



AFTER ENROLLMENT CHECKLIST



ACADEMIC TOOLKIT



MISSOURI SOUTHERN STATE UNIVERSITY

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AFTER ENROLLMENT CHECKLIST

FOR NEW STUDENTS

- **LION CARD PICTURE ID & PARKING PERMIT:** Process your MSSU Lion Card (picture ID) and Parking Permit at the Campus Card Service Center, Billingsly Student Center (BSC) 109. You will need a state-issued picture ID, such as a driver's license, and your vehicle model and license plate number for your Parking Permit.
- **STUDENT EMAIL:** MSSU issued you an institutional email account which ends with "@mymail.mssu.edu" in your Acceptance letter. You may also find this by logging into your LioNet, and it should be on the left-hand side under Lion Access Information. The email account is an Outlook account. Login at outlook.com/mymail.mssu.edu
 - Your password is your 12-digit pin number mailed to you by our IT Department.
Contact IT office: 417-659-4444 with any questions or difficulties.
- **LIONET:** LioNet is your personal school portal with access to all your personal and MSSU information. LioNet can be accessed through the MSSU website. **Contact the MSSU IT office: 417-659-4444 with any questions or difficulties logging in.** (Refer to LioNet info on page 5)
- **MSSU MOBILE APP:** Download the MSSU mobile app to easily access LioNet resources, your email, campus resources and events, directory, etc. Download using the first part of your MSSU email address without the @mymail.mssu.edu portion of the email. 
- **CAMPUSCLEAR APP:** CampusClear is a daily self-screening tool developed for MSSU to help the university and the Willcoxon Health Center monitor COVID-19 cases on campus. Download the #CampusClear app from the appropriate app store on your phone. The very first time you use the app, you will be prompted to select whether you are a Student or Employee, then enter and confirm your MSSU assigned email address. Return to the CampusClear app each morning and take the daily self-screening survey. 
- **TEXTBOOKS:** Print your booklist from your LioNet and pick up your books from the bookstore located in Billingsly Student Center 1st floor. You will need your school Lion Card ID to pick up your books. For students taking all online courses, contact the Bookstore at Bookstore@mssu.edu to discuss how to get your textbooks.

- **ENROLLMENT CONFIRMATION:** On May 1st/August 1st/ January 1st log into LioNet and confirm your schedules for summer/fall/spring enrollment respectively, for whichever semester(s) you are enrolled.
- **ONLINE AND HYBRID CLASSES:** Blackboard is the online delivery tool for all Distance Education Courses. If you are taking online or Hybrid classes, your classes will show up on your Blackboard site two days prior to the official start day of class. (Refer to Blackboard info on page 6)
- **SCHEDULE AND BILL:** Print a new schedule and bill from your LioNet account the weekend before school starts and review class locations and details. (Refer to LioNet info on page 5)
- **FEE PAYMENT:** 100% of account balance is due by the second week of the semester. Please check the academic calendar for the specific date. Contact the Bursar's office at 417-625-9381 or Bursar@mssu.edu with billing or payment options and questions.
- **FINANCIAL AID:** File your FAFSA. If already filed, check your financial aid status on your LioNet account or contact the Financial Aid office at 417-625-9325, FinAid@mssu.edu, or Hearnes Hall 109.
- **MEDICAL HISTORY & IMMUNIZATION HISTORY:** Download and complete a medical history form from your LioNet account page and turn into the Willcoxon Health Center (WHC). Upload your vaccine records through **Med+Proctor**. **International Students** will complete their **requirements** at the Health Center when they arrive to campus. Contact WHC at 417-625-9323 with questions or visit in Billingsly Student Center 242.
- **ADVISOR ASSIGNMENT:** Freshmen or transfer students transferring in less than 30 hours will be enrolled in a UE 100 class where an advisor will be assigned. Transfer students will be assigned an advisor by the department upon enrollment.
- **GOT MORE QUESTIONS?** Contact the department of your academic major or Advising, Counseling & Testing Services at 417-625-9324, ACTS@mssu.edu, Hearnes Hall 314.

LIONET

WHAT IT IS AND HOW TO LOGIN

LioNet is your personal portal with your personal information and MSSU information.

1. Open an internet browser such as Chrome, Internet Explorer, or Firefox.
2. In the address bar of the browser, type in LioNet.mssu.edu or from the MSSU.edu home page click on "Student" and then on the LioNet link.
3. On the LioNet login page, on the left-hand side near the top, you'll see the login box.
4. Your **Username** is the first part of your MSSU issued email address without the @mymail.mssu.edu. For example, smithk001
5. Your **Password** is the 12-digit pin mailed to your permanent address by the MSSU information Technology Department. Take note that the password is case sensitive.
6. Click the **Login** button.

