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STUDENT SERVICES

Dean of Students and Assistant Vice President for Student Services

Doug Carnahan
Billingsly Student Center 211, 417.625.9531

Staff: Julie Blackford, Jan Diple, Josh Doak,
Carla Fairbanks, Darren Fullerton, Deb Gipson, Adam Griffin

Because all education does not take place in the classroom, the Student Services staff provides a wide variety of services for students at Missouri Southern. The department includes the Student Services Office, Dean of Students, Residence Life, Student Activities, Billingsly Student Center, Dianne Mayes Student Life Center, Dining Service, Student Health Services, and Recreation, Intramurals and Wellness.

With the objective of helping students to fully develop and achieve their educational goals, professional staff members are trained to support students by:

1. providing a campus climate in student residence and campus affairs that is conducive to academic achievement;
2. providing services which will assist in the self-development of all students and promote the understanding of their own purposes for being in college;
3. providing, through student government, student organizations and other activities, both an opportunity to practice democratic living, with both rights and responsibilities, and a chance to learn to work effectively and cooperatively with others;
4. helping each student develop a sense of individual responsibility and self-discipline;
5. interpreting college objectives, policies, and rules to students and communicate student attitudes, opinions, and activities to the faculty, administration, and general public; and
6. providing student health services that meet the emergency and temporary medical needs of all students.

STUDENT SUPPORT CENTER

Kelly E. Wilson, Director
Hearnes Hall 114, 417.625.9324

Staff: Holley Goodnight, Erik Hilgendorf, Amy Ryder,
Dalenette Voight-Catlin

The primary goal of the Student Support Center is to promote the student's academic and personal development. Services are provided for individuals with educational, academic, personal, and social concerns. Experienced professional staff members provide individual counseling for academic, career, and short-term personal concerns as well as offer a variety of tests, inventories, and referral services. Such services are considered confidential.

Academic Advisement

Students who have not declared an academic major area of study will be assigned an adviser from the staff in the Student Support Center. At the beginning of each semester, undeclared majors need to make an appointment with their adviser in the Student Support Center to discuss their academic plans. Later in the semester a second appointment needs to be made to enroll for the next semester. The responsibility for satisfying all requirements rests with the student. Advisers, faculty, and administration assist in meeting this responsibility.

Career Counseling

Students who are uncertain of their major are encouraged to make an appointment with a counselor to identify, understand and explore academic/career related concerns. Interest and personality inventories are available as well as a career library to assist in the career decision-making process. Career and Life Planning classes for undecided students are offered during the second half of each semester.

FOCUS, a computer based career information systems, is available and designed to assist students in clarifying values, assessing competencies and interests, making decisions, securing information on occupations, educational opportunities, and selecting appropriate career development strategies.

Personal Counseling

Confidential, personal counseling is available to students who may be struggling with relationship issues, stress, depression, adjustment issues, grief, trauma or problems with eating disorders or drug or alcohol abuse. Contact the Student Support Center in person or by phone to set up an appointment. Referrals to additional resources may be given as appropriate.

Testing Services

Missouri Southern is a national testing center for the following examinations:

1. ACT (Placement test for college entrance)
2. Praxis Series (National Teachers Exam)
3. DHAT (Dental Hygiene Aptitude Test)
4. GED (General Education Development high school equivalency test)
5. MAT (Miller's Analogy Test for graduate school)
6. CLEP (College Level Examinations Program)
7. Michigan Test (English Language Proficiency)
8. LSAT (Placement test for law school)
9. MCAT (Placement test for medical school)

The CLEP (College Level Examination Program) is administered by appointment. The student must contact the Student Support Center to register prior to the testing time/day. This program is designed to allow students to receive, upon attaining a passing grade, proficiency credit for core requirements.



In order to receive credit for a CLEP examination, a student must have the following qualifications:

- (a) not have taken an examination over the course within the preceding six months;
- (b) not have credit in a more advanced course in the same field;
- (c) be working toward a degree at Missouri Southern State University;
- (d) not use the examination to replace a previously earned grade.

The Student Support Center also provides proctors and a testing room for students taking correspondence courses from other accredited institutions. Appointments must be made prior to taking the test. A fee will be charged for each test administered.

