



MISSOURI SOUTHERN
STATE UNIVERSITY

GUEST HANDBOOK

2021 - 2022

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Welcome to Missouri Southern State University!

Whether you have just enrolled at MSSU or you're the parent or relative of a student, I would like to take a moment welcome you to our beautiful campus and to the Lion community.

Having joined Missouri Southern as its sixth president in 2020, I am honored to work alongside the dedicated members of our faculty and staff who are committed to your success.

Getting accepted into a college or university is a major milestone – the first of many you will encounter in the next few years as you work toward graduating with a degree and career in your chosen field of study. That's your mission.

As a university, our mission is to provide you with a high quality, affordable education and to graduate knowledgeable, responsible and successful global citizens. It's not something we take lightly. As an institution of higher learning, we have an amazing opportunity – and responsibility – to support future generations along the path to becoming leaders in their respective fields and in their communities.

Obtaining your degree is more than just increased access to job opportunities and earning potential, it shows that you have tenacity and dedication. Along with it comes personal growth, networking opportunities and increased marketability to employers.

But it's a journey we hope you do not take alone. To your family, friends and others in your circle, we hope you will offer plenty of support and encouragement to your loved ones in this endeavor.

With that said, we also want you to enjoy your experience as a student at Missouri Southern.

The university experience can be transformational. It can result in some of the best years of your life, and we want you to get involved, make connections and take advantage of the myriad of opportunities we offer. From athletic events, lectures, concerts, theatre productions, art exhibits, study abroad and a wide-range of programming during our international-themed semesters, it's a chance for you to expand your horizons in ways you may not yet have imagined.

On behalf of the Missouri Southern Lion family, allow me to welcome you to the start of your college experience. Work hard, have fun and make the most of the time you spend with us, and know that we are here for you each step of the way.

Lions together,

Dr. Dean Van Galen

President, Missouri Southern State University





WHO'S WHO ON CAMPUS

ADMINISTRATION

President	Dr. Dean Van Galen	417-625-9501
Provost/V.P. for Academic Affairs	Dr. Paula Carson	417-625-9394
Interim Vice President for Student Affairs	Dr. Julie Wengert	417-625-9532
V.P. for Business Affairs	Mr. Rob Yust	417-625-9526
Executive VP	Dr. Brad Hodson	417-625-3072

DEANS OF COLLEGES

Dean, College of Arts and Sciences	Dr. Marsi Archer	417-625-9385
Dean, College of Business	Dr. Jeff Zimmerman	417-625-9348
Interim Dean, College of Education	Ms. Lorinda Hackett	417-625-3188
Interim Dean, College of Health Sciences	Ms. Lorinda Hackett	417-625-3188

ACADEMIC DEPARTMENT CHAIRS

Accounting, Finance, Economics & General Business	Dr. Tom Schmidt	417-625-3544
Art	Mr. Frank Pishkur	417-625-9735
Biology & Environmental Health	Dr. Jason Willand	417-624-3568
Chemical & Physical Sciences	Dr. James Donelson	417-625-9345
Communications	Mr. Ward Bryant	417-625-9710
Computer Information Science (CIS)	Mr. William Pinet, Interim	417-625-3059
Criminal Justice	Dr. Tim Wilson	417-625-9858
Dental Hygiene	Ms. Darlene Bogenpohl	417-625-9600
Emergency Medical Service (EMT)	Mr. Edward Lee	417-625-3020
Industrial Engineering Tech	Dr. Elke Howe	417-625-9849
English & Philosophy	Dr. Zak Watson	417-625-3054
Department of Modern Languages	Dr. James Kilpatrick	417-625-9667
Health Care Administration	Dr. Rick Schooler	417-625-3053
International Studies	Dr. Chad Stebbins	417-625-9736
Kinesiology	Dr. Sheri Beeler	417-625-9544
Mathematics	Dr. Kerry Johnson	417-625-9675
Music	Dr. David Sharlow	417-625-9562
Nursing	Dr. Lisa Beels, Interim	417-625-9775
Psychology	Dr. Holly Hackett	417-625-9835
Radiology	Mr. Alan Schiska	417-625-3118
Respiratory Therapy	Ms. Sherry Whiteman	417-659-4423
Simulation Center	Mr. Caleb Lewis	417-659-5426
Social Sciences	Dr. Ree Wells-Lewis	417-625-9565
Social Work	Dr. Ian Kircher	417-625-3144
Teacher Education	Dr. Susan Craig	417-625-9746
Theater	Mr. Erick Wolfe	417-625-3044
Undeclared (ACTS)	Mrs. Faustina Abrahams	417-625-9521