If you are unable to log in:

- a. Try re-entering the User Name and Password.
- b. Make sure Caps lock is not on.
- c. If using the number-pad, make sure the Number (Num) lock key is on.

Still having problems or forgot your email address or password?

Contact the MSSU Information Services Help Desk, Plaster Hall 224, HelpDesk@mssu.edu, 417-659-4444.

To access your student information such as:

- Printing a copy of your class schedule
Go to **Student Menu**, then **Registration**, then **Concise Student Schedule**
- Booklist, Select term
- Financial Aid information
- Transcript/Final Grades
- Bill Payment link (**Make Online Payment**)
- Tuition Pay
- National Clearing House – access to order transcript, order enrollment verification, or student loan information

...go to **Student Quick Links**, then **Student Menu** or **Registration Tools** and explore.

BLACKBOARD

THE ONLINE CLASSROOM

WHAT IS BLACKBOARD?

Blackboard is an online classroom used to support academic instruction. It is the primary delivery tool for Distance Education Courses. Instructors use Blackboard to provide instruction, assignments, post notes, supplemental information and anything else the instructor chooses. Blackboard is also used to communicate with students. Blackboard only recognizes and uses the Missouri Southern issued email address.

DO ALL STUDENTS HAVE TO USE BLACKBOARD?

If you have an online class or if your instructor uses Blackboard to provide supplemental information, then the student will have access to the Blackboard site and will have to use Blackboard. Sometimes, some departments or majors use Blackboard to provide information to students, therefore if you are involved in a group that uses Blackboard to provide information, you will have access to Blackboard.

THE TECHNOLOGY YOU NEED TO ACCESS BLACKBOARD

1. Reliable high-speed internet
2. A reliable computer or laptop
3. The latest version of Google Chrome and Mozilla Firefox on your computer. Google Chrome needs to be version 67 or higher and Firefox needs to be 61 or higher. Anything older may not work. Do NOT attempt to use Internet Explorer, Edge or Safari. These browsers don't work well with Blackboard Ultra.
4. The latest plugins for Adobe Flash and Java

HOW TO ACCESS BLACKBOARD

Blackboard can be accessed multiple ways:

1. The Missouri Southern website at www.mssu.edu and click on the **Blackboard** tab under **Students** or from an internet browser, enter mssu.blackboard.com
2. Login with your LioNet credentials and when you log in the first time, your Password is the first 12 digits of your MSSU issued Password. Upon logging in, you may change that password to your preferred secure password.

THE INFORMATION YOU WILL HAVE ON BLACKBOARD.

After you log into Blackboard, your semester courses will be under **My Courses**. Other non-course group information will be accessed under **Organizations**.

HOW EARLY CAN YOU ACCESS BLACKBOARD?

Blackboard access to new MSSU Students starts two weeks before the semester begins. Courses will open up to students two days prior to the official start date of the course.

CAN YOU USE YOUR SMART PHONE TO ACCESS BLACKBOARD?

We do not support or maintain the Blackboard mobile application at this time.

WHEN IS BLACKBOARD ACCESSIBLE?

Blackboard is accessible 24/7, 365 days a year.

CAN I CHANGE MY PASSWORD?

We advise changing your password through your email account, as this will keep the password consistent with all MSSU services such as Lionet, Blackboard, email, logging into computers on campus, connecting to MSSU network, etc.

You can change your password by going to outlook.com/mssu.edu, logging into your student email and navigating to **Account Settings** where a section for "Password" will be listed.

DIFFICULTIES WITH BLACKBOARD?

Call the Blackboard office at 417-625-9885 or email the Blackboard office at BlackboardHelp@mssu.edu.

ACADEMIC TOOLKIT

SUPPORTIVE RESOURCES FOR ACADEMIC SUCCESS

ADVISING, COUNSELING AND TESTING SERVICES (ACTS)

Advising and Counseling: Hearnes Hall 314

Phone: 417-625-9324

Advising Email: ACTS@mssu.edu

Counseling Email: CounselingServices@mssu.edu

Counseling Phone: 417-625-9559

Testing: Webster Hall 117

Phone: 417-625-9577

Email: TestingServices@mssu.edu

- Primary academic advisors for Undeclared and Bachelor of General Studies students
- Career assessments
- General academic advising for students of all majors; academic advising support for Distance Learning students
- Academic advising for undeclared student athletes
- Free, individualized, confidential, time-limited mental health counseling by licensed professionals for currently enrolled students
- Wellness and Prevention programming
- Lion Alert Online Referral and Outreach Support
- Test Proctoring for CLEP, Accuplacer, National and Residual ACT, online courses, MoCA, etc.
- Assistance and support for students with transitional difficulties
- PASS Program- Advising support for first year students on academic probation and students admitted on probation
- Academic coaching for interested students.