All students whose native language is not English, who wish to transfer with 24 hours or more and do not have a minimum TOEFL score of 535, or a minimum TOEFL computer score of 200, may take, by appointment, the Michigan College English Test (MELICET). A passing grade on the Michigan Test is 80. If proficiency on the Michigan Test is not achieved, the applicant must wait 60 days to retake the test. There is a fee for this test and a passport or green card is required for identification.

The Student Support Center also provides the GED (General Education Development) High School Equivalency Test as a service to the people of Southwest Missouri who were unable to complete their high school education. The person making an acceptable score on the GED test will receive a high school equivalency certificate from the Missouri State Department of Education. Applications for GED testing are available from the Student Support Center.

Non-Traditional Student Program

Students who have been out of school for several years often have unique concerns about returning to college. Workshops to ease the transition to college are offered periodically and a non-traditional club—OWLS (Older Wiser Learners) meets weekly for support. Non-Traditional orientation classes are offered every semester to help with the adjustments to college

and reacquaint the learner with study skills and time management issues.

FRESH START for non-traditional students is a specially designed full-day required enrollment program. It is for first time freshman students who graduated from high school two or more years ago and for those who possess a GED. These students have experiences that are often different from those of recent high school graduates, and profit from enrolling as a group.

Other Services

Outreach: Special programs and workshops designed to define and/or to prevent problems and to improve the quality of college life are presented. These offerings provide information, techniques, and skills relevant to specific topics of interest such as: stress management, test anxiety, self-esteem, and building successful relationships.

Emergency: Crisis intervention is provided to deal with situations requiring immediate attention. After hours call MSSU's Department of Public Safety at 417-626-2222.

Consultation and Referral: The Center's staff is available, upon request, to provide consultation to the administration, faculty, staff, and students. The staff also will facilitate referrals to outside agencies and to licensed professionals as needed.

NEW STUDENT PROGRAMS

Freshman Orientation

Amy Ryder, Freshman Orientation Coordinator
Hearnes Hall 114A, 417.625.9324

To assist all new students in the transition to university life, Southern has designed an orientation course to help them become acquainted with university services, facilities, and policies as well as to introduce helpful social and academic survival skills.

This eight-week course is offered in the spring and fall semesters. Special orientation courses are designed for transfer, honors, athlete, and non-traditional students. Time management, study skills, social issues, and the assignment of an academic adviser are among the major objectives covered in this course. The program operates in small group settings and is facilitated by peer leaders who have successfully completed a Leadership Training program. Distance Learning students can take the class via a blended Video/Internet or CD/Internet option.

Fresh Start

Holley Goodnight, Coordinator of New Student Programs
Hearnes Hall 115B, 417.625.9324

Fresh Start is a one-day orientation, testing, and enrollment program that is required for all incoming freshmen. During

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Fresh Start, students will have an opportunity to:

- take the Writing Placement Exam (determines placement in English Composition)
- learn more about majors and programs offered at Southern
- meet and talk with current and other incoming students
- learn more about campus services and policies (security, parking, health services, activities, residence halls, etc.)
- enroll in fall classes

Family and guests are invited to participate in the Family Program. The Family Program runs concurrently with the student program and is designed to address specific issues related to sending a student to college.

Invitations to Fresh Start are mailed in December for spring enrollment and through May and June for fall enrollment. To be invited to Fresh Start, a student must be accepted to the University through the Admissions Office.

NCAA Champs Life Skills Program

The mission of the NCAA is to maintain intercollegiate athletes as an integral part of the campus educational program and the athlete as an integral part of the student body. With this in mind, the CHAMPS Life Skills program was created to support the student development initiatives of its member institutions and to enhance the quality of the student-athlete experience within the university setting.

CHAMPS Life Skills Program Commitment Statements

Commitment to Academic Excellence

To support the academic progress of the student athlete toward intellectual development and graduation.

Commitment to Athletic Excellence

To build philosophical foundations for the development of athletic programs that are broad-based, equitable, and dedicated to the well-being of the student athlete.

Commitment to Personal Development

To support the development of a well-balanced lifestyle for student athletes, encouraging emotional well-being, personal growth, and decision making skills.

Commitment to Career Development

To encourage the student athlete to develop and pursue career and life goals.

Commitment to Service

To engage the student athlete in service to his/her campus and surrounding communities.