STUDENT SUPPORT SERVICES DEPARTMENT HEADS

Director of Advising, Counseling & Testing Services	Mrs. Faustina Abrahams	417-625-9521
Dean of Admissions	Dr. Shellie Hewitt	417-625-9537
Registrar	Mrs. Cheryl Dobson	417-625-9389
Director of Financial Aid	Mrs. Becca Diskin	417-659-5422
Director of First-Year Experience	Mrs. Teresa Thompson	417-625-9354
Director of Career Services	Mr. Alex Gandy	417-625-3137
Director of Student Success Center	Ms. Stephanie Hopkins	417-625-9670
Director of Athletics	Mr. Rob Mallory	417-625-3576
University Police Chief	Mr. Ken Kennedy	417-626-2222
Director of Residence Life	Mr. Josh Doak	417-625-9522
Director of Conduct	Ms. Samantha Quackenbush	417-625-9531
Bursar	Mrs. Alicia Hughes	417-625-9841
Director of Honors Program	Dr. Michael Howarth	417-625-3005
Project Stay	Dr. Debra Fort	417-625-9828
Director of Institute of International Studies	Dr. Chad Stebbins	417-659-4442
Title IX Coordinator	Mrs. Tamika Harrel	417-625-3022
Director of Global Leaders	Mr. Ryan Orcutt	417-625-3004

MSSU GUIDE TO CAMPUS SERVICES

MSSU Main Switchboard: 417-625-9300 | From an on campus phone: | For phone access on campus, dial the 4-digit extension
From off campus, dial 3 digit prefix-XXXX.

CONCERNED WITH	WHOM TO SEE	LOCATION	PHONE
Academic Advising	ACTS	Hearnes, Room 314	417-625-9324
Activities and Events	Student Activities	Billingsly, Room 210	417-625-9320
Biographical Information Change	Registrar's Office	Hearnes, Room 100	417-625-9389
Athletics	Athletic Dept. Secretary	Leggett & Platt, Room 148	417-625-9317
Athletic Tickets	North End Zone Facility	Lobby	417-625-9820
Books and Supplies	Bookstore	Billingsly, Room 212	417-625-9380
Career Planning	ACTS	Hearnes, Room 314	417-625-9324
Career Services	Career Services	Spiva Library, Suite 207	417-625-9343
Cashing a Check	Bursar Office Cashier	Hearnes, Room 105	417-625-9381
Dining/Food Services	Fresh Ideas	Billingsly, Room 206	417-659-9546
Withdrawing Single Course	Registrar's Office	Hearnes, Room 101	417-625-9389
On-Campus Employment	Student Employment	Hearnes, Room 109	417-625-9398
Financial Aid	Financial Aid Office	Hearnes, Room 109	417-625-9394
Finding and Applying for Jobs	Career Services	Spiva Library, Suite 207	417-625-9343
International Student Info	International Student Advisor	Hearnes, Room 106 L	417-625-3126
Lion Cards	Campus Card Service Center	Billingsly, Room 109	417-659-5463
Library Fines	Circulation Dept.	Library, Room 222	417-625-9803
Medical Needs	Willcoxon Health Center	Billingsly, Room 242	417-625-9323
Mental Health Counseling	ACTS	Hearnes, Room 314	417-625-9324
Payment Plan/Statements	Bursar's Office	Hearnes, Room 105	417-625-9381
New Student Orientation	First-Year Experience	Hearnes, Room 315	417-625-9731
Post Office	Office Services	Billingsly, Room 102	417-625-9517
Residence Halls	Residence Life Office	Student Life Center, 102	417-625-9522
Safety & Security	University Police Department	Dept. Public Safety	417-626-2222
Scholarships	Scholarship Office	Hearnes, Room 109	417-625-3161
Student Disability Services	Student Success Center	Hearnes, Room 301	417-625-3725
Student Organizations	Student Activities	Billingsly, Room 210	417-625-3959
Student Recreation	Campus Recreation	Billingsly, Room 241	417-625-9693
Study Abroad	Institute of International Studies	Webster, Room 337	417-659-4442
Tutoring	Student Success Center	Hearnes, Room 301	417-659-3725
Veteran Certifying Official	Financial Aid Office	Hearnes, Room 109	417-625-3159
Withdrawal from College	Financial Aid Office	Hearnes, Room 109	417-625-9325
Work Study	Financial Aid Office	Hearnes, Room 109	417-625-9398
Changing Major	Online	mssu.edu/student-affairs/registrar	
Official Transcripts	Online	mssu.edu/student-affairs/registrar	

