

PART TIME FACULTY HANDBOOK

SECTION I



I. INTRODUCTION

Established March 12, 1927 after several years of lobbying by the community and legislators, Montana State University Billings was founded to meet the increasing need for elementary school teachers in the eastern portion of the state. Initially known as Eastern Montana State Normal School, 150 students attended classes in spaces located in a variety of regional high schools. In 1931 the enrollment had grown to 811, and by the end of 1935 McMullen Hall (named after the first president, Lynn B. McMullen) was completed and open for students and faculty.

In 1966, as program offerings were expanded, the institution was renamed Eastern Montana College. The Billings Vocational-Technical Education Center, which had existed since 1969 and became part of the university system in 1987, operated separately from Eastern Montana College. In 1994, Eastern Montana College and the Billings Vocational-Technical Education Center merged into Montana State University Billings, becoming formally linked into the Montana State University System. The Vocational-Technical Education Center was renamed City College and is now one of the five Montana State University Billings colleges, joining the Colleges of Allied Health Professions, Arts and Sciences, Business, and Education.

Montana State University Billings has grown with the city of Billings and Yellowstone County into a comprehensive regional state university and the major post-secondary education center for eastern Montana. We offer a student-centered learning environment enhanced by a commitment to Continuous Quality Improvement (CQI). This dedication to CQI means that the University faculty and staff continually review programs and services for our students and the community to provide optimal educational experiences. Our students, staff, faculty, administration, and community are partners in pursuit of educational excellence.

MSU Billings' institutional character continues to evolve and the University's geographic location presents many challenges and opportunities for innovation in the development and delivery of new academic programs and services designed to address the needs of its urban and rural geographic service area.

Public service is integral to the University's Mission, with two primary public service entities. Yellowstone Public Radio, KEMC-FM in the Joseph P. Sample Studios at MSU Billings, broadcasts news, public affairs,

classical music, jazz, folk music, the spoken arts, humanities and science. The Montana Center for Inclusive Education offers services for individuals with disabilities and professional development for RESAs provide professional development, including continuing education for both general and special educators. In addition, our students engage in a range of internships, service learning opportunities, and community projects.

Montana State University Billings emphasizes curricular development in the areas of undergraduate and graduate education preparation; provides a wide complement of undergraduate and graduate degree programs in the arts and sciences; and advances a strong undergraduate program in business. Furthermore, MSU Billings has responded to the increased demand for medical and allied health professionals by developing a range of programs in rehabilitation and mental health counseling, health care administration, and human services. Recently, a RN to BSN program began enrolling during the fall of 2017.

SECTION II

WHO'S WHO AT MONTANA STATE UNIVERSITY BILLINGS

Officers of the Administration

Chancellor	Dr. Dan Edelman	657-2300
Provost/ Vice Chancellor for Academic Affairs	Dr. Melinda Arnold	657-2367
Vice Provost for Academic Affairs (Interim)	Dr. Christine Shearer	657-2204
Vice Chancellor for Administrative & Finance	Ms. Susan Simmers	657-2155
Vice Chancellor for Student Access & Success	Dr. Kimberly Hayworth	657-2307
Dean of Student Engagement	Ms. Kathy Kotecki	657-1660
Dean-College of Allied Health Professions	Dr. Kurt Toenjes	896-5831
Dean-College of Arts and Sciences	Dr. Christine Shearer	657-2177
Dean-College of Business	Dr. Elaine Labach	657-2213
Dean-College of Education	Dr. Robert Nava	657-2286
Dean-City College	Dr. Vicki Trier	247-3003
Associate Dean-City College	Dr. Florence Garcia	247-3010

Director-Workforce Training/Development	Ms. Lisa Skriner	247-3055
Director-International Studies & Outreach	Dr. Paul Foster	657-1705
Director-Library Services	Ms. Darlene Hert	657-1655
Director-Honors Program	Dr. David Craig	657-2908
Director Acting-eLearning	Dr. Sue Balter-Reitz	657-2214
Director-Healthcare Educational Outreach	Dr. John Dorr	896-5832
Chief Information Officer	Mr. Brett Weisz	657-5750

Colleges and Departments

College of Allied Health Professions	Dr. Kurt Toenjes, Acting Dean	896-5841
Department of Health Care Services	Ms. Becky Anglin, MSN	896-5848
Department of Health & Human Performance	Dr. Suzette Nynas	657-2351
Department of Rehabilitation & Human Services	Dr. Thomas Dell	896-5837
College of Arts and Sciences	Dr. Christine Shearer, Dean	657-2177
Department of Art	Dr. Patricia Vettel-Becker	657-2980
Department of Biological & Physical Sciences	Dr. Carl Castles	657-2014
Department of Communication & Theatre	Dr. Sam Boerboom	657-1726
Department of English, Philosophy & Modern Languages	Dr. Rachel Schaffer	657-2954
Department of History	Dr. Keith Edgerton	657-2895
Department of Mathematics	Dr. Mark Jacobson	657-2203
Department of Music	Dr. Douglas Nagel	657-2048
Department of Music	Dr. Mark Fenderson	657-2343
Department of Social Sciences & Cultural Studies	Dr. Stephen Eliason	657-2998
Department of Psychology	Dr. Matthew McMullen	657-2248

College of Education	Dr. Robert Nava, Dean	657-2286
Department of Educational Theory & Practice <i>With Programs in Elementary Education, Special Education, Counseling, Reading & Early Childhood</i>	Dr. Cindy Dell	657-2034
College of Business	Dr. Elaine Labach, Dean	657-2213
Department of Business Administration	Dr. A.J. Otjen	657-1653
City College	Dr. Vicki Trier, Dean	247-3003
Business, Construction, Energy Technology	Mr. Vern Gagnon	247-3043
Computer Systems Technology	Mr. Craig McKenzie	247-3080
General Education	Mr. Lance Mouser	247-3087
Nursing, Health & Public Safety	Mr. Lonnie Schrag	247-3074
Director-Nursing	Ms. Susan Floyd	247-3037
Transportation, Welding & Technology	Ms. Kat Pfau	247-3044
Special Areas		
Academic Success Center	Dr. Stephen Foggett	657-1714
Admissions & Records	Dr. Cheri Johannes	657-2880
Campus Store	Mr. Ed Brown	247-3046
Director of Advising	Dr. Becky Lyons	657-2240
Director of Business Services	Ms. Barb Shafer	657-2140
Director (Interim) for the Center for Engagement	Ms. Brandee Soens	896-5998
Director for Campus Store	Mr. Ed Brown	657-1746
Director for Native American Achievement Center	Mr. Joseph McGeshick	657-2144
Director for Veterans Upward Bound	Ms. Lori Borth	657-2026
Disability Support Services	Ms. Trudy Carey	657-2283
E-Learning, Acting Director	Dr. Sue Balter-Reitz	657-2214