PROJECT STAY

Susan Craig, Director
North Guest House, 417.625.9830

Staff: Patrick Strubert, Star Sweet

Project STAY is a federally funded Student Support Services grant program designed to provide services to MSSU students to help them graduate. Services provided by the Project include: academic advising, priority enrollment (for freshmen

and sophomores), career and personal counseling, tutoring, laptop and TI-86 calculator loan program, assistance with applying to graduate school, and travel to area cultural sites. The Project serves 160 students. To qualify, students must be either first-generation college students (neither parent has a bachelor's degree), meet an income guideline, or be a student with a disability. To get more information or pick up an application, call the Project STAY office at 417.625.9830 or visit www.mssu.edu/projectstay.

UPWARD BOUND

Kathy Feith, Director
South Guest House, 417.625.9830

Staff: Kim Smith

Upward Bound is a federally funded program designed to help students gain the skills necessary to persist through high school and on to post-secondary education. Some of the services provided by Upward Bound include a six-week summer College Simulation Experience, monthly Saturday "Focus On" meetings, academic tutoring for current classes, opportunities to shadow student and professional mentors, and field trips to area college campuses and cultural sites. The services provided by Upward Bound are free to students and parents/guardians. For more information, please contact the Upward Bound office at 417.625.9830, or visit www.mssu.edu/upwardbound/home.html.

DISABILITY SERVICES

Melissa Locher, Coordinator for Disability Services
Learning Center, 417.625.9373

Missouri Southern State University strives to assure that no qualified person with a disability shall, solely by reason of the disability, be denied access to, participation in, or the benefits of any program or activity operated by Missouri Southern. Reasonable accommodations are provided to ensure equally effective access to the University. Access can mean many different things. On one level, we are a "young" campus, our buildings are all accessible. Each building is equipped with automatic door openers, elevators, and accessible facilities. Access also applies to what happens in the classroom. Our instructors are committed to a meaningful learning environment for all students. Qualified students with documentation may access services such as note takers, books on tape, testing outside the classroom, sign language interpreters, enlarged materials, extra tutoring, etc. Access also means use of adapted and modified equipment. The University owns many different pieces of specialized equipment and software. A student's individual needs are taken into consideration and specialized technology can be acquired based on the student's needs and documentation.



A student seeking accommodation must make his or her request to the Coordinator for Disability Services. Preferably, the student will make this request in person. If it is not feasible for the student to meet in person, the request for accommodation can be made in writing or via electronic mail. Requests for accommodation made to University personnel other than the Coordinator for Disability Services is not an official request for accommodation.

The request for accommodations should be made far enough in advance to allow for adequate time to respond to the request. The time required to put accommodations into place will vary with the type of accommodation. For example, arranging to take a test in the Learning Center requires 48 hours notice. Requesting a sign language interpreter should be done at least three months prior to the start of classes to insure the availability of an interpreter. The specific time allowances and how to request different accommodations can be found in the Disability Services Policies and Procedures, Procedure 6.00, available from the Coordinator for Disability Services.

All students are asked to provide documentation when requesting accommodations for two reasons. First, to establish that the individual is a person with a disability and, second, to determine appropriate accommodations. The documentation must establish that the person has a substantial limitation in a major life activity and is therefore an individual with a disability. Documentation may be required from more than one professional source in order to clearly identify the need for accommodations for individuals with multiple disabilities.

All documentation, regardless of source, should contain the following six essential features:

1. A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.
2. A description of the diagnostic criteria or diagnostic tests used.
3. A description of how the disability effects one of the major life activities and the current functional impact of the disability.
4. Treatments, medications, assistive devices/services currently prescribed or in use.
5. A description of the expected progression or stability of the impact of the disability over time should be included.

6. Information describing the certification, licensure, and or the professional training of individuals conducting the evaluation.

The age of the documentation will vary dependant on the type and nature of the disability. This variance occurs because some disability-related needs are static while others change rapidly. Detailed guidelines for documentation for each area of disability are available from the Coordinator for Disability Services.

The Coordinator for Disability Services shall make appropriate determination of reasonable accommodations for students based on appropriate documentation provided by the student. The authority to make such decisions on behalf of the institution has been assigned by the Vice President for Academic Affairs for academic program issues and by the Vice President for Business Affairs for non-academic program issues.