BOOKSTORE

Billingsly Student Center 212

Phone: 417-625-9380

Email: Bookstore@mssu.edu

- Rent and purchase textbooks
- MSSU spirit apparel, gifts and accessories
- School supplies
- Audio accessories
- Snacks, stamps, and movie tickets

BURSAR'S OFFICE

Hearnes Hall, Room 105

Phone: 417-625-9381

Email: Bursar@mssu.edu

- Tuition and bill payment
- Financial aid excess disbursement
- Tuition payment plans
- Check cashing (\$10-\$15)
- Reimbursement of money lost to vending machines
- Deposit of money - Lion Bucks to Lion Card

CAMPUS CARD SERVICES

Billingsly Student Center 109

Phone: 417-659-5463

Email: LionCard@mssu.edu

- Campus ID (Lion Card)
- Lion Bucks debit account setup
- Meal plan management
- Parking permit
- Lion Card holder discounts found at www.mssu.edu/lioncard

CAREER SERVICES

Hearnes Hall 315

Phone: 417-625-9343

Email: CareerServices@mssu.edu

Web: www.mssu.edu/career

The Career Services office helps MSSU students and alumni prepare for and succeed in the job market. Visit the Career Services webpage to view resources, a complete list of events, and access online programs.

Personalized Career Advisement

- Resumes and cover letters
- Major and career exploration
- Preparing for and navigating the job market
- Networking and navigating employment situations

Online Resumes

- Hire a Lion: Online job network that offers full-time, part-time, internship, and volunteer opportunities
- Optimal Resume: Web-based system designed to create resumes, cover letters, and mock interviews

Job Shadowing

- Connects students with community professionals to gain first-hand knowledge about career paths and work environments

Mock Interviews

- Offers online and in-person mock interviews to assist students in preparing for a variety of interview scenarios

Career Events

- Hosts a variety of events throughout the year to improve leadership skills, connect with employers, provide professional development, and prepare for the job market

Southern Leadership Academy

- Prepares the next generation of community leaders
 - For more information and application details, visit mssu.edu/sla
-

DENTAL HYGIENE CLINIC

Health Science Building

Phone: 417-625-9711

Email: DentalHygiene@mssu.edu

- Cleanings and X-rays
 - Oral cancer screening
 - Tobacco cessation
 - Fluoride treatments
 - Treatment of gum disease
 - Sealants
 - Nutritional counseling
 - Hypersensitivity treatments
-

DISABILITY SERVICES

Hearnes Hall 301

Phone: 417-659-3725

Email: DisabilityServices@mssu.edu

Services provided for qualified students with documented disabilities. Services are elective and must be requested. Appropriate documentation for services is required.

- Early registration
- Audio textbooks
- Alternative testing
- Sign language interpreters
- Note-takers
- Veteran support and accommodations

FINANCIAL AID AND SCHOLARSHIPS

Hearnes Hall 109

Phone: 417-625-9325

Email: FinAid@mssu.edu

- Federal and state grants
 - Scholarships
 - Student loans
 - Veterans Certifying Official
-

FIRST-YEAR EXPERIENCE

Hearnes Hall 314

Phone: 417-625-9731

Email: FYE@mssu.edu

- University Experience class
 - Learning communities
 - Course Assistant Program
 - Phi Eta Sigma National Honor Society
 - Lion Pride Weekend and Campus Craze
 - First-Year Student Convocation
 - Southern Welcome Orientation
-

INFORMATION TECHNOLOGY (MSSU HELPDESK)

Plaster Hall 224

Phone: 417-659-4444

Email: HelpDesk@mssu.edu

- Provide student ID and PIN number (Logins)
- OneDrive online storage space through campus email
- Email and Blackboard support
- Game console request support
- Help connecting to the wireless services
- Assistance in navigating LioNet