Facilities Services Director	Mr. Christopher Eagan	657-2197
Financial Aid & Scholarships Director (Interim)	Ms. Kalie Porter	657-2188
Graduate Studies	Dr. Jana Marcette	657-2053
Grants & Sponsored Programs Director	Ms. Cindy Bell	657-2263
Associate Dean of Student Engagement	Mr. Aaron Like	657-2376
Human Resources Director	Ms Jody Stahl	657-2117
Information Technology	Mr. Brett Weisz	247-5701
MSU Billings ID Cards	Ms. Janice Ouldhouse	657-2023
Payroll	Ms. Jackie Ellsbury	657-1777
Student Health Services Director	Ms. Darla Tyler-McSherry	657-2153
Student Support Services/TRIO Director	Ms. Laura Gittings-Carlson	657-1668
University Police Director	Mr. Dennis Otterness	657-2901
University Relations & Communications		657-2266
Rimrock Hall Director	Ms. Elizabeth Dobson	657-2366
International Studies Director	Dr. Paul Foster	247-5785

Link to the Montana State University Billings 2016-2017 Fact Book:

<https://www.msubillings.edu/it/irap/factbook/1%20HISTORY%20AND%20OVERVIEW%20FINAL%202017%2005%2019.pdf>

This document provides additional background information as well as an organizational chart developed January 23, 2017.

Additional Information:

Montana State University Billings, like most colleges and universities, is organized to provide efficient and effective leadership of the academic programs. As a member of the part-time faculty, you will work with the following:

A Mentor: A faculty member from the College and your academic department will be identified as a “mentor” to assist in acclimating you to accepted faculty procedures and processes at Montana State University Billings. Mentors will share with you agendas and minutes from the College and your academic department. This mentor might be your department chair or another experienced instructor from your department.

Department Chair. The Chair of the academic department is responsible for the overall quality of the educational program and is the immediate supervisor. The Chair is responsible for creating an academic climate in which the part-time faculty member is able to teach and perform well. (S)He will work closely on all aspects of teaching and will help with administrative functions, payroll, supplies and materials. The Department Chair often reviews faculty syllabi, coordinates workshop/training sessions, and is the “go-to” person for instructors.

Dean. The Dean is the chief academic officer of the College. Typically, the Dean works directly with the Department Chairs; however, because this is a relatively small University community, the Dean is easily accessible throughout the semester.

Provost & Vice Chancellor for Academic Affairs. The Provost and Vice Chancellor for Academic Affairs is the chief academic officer for the University. The Provost is responsible for all aspects of the academic programs and is concerned with the quality of teaching on campus.

SECTION III: DUTIES AND RESPONSIBILITIES OF PART-TIME FACULTY

Part Time Faculty are essential members of the MSUB campus community. Many part time faculty enjoy teaching a course or two per academic year while working full time in their professional fields. Please know that we appreciate your expertise and dedication to instructing our students.

Montana State University Billings maintains a unique structure, with City College embedded within the University. All five colleges are dedicated to teaching excellence. Full time City College faculty are members of the Montana Two-Year College Faculty Association and negotiate their Collective Bargaining

Agreement with the Montana Board of Regents of Higher Education. Full time faculty at the University are members of the Montana State University Billings Faculty Association and negotiate with the Montana University System. Part-time faculty are not part of either the University campus CBA or MT Two Year College Faculty Association (MTYFA) faculty contract, but their teaching loads may vary depending on where they are teaching. The number of credits part time instructors can teach during the academic year depends, to some extent, on location.

For example, part-time faculty may teach up to 11 credits per academic year on the University campus. Part-time faculty on the City College campus may teach up to 17 credits per academic year. If teaching courses on both University and City College campuses, the maximum credit load for part-time faculty is 17 credits per academic year on the City College campus and 11 credits per academic year on the University campus.

GENERAL RESPONSIBILITIES

Part-time faculty are required to fulfill a number of specific and essential responsibilities related to teaching. These responsibilities include:

- Instructing a course or courses in accordance with the College, Department, and Program requirements.
- Faithfully meeting all assigned classes;
- Conducting office hours to meet with students;
- Presenting the subject matter in accordance with the course syllabus and the college catalog as approved by the faculty and the department;
- Completing other teaching and course related assignments as specifically designated by the Department Chair and/or the Dean, or College.
- Providing the College with a current resume, college transcript, and relevant certification documentation.

GENERAL BULLETIN, GRADUATE CATALOG, STUDENT HANDBOOK & DEPARTMENT BYLAWS

Being familiar with MSU Billings and the academic department policies and procedures is essential. The University *General Bulletin* and *Graduate Catalog* (published biennially) and the City College *General Catalog* (published annually) are guides for students, faculty, and the public. These documents provide a listing of regulations, academic programs, degree requirements, course descriptions, faculty and other helpful information.

SYLLABUS GUIDELINES

The course syllabus or course outline is a written document that specifies the objectives of the course and the general method of instruction, as well as course requirements (such as term papers, reports, and scheduled tests), the instructor's office location and phone number, and any estimated additional costs to the student that may occur during the term. A number of departments and colleges (the Art Department, Nursing, the Business Department, courses in REHA and in the College of Education) require that syllabi adhere to a template to satisfy accreditation requirements. When in doubt, consult your department chair.

The course syllabus must be provided to students during the FIRST week of class. A copy must also be submitted to the Department Chair and Department Administrative Assistant. It is strongly suggested that the department chair review the syllabus before it is made available to students. Critical components of the course syllabus include:

- Instructor Contact Information;
- Office Hours and Location;
- Course Learning Objectives;
- The Academic Honesty Policy, with a link to the policy in the Student Handbook;
- The Disabilities Policy;
- All homework assignments, discussion posts, exams, papers, tests, quizzes, etc., and their calculation in the final grade;
- The instructor's policy on accepting late work, rearranging exams or other missed assessment activities;
- A tentative schedule of due dates of assignments and exams.
- Campus Resources like the Academic Success Center, TRIO, etc.
- The policy for missed classes and any impact missed classes will have on the students' grades. Keep in mind that some class absences are excused for "official university business" (student-athletes fall under this category). All faculty should have an attendance policy listed on their syllabus.

The syllabus is a contract between the course instructor and the students. The more explicit the syllabus, the less likelihood that confusion will exist for students and faculty. Some faculty include grading rubrics or explanations of how grades are calculated. You may want to address whether you permit extra credit. In addition, if the potential for making minor alterations to your syllabus or reading/assignment/exam schedule exists, include a statement at the beginning or at the end of the syllabus that says, "This syllabus is subject to change at the discretion of the instructor."

A copy of the syllabus/outline must also be filed in the offices of your Department Chair and the appropriate Dean. Part-time faculty must have their syllabuses approved by their Department Chair. As mentioned above, a number of MSUB programs maintain national and state program accreditation, and the Department Chair will provide further information if course syllabuses must include particular information and/or adhere to a standardized format.

Furthermore, as you develop your course's due dates and testing schedule, you may want to consult with your department chair or faculty mentor regarding busy periods during the semester, like when students register for the next semester's classes or take midterm exams. Although part time faculty are not required to advise students or participate in events like Research and Creativity Day, some instructors like to build their assignment and lecture schedules with those activities in mind.