Once appropriate documentation has been supplied to the Coordinator for Disability Services and the determination has been made that the documentation supports the need for accommodation, the student and Coordinator for Disability Services will draw up an *Accommodation Plan*. The *Accommodation Plan* will remain in effect until either (1) the plan's date of expiration passes or (2) the student requests an accommodation not previously listed on the plan. In the event of the second, the *Accommodation Plan* will be adjusted in accordance with the student's documentation supporting the request.

The student is responsible for notifying faculty of any accommodations that he or she may be accessing in relationship to the faculty member's class. The student will be given a memo from the Coordinator for Disability Services detailing the authorized accommodations.

If the accommodations listed in the *Accommodation Plan* are not provided or are not effective in providing equal access, the student or faculty member should follow the procedures for filing a grievance listed in Policy and Procedure 9.00. All other issues (i.e. housing, sporting events, facility access, etc.) should follow the grievance procedures outlined in Procedure 9.02. The Grievance Procedures are available from the Coordinator for Disability Services, the Dean of Students, or the Vice President for Academic Affairs.

Missouri Southern State University may consider a course substitution and/or waiver as a reasonable accommodation when it is shown that a student's disability severely impacts his or her ability to complete a required course(s) for a degree program. The student should see the Coordinator for Disability Services to initiate this process.

STUDENT ACTIVITIES

Julie Blackford, Director of Student Activities
Billingsly Student Center 222, 417.625.9320

The Director of Student Activities works closely with other Student Services personnel and the Campus Activities Board in providing a variety of services for students at Missouri Southern.

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Billingsly Student Center

Billingsly Student Center 222, 417.625.9346

The Billingsly Student Center (BSC) is centrally located to provide convenient access to student services and facilities. The Student Center Office oversees reservations of the buildings, meeting rooms, lounges, ballrooms, and equipment for departmental, student organizational, and off-campus meetings and events held in the Student Center. The Student Center Office must be contacted for approval of all forms of advertising on campus bulletin boards. BSC is home to the University Bookstore, the students' source of rental and purchase textbooks, classroom materials, campus clothing, and gift shop. The BSC Ticket Office, in room 112, handles ticket sales for both on-campus and off-campus activities and entertainment. The Lion's Den Food Court, serving breakfast and lunch, offers a variety of foods and beverages for every appetite. There is a large study lounge, convenience store, separate TV lounge, vending area, and a games area with four billiards tables, ping-pong, and video games.

Student Activities Office

Billingsly Student Center 222, 417.625.9320

Campus activities are scheduled in the Student Activities Office. The office also oversees the 90+ recognized student organizations, assists students in organizing or re-instituting student organizations, organizes and supervises Homecoming, and produces and promotes various special events.

Campus Activities Board (CAB)

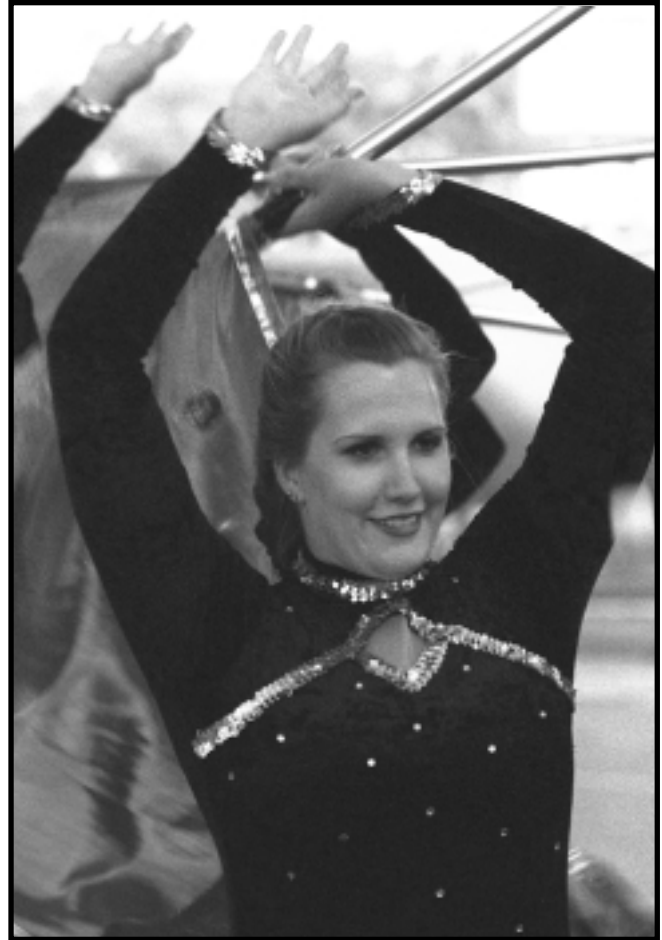
Billingsly Student Center 222, 417.625.9669