PARENTS' QUESTIONS ABOUT THE UNIVERSITY

(Revised from the Orientation Director's Manual published by the National Orientation Directors Association.)

What will my student's classes be like?

Missouri Southern State University is committed to keeping class sizes small to offer students personal assistance and attention. Seventy percent of the classes have 30 students or fewer. At MSSU, we specialize in undergraduate education.

What is considered satisfactory work at Missouri Southern?

The classes at Missouri Southern will offer your student an exciting intellectual challenge. Generally, a 2.0 (or "C" average) is considered satisfactory, though some programs will require above-average work. Consult the University catalog for more information.

What if my student is having trouble with classes?

Encourage your student to ask questions in class and meet with the instructor at the first indication of trouble. Should problems persist, your student should consult with the Advising, Counseling & Testing Services (Hearnes, Room 314) who advise freshmen students or the Student Success Center (Hearnes, Room 301) for tutoring.

How are students alerted in cases of emergencies?

MSSU Alert RAVE is a new text messaging notification system designed to keep the students, faculty and staff at Missouri Southern State University informed during emergencies. Students need to register their cell phones for this service in their Lionet account.

What is the process of withdrawing from ALL classes?

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure which may be initiated in Financial Aid (Hearnes, Room 109). Students who withdraw without following this procedure will have their grades recorded as 'F's and will be responsible for all charges owed to the university.

What does withdrawing from a class mean and what is the process?

Students may drop a class, with no record on their transcript, during the first two weeks of class, by contacting their advisor. No form is necessary. Starting the third week of class, students may withdraw from a single class without withdrawing from all classes by obtaining a Single Course withdrawal form from the Registrar's Office. Various signatures will need to be obtained by the student and the form will then need to be returned to the Registrar's Office for processing. Refer to the University Calendar for deadlines. This will result in a "W" on the student's transcript. After the deadline for Single Course Withdrawal, students will have to do a total withdrawal of all classes by following the same process as a single course withdrawal. Students will be responsible for all fees for that semester.

Students must be aware of the deadline to drop a course with a "W" rather than an "F."

How many classes should my student take during the first semester?

Recommended hours is 15 for students to complete a degree in approximately four years. Freshmen who work 25 hours or more should consider 12- 14 hours to ensure time for studying. Difficulty of the course work should also be considered.