DISABILITY SUPPORT SERVICES

The material provided below is from Trudy Carey, MSUB's Director for Disability Support Services; this office is located in the College of Education, Room 135 on the University Campus and in the City College Tech Building, Room A016 on the City College Campus. Their phone numbers are:

Trudy Carey: 657-2161

Mandy Madler, Program Assistant 657-2283

Cathy Copeland, Lead Sign Language Interpreter, 657-2156

Greg Gerard, Coordinator at the City College Campus, 247-3029

- Remember to include a DSS syllabus statement on your syllabi. Sample statements can be copy and pasted from this link.
<http://www.msubillings.edu/dss/dssfacultyhandbook.htm#CLASSROOM>
- The Lead Sign Language Interpreter notifies faculty members who have a deaf or hard-of-hearing student in a class so the faculty member is aware that all videos must be captioned. This includes videos that are shown in class and online. The captioning request form is available at <https://www.msubillings.edu/forms/IT/captioningrequest/>
- Read&Write is downloadable software that is available for all faculty and students. Videos on the toolbar teach the viewer how to use the programs.
<http://www.msubillings.edu/it/is/software/readwrite/>
- Many different learning styles and health conditions create barriers for students. Your class design can mitigate some of those barriers. The DSS Faculty Handbook offers suggestions. <http://www.msubillings.edu/dss/dssfacultyhandbook.htm>

ASSIGNMENTS/PROJECTS/PAPERS

Assigning coursework, projects, and papers, establishing due dates for coursework and communicating these to students in the syllabus is the responsibility of part-time faculty. Providing clear and consistent grading, assessment, and attendance policies are critical.

Any research projects involving human subjects and surveys conducted by MSU Billings students, faculty, and staff are subject to the "Protection of Human Subjects in Research" policy. For additional information please refer to "Protection of Human Subjects in Research Policy" on page 16.

GRADING RESPONSIBILITIES

A major responsibility of part-time faculty is to evaluate students' work in the course and to assign grades for academic credit. Adhere to the University's grading policy as detailed in the current *General Bulletin* or the City College *General Catalog*.

If you are a new instructor, you must see your Department Chair before the semester begins for faculty Banner software training on how to access your class listings and enter grades. You will enter final grades via the web. Any questions or concerns about grading can be discussed with the Department Chair.

CLASS LISTS AND GRADE SHEETS

Through Banner faculty web self-service, the Admissions and Records office makes updated class lists available as the registrations are processed through the system. Final grading is accessible via the same faculty web self-service approximately two weeks before the end of the term. Final grade sheets should be signed and turned in to your department by 12 noon the Wednesday after finals week concludes. If you need assistance with grade entry, the department administrative support person can assist. Students can access their grades through the internet through their student login on the web.

CLASS ATTENDANCE AND STUDENT ABSENCES

As indicated above, it is essential to provide your students with a policy regarding how you will handle course absences for unexpected illness, a family emergency, etc.

Please keep student attendance records. Should a student withdraw, fail, or receive an incomplete in your class, a last day of attendance must be identified.

Watch your e-mail for important dates important to students: the last day to add a course, the last day to drop a course with a W, the deadline for submitting a graduation application, etc.

Any questions or concerns about grading can be discussed with the Department Chair.

Except for absence due to official University activities, each part-time faculty member is in full control of class attendance. Only a non-official absence must be approved directly by the part-time faculty. An official University activity is any activity whereby a student officially represents the University through an academic department, a sponsored University program, an officially registered student organization, or an athletic team.

Requests by students for an official absence must be submitted to the Vice Chancellor for Student Affairs (McMullen Hall, Room 201) using the Student Travel Authorization form. This procedure will assure students the opportunity to make up examinations given when official University activities are scheduled.

However, when issued, an official absence is an excuse for classroom attendance only and does not mean that a student is excused from the study assignment for that period. Each student is responsible for making up all work missed.

Students who have not paid fees or officially arranged for an approved payment plan are dropped from classes at the conclusion of the fee payment period each semester. Instructors will be notified by the Office of Admissions and Records/Registrar of the date students are dropped from enrollment. Class attendance must be reconciled with the official class roster. If students in attendance are not listed on the class roster, they must go to both the Admissions and Records Office (McMullen 1st Floor) and the Business Office (McMullen Basement) or City College Jacket Student Central to re-register for classes and pay fees. After the fee payment period each semester, students have only one week to re-register for classes.

For City College: Please verify Banner Class listings frequently during the semester for accuracy, specifically during the first two weeks of classes; students may add or drop classes readily during this time period. If you have student in class who are not on the class list, please refer the student to their advisor or Jacket Student Central at 247-3019, or Stephanie Cowen at 247-3005.

Student Success Initiatives

MSUB is engaged in several student success initiatives to improve our retention and persistence rates. For example, MSUB has developed an Academic Alert process for instructors who have concerns about their students' ability to progress in their course. Please see the information at this link: <http://www.msubillings.edu/academicalert/index.htm> . Your department chair and/or faculty mentor can also provide information.

The Academic Support Center is another resource for students. Further information can be found here: <http://www.msubillings.edu/asc/> Dr. Stephen Foggatt is the Director of the ASC, and his direct phone number is 657-1714. If you have a student who is academically struggling, please feel free to refer them to the ASC. The ASC also provides supplemental instructional support for some courses if resources allow.

CLASS SCHEDULE

The official class schedule must be followed since students have arranged their schedules for the announced time and place of the class. If circumstances require a change, such changes must receive prior approval from the Department Chair.

FINAL EXAMINATION SCHEDULE

MSU Billings has adopted a special final examination schedule for the convenience of students and faculty. Each instructor is expected to follow the published final examination schedule. Comprehensive semester exams are to be given only at the time regularly scheduled for them. Finals week is included in the number of weeks necessary to meet accreditation standards as well as to fulfill federal financial aid guidelines. Therefore, any deviation must be with the concurrence of the Department Chair, the Dean of the College, and with the unanimous consent of the class. The final examination schedule is published on MSU Billings web site.

City College and the University campus maintain different final exam schedules, and occasionally a student experiences a conflict if he or she is taking coursework at both locations. For the most part, these scheduling challenges are worked out between instructors and students, but you can also contact your department chair and faculty mentor should you have further questions.

PART-TIME FACULTY OFFICE HOURS

Part-time faculty should be available to meet with students for at least one hour each week for each course taught. This time allows for advising students on the coursework and for resolving any academic problems that may arise during the course.

Part-time faculty usually schedule these office hours immediately before or after class and may also schedule student conferences by appointment. Students should be informed of the instructor's availability for meetings. Office hours should be listed on the syllabus and posted in the department office.

OFFICE SPACE

On the University Campus, Part-time faculty members will be provided office space within the unit. When private office space is not available, the Department Chair will arrange for shared space. At City College, part-time faculty workspaces are available in both City College buildings.

Please check with your department chair to determine a suitable work environment while you are on campus. Computers, a printer, file cabinets, and office supplies are also available.