The Campus Activities Board, a student organization supported by student activity fees, has the responsibility for programming social, educational, and recreational activities for the entire college community. Students may volunteer to serve on CAB committees that assists in planning concerts, family events, novelty events, lectures, special events, and public relations. Interested students are encouraged to attend the weekly meetings or stop by the Student Activities Office on the second level of Billingsly Student Center.

Student Senate

Billingsly Student Center 211, 417.625.9751

The Student Senate serves as the governing body for students and acts as a liaison between the faculty and the student body. The responsibility for student government rests not only with the student officers, boards, and committees but also with each member of the student body. The Student Senate is made up of nine senators from each class, who are elected in the fall, and the executive officers, who are elected in the spring. The Student Senate is funded from student activity fees. Students wishing to speak with a Senate representative may do so via the Student Services Office on the second floor of the Student Center.



CAMPUS RECREATION & WELLNESS

Darren Fullerton, Director
BSC-211, 417.625.9392
Cindy Webb, Fitness Coordinator
SLC-113, 417.625.9878

The Campus Recreation & Wellness Department is comprised of six program areas under the Division of Student Services. The purpose of the Campus Recreation Program is to provide a wide variety of fitness, wellness, recreational, outdoor, and sport related activities to the college community. The Campus Recreation Program offers activities for students, faculty, staff, and their families. The Campus Recreation Program also offers activities on various days and times in an attempt to meet the needs of traditional and non-traditional students. The Campus Recreation Program conducts programming in the following areas: Intramural Sports, Wellness/Fitness, Aquatics, Outdoor Adventures, Open Recreation, and Special Events.

CAREER SERVICES

Patricia Hurley, Director
Billingsly Student Center 207, 417.625.9343

Staff: Lynsey Schwabrow

Career Services assists students and alumni in the development of employability skills necessary to conduct a successful job search and in the location of full-time employment. Seniors and alumni can take advantage of on-campus interviews with representatives from business, industry, government, and educational institutions. Students are encouraged to visit the Office of Career Services and/or register with the Southern Job Network (*an online resume database system*) at www.mssu.edu/career to take advantage of on-campus interviews, job listings, Career Development Day, Spring Job Expo, Education Job Fair, career success workshops, mock interviews, career advising, and assistance in preparing resumes, as well as many periodical and computer resources available in the career library.

RESIDENCE HALLS

Deb Gipson, Director of Housing
Student Life Center, 417.659.4460
Billingsly Student Center 211, 417.625.9522

Staff: Josh Doak, Carla Fairbanks, Adam Griffin

The Missouri Southern on-campus residence requirement is as follows: "All freshmen under the age of 21 are required to live in the Missouri Southern residence halls to the extent space is available, unless they are married, live with their parents, or are excused by the Director of Housing."

The University provides air conditioned residence hall accommodations and meals for approximately 700 full-time students. Concerned with the total needs of the students, the University maintains a safe and comfortable place to live and an adequate physical environment as well as opportunities for learning. The atmosphere in the residence halls contributes significantly to the students' personal growth and maturity.

The residence halls are staffed by three full-time professional resident directors and 22 paraprofessional staff assistants. The programming body for resident students is the Residence Hall Association (RHA) which provides educational, social, and athletic programs. Some RHA committees serve as a liaison between resident students and the University administration.

Residence hall rooms are fully furnished except for linens and personal items. Cable TV, local telephone service with voice mail, individual long distance access, and computer access are available.

To reserve a room in a University residence hall, a prospective student should request an Application Contract for Room and Board Accommodations from the Missouri Southern Residence Life Office. The completed Application Contract

should be returned to this office with a \$150 security deposit. The deposit is retained by the University as long as the student is in residence and refunded upon termination of the contract if all terms of the contract are fulfilled.

