
- Does ASMSU have programs for students and community members interested in Art?
 - Yes! The Exit Gallery in the SUB (on the second floor near SRO coffee shop) displays artwork from various artists
 - The Exit Gallery often hosts receptions when they have new displays
 - ASMSU hosts the Art Market in the Fall and Spring every year, where MSU and Bozeman community members can view and purchase student artwork
- Can the student group I advise reserve the Procrastinator Theater?
 - Yes! Student groups can reserve the Procrastinator Theater for free by calling Conference & Events Services at 406-994-7070
 - Room charge is free, student groups will need to pay for AV
- Who can purchase Procrastinator Theater movie tickets and watch movies there?
 - Students and community members
 - \$2 per ticket
- Where can students find community service projects?
 - Stop by SUB 221/222 to find out about this
- Does OSE have notary publics?
 - Yes; [schedule an appointment on the Office of Student Engagement website](#)
- Can my student organizations get funding through the Office of Student Engagement?
 - Yes; send an email to clubs@montana.edu for more information and to schedule funding orientations
- Can I nominate my students for ASMSU awards or scholarships?
 - Yes; nominate students for Day of Student Recognition awards in the spring!
- Who do I contact if I want to become a student organization advisor?

- Send an email to studentorgs@montana.edu
- Is there a website I can direct students who want to learn more about ASMSU and OSE?
 - www.montana.edu/engagement
- The student organization I advise would like posters hung up around campus. How can they use ASMSU's poster distribution service?
 - Stop by SUB 221/222 and drop off up to 40 posters
 - Keep an eye out on the student organization newsletters or related emails for weekly poster deadline
 - Posters are distributed weekly

ASMSU/OSE Contact Information:

- Front Desk:
 - 406-994-2933
 - asmsu@montana.edu
- Marianne Brough, Director
 - 406-994-6863; for emergencies, 406-589-7727
 - marianne.brough@montana.edu
- Molly Lammers, Assistant Director
 - 406-994-3113
 - molly.lammers@montana.edu
- Chris Pruden, Student Engagement and Leadership Advisor
 - 406-994-5821
 - christopher.pruden@montana.edu
- Molly Lammers, Interim Student Organizations Program Manager
 - 406-994-7475
 - maiers@montana.edu
- Kim Cleary, Community Engagement Program Manager
 - 406-994-6872
 - kimberley.cleary@montana.edu
- Marrakech Maxwell, Communications and ASMSU Program Manager
 - 406-994-2837
 - marrakech.maxwell@montana.edu
- Ambika Murali, Division Specialist/Support Team Manager
 - 406-994-6529
 - ambika.murali@montana.edu
- Silas Chotwe, Student Organizations Graduate Assistant
 - 406-994-2933
 - studentorgs@montana.edu
- Margaret Davies, Basic Needs Program Manager
margaret.davies@montana.edu 406-994-4100
- Christel Hendricks, MSU Debut Graduate Assistant
 - 406-994-2933
 - msudebut@montana.edu



Office of the Registrar
111 Montana Hall
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
- navMSU
- AdAstra
- Transfer credit for all undergraduate students BESIDES incoming Freshmen/Transfer Students
- 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
- Commencement
- MyInfo
- Schedule of Classes/Schedule of CORE
- Degree verifications
- Enrollment verifications
- Continuing education courses and credit
- Academic standing
- Chosen Name
- 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 except for holds that originate in our office (transcript and registration holds).
- We cannot process any tuition payments
- We cannot process any scholarship checks
- Give out advisor pins (unless you're a transfer student!)

Office of the Registrar Contact Information

Name	Title	Email	Extension
Tony Campeau	Registrar	tcampeau	2604
Kandi Gresswell	Associate Registrar	kandi.gresswell	2603
Veronica Jordan Arthur	Residency Specialist & Academic Auditor	veronica.jordan	4161
Jessica Baker	Systems Support Specialist	jessica.baker	5089
Katelen Bennett	Transfer Credit Manager	katelen.bennett	3037
Ryan Bodine	Academic Advisor III	ryan.bodine	4894
Mariah Cantrell	Academic Advisor III	mariahcantrell	7743
Chase Ellison	Computer Systems Analyst	chase.ellison1	7785
Pamela Harvey	Academic Advisor III	pamela.harvey	6457
Daniel Huttinger	navMSU Content Manager & Residency Specialist	daniel.huttinger	5512
Emily Kent	Academic Advisor III	emily.kent1	6692
Ginny Lones	Enrollment Records Specialist Lead	ginny.lones	5518
Shelburn Murray	Academic Auditor	shelburn.murray	4162
Nancy Pedersen	Administrative Associate III	nancy.pedersen1	5521
Bradley Sinclair	Program Manager	bradley.sinclair	2608
Jessica Thiele	Academic Advisor III	jessica.thiele	5522
Drew Waters	Program Manager & Academic Auditor	awaters	5519