At the University Campus, if you require other supplies, please contact your department chair and the department's administrative assistant. At City College, please contact the Dean's Administrative Assistant at 247-3003 or the Business office at 247-3002. Keys to the computer room printer cabinets at City College are available from the Director of Operations at 247-3008.

RELATIONSHIPS WITH STUDENTS

Without a doubt, the most rewarding aspect of teaching at Montana State University Billings is the opportunity to work with diverse and talented students. Teaching provides an opportunity to guide and mentor students through their education and toward their ultimate career goals.

Student Affairs Handbook

The Vice Chancellor for Student Access and Success prepares information pertaining to extracurricular student programs and services, in addition to the student codes of conduct. The full Policy and Procedures Handbook can be found here: <http://www.msubillings.edu/vcsa/studenthandbook.htm>

Student Grievance Policy

Montana State University Billings has adopted a formal policy to handle complaints/grievances. This policy applies to all faculty, including part-time faculty. The Student Complaint Procedures can be found at this link: http://www.msubillings.edu/VCSA/Code_of_Conduct/Part_4.htm

SECTION IV IMPORTANT ADMINISTRATIVE ISSUES

NEW EMPLOYEES AND HUMAN RESOURCES

The Human Resources Office (McMullen Hall, Room 310, 657-2278) is one of the first points of contact for part-time faculty. **You must complete the required paperwork prior to or on your first day of employment.** As part of the paperwork, the I-9 Form, requires you to present original identification to Human Resources in order to complete the form. Please contact HR for acceptable forms of original identification. Completion of Human Resources paperwork is required in order to receive your paychecks and access campus computing resources. If you have worked for the university within the past year, you may not have to complete the paperwork. Contact HR to see if this applies to you.

PART-TIME FACULTY RETIREMENT CONTRIBUTIONS

Part-time faculty members teaching a cumulative total of four (4) or more semester credits participate in the TIAA/CREF retirement plan. A part-time faculty member teaching fewer than four (4) semester credits may elect membership in TIAA/CREF in accordance with Title 19, Chapter 21 MCA. If membership is not initially elected and a part-time faculty member's teaching load reaches four semester credits in a subsequent term, membership is required.

Contact the Human Resources Office (McMullen Hall, Room 310, 657-2278 or 657-2118) for more information on the part-time faculty policy regarding retirement contributions.

CONDITIONS OF EMPLOYMENT

Part-time faculty serve on a semester basis at the discretion of the Department Chair, Dean and Provost/Vice Chancellor for Academic Affairs. This appointment may be terminated without cause at any time notwithstanding the term for which you are hired.

ENDING EMPLOYMENT

At the end of employment, part-time faculty are required to return all keys to the issuing office. Following is the list of locations to return keys for each building:

- Academic Support Center ASC 10
- Cisel Hall CI 119
- College of Allied Health Professions APS 109
- College of Arts and Sciences LA 427
- College of Business McD 300
- College of Education COE 261
- City College CC A027
- Library LIB 226A
- McMullen Hall McM 310
- Physical Building PE 120
- Science SCI 241

COMPENSATION

Part-time faculty are compensated on a per credit hour basis. The total amount to be paid is spread evenly over the pay periods for the current semester. The first and last pay date for each semester can be found on the bottom of the MSU Billings payroll schedule found online at:

<http://www.msubillings.edu/staff/paysched.htm>

TITLE IX POLICY

The Montana State University system maintains a strict, detailed policy regarding Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation.

<http://www.montana.edu/policy/discrimination/>

All acts that fall into these categories are not tolerated on university premises, within any of its programs, services or other University-sponsored activities, or by anyone acting as an agent of the University.

It is extremely important that part-time faculty understand that, as authority on campus, it is their responsibility to immediately report any acts that fall into the categories above to their immediate supervisor and to the campus Title IX Coordinator, Jody Stahl at 657-2117. This includes actions reported by students and other employees.

It is imperative that part time faculty and other employees read the policy to ensure that they are acting within its measures. <http://www.montana.edu/policy/discrimination/>

DISCRIMINATION, HARASSMENT AND TITLE IX ONLINE TRAINING

As a part time faculty member, you are required to complete online Discrimination, Harassment and Title IX training. You have 30 days from your hire date to complete the training. The training can be accessed by logging into My Info, selecting the MyApps tab and clicking on the Discrimination and Harassment Training link.

Policy on Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation

Pursuant to Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments Section 504 of the Rehabilitation Act, Executive Order 11246 as amended by 11375, and the Montana State Human Rights Act - Montana State University Billings has a policy of non-discrimination in employment practices and in admission, access to, and conduct of educational programs. Montana State University's campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed consistent with the reference: [Discrimination Policy](http://www.montana.edu/policy/discrimination)
<http://www.montana.edu/policy/discrimination>

Montana State University Billings affords any student, employee, or applicant for admission or employment the opportunity to file a discrimination grievance. Inquiries or grievances should be directed to the Human Resources/EEO-AA/Title IX Coordinator Office, McMullen Hall 308, Phone (406) 657-2278. <http://www.montana.edu/policy/discrimination/procedures/>

KEYS

Keys or swipe access with an MSU Billings ID card are necessary to access classrooms and available office space. In no case are your keys to be duplicated or lent to students or members of the community. Keys are returned at the end of each semester to the issuing office.

Swipe Card Access Issues

If you are having difficulty with your swipe card, please contact the Trouble Line at 657-1713.

OFFICE SPACE

Part-time faculty members will be provided office space within the unit. When private office space is not available, the Department Chair will arrange for shared space.

TELEPHONES

Telephones are available for use in the department. The Department Chair will make arrangements for telephone use.

TELEPHONE USAGE POLICY

Montana State University Billings complies with and follows, without exception, the Administrative Rules of Montana (ARM) for the use of the state telephone system provided by the State Department of Administration. The Montana Operations manual, Volume I states:

“11-03.01 - State telephones are provided for the conduct of state business. In addition to state business, the state's telecommunication systems (STS) may be used by state employees and officials for local and long distance calls to latch-key children, teachers, doctors, daycare centers and babysitters, to family members to inform them of unexpected schedule changes and for other essential personal business. The use of the state's telecommunication systems for essential personal business must be kept to a minimum and not interfere with the conduct of state business. Essential personal long distance calls must be either collect, charged to a third party non-state number, or charged to a personal credit card.”

Each state agency is responsible for the enforcement of these rules and audits personal usage.

TYPING AND COPYING

The Department Chair will assist with computer access and copying of course-related materials. Each department has its own procedures to ensure that essential materials are prepared for classes.

COPYRIGHT POLICY

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material (print, non-print). Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The following guidelines are given regarding copyrighted material:

- All part-time faculty must make themselves familiar with the laws concerning the use of copyrighted materials.
- Before any copies are made, check the copyright regulations pertaining to that material.
- Permission from copyright holders must be obtained prior to any copying except for one copy made for personal use, subject to the fair use provision of the copyright.
- Support staff or students should not be asked to copy material that is protected by copyright and for which appropriate permissions have not been obtained in writing. The support staff or student is personally liable for violation of copyright law, even if directed to do so.
- In no case should any computer owned by Montana State University Billings or used on the campus contain illegal software.
- Video tapes and television productions are generally protected by copyrights. Unauthorized copies of video tapes and other such productions are not permitted on campus.
- Computer software manufacturers' license agreements prohibit making copies for use by those who have not purchased the software. Software licensing agreements are very specific.

