**Academic Support Center**

- Tutoring in a variety of subjects through WCONLINE
- Online peer mentoring and supplemental instruction
- More information at www.msubillings.edu/asc/

Stephen Foggatt - Director  
ademicsupportcenter@msubillings.edu  
657-1641; 247-3083  
SUB 163; CC Tech Building 1st Floor

**Advising and Career Services**

- Academic advising, assist students with course scheduling & registration
- Transcript evaluations and Degree Works
- Student success strategies, career guidance counseling, resume assistance via CareerLink
- Internship process, interview tips and mock interviews - can be done via Webex
- Manage job search database for part-time jobs, work study jobs, and professional employment
- Appointments can be made over the phone and through Webex

Becky Lyons - Director  
advising@msubillings.edu  
657-2240  
Library 1st Floor; McMullen Hall 1st Floor

**Business Services**

- Student account information
- Payment plans and refunds
- Add funds to Ucard

Barb Shafer/ Louise Barman  
businessoffice@msubillings.edu  
657-2140; 247-3002  
McMullen Hall Ground Floor

**University Police**

- Primary law enforcement agency for Montana State University Billings
- Parking Services located within the University Police Department
- Available anytime for assistance or parking related matters

Denis Otterness - Police Chief  
denis.otterness@msubillings.edu  
657-2222; 657-2147  
Under Parking Garage; Police Station

**Campus Store**

- Student course materials and return policies
- Faculty course materials-placing orders, follow-up with orders
- Food and drinks available in the campus store
- Computer/technology equipment at educational costs

Lorie Haacke - Director  
lorie.haacke@msubillings.edu  
657-1746; 247-3031  
SUB 1st Floor; CC Tech Building 1st Floor

**Center for Engagement**

- Room reservations and event management support
- Student organization advisor support
- Support/resources for minority students

Brandee Soens - Director  
brandee.soens@msubillings.edu  
896-5998  
SUB 219

**City College Jacket Student Central**

- Admissions
- Advising & career services
- Financial aid
- Recruitment and retention
- Student success strategies

Stephanie Cowen - Director  
ccadvising@msubillings.edu  
247-3019; 247-3007  
CC Tech Building 1st Floor

**Dean of Students**

- Student behavioral and wellness concerns

Kathy Kotecki - Dean of Students  
deanofstu@msubillings.edu  
657-1696  
SUB 223
Disability Support Services
- Tools, technology, and other accommodations for students with disabilities
- Coordinates with faculty for issues related to course content
- Works with Facility Services for issues related to physical access

Financial Aid & Scholarships
- Support students with financial aid process (FAFSA)
- Award Federal/State funding: grants, loans, and work study
- Emergency Loans
- www.msubillings.edu/finaid/
- www.msubillings.edu/BeMoneySmart/

Graduate Studies
- Graduate student support and concerns
- Course scheduling and registration
- Student academic policies, procedures, and appeals
- Graduation and thesis submission

Housing & Residence Life
- Roommate issues and concerns
- Behavioral issues or general concerns of students living on campus
- See Something/Say Something

International Studies
- Degree completing programs
- English language programs
- Study Abroad and Student Exchange
- Visiting faculty scholar programs

Library
- Library building is currently closed
- 24/7/365 access to online library resources
  - https://www.msubillings.edu/library/
  - Research assistance available
    - Monday - Friday 8 a.m.-5 p.m.

Military & Veterans Success Center
- Support for military affiliated students
- VA Certifying Official
- Veteran's Benefits

Native American Achievement Center
- Support for American Indian students
- Pow Wow
- All Nations student organization

New Student Services & Admissions
- Campus visits and recruitment activities
- University Information Desk
- Application concerns

Registrar & Records
- Course registration, Ucard photos, Residency (for tuition purposes)
- Dropping, adding, withdrawing, and graduating
- Grading and independent study
- Academic policies, procedures, appeals, and compliance
- Enrollment and degree verifications/FERPA

Student Health Services
- Immunization information/holds on student accounts
- Everfi questions/holds (Alcohol Edu, Haven & Transit-beginning S16)
- Mental health counseling available over the phone
- Phoenix Center-advocacy services and education on sexual violence

Student Support Services/ TRIO
- Mentoring, tutoring, and workshops
- Academic Assistance
- Graduation Preparation and Graduate School help

Upward Bound/Talent Search
- Pre-college programs serving 700 middle and high school students in the area
- Assist with college and career readiness through one-on-one and group interactions.
- Assist students' college applications, financial aid, scholarships, and internships.