This contract, which is a combined contract for room and meals, is effective for the entire academic year (fall and spring semesters) or for the remaining portion of the academic year if entered into after the beginning of the fall semester. Detailed terms will be found on the contract form.

The University is not responsible for the loss of or damage to any personal property of students.

For detailed rules and regulations governing residence hall living at Missouri Southern, contact the Residence Life Office, Room 211, Billingsly Student Center.

STUDENT LIFE CENTER

Deb Gipson, Director of Housing
Student Life Center 102, 417.659.4460

The Dianne Mayes Student Life Center, opened in the fall of 1996, is a state-of-the-art facility focused on providing avenues for the social, recreational, and physical development of Missouri Southern students. Located directly behind McCormick and Blaine Halls in the residence hall complex, the center has extended hours to better serve all students, both commuter and resident, plus faculty and staff.

The University Dining Hall is located on the 2nd floor and operates on funds received from board payments from residence hall students and cash sales for individual meals. Other facilities, located on the 1st floor, include a large television lounge equipped with surround sound, a video game arcade, an aerobics room complete with setup for step aerobic and dance classes, a workout area supplied with a variety of cardiovascular and strength equipment, computer lab, laundry room, as well as table tennis, billiards, air hockey, game tables, and a study area. The Mayes Student Life Center also serves as the location of a centralized information outlet, as well as a mailroom providing service to all resident students.



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For more information regarding the center's hours of operation, programs, and policies governing the use of the facility, contact the Student Life Center Office, Room 102, Mayes Student Life Center.

FOOD/DINING SERVICES

Ron Cooksey, Director of Dining Services
Billingsly Student Center 206, 417.625.9546

Food service is bid by the University and handled by a professional food service company (Sodexo). The dining hall operates on funds received from board payments and cash sales of individual meals.

All residence hall students must contract for board. Board contract includes a choice of three meal plans. Individual meals feature salad bar and unlimited servings, including entrees.

Commuter students interested in taking some or all of their meals at the University Dining Hall may purchase meal tickets in the Business Office. Also, Lionbucks are available in the Dining Service Office.

The Lion's Den food court, located on the 2nd floor of Billingsly Student Center, offers a variety of food options for students.

University dining service also features a gourmet coffee shop, University Java, located on the lower level of the Spiva Library.

STUDENT HEALTH SERVICES

Jan Diple FNPC, Director of Health Services
Kuhn Hall 306, 417.625.9323

The Student Health Center is staffed with a full-time family nurse practitioner, a part-time women's health nurse practitioner, and a physician who is available for daily consultation. Appointments to see the nurse practitioner Monday through Friday from 8 a.m. to 4 p.m. can be made by contacting the Student Health Center. All currently enrolled students are eligible for treatment at the Center. Some of the services offered are: first aid and injury care, allergy injections, TB skin testing, flu shots (in season), and screening for certain illnesses. Most services are free; however, students are expected to pay for laboratory, x-ray, work/school physicals, emergency room, hospital services, gynecological, STD, prescriptions, and ambulance service. The Health Center maintains files on current students, including medical history and immunization records. Recommendation and referral to community or campus resources are also part of student health services.

A voluntary accident and sickness insurance plan for students is available from the Student Services Office, Room 211, Billingsly Student Center.

Communicable Diseases

Students must submit proof of immunization, including two doses of measles/rubella vaccine, to be kept on file in the Student Health Center. The state of Missouri requires all resident students to also receive the meningococcal vaccine (for meningitis). When a communicable disease comes to the attention of the University, whether student, faculty or staff member, the University's physician and nurse practitioner will assume responsibility for conducting a thorough review based upon the best medical and legal information available. Students who have not been properly immunized or who have not had these diseases may be banned from University property in the event of an outbreak on campus. Any actions taken will respect the confidentiality of the individual as well as the individual's welfare and that of the University community.

Smoking and Tobacco Use Policy

The Board of Governors of Missouri Southern State University prohibits smoking and tobacco use of any kind. Tobacco products are not permitted in any campus buildings. Smoking and other tobacco usage is permitted only outside of buildings.