Montana State University Billings reserves the rights to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law and computer software licensing agreements.

UNIVERSITY POLICE, PARKING, RISK MANAGEMENT, SAFETY & SECURITY, AND EMERGENCIES

University Police (657-2147) is located at street level in the south west corner of the Parking Garage on Poly Drive. The University Police Department has Officer(s) on duty 24 hours a day, seven days a week. All other departments operating from the University Police Department are open 8 a.m. to 5 p.m. weekdays. Members of the Campus community are encouraged to report all crimes and suspicious individuals or circumstances to the University Police Department (x2147). Crime Prevention information is available at the University Police Department. Programs are available on request.

Officers may be reached by calling 657-2147. All officers are sworn peace officers who have received their Public Safety Officers Standards and Training certification through the Montana Law Enforcement Academy. Receiving their Oath of Office through Billings Municipal Court, MSU Billings has an MOU with the City of Billings, affording University Police Officers city wide jurisdiction. The officers patrol the campus on foot, on bicycles and by campus police vehicles. Officers also serve at the City College Campus location, responding to all criminal complaints and investigations occurring on university owned and leased property.

The University Police Department requests that employees, who are in their offices during non-business hours, such as on weekends or holidays, notify the Duty Officer at x2147. In the event of a building or

utility emergency, they need to know that the building is occupied so that occupants can be notified to evacuate or remain in the building depending on the circumstances.

Employees, students, and guests are invited to request that a University Police Officer escort them to or from their vehicle or office anytime needed.

Emergencies and Accidents. If a faculty or student has an emergency or accident on campus, University Police should be notified immediately. The emergency number for both campuses is 657- 2222. If medical response is needed, call 911 immediately. As soon as possible after the emergency is handled, file a report with the Department Chair.

University Campus Parking. All part-time faculty who bring a vehicle on campus must have a parking permit as stated in the Traffic Rules and Regulations. The University Police Department issues parking permits and tickets; it also controls parking use and maintenance of the lots. Please complete a vehicle registration form, pay for the parking permit at the Business Office, then take the receipt and completed registration form to the University Police Department, or send the receipt with the completed and signed registration form through campus mail to receive the parking permit. Department location is necessary to receive the permit. Appeals of parking violations are coordinated with the University Police Department.

Guest speakers or visitors to campus can obtain a free one-day parking permit for their vehicle from the University Police Department. These arrangements may be made in advance by contacting the Parking Department at x1703.

City College Campus Parking. Parking permits are required at the City College. For schedule and payment of fees and parking permit information, contact the City College Business Office (CITY COLLEGE A026, 247-3002).

The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistic Act. It is important that every person on campus know about the Clery Act, previously known as the Student Right-To-Know Act. The Clery Act requires institutions of higher education to publish a report documenting the occurrences of specific crimes on campus to be made available to all students and employees, as well as prospective students and employees. A copy of the Clery Act is available on the University Police website at [http://www.msubillings.edu/police/PDF/2014 Annual Security and Fire Safety Report.pdf](http://www.msubillings.edu/police/PDF/2014%20Annual%20Security%20and%20Fire%20Safety%20Report.pdf). This document also explains services available to the university community from the University Police Department. There is a daily crime log that is available for public review at the University Police Office during business hours.

EMERGENCY NOTIFICATIONS

All faculty and staff are encouraged to sign up for **MSUB ALERT**, a free emergency text messaging service. In the event of an emergency or severe weather conditions, a text message will be sent to the mobile number and/or email address that is specified. There will also be a **RED ALERT icon** placed on the MSUB home page.

- This is a free service provided by Montana State University Billings. However, normal text message fees from your cell phone carrier may apply. To receive text messages, your cell phone must have text messaging capabilities.
- To register or find out more, go to: <http://www.msubillings.edu/ens/>

STUDENT COMPLAINTS CONCERNING PART-TIME FACULTY

Students may consult with the Student Resolution Officer relative to one or more faculty responsibilities. The following procedures must be followed in the resolution of student complaints concerning part-time faculty:

The Student Handbook identifies this process:

- **Student Complaint Resolution Procedure**
When a student has good cause to believe that he/she has a complaint, he/she may utilize the following procedure. The student should meet with the Student Resolution Officer (SRO) to discuss the complaint, clarify the details of the complaint, identify a desired resolution to the complaint, and submit written documentation to clearly state the nature of the complaint. Complaints of sexual harassment (including sexual violence) by students will be referred to the **Title IX Coordinator/Human Resources Office, McMullen Hall 310, Phone (406) 657-2278**.

“Complainant,” when used in this section, refers to the student making the complaint. The individual(s) upon whose action the complaint is based (respondent) has the right and obligation to attend complaint resolution meetings. Failure of either party(s) to attend reasonably scheduled meetings or hearings shall constitute forfeiture of the right to participate in the complaint resolution process at that step. The SRO can help schedule and confirm meetings. In such instances the Campus Hearing Committee shall proceed as indicated in Step IV.

Step I - The student, after meeting with the SRO, will confer with the faculty or staff member against whom the complaint exists. If resolution cannot be reached through discussion, the complaint must be put in writing to ensure that all parties understand the issues.

Step II - If the student feels the complaint is unresolved after the Step I meeting, the student must then attempt a resolution through discussion with the Department Chair (or supervisor in the case of a staff member) or, in the event the complaint is against a Department Chair or supervisor, with the appropriate Dean or Vice Chancellor. This meeting must take place within ten (10) University business days of the Step I conference with the faculty or staff member and written documentation from Step I must be provided.

Step III - If the student feels that the complaint is unresolved after the Step II meeting, the student shall request a meeting with the appropriate next-level supervisor (Dean, Provost, Vice Chancellor) in an effort to informally resolve the complaint through discussion. This meeting

must take place within fifteen (15) University business days of the Step II meeting or within twenty-five (25) University business days of the Step I meeting. In the case that the Step II meeting was with a Dean or Vice Chancellor, the process will move directly to Step IV.

Step IV - If the complainant feels that the complaint is unresolved after the Step III meeting, the complainant may, within ten (10) University business days, file the written complaint as a formal complaint with the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs will review the complaint and make and will contact the Complainant and SRO regarding outcome. The Vice Chancellor for Student Affairs can refer the complaint to the Chancellor for final determination or resolution. In the event the complaint is against the Chancellor, the final disposition of the complaint rests with the President of Montana State University.

PLEASE NOTE: Online students who are distant from campus will participate in this process via telephone and teleconference in Steps I, II and III. In the case of a Step IV complaint, other technology may be employed or the student may choose to physically come to campus for the hearing.

