

2021-2022
Graduate Student Guide
Montana State University Billings



MSUB Covid Guidelines

Our number one priority as a University is keeping our community and students safe. Please continue these efforts by following the links below to understand our guidelines.

We are tracking the COVID crisis carefully, if you would like you can follow the COVID cases in Montana here:

<https://montana.maps.arcgis.com/apps/MapSeries/index.html?appid=7c34f3412536439491addc2103421d4b>

Here is where you can go for any questions you may have regarding “Back to Business” for MSUB:

<http://www.msubillings.edu/covid19central/>

And for all Safety and Health Precautions for COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

To continue the safety of our community, please note that as of August 15, 2021, masks are currently recommended on the campus of MSU Billings. Please also continue 6-foot social distancing. Thank you!



Welcome to the Yellowjacket Family

Welcome to Graduate Studies at Montana State University Billings. The graduate programs at MSUB are committed to helping you achieve your professional goals. Nearly 70% of our graduate students find employment in their field prior to graduation.

Our graduate faculty is dedicated to providing you with exceptional teaching and research experiences to enhance your education. Our Graduate Studies Office is accessible and accommodating to students, and we have a one-stop shop positioned to serve the needs of graduate students.



Grad Studies Kick Start

- **Apply for Financial Aid, Graduate Assistantship, and Scholarships**
 - **Financial Aid** (406) 657-2188 or www.msubillings.edu/finaid/
 - **Graduate Assistantships** [msubillings.edu/grad/grad_assistantships](http://www.msubillings.edu/grad/grad_assistantships)
 - **Scholarships** <https://msubillings.academicworks.com/>
 - To accept fees and pay your bill sign in to <http://www.msubillings.edu/myinfo>
 - Questions about your bill? Contact **Business Services Student Accounts** (406) 657-2140
- **Get Ready for Classes**
 - **Create Your Campus Logins** (Student Email, Desire2Learn, and MyInfo)
 - For assistance visit www.msubillings.edu/logons or contact the
 - **Information Technology Help Desk** (406.247.5755)
 - **Contact Your Advisor**
 - Call/email Graduate Studies if you are unsure who to contact gradstudies@msubillings.edu (406.657.2238)
 - Track your progress on DegreeWorks www.msubillings.edu/degreeworks/
 - **Register for Courses**
 - To register for courses, sign in to <http://www.msubillings.edu/myinfo>
 - **Order Your Books Online: Bookstore** (406.657.2577)
 - Books can be ordered online through **MSUB Campus Store** https://bookstore.mbsdirect.net/vbm/vb_home.php?FVCUSNO=164&url=msubillings.htm
- **Basics of Campus**
 - **Immunization Records:** Send to Student Health Services (406.657.2153)
 - amy.davis9@msubillings.edu, fax 406.657.2145, 2nd Floor Petro Hall
 - **Disability Support Services:** 406.657.2283, 406.545.2518 -video phone
 - College of Education, Room 135, <https://www.msubillings.edu/dss/>
 - **Parking Permits** (406.657.1704)
 - University Police & Parking: Southwest corner of the parking garage
 - Order in person or online www.msubillings.edu/police/parkinginfo.htm
 - **Student ID/U-Card** (406.657.2023)
 - Drop by 1st Floor McMullen Hall -West Side to get your ID Card
 - <https://www.msubillings.edu/ucard/>

Student Resources

- **Career Services (406) 657-2168, Located in Library Room 100**
 - www.msubillings.edu/careers/
- **Academic Support Center (406) 657-1641, Located on 1st floor of Student Union Building (SUB)**

For more information visit www.msubillings.edu/asc/

 - **Writing Lab (406) 657-1641**
 - For more information or to submit writing go to www.msubillings.edu/forms/asc/writelab/
- **Resources for Online Students**
 - Online courses are accessed through Desire2Learn (D2L) www.msubillings.edu/it/elearning/D2LLogin.htm
 - For technical support contact
 - **IT Student Helpdesk: (406) 247-5755 or**
 - **D2L Customer Support: (406) 247-5755**
 - **Located in College of Education (COE), Room 401**
- **Student Union Building (SUB)**
 - The SUB houses many important amenities including Rimrock Café, Stingers Bistro, the Academic Support Center, Jackets & Company, the Office for Community Involvement, a game room, and a study lounge.
 - **Student Resolution Officer (406) 657-2365, Room 213**
 - **Notary Public (406) 657-1619, Room 223**
 - This service is provided Monday-Friday from 8am-4pm
 - <https://www.msubillings.edu/directory/pdf/NotariesPublic.pdf>
 - **Legal Services (406) 657-2365, Room 213**
 - www.msubillings.edu/asmsub/Legal_Services.htm
- **University Police, Located in S.W. Corner of Parking Garage**
 - For an escort call (406) 657-2147
 - Emergency Number: (406) 657-2222, www.msubillings.edu/police/
 - **Emergency Notification:** Student can sign up for free emergency text messages in event of a campus emergency or severe weather conditions by visiting <http://www.msubillings.edu/ens/>
- **Library (406) 657-1662, Located on the 1st floor of the Library**
 - **Information Commons (406) 247-5729**
 - For more information, or to access online databases, visit www.msubillings.edu/library/
 - Thesis Information
 - For information on preparing your thesis visit www.msubillings.edu/grad/PDF/CompleteThesisInstructions.pdf
 -