PARENTING A UNIVERSITY FRESHMAN:

WHAT THE STUDENTS ARE SAYING

1. The first few months of a freshman's life are tough; be patient.
2. Stay active in your student's learning by asking questions.
3. They may feel they are independent, but when stress hits, they will need you.
4. Encourage your freshman to get outside of his or her comfort zone.
5. Talk to your freshman about time management and conflict resolution if they will have roommates.
6. Encourage school work as first priority.
7. Ask for a copy of your student's schedule.
8. Give encouragement. Positivity is better than criticism.
9. Have the dreaded "drug/alcohol" talk before other college students get there first.
10. Know your child will make mistakes, but know he or she will learn from it.
11. They may not want to talk to you every day, but that's OK! They are fine!
12. Know campus resources even if your student does not need them.
13. Ask how their classes are going, but don't nag. Talk about class attendance, grades, etc.
14. If your student has moved away, remember they still need your support/motivation.
15. Let your student know they always have a room at "home."
16. Make them tough it out even when they want to give up.
17. Be prepared for more homework in college than your student had in high school.
18. Give them space when they are studying.
19. Starting college requires an adjustment period. Feeling tense or on edge can be common.
20. The first year is the hardest transition, but it gets better.
21. Write letters; students love getting mail.
22. Acknowledge how proud you are of your student.
23. Meet his/her new friends.
24. Hang out with them if they ask you to come and see their room.
25. Respect the new decisions they make.
26. Know what happens when there is an emergency.
27. Know about FERPA.
28. They are going to change ...support them.
29. Make occasional visits and encourage your student to come home, though weekends away can be valuable homework time, as well as personal growth time.
30. Go to events at the college.
31. Make sure their bills are paid before the deadline.
32. Warn them about racking up student loans and other debts.
33. Check into all types of financial aid, grants, and scholarships.
34. Don't give your student a bunch of money; he or she may blow it.
35. Just love them; college is really hard.

CARE PACKAGE SUGGESTIONS

Sending care packages to your student is one of the nicest things you could do. Receiving a package in the mail will not only make your student the envy of the residence hall, but it will also let them know you care. There are many times when a small gift can brighten up a bad day, a bad grade or a bad situation. Here are some popular suggestions:

Anything Edible: Cookies, granola bars, chocolate, crackers, macaroni & cheese, candy, dried fruit and nuts, soup, cereal, microwave popcorn

School Supplies: Pens, pencils, flash drives, binders, erasers, index cards, Post-it notes, paper, rulers, highlighters, notebooks or loose leaf paper

Toiletries: Soap, shampoo, towels, toothpaste, Q-tips, toothbrushes, deodorant, soft toilet paper, laundry detergent, dryer sheets, stain remover, Febreze, thermometer

Anything Family-Related: Pictures, letters, cards, drawings from younger siblings, newspaper clippings or a subscription to the local paper

Anything Fun: Board games, computer games, deck of cards, crossword puzzles, yo-yos, crayons and coloring books

Special Occasions: Gift certificates for local restaurants, money, CDs, DVDs, posters, pre-paid credit cards, flowers, iTunes card

THE MSSU ALUMNI ASSOCIATION CARE PACKAGES

Dear Parent(s),

The MSSU Alumni Association offers Welcome Packages for Residence Life students. This program is a great way to start the school year.

THE WELCOME PACKAGE arrives just after school begins, loaded with energy boosting snacks and easy meal substitutes for late wake ups or working through lunch or dinner. With over 30 munchies from Kraft Easy Mac & Cheese and Kellogg's Pop Tarts, to ACT II Microwave Popcorn, Nabisco Chips Ahoy and a Quaker Chewy Granola Bar, your student will be prepared for almost any stomach-grumbling emergency.

THE OUT OF THE BLUE CARE PACKAGE arrives when it's least expected. With more than two dozen student favorites like CHEEZ-IT's, M&M's, Yogurt Covered Raisins, Oreo Cookies and more, this surprise package practically guarantees a thank-you call home. Out of the Blue Packs show up for no special reason except to show your love. Yours will arrive during the first semester, but not near the start of school, Halloween or finals – just out of the blue.

THE TRICK OR TREATER arrives for Halloween loaded with popular Halloween candy like Snickers, Hershey's Kit Kat Bar, Doritos Nacho Cheese and more. This is also when midterms typically fall, so this package will be doubly appreciated.