A complaint against a faculty member shall not result in the forfeiture of said faculty member's rights as protected under the Collective Bargaining Agreement between Montana State University Billings Faculty Association and the Montana University System.

- **Grade Appeal Procedure**

Montana State University Billings has a set of procedures for contesting a grade which must be followed for appropriate resolution. The student must understand that they cannot appeal a grade after fifteen (15) University business days from the official release date of those grades. All documentation must be in writing and submitted to the instructor and Student Resolution Officer (SRO) (see [Part IV. J.](#)).

Step I – The student must meet with or attempt to make appropriate contact (email, phone, office hours, etc.) with their instructor to discuss their reasons for the grade appeal within fifteen (15) business days from the official release date of those grades. Documentation supporting their claim should be made available at this meeting. The University would like to have the student and the instructor discuss the details, in a reasonable, open manner, and formulate an agreeable resolution.

Step II – If the initial meeting (or attempt to meet) with their instructor did not provide an agreeable resolution, the student must then contact the ASMSU Billings Student Resolution Officer and schedule a time for them and the SRO to meet and discuss the reasons for the appeal. The SRO can then help schedule a meeting between the student and the instructor of the course they are contesting or, if Step I was not successful, can help move the appeal to Step III. The student must submit any documentation supporting your claim and a copy of the course syllabus to the SRO. This information should be presented at the meeting with the instructor. The instructor will submit a formal decision to the student, in writing, within fifteen (15) University business days. A copy of the letter must be sent to the SRO.

Step III – If no resolution is achieved at Step I or II, the dispute may be brought to the Department Chair of the relevant department (if the dispute is with the Department Chair, then refer to Step IV). The student must submit all documentation and a letter of appeal to the

Department Chair within ten (10) University business days after receipt of the formal decision by the instructor. The student will then schedule a meeting with the Department Chair. The Chair will submit a formal decision to the student, in writing, within fifteen (15) University business days. A copy of the letter must be sent to the SRO and the vice provost for Academic Affairs (VPAA).

Step IV – If no resolution is achieved at Step III, the dispute may be brought to the Dean of the relevant college. The student must submit all documentation and a letter of appeal to the Dean within ten (10) University business days after receipt of the formal decision by the Chair. The student will then schedule a meeting with the Dean at which the SRO will be present. The Dean, as the representative of the relevant college, has the authority to review all documentation, discuss the matter with the instructor and Department Chair, and formulate a resolution. The Dean will submit a formal decision to the student, in writing, within fifteen (15) University business days. A copy of the letter must be sent to the SRO and the VPAA.

Step V – If no resolution is achieved at Step IV and the student wish to appeal further, the dispute may be brought before the vice provost for Academic Affairs. The student must submit a letter of appeal to the VPAA within ten (10) University business days after receipt of the formal decision by the Dean. The VPAA will review all grade appeal materials and documentation and determine if the appeal needs to be heard by a Campus Hearing Committee. The Campus Hearing Committee is comprised of a maximum of three students chosen by the Associated Students of Montana State University Billings (ASMSUB), three faculty members chosen by the VPAA from a pool of faculty members who serve on the Academic Senate Academic Standards Committee, and the VPAA, who shall serve as the Hearing Officer. The Hearing Officer will not vote during the proceedings except in the case of a tie vote. The Campus Hearing Committee will follow prescribed hearing procedures and make a recommendation to the Chancellor who makes the final decision. The Chancellor will then have fifteen (15) University business days to send a formal and final decision to the student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law stating that a written institutional policy must be established, and a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution maintain the confidentiality of student education records.

No one outside the institution will have access to nor will the institution disclose any information from students' education records without the written consent of the students, except to personnel within the institution, to officials of other institutions where students seek to enroll, to persons or organizations providing student with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the

challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

MSU Billings requires all staff members involved in the provision of services to students at the University to maintain the highest standards of ethical behavior. This ensures that confidentiality regarding all student communications and records be rigorously upheld. All student files and records will be kept in locked file cabinets, and information disclosed in individual counseling sessions kept confidential. All electronic files containing student information will be kept on University computers; keeping records on personal computers or storage space is not permitted. Access to files is only open to authorized, designated staff members; offices must notify students what information and records are being maintained. Staff members may only release information and records with the written permission of the student. Students may obtain a FERPA release waiver by visiting the Admissions office.

For more information, review the "Family Educational Rights and Privacy Act" online at <http://www.msubillings.edu/staff/ferpastaff.htm> or call the Registrar's Office 406-657-2158.

REPORTING STUDENT CONCERNS

There may come a point when you encounter a student who you believe may be violating the student code of conduct or is presenting concerning behaviors. Montana State University Billings has implemented a recognition program called "See Something, Say Something" which provides you resources and the ability to quickly and efficiently report incidents or students of concern to the Dean of Students Office.

For more information and the reporting process for Conduct Code Violations visit

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

For faculty/staff resources for distressed students or to report a student concern visit

www.msubillings.edu/csw

Even if you don't have all the facts or you are unsure about the needs of the student, the best thing you can do is submit information to the Dean of Students Office so the concern can be evaluated or referred appropriately.

You may contact staff from the Dean of Students Office at any time for questions:

- Kathy Kotecki, Dean of Student Engagement 406-657-1696 kkotecki@msubillings.edu

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

The University wishes to foster an inclusive and diverse workforce free from discrimination. The University will provide reasonable accommodation to assist anyone with a disability in the successful completion of employment responsibilities.

In accordance with the ADA, MSU Billings ensures academic program accessibility as well as building accessibility for all persons with disabilities. No individual with a disability will, by reason of such disability,

be excluded from participation in or be denied the benefits of the services, programs, or activities of the University or be subjected to discrimination by any such activity.

Any employee who needs to request an accommodation should contact Janet Simon, Director of Human Resources (McMullen Hall, Room 310, 406-657-2278/TTY). Any student who needs to request an accommodation or question on accessibility should contact Trudy Carey, Director of Disability Support Services (College of Education, Room 135, 406-657-2283).

DRUG-FREE WORKPLACE POLICY

Unlawful Possession - The unlawful possession, use, or distribution of alcohol and illicit drugs by Montana State University Billings employees and its students on institutional property or at any of its activities is prohibited. Montana State University Billings will uphold and enforce the standards of conduct that prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and the students on MSU Billings property and during performance of one's duties.

Alcohol Consumption - The consumption of alcohol on the Montana State University Billings campus is in accordance with the Board of Regents Policy (503.1).

- Consumption of alcoholic beverages on property belonging to the Montana University System is prohibited, except as expressly permitted.
- Alcoholic beverages may be consumed by students and their guests in individual dormitory rooms, provided such consumption is in compliance with state laws.
- Unless otherwise authorized by the Chancellor, alcoholic beverages may not be consumed in the halls, lounge areas, utility rooms, and other public areas of the dormitories or in any other campus location.