Policy Resources

- **Academic Policies**
 - See the online graduate catalog for full policy listings
www.msubillings.edu/catalogs/
- **Student Code of Conduct**
 - www.msubillings.edu/VCSA/StudentHandbook.htm
- **Student Rights and Responsibilities**
 - A full listing of student policies and notifications and complete descriptions are available online at www.msubillings.edu/geninfo/Policies.htm
- **Title IX and Sexual Harassment:**
 - Prohibits discrimination on the basis of sex in education programs and activities. https://www.msubillings.edu/humres/title_IX.htm
- **FERPA:** Students have the right to view their student records and are protected from others having access to their records.
 - https://www.msubillings.edu/reg/FERPA_Info.htm
- **Tobacco-Free Policy:** MSUB is a tobacco free campus.
 - For more information call *(406) 657-2153* or <https://www.msubillings.edu/geninfo/tobacco-free-campus/index.htm>

Professional Licensure

In accordance with required federal disclosures regarding programs offered by MSU Billings necessary for a student to seek licensure/certification, please find information at the following location on our website <http://www.msubillings.edu/provost/state-authorization.htm>. These programs include:

- Athletic Training
- Applied Behavior Analysis
- Education
- Mental Health and Rehabilitation Counseling
- Psychology

If you have questions, please contact gradstudies@msubillings.edu

Campus Resources

- **Housing and Residential Life (406) 657-2333**
 - For more information visit www.msubillings.edu/reslife/
- **Transportation (406).657.8218**
 - For more information visit ci.billings.mt.us/284/Bus-Routes-and-Schedules
- **MSUB Campus Store (406) 657-2121, Located in Student Union Building**
 - <http://www.msubillings.edu/msubonline/store.htm>
- **Student Health Services (406) 657-2153, Located on the 2nd floor of Petro Hall**
 - Find out more at www.msubillings.edu/studenthealth/
- **Recreation Activities (406) 657-2881, Main Office is located in PE 016**
 - Learn about intramural sports by visiting the Rec Desk in the PE building or www.msubillings.edu/recactivities/
 - Your student ID gives you free admission to MSUB athletic events: www.msubsports.com
- **Dining Services (406) 657-2382, www.msubillingsdining.sodexomyway.com**
 - **Rimrock Café:** in the SUB, offers all-you-care-to-eat breakfast, lunch, and dinner
 - **Stingers Bistro:** in the SUB, hosts Starbucks, and Jamba Juice products
 - **Jazzman's and SUB Connection:** located in the Liberal Arts Building, features a coffee shop, salads, sandwiches, and much more!

Get Involved In Community

- **Office for Community Involvement** (406.896.5815), Located in SUB, Room 225
 - Want to get involved in the community? Visit www.msubillings.edu/community/index.htm
- **Diversity Center** (406) 896-5902, Located in Student Union Building, Room 219
 - Promotes a diverse and inclusive campus. Visit www.msubillings.edu/diversity/
- **Native American Achievement Center** (406.657.2144), Located: 2630 Normal Ave.
 - Provides assistance for American Indian students and coordinates events. For more information visit www.msubillings.edu/americanindian/
- **Music, Drama, Arts**
 - Upcoming events can be found at www.msubillings.edu/newscal/
- **Office of International Studies** (406.657.1705) Located in McDonald Hall, Room 150
 - Visit www.msubillings.edu/internationalstudies/
- **Student Life Office**, Located in SUB, Room 219
 - Visit www.msubillings.edu/studentlife/ for information on campus events and student organizations.
- **ASMSU Billings Student Senate** (406) 657-2365, Student Union Building, Room 213
 - <https://www.msubillings.edu/asmsub/>
- **Currently Active Student Organizations**
 - For any other clubs and organizations visit www.msubillings.edu/engagement/engage-studentlife/orglist.htm

The Office of Graduate Studies

Contact us with any questions or to schedule a graduate student orientation or campus tour!

Office of Graduate Studies

200 McMullen Hall
Montana State University Billings
1500 University Drive
Billings, MT 59101

Office Hours:

Monday - Friday 8:00 am - 5:00 pm
(Mountain Time)

Dr. Jana Marcette
Director of Graduate Studies

Dr. Char Ogborn
Program Coordinator

Bailey Stone
Graduate Admissions

(406) 657-2238

gradstudies@msubillings.edu

gradadmissions@msubillings.edu