The Valentine Surprise will boost your student with a traditional heart-shaped box of chocolates, an Old Colony Brownie, an inflatable beach ball, a fun box of those tiny Conversation Hearts and lots more. It's a fun reminder of your love.

For prices and information, please contact the Alumni Association at 417-659-LION.

GIFT IDEAS FOR YOUR UNIVERSITY STUDENT

(Compiled by students)

1. Your love and support
2. Edibles: Favorite foods, cookies, granola bars, chocolate, crackers, macaroni and cheese, candy, dried fruit and nuts, cereal, soup, popcorn, etc.
3. Load up money on their Lion Bucks debit card. Call the Campus Card Service Center at 417-659-5463 to learn how to add money to their card
4. Money or pre-paid credit cards
5. Gas card if they have a vehicle
6. Web camera if they don't have one
7. Laptop
8. Warm clothes
9. Printer and printer ink
10. Planner
11. A visit if the student doesn't live at home
12. Decorations for room/apartment
13. Microwave
14. Over-the-counter medications
15. A listening ear
16. A large laundry bag
17. School supplies: pens, pencils, flash drives, binders, loose-leaf paper, notebooks, Post-it notes, index cards, erasers, rulers, etc.
18. Toiletries: soap, shampoo, towels, toothpaste, Q-tips, toothbrushes, deodorant, laundry supplies, room deodorizer, stain remover, etc.
19. Fun games: board games, computer games, deck of cards, crossword puzzles, yo-yos, etc.
20. Special occasions: Gift cards to area restaurants, posters, iTunes cards
21. Cleaning supplies (if they live in a dorm or rental)
22. MSSU Alumni Association Care Packages for residents in the dorms
23. Extra blankets
24. Something to remind them of home
25. Good backpack
26. Good walking shoes
27. MSSU gear (T-shirts, hoodies, hats, socks, sweat pants, etc)
28. Airborne
29. Family portraits



"I WISH MY PARENTS HAD KNOWN..."

Here is a list of things that our Southern Welcome Leaders wish their parents had known before they started their first semester of college:

...That I need someone to talk to when I'm completely stressed out about school.

...Sometimes it would be nice if they understood I'm not just there to get an education, but to also get an experience, like being in clubs and doing things independently.

...That even though sweaters and shirts are expensive, it's still necessary to have some.

...Just because I might go away for college doesn't mean I don't love you guys anymore.

...I can make my own decisions, but please help give me advice when I ask.

...I still would like praise for my accomplishments.

...It's okay to start school without knowing your major. Time and experience will help lead you in the right direction.

...It's okay to switch your major. Maturity allows for change.

...Even though I still live at home, I still want to go out and experience college life.

...That even though I still live at home, I won't be seeing you every day.

...It's a school night; of course I'm not hanging out with friends, I'm at the library.

...It has been a rough adjustment going from high school to college and I still need a lot of guidance.

...Just because I have gotten involved in a lot of activities that doesn't mean I don't have family time anymore.

...Between school, my job and all my activities, it's not that I don't want to talk; I'm just really tired.

...That I really do appreciate and depend on my parents' opinions and suggestions.

...College is hard. It is worse than high school in regards to the amount of knowledge you have to know at one time.

...The professors don't tell you to do something; they expect you to know to do it.

...I will not get along with every professor.

...I have to spend a lot more time studying for college than I did for high school.

...Mail is always exciting, no matter the size, and money is always appreciated.

...Snacks and gas money help ease financial pressure.

...If we rush you when you are on the phone, it doesn't mean we don't want to talk. We're just busy.

A HEALTHY LIFESTYLE

Missouri Southern State University is a safe campus, situated in the hub of Southwest Missouri. However, that doesn't mean you shouldn't talk to your student before they leave home about safety measures and precautions, as well as share advice on a healthy lifestyle.

SAFETY MEASURES:

- Walk only where it's safe, and never walk alone at night.
- Never go to or leave a party with people you don't know well.
- Never drink and drive or ride with a driver who's been drinking or using drugs.
- Always keep your room locked.
- Always keep your car locked.
- Always keep your bike properly chained to bike racks.

SOME FACTS TO KNOW:

- Campus thieves are usually interested in cash, checks and credit cards, and in electronics and bikes.
- Common crime sites are residence halls, library, Student Life Center and parking lots.

HOW TO PROTECT RESIDENCE ROOMS:

- Keep doors and windows locked at all times.
- Close curtains at night.
- Keep money and jewelry in a safe place.
- Keep valuables out of sight.
- Leave a light on when you leave.
- Make a record of valuables and credit cards for insurance purposes.
- Avoid leaving a message on your door or answering machine saying you're not in the room.
- Report broken lights, locks, doors and windows ASAP.
- Use the peephole before opening the door.
- Don't hide a spare key in an obvious place.
- Don't prop doors open (inside or outside).

SAFE SEX

Remind your student of your family's values about sexual behaviors. Review the facts they need to stay safe and make wise decisions. Go over the risks of STIs (sexually transmitted infections). Stress that abstinence is always the best option, but be open and eager to discuss safe sex, and try to remain nonjudgmental.

SEXUAL HARASSMENT & ASSAULT

Make sure your student understands the dangers. Talk about how to prevent situations that could put them at risk. Explain how drinking and using other drugs, or being around others who do, can increase the risk of date rape and abuse.

ALCOHOL & OTHER DRUGS

When many students enter the university, they may feel some pressure to start drinking in order to be "cool." Go over your own views about using these substances. It is important to start discussing these issues well before your student leaves for the university.

RIGHT NOW:

Realistically share your own experiences with drinking, both negative and positive. Be clear in what you expect from them in areas such as:

- Class attendance
- Drinking and driving
- Financial responsibility
- Choices regarding drinking
- Study time vs. social time
- Staying in touch

CONVERSATION STARTERS:

- How will you decide whether or not to drink at the university?
- What will you do if you find yourself at a party with only alcohol to drink?
- What will you do if your roommate only wants to drink and party?
- What will you do if you find a student passed out in the bathroom?
- How will you handle it if you are asked to baby-sit someone who is very drunk?

ONCE THEY'RE AT THE UNIVERSITY:

Since the first six weeks at the university are a very high-risk time for first-year students, you may want to write or email more frequently and **BE MORE SUPPORTIVE.**

DIVERSITY AT MSSU

DIVERSITY & INCLUSION MISSION STATEMENT

As a learning community that promotes a better understanding of our own valuable cultural diversity, Missouri Southern State University treats everyone with respect, honoring human dignity. To continue making our college community more representative of our society and world, we promote and maintain a university environment that welcomes and encourages the voices of diverse individuals and groups.

VISION/GOALS

As a community dedicated to excellence in liberal arts education and international education, Missouri Southern State University welcomes the contributions of diverse voices as we seek to foster a deep, shared sense of purpose. A diversity of human experiences and viewpoints in our learning community strengthens the educational experience of all members of the community. We therefore promote a diversity that respects and resonates with our core values, as expressed in such documents as the University Mission Statement, the Statement of Principles and the faculty, staff and student handbooks. As a genuinely diverse community, we expect and welcome changes and transformations. This vision statement emphasizes our aspirations to continually develop a diverse community, to create opportunities for expressing our differences, and to provide context for the actions we undertake in the name of diversity.

OBJECTIVES

Missouri Southern State University will prepare its students, faculty and staff to understand world affairs, international issues and other cultures. The University is a place where a diverse student body, faculty and staff:

- Encourage contributions to local and global communities
- Advance the understanding of cultural diversity
- Talk with one another in a spirit of openness and thoughtful exploration
- Develop and expand diversity throughout our curriculum
- Enhance and enrich co-curricular programs and supportive networks
- Attract and retain an increased number of students, faculty and staff that make the campus more diverse
- Analyze the changes in our society and examine ourselves
- Assess our programs formally and continually check our progress
- Concerns and Ideas? Email diversity@mssu.edu or Website: www.mssu.edu/diversity



FAMILY EDUCATION RIGHTS & PRIVACY ACT

(FERPA) 1974 NOTICE OF STUDENT RIGHTS AND RESPONSIBILITIES

The Family Educational Rights and Privacy Act of 1974, as amended (also referred to as the Buckley Amendment), is a federal law regarding the privacy of student educational records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements.

WHAT ARE EDUCATIONAL RECORDS?

Under FERPA, educational records are defined as records that are directly related to a student and are maintained by an institution or by a party acting for the institution. Educational records can exist in any medium, including: typed, computer generated, videotaped, microfilmed and emailed, among others. The law applies to all students in higher education, regardless of age, once they begin attending classes. The law continues to apply to students even after they have graduated, but ceases to apply upon the death of the student. The University will not release information, other than directory information, from a student's educational record without the student's prior written consent, except to authorized persons and organizations. Even parents are not permitted access to their child's educational records unless the student has provided written authorization permitting access. Authorized persons and organizations are those who have a legitimate educational interest, which means that the person or organization is required to perform certain duties that involve the use of student data. Authorized persons include employees of Missouri Southern State University, the U.S. Department of Education, other education authorities carrying out official duties, as financial aid lenders, organizations that MSSU has contracted as agents of the University,

DEGREE WORKS

Degree Works is the degree audit system used by MSSU. A degree audit is an online version of a degree requirements check sheet. It provides a review of past, current, and planned coursework as well as information about completed and outstanding requirements. Audits are organized by blocks. The blocks show what requirements are needed for a specific degree, major, and minor and help you to see what you need to do in order to fulfill the requirements within each block.

such as the National Student Clearinghouse.

There are exceptions to the rule of non-disclosure, which involve health and safety. This means that to prevent sickness, injury or death, the University may disclose information usually held to be protected. Also, an agent of the court with a properly issued court order or subpoena may receive student data, though we will first attempt to notify the student before complying with the subpoena.

DIRECTORY INFORMATION

Directory Information at MSSU will be made available to the general public unless the student completes a Privacy Request form in the Office of the Registrar. In the case of a Privacy Request, the University will not release any information, even directory information. This restriction does not apply when providing information to those who have a legitimate educational interest.

THE FOLLOWING IS CONSIDERED DIRECTORY INFORMATION:

Student's name, student identification number, address, university email address, telephone listing, photograph, major field of study, grade level, dates of attendance, enrollment status (full-time or part-time), degrees, honors and awards received, participation in officially recognized activities and sports and appropriate statistical data (includes height and weight of team members), most recent previous educational agency or institution attended and next of kin or spouse (emergency only).

Please refer to the MSSU catalog for information on student rights under FERPA.

<https://catalog.mssu.edu>

A sample audit is shown on page 74.

Degree Works offers:

Green, red, and blue check boxes which indicate courses that are complete, not complete, and in-progress, making it easy for you and your advisor to quickly see which requirements are still outstanding. The audit can be saved as a PDF, making the audit easy to save and/or attach to an email.

The Term History link allows you to view a semester

by semester breakdown of the courses you have completed

Your academic advisor can leave notes for you on your audit which will help you keep track of correspondence and important information

Three GPA calculators to help you calculate your semester and overall GPA

These are just a few of the benefits of the Degree Works system; you can contact the Office of the Registrar at degreeworks@mssu.edu to learn more!

Instructions for using Degree Works and answers to frequently asked questions are available on the Office of the Registrar's website mssu.edu/student-affairs/registrar



DISCLOSURE OF DIRECTORY INFORMATION

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of our institution

DIRECTORY INFORMATION INCLUDES:

Student's name, student ID number, address, telephone listing, university email address, major field of study, participation in activities and sports, dates of attendance, enrollment status (full-time, part-time or year in school), degrees, honors and awards received, participation in officially recognized activities, sports and appropriate statistical data (includes height and weight of team members), most recent previous educational agency or