Please refer to the Student Affairs Handbook for further policies regarding liquor consumption and resources available on the Montana State University Billings campus.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH POLICY

Montana State University Billings has established the Institutional Review Board (IRB), and these guidelines in order to:

- Comply with the National Research Act (PL 93-3481) as revised March 8, 1983 (Title 45, CFR, Part 46)
- Work to protect the rights and welfare of all human participants in research
- Facilitate the efforts of investigators as they attempt to conduct behavioral and biomedical research in an ethical manner

All investigators who involve human subjects in any MSU Billings research projects, including surveys, are required to follow both local and federal guidelines in all of their dealings with research participants.

Jurisdiction. All research, including surveys, conducted by any person affiliated with MSU Billings and engaging human participants is to be submitted to the IRB for prior approval, with the following exemptions:

- Normal education practices limited to and solely used by the instructor as part of the instructional

plan, provided that no permanent individual records are made and that all MSU Billings and federal guidelines are followed with respect to the rights and welfare of human participants.

- Normal administrative practices conform to the standards cited in the first exemption.
- Class demonstrations and similar projects contain no violations of IRB protocol, MSU Billings guidelines, or federal guidelines and provide an alternative assignment or participation opportunity in the case where a class requirement involves students participating as subjects in research.

However, all research projects involving human participants as subjects are to be reviewed, whether or not the project is part of a formal course. Even in activities exempted from prior approval, instructors, administrators, and students bear responsibility for guaranteeing that all applicable guidelines are followed in protecting participants' rights and welfare.

Procedures. The MSU Billings Institutional Review Board Form may be obtained from the Grants and Sponsored Programs Office (205 McMullen) for review by the Institutional Review Board (IRB). The IRB form can be accessed at MSU Billings' web site <http://www.msubillings.edu/orc/>. Contact the Grants and Special Programs Office at 657-2046 if you need additional information.

V. SUPPORT SERVICES

ADVISING AND CAREER SERVICES

(University Campus 657-2240; 657-2168)

The Advising and Career Services Office is conveniently located in two locations on the university campus: McMullen Hall 1st floor and Library 1st floor. Staff in Advising and Career Services assist students in understanding academic requirements, enabling them to complete their program requirements as efficiently as possible. Through one-on-one meetings and First Year Seminar courses, staff help students develop the skills necessary to be successful. Advising and Career Services provides career counseling and help students access part-time jobs, internships, and work-study opportunities while they're in school, and help them secure full-time employment upon graduation.

ADVISING CENTER – JACKET STUDENT CENTRAL (City College Campus 247-3019)

The Advising Center, located in the Tech Building, has been created to provide centralized academic advising services for all new students entering MSU Billings City College. Jacket Student Central is a one-stop-shop that assists new and current students with career services, financial aid, and retention, along with the initial advising services.

ACADEMIC SUPPORT CENTER (ASC)

The ASC is committed to ensuring that MSUB's students become empowered learners and achieve their educational objectives through the application of fundamentally sound academic support principles. The **University Campus ASC** (located in the Student Union Building) is open Monday thru Thursday from 8:00 a.m. to 8:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. The **City College ASC** (located in the Tech Building) is open Monday-Friday from 8:00 a.m. to 5:00 p.m., and a new **Writing Center** will soon be operational at City College as well.

The ASC offers free services at both campus locations, with **Appointment Tutoring** available for most subjects (the appointment system can be accessed at asc.msubillings.edu). **Drop-in Tutoring** for math and writing is available during regular operating hours, and the ASC also offers **Supplemental Instruction** to support targeted courses. Additionally, the ASC is now sponsoring a **Peer Mentoring** program, and will be presenting a number of **Skills-based Workshops** throughout the academic year. For more information about our programs and services, please call us at 406-657-1641, or visit our website at www.msubillings.edu/asc.

Everyone is encouraged to refer students to the Academic Support Center, particularly if the students would benefit from tutoring assistance in the areas of math or writing. Faculty are invited to have their classes visit the center or to invite an ASC representative to make a classroom presentation. This is an excellent way to inform students of the services available in the facility. Students may schedule their appointments online.

COMMUNITY INVOLVEMENT (896-5815)

The Office for Community Involvement strives to connect students, faculty and staff to the community through meaningful service and educational opportunities. Community Involvement and Civic Engagement strengthens a sense of responsible and productive citizenship, which creates a lifelong commitment to service and leadership. The Office for Community Involvement provides programs and resources to assist faculty in connecting their students/classes to the community as a way of enhancing the educational experience for the student while creating a sense of civic responsibility. Through Service Learning and other community centered programs coordinated by the staff within the Office for Community Involvement, students have the opportunity to connect their academic coursework to addressing real community needs. The Office of Community Involvement is located in the Student Union Building, SUB 222 or visit the website, www.msubillings.edu/community.

DISABILITY SUPPORT SERVICES (Main Campus 657-2283 and City College 247-3029)

MSU Billings is committed to providing equal access. Disability Support Services (DSS) works with MSUB/CC faculty, staff, and students to ensure academic and physical accessibility in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. DSS collaborates with students, faculty, and staff to facilitate solutions to environmental and educational barriers.

Since students with disabilities must self-identify in order to receive accommodation, the Office of Civil Rights (OCR) requires educational institutions to inform students with disabilities of the services available to them, and class announcements and syllabus statements are the most effective method. The following is an example of a syllabus statement:

“Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disability Support Services as soon as possible to ensure that such accommodations are implemented in a timely fashion. Please meet with Disability Support Services staff to verify your eligibility for any classroom accommodations and for academic assistance related to your disability. Disability Support Services is located in the College of Education, Room 135 and City College, Room A016.”

At City College, your statement may read:

“MSU Billings is committed to providing equal access. If you anticipate barriers related to the format or requirements of this course, please meet with me so that we can discuss ways to ensure your full participation in the course. If you determine that disability-related accommodations are necessary, please contact Disability Support Services (247-3029, Tech Building, A016). We can then plan how best to coordinate your accommodations.”

In preparation for any deaf or hard of hearing students in your class, all video or audio materials need to be captioned. If there is a deaf or hard of hearing student, the Lead Sign Language Interpreter from Disability Support Services (DSS) will email professors as soon as she is aware that the student has enrolled in the class. This email contact, which is copied to the Director of eLearning, includes the link to the captioning request form.

- When the faculty member opens the form, they may enter the information to request one or more videos. Formats that can be turned in for captioning are DVD, VHS, digital files, and web files. If the video is going to be used in D2L, the faculty may request it to be uploaded to their shell for them.
- When the request is received, it is first sent to the Library. The library will check to see if a captioned version is available. If the Library cannot locate a captioned version, it will be forwarded to IT to coordinate outsourcing the video for captioning. Videos that are not uploaded to a D2L shell will be returned by IT.

Student accommodations are determined on a case-by-case basis and may include testing with accommodations at the DSS offices, note takers and/or tape-recording lectures as indicated by *84.44 of Section 504 of the Rehab Act. If a peer note taker is determined to be an appropriate accommodation, students are given a letter to give to instructors to read in class that asks for students to volunteer to be note takers. It is important to maintain the confidentiality of the student by not mentioning him/her by name or pointing him/her out to others.