LIBRARY SERVICES

Spiva Library

Phone: 417-625-9362

Email: MSSULibrary@mssu.edu

Web: www.mssu.edu/library

- Checkout individual and group study rooms
 - Dedicated quiet room and numerous study spaces
 - Research assistance: in person, chat, email and one-on-one consultations
 - Access to over 100 databases and hundreds of thousands of e-Book, audiobooks and print materials
 - Computer labs including Macs and specialty software
 - Printing and copying
 - Borrow materials from other libraries through Mobius and Inter-library loan
 - TV lounge
 - Café area with microwave, tables and vending machines
 - Lactation Room
 - Laminating
 - Collections including:
 - University Archives & Special Collections
 - Juvenile & Young Adult
 - Recreational Reading
 - Graphic Novels
 - Feature film DVDs
 - Native American
 - Government Documents
-

LION CO-OP

Student Life Emergency Shelter

Phone: 417-625-9346

Email: LionCoop@mssu.edu

Web: facebook.com/Missouri-Southern-Lion-Co-Op-Food-Pantry

- The Lion Co-op is a food and personal hygiene pantry that is open to all students at MSSU.

- The Lion Co-Op was founded to help students who are dealing with food insecurity, a reduction in the quality or variety of food intake, which often results in disrupted eating patterns. Lack of adequate nutrition can be a considerable obstacle to academic success.
- Hours change each semester, check website for current semester's hours.
- Volunteer opportunities are available.

LION CUB ACADEMY

Joplin Regional Center

Phone: 417-625-9360

Email: Tappana-N@mssu.edu

Web: www.mssu.edu/lioncubacademy

Our Mission

- The mission of the LCA is to provide a safe, nurturing environment for children. The Academy is designed to create an atmosphere of security and mutual trust where children can develop emotionally, socially, physically, and intellectually.

Our Philosophy

- The LCA is committed to providing high-quality care and enriched educational opportunities. University students are provided the opportunity to experience real-life skills in child development, education, and safety.

FAQ

- **Who can attend?**
Open to the community. MSSU faculty, staff, and students are given priority.
- **Hours of operation?**
7:00 am to 5:30 pm Monday through Friday
- **Ages of children accepted?**
1 to 6 years
- **Licensed?** Yes, we are licensed by the Missouri Bureau of Child Care

- **Meals served?** We serve breakfast, lunch, and a snack. All meals served meet USDA standards.
- **When should I contact the LCA?** Contact the LCA as soon as you know you will need child care. We do have a waiting list. For some classes, it could take at least a semester for a spot to open.
- **Cost?**
Call the Academy for pricing. Prices are subject to change.
- **Assistance accepted?**
MO and KS Department of Social Services; NACCRRRA - Military Assistance, and Native American Tribal Assistance
- **Can I use my financial aid to pay for my child care tuition?**
Yes, we can draw from your school aid to pay for your child care tuition.

PROJECT STAY

Hearnes Hall 308

Phone: 417-625-9830

Web: www.mssu.edu/project-stay

Students qualify for this program by meeting one of the following criteria:

- Be a first-generation college student
- Meet income guideline
- Be a student with documented disability

and:

- Minimum of 2.2 cumulative grade point average
- Able to graduate within six years
- Good class attendance and course work completion

Services:

- One-on-one academic advising
 - One-on-one tutoring
 - Priority enrollment
 - Career exploration and job shadowing
 - Assistance with applying to graduate school
 - Personal counseling
 - Assistance with completion of annual financial aid forms and scholarship applications
 - Leadership & Professional Development class (tuition-free)
 - Grant Aid opportunities for freshmen and sophomores
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RECREATIONAL SERVICES

Billingsly Student Center 241

Phone: 417-695-9760

Web: www.mssu.edu/wellness

www.mssu.edu/aquatics

www.mssu.edu/recreation

- Prevention & Cessation Programs
 - Beimdiek Recreation Center with full gym equipment
 - Variety of fitness classes
 - Personal trainers
 - Aquatics & Racquetball Center
 - Swim lessons
 - H2Obics
 - Family swim
 - Dive-in movie events/Wellness & Family Movie Series
 - Intramural sports
 - Microfit Assessment Programs
-

REGISTRAR'S OFFICE

Hearnes Hall 101

Phone: 417-625-9389

Email: Registrar@mssu.edu

Web: www.mssu.edu/student-affairs/registrar

Registrar's office Forms:

- Address Change
- Major/Minor/Certificate Change Request
- Graduation Date Change Request
- Independent Study Request
- Academic Suspension appeal
- Petition for Academic Bankruptcy
- Authorization to release educational information
- Petition for additional hours
- Single Course Withdrawal form
- Authorization to Release Non-Directory Information (FERPA)
- Major/Minor/Certificate change request
- Privacy Request to Withhold Directory Information
- Name Change
- Petition to Audit a Course

LioNet Services:

- Register/Drop classes
- FERPA Information
- View grades
- View degree evaluation
- Apply for graduation
- View schedule of classes
- Click on Student Menu, click on Student Profile, click on Student Schedule, select appropriate Semester or click on "Active Registration" tab.
- View transcript
- View test scores
- Order Enrollment Verification and/or Transcript
- To request a copy of your enrollment Verification, order a transcript, or Student Loan Information, go to click on National Student Clearing House
- Housing Applications and Forms
- Touchnet Payment Portal

SAFE ZONE

Email: SafeZone@mssu.edu

Web: www.mssu.edu/student-affairs/safe-zone

- The Missouri Southern Safe Zone program was created to have a network of knowledgeable faculty, staff and students to create safe and open environments for everyone.
- Safe Zone allies can be identified by the Safe Zone signs which hang from their office doors.
- Allies are dedicated to increasing their knowledge of lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) issues and challenge homophobic and heterosexist comments or behaviors in an educational and informative matter.

SEXUAL VIOLENCE PREVENTION

Phone: 417-625-3022

Email: Harrel-T@mssu.edu

- Here at Missouri Southern, we are committed to reducing and preventing power-based personal violence.
- Sexual Violence Prevention is a bystander intervention program that trains students, staff and faculty on the warning signs of:
 - Domestic violence
 - Sexual assault
 - Stalking
- Training also includes steps on how to stop these forms of violence from happening in the moment.

STUDENT ACTIVITIES

Billingsly Student Center 210

Phone: 417-625-9346

Email: Gullett-C@mssu.edu

- Campus Activities Board (CAB)
- Fraternity and Sorority Life
- Registered Student Organizations
- Activities and Events Calendar

STUDENT SUCCESS CENTER

Hearnes Hall 301

Phone: 417-625-3725

Email: StudentSuccessCenter@mssu.edu

Tutoring is offered in the following subjects:

- Math
- Biological Sciences
- Physical Sciences
- Social Sciences
- Writing
- General Studies Courses
- UE 150: College Academic Skills (2 credit hours)
- UE 205: Tutor Training Additional Services
- Online tutoring by appointment
- Computer lab access

TITLE IX

Billingsly Student Center 347

Phone: 417-625-3022

Web: www.mssu.edu/student-affairs/title-ix

- **Mission Statement:** Title IX of the Education Amendments of 1972 is a law passed that requires gender equity in educational programs that receive federal funding stating: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

- It is the mission of Missouri Southern State University to comply with the mandates of Title IX. Missouri Southern State University is committed to maintaining an environment of equal opportunity in all areas of university life.

- **Reporting Sexual Harassment:** Any person may report sexual harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. In addition to reporting to the Title IX Coordinator, any person may report sexual harassment to any University employee with managerial authority over other employees, including cabinet members, deans, department heads, directors, supervisors, head coaches, and other managers (collectively "Reporting Officials") who must promptly forward such report of Sexual Harassment to the Title IX Coordinator.

- **Pregnancy and Parenting:** Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits educational institutions from discrimination on the basis of sex, including pregnancy and parenting status. Missouri Southern State University takes all concerns of discrimination and harassment seriously. Pregnant women must be treated the same as other students with temporary medical conditions that require treatment. Title IX prohibits pregnancy discrimination in higher education with respect to admissions, hiring, leave policies, coursework accommodations and degree completion.

- **Lactation Room Availability:**
Location: Spiva Library 205
Request Access: 3rd Floor Desk

UNIVERSITY POLICE DEPARTMENT

Emergency: 911

Report Crime: 417-623-3131

Service Calls: 417-626-2222

Email: UPD@mssu.edu

- Directed and random patrols on campus
- Courtesy service for students (unlock cars, jump-start cars, safety escorts, etc)
- Monitoring of activities in the Residence Halls
- Enforcement of traffic and parking regulations on campus
- Women's Self-Defense class
- Timely notification of emergency situations as required by Clery Act
- Investigation of criminal activity reported on campus. Please visit: www.mssu.edu/student-affairs/university-police for a full list of services, plus policies and procedures

WILLCOXON HEALTH CENTER

Billingsly Student Center 242

Phone: 417-625-9323

Web: www.mssu.edu/health

- Smoking Cessation
- Visit website for a list of University Health Requirements
- Free over-the-counter medication samples and condoms
- Free first-aid treatment
- Schedule an appointment for acute health concerns
- Some services offered do require a charge
- Physicals for daycare, athletics and travel
- Tuberculosis (TB) testing
- Some women's gynecological services and pregnancy tests
- Confidential STI Screening
- Preventative Services
- Titers and some vaccinations