Registrar's Office Roles and Responsibilities

Name	Title	Email	Extension	Duties
Tony Campeau	Registrar	tcampeau	2604	Strategic planning and alignment
Kandi Gresswell	Associate Registrar	kandi.gresswell	2603	Personnel management and professional development
Veronica Jordan Arthur	Residency Specialist & Academic Auditor	veronica.jordan	4161	Residency, auditing and awarding of baccalaureate degrees
Jessica Baker	Systems Support Specialist	jessica.baker	5089	Banner, DegreeWorks, 4-campus support
Katelen Bennett	Transfer Credit Manager	katelen.bennett	3037	Transfer credit evaluation management
Ryan Bodine	Academic Advisor III	ryan.bodine	4894	Academic standing, end of term processing, CSWQ
Mariah Cantrell	Academic Advisor III	mariahcantrell	7743	Event Scheduling
Chase Ellison	Computer Systems Analyst	chase.ellison1	7785	Reporting
Pamela Harvey	Academic Advisor III	pamela.harvey	6457	Course Scheduling
Daniel Huttinger	navMSU Content Manager & Residency Specialist	daniel.huttinger	5512	navMSU and residency
Emily Kent	Academic Advisor III	emily.kent1	6692	Commencement, NCAA compliance, diplomas
Ginny Lones	Enrollment Records Specialist Lead	ginny.lones	5518	University withdrawals, student customer service, enrollment verifications, curriculum changes
Shelburn Murray	Academic Auditor	shelburn.murray	4162	Continuing education, intent to register processing, DW exceptions training
Nancy Pedersen	Administrative Associate III	nancy.pedersen1	5521	Transcripts and administrative support
Bradley Sinclair	Program Manager	bradley.sinclair	2608	SeamlessMSU, Student customer service, enrollment verifications, curriculum changes
Jessica Thiele	Academic Advisor III	jessica.thiele	5522	Course catalog, registration handbook, commencement program, Registrar's Office communications
Drew Waters	Program Manager & Academic Auditor	awaters	5519	Auditing and awarding of baccalaureate degrees, GARC, CERC



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

Services:

- **Medical Services** – acute and primary care services for MSU students
- **Dental services** focus on prevention and emergency care, but can perform all routine restorative dental procedures
- Ancillary services including clinical lab, x-ray, pharmacy, travel medicine, nutrition, immunizations
- Student health insurance program
- Student Health Partners integration with Health Advancement and Counseling & Psychological Services

Key Contacts:

- **Main Number:** x2311
- **Interim Director & Associate Vice President Student Wellness:** Amber Long – x5893
- **Assoc. Director/Chief Medical Officer:** Sam Mitchell—x2312—sam.mitchell1@montana.edu
- **Director for Dental Services:** Greg Swica x2314—greg.swica@montana.edu
- **Health Insurance**—Robin Kuntzleman—x3199—robink@montana.edu
- **Patient Services / Immunizations** - Jen Eckart—x2312—jennifer.eckart@montana.edu
- **Pharmacy**—Danelle Forster—x5498—danelle.forster@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.,
 - 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/

Instagram: @trio.msu

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, and 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 motivation.
- 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:** x7455
- **Director:** Julian Collins, x 7480, julian.collins@montana.edu
- **Retention Specialist:** Meredith Knowles, x 7489, meredith.knowles@montana.edu
- **Program Coordinator:** Mackenzie Spence, x7455, mackenzie.spence@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 faculty and staff offices if there is a student, staff, or faculty 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.
- Walk-in hours are available on a weekly basis. Appointments 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:** Anna Slown- x7142- anna.slown@montana.edu
- **Volunteer Coordinator:** Ella Van Vlack- x7662- ella.vanvlack@montana.edu
- **Education and Prevention Specialist:** Madi Herman –x5682- madison.herman@montana.edu
- **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, 8AM-3PM
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.



Veteran Services

Romney 136 (Veteran Support Center)
<https://www.montana.edu/veteran/>

Services:

Veteran support:

- The Veteran Support Center assists students in navigating and certifying VA education benefits for eligible veterans and dependents
- VSC provides veteran-specific programs to assist integration in to MSU campus
- General support, study, and lounge space with snacks and drinks

Contacts:

- **Veteran Support Center:** x3661 | vets@montana.edu
- **Veteran Services**

Todd Bucher, Director | x2199 | todd.bucher@montana.edu

John McClain, Program Coordinator | x3661 | vets@montana.edu

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. Veteran status should be treated as privileged information and disclosure of Veteran status should not be used as an assumption for how to interact with a student. It is always a good idea to call VSC to discuss any concerns about a student who has disclosed a Veteran status, or that you may suspect may benefit from resources offered by the Veteran Support Center.**



Montana State University Women's Center

SUB 368

Phone: 994-3836

Email: danforth@montana.edu

Monday - Friday: 9 a.m. - 4 p.m.

The MSU Women's Center works with students, faculty, staff and community members to create an equitable environment through educational programs and support services. A department in the division of Student Success, the Women's Center encourages student engagement and expression, community involvement, critical thinking, and an exchange of ideas to enhance the classroom experience and move forward a dialogue surrounding gender constructs, identity and equality.

Educational Programs

- Sack Lunch Seminars
- Shannon Weatherly Memorial Lecture Series
- National Women's History Month programming/Student of Achievement Awards
- HEART Initiative speakers on Human Trafficking
- Missing and Murdered Indigenous People's Day Commemoration co-sponsors

Services

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

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

- Student Advocates for Reproductive Rights (SARR)
- The HEART Initiative (Human Trafficking)
- Crescent Montana (free menstrual product distribution and education)
- 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, MMIP planning committee, and the Gender Equity Alliance.
- The Women's Center regularly co-sponsors events with a variety of MSU departments and programs including the VOICE Center, Diversity and Inclusion Student Commons, Student Advocates for Reproductive Rights, QSA, Office of the Dean of Students and Office of Institutional Equity.
- The Women's Center also works with several community non-profits on educational events including Bridgcare, The Extreme History Project, PPMT, and HRDC.

Staff:

Director: Betsy Danforth

Student Assistants: Becks McEachern and Madeline Conrad