MSU Billings Campus Store

- University Campus - 657-2121
- City College Campus-247-3031

MSU Billings Campus Store, located in the Student Union Building on the University Campus, provides textbooks and a wide variety of merchandise, including art and technical supplies, office and school supplies, imprinted sportswear, gifts, greeting cards and snacks. MSU Billings Campus Store West at the City College provides similar services.

Campus Store hours:

- Monday—Thursday 7:45 am—5:30 pm
- Friday 7:45 am—5:00 pm
- Saturday 9:00 am—1:00 p.m.*

*Open Saturdays only when school is in session, Fall and Spring semesters.

*Closed on all university holidays.

Campus Store West hours:

- Monday - Friday 7:30 am—4:30 pm

Jackets and Company offers a ten percent (10%) faculty/staff discount on supply purchases. This does not apply to books, or discounted sale items. It is necessary to show your faculty identification.

Ordering Textbooks and Special Supplies. Shortly after the beginning of each semester, Jackets and Co. sends each department a reminder to select and order books for the following semester. Completed textbook adoptions must be returned by the deadline so book buyback estimates can be made and orders placed with publishers to ensure that books arrive in time for classes. Disability Support Services work with students with print disabilities in order to convert their textbooks to an audio format. It is important for students to have textbook information as soon as possible prior to the semester. Please advise the Jackets & Company personnel of any additional books to be recommended to students so that a limited supply may be on hand. For any questions, contact the Department Chair or the Textbook Coordinator at Jackets & Company (657-1718). To recommend special supplies for a class, notify Jackets & Company when textbook orders are sent.

Desk Copies. Jackets and Company allows part-time faculty members to charge textbooks when they have not received desk copies. There is no charge if the book is returned by the end of the semester in good order. Jackets & Company will furnish Desk Copy Request Forms and the information needed to complete them. Publishers require that a faculty member of the department mail the form directly to the publisher.

Online Purchasing. Jackets & Company provides on-line services at: <http://www.jackets-and-company.com>.

INFORMATION TECHNOLOGY

The Office of Information Technology (IT) offers desktop support services for all faculty including MSUB hardware and software support and advice on academic software needs. IT also provides services such as phone and voice mail, network and internet, multi-media technology, classroom and computer lab technology, and audio/visual support. For more information about IT, please visit <http://www.msubillings.edu/it/>.

Computer and MSUB email accounts are provided to every faculty member after they have enrolled with the Human Resources Office. The computer login is created using your Banner ID number called NetID (example: a12b345). The MSUB email account is set to firstname.lastname(#}@msubillings.edu. If you have a common name a number will appended to your last name. This information will be provided to your department and/or you when your account is created. For any technology related assistance, please visit <https://helpdesk.msubillings.edu> or call the IT Helpdesk at 247-5700.

ACADEMIC AND ADMINISTRATIVE COMPUTING SUPPORT (247-5700)

Room 401, located on the fourth floor of the College of Education building, is the campus Helpdesk and open computer lab facility with scanning and printing resources, support and training on state-of-the-art hardware, software and peripherals, for faculty, staff and students interested in web development, creating desktop publishing, video and sound production, and multimedia technology projects.

Computer classrooms are available in most academic buildings; they are scheduled according to class needs through the campus scheduling system. Student-access computers are available in the Information Commons, on the Library's 1st floor (see Library Services below) on the University Campus, College of Education Room 401, and in the Information Commons on the City College Campus. A computer login account is required to access computers on campus.

E-Learning Center 657-2192

For more detail regarding our E-Learning Center, see this link:

<http://www.msubillings.edu/it/elearning/faculty/>

The eLearning Center, directed by Dr. Sue Balter-Reitz, located on the 3rd floor of the College of Education Building in room 328.

Media Services provides support for media equipment and audio and video production. Other services include media transfer, video creation and live video feeds. Some departments have their own equipment; check with the Department Chair or the Department support staff. Contact the Helpdesk at 247-5700 for more information and assistance.

MEDIA SERVICES (City College Campus 247-3031)

Media Services for the City College are available through the department administrative assistants or University campus bookstore.

LIBRARY SERVICES (University Campus 657-1662; City College Campus 247-3025)

Director: Darlene Hert, 657-1655 or dhert@msubillings.edu

The MSU Billings Library is centrally located on both campuses, and supports the University's programs of instruction, research and service by providing free and open access to information and ideas. Library services include the following:

- Research Workshops: Librarians visit with your class and tailor the presentation to your students' research needs. Contact: TyRee Jenks, 657-1654 or tjenks@msubillings.edu
- Research Guides / Online Support: Integrate quality research materials into your online course shells. Contact: Cheryl Hoover, 657-1691 or choover@msubillings.edu
- Reserves: Provide specific materials for short-term student checkout
- Millions of electronic books, journals, and other resources
- 280,000+ print books
- 1300+ print periodical subscriptions
- Interlibrary Loan Services: Request books, articles, DVDs, and other resources from around the world. Contact: Sam Thatcher, 657-1666 or samantha.thatcher@msubillings.edu
- DVD collection

Off-Campus Access: Part-time faculty use NetID to connect to library resources from off campus.

University Campus Library Hours (Hours will vary on holidays and between semesters)

- Monday—Thursday 7:30 am—10:00 pm
- Friday 7:30 am—5:00 pm
- Saturday 10:00 am—4:00 pm
- Sunday 2:00 pm—10:00 pm

City College Library Hours:

- Monday - Friday 8:00 am—5:00 pm

STUDENT HEALTH SERVICES

Student Health Services is directed by Ms. Darla Tyler-McSherry and is located in Petro Hall (University Campus 657-2153), and in the Tech Building (City College 247-3027). The University Campus office is open Monday through Friday, 8:00 a.m. to 5:00 p.m., and provides health care, mental health counseling, wellness services, and sexual assault advocacy. Hours at City College are Monday – Thursday, varying hours. (No summer hours at City College).

Student Health Insurance: All Montana State University Billings' students enrolled in six or more credits are required to have some form of health insurance. Before registering, students will be asked to elect or waive the student health insurance. A Student health insurance policy is available to MSU Billings students. All students are eligible for health insurance if enrolled for six or more credits. The waiver or election process must be completed by the 15th day of fall and spring semesters. The premiums are paid on a semester basis along with tuition and fees. Each semester the premium is for a period of six months, therefore, they will be covered whether or not they are taking summer semester classes. Online-only students should contact Student Health Services regarding insurance availability.

Policy brochures are available at fee payment and at the Student Health Services Office on the 2nd floor of Petro Hall and at the City College Student Health Service, 2nd Floor, Tech Building.

Full information about the Student Health Insurance plan provided by The Montana University Insurance Consortium is available at www.university.bcbsmt.com.

Note: All students are eligible to use the Student Health Services, whether or not they waive or elect the insurance plan.

OTHER SERVICES

Other services that might be helpful to students include Student Success Services TRIO and Veterans' Upward Bound Program. Refer to the "Student Affairs" section of the *General Bulletin*, or the City College *General Catalog* for more information on these services.

Thank you for being part of the Montana State University Billings community!