INTERCOLLEGIATE ATHLETICS

Sallie Beard, Athletics Director
Leggett & Platt Athletic Center 148-C, 417.625.9574
Coach Robert Corn, Assistant Athletics Director
Leggett & Platt Athletic Center 148-B, 417.625.9330

Missouri Southern recognizes that the welfare of the student-athlete is an integral part of a successful athletics program. We embrace the concept that the student-athlete is first and foremost a student who possesses the same individual rights, academic abilities, and personal interests as the general student body. A truly effective athletics program produces student-athletes who succeed in their academic work as well as in their chosen sports, and who, following graduation, are a tribute to themselves, the University, and their communities. It is incumbent upon the Athletics Department to work in harmony with the values outlined in the Mission Statement of Missouri Southern.

The purpose of the Missouri Southern Athletics Department is to empower student-athletes with the confidence and ability to succeed. The Athletics Department feels its most important responsibility is to assist its student-athletes in reaching their highest potential as they strive for excellence academically, athletically, and socially within a diverse and challenging society.

The Athletic Department also serves as a means of gaining public attention for the University. While this public attention, as well as the entertainment aspects of intercollegiate sports must be recognized, they are secondary in importance to the role of athletics in the total educational program.

The University is a member of the Mid-America Intercollegiate Athletics Association and the National Collegiate Athletic Association Division II. University teams compete on the intercollegiate level in baseball, basketball, cross country, football, golf, soccer, softball, tennis, track & field, and volleyball.

STUDENT POLICIES

Student Conduct

In order to provide the best possible environment for personal and intellectual growth, the University has established regulations to guide student conduct. A summary of these rules and regulations is found in the Student Handbook which may be obtained from the Student Services Office, Room 211, Billings Student Center.

Drug and Alcohol Prevention Program

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, Missouri Southern State University has established a drug and alcohol prevention program for its students. The University's program is described below.

Substance Abuse Policy: Students are prohibited from using alcoholic beverages and illegal drugs on University-owned or controlled property and at University-sponsored or supervised activities. Irresponsible alcohol or other drug use off campus resulting in disorderly conduct on campus also is not acceptable. Any student of Missouri Southern State University found to have manufactured, dispensed, possessed, or used a controlled substance in violation of the Substance Abuse Policy of this University will be subject to discipline in accordance with University policy and reported to local, state, or federal law enforcement authorities for criminal prosecution. Criminal prosecution for these acts could lead to a conviction and such a conviction could result in a sentence imposing a monetary fine, imprisonment in a state or federal penitentiary, or both.

Health Risks: Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks:

Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana: addiction, panic reaction; impaired short-term memory; increased risk of lung cancer and emphysema, particularly in cigarette smokers; impairment of driving ability.

Cocaine: addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

Hallucinogens (acid, LSD, PCP, MDMA, etc.): unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma.

Narcotics (heroin, Demeral, morphine, Codeine, etc.): addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.

Inhalants (gas, aerosols, glue, nitrites, etc.): loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

Methamphetamines: addiction, irritability, sleeplessness, nervousness, sudden weight loss, pungent body odor, protrusion of eyes.

Resources: A variety of resources exist for drug or alcohol counseling, treatment, or rehabilitation programs. A few are listed inside the front of the *Student Handbook*. For more detailed information concerning these resources and others available from the University and/or community agencies, students may contact the Student Support Center (417.625.9595) or the Student Services Office (417.625.9392). Such referrals will respect individual confidentiality.

A main objective of the drug and alcohol prevention program is to encourage healthy attitudes and behaviors on the part of all students and responsible decisions about alcohol/drug use. Another objective is to provide students in certain high risk groups (freshmen, Greeks, athletes, residence hall students, etc.) with specific and up-to-date information regarding the long-and-short-term effects of alcohol/drug use. A final objective is to provide students with the necessary skills to help them carry out the decisions they have made in regard to their use or nonuse of alcohol/drugs and how to effectively handle certain "high pressure" situations.

To meet the above objectives, information and assistance is provided to students in several ways. First, alcohol and drug films are shown and programs conducted in all orientation classes, which are required for all new students. Additional alcohol and drug information is presented in other academic classes, including Kine 103, Lifetime Wellness. Pamphlets about alcohol and drug use are distributed each semester. Special alcohol and drug training is provided annually for residence hall staff and orientation leaders.

The athletic department provides a program for varsity athletes. Special alcohol and drug programs are presented throughout the year. Active drug testing is done. A committee of counselors, teachers, and clergy are available to assist varsity athletes.

The Student Services Office, Student Support Center, Campus Activities Board and the Residence Hall Association provide alcohol and drug programs throughout the year for all students.

Equal Opportunity

In accordance with federal law and applicable Missouri statutes, it is the University's policy not to discriminate in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its educational programs and activities on the basis of age, gender, color, race, religion, disability, veteran's status, national origin, ancestry, or any other protected characteristic as established by law.

Anti-Harassment Policy

Missouri Southern State University is committed to fostering a working and learning environment where all individuals are treated with respect and dignity. It is, and continues to be, University policy that harassment of employees, applicants, or students in unacceptable conduct will not be tolerated.

Harassment is written, verbal, or physical conduct that degrades or shows hostility or aversion toward an individual because of his/her race, color, ancestry, religion, gender, age, national origin, or disability that (i) has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (iii) otherwise adversely affects an individual's employment or academic opportunities.

Harassment could also be sexual in nature. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when any one of the following occurs: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or (ii) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Any employee, student, or applicant for employment or admission who feels that he or she has experienced or observed harassment by an employee of the University should report such incidents to his or her supervisor, or to the Director of Human Resources without fear of intimidation or reprisal. Harassment complaints against students should be reported to the Dean of Students.

The University will promptly investigate all allegations of harassment in as confidential a manner as possible. The University will also take appropriate action to ensure that neither inappropriate language, nor conduct, nor sexual harassment persists.

DEPARTMENT OF PUBLIC SAFETY

Ken Kennedy, Director
626-2222

1. All campus crimes should be reported immediately to Department of Public Safety (DPS). Campus officers are available on campus 24 hours of every day. The number to call for on-campus personnel is extension 2222. If calling from a cell phone or off campus, the number is 626-2222. During the weekdays, while classes are in session, the office hours are 7:30 a.m.-9:30 p.m. (Fridays from 7:30 a.m.-4:30 p.m.) After hours, weekends, and holidays, the direct number is 437-0390; however, 626-2222 will roll over to that number. A Public Safety Officer will respond to all calls for assistance on campus.

2. All academic buildings are locked each evening and during the weekends. DPS officers provide preventative patrols on campus and check the security of all buildings. In addition, officers provide numerous services to students and faculty/staff and enforce parking and other violations of campus rules. All residence halls, except Blaine Hall, are locked at midnight, Sunday-Thursday, and at 2 a.m. on Friday and Saturday. Individual keys are issued to each resident student. One of the DPS Officers is on duty in the residence hall area from 11 p.m. to 7 a.m. each day.
3. The DPS personnel are not commissioned law enforcement officers. However, each officer has completed the 600-hour police academy necessary to meet POST requirements for state certification as a police officer. There is an excellent working relationship between the department and the city and county law enforcement agencies. The DPS officers report all felonies and other specific crimes represented on the uniform crime report to the Joplin Police Department, in addition to an annual Jeanne Clery Campus Security Act report.
4. DPS policies and procedures are published in the Student Handbook, which is distributed to all freshman students. Each semester during freshman orientation, security officers provide information regarding safety tips, date rape, services provided, substance abuse, and enforcement procedures. Each student is responsible for becoming aware of the parking and traffic regulations booklet provided to all freshmen. It is necessary for DPS officers to enforce these regulations to ensure the safety of all students, visitors, and faculty/staff members on campus.
5. Crime prevention programs are presented each semester by the Campus Activities Board, Student Services, and Residence Hall Association. Pamphlets regarding crime prevention are distributed to all resident students and are made available to all students in the Student Center.
6. MSSU does not recognize off-campus student organizations.
7. Crime statistics are available in the DPS Office, as well as on the Internet at www.mssu.edu.

Student Identification Cards

The student identification card is produced by the University and issued to all students as a means of personal identification. The University reserves the right to request a student to produce the I.D. card at any time deemed necessary. The student I.D. is a service to students currently enrolled who wish to use University facilities and services. The first student I.D. costs \$2.00; replacement cost for lost cards is \$5.00. Student I.D. cards may be obtained at the Department of Public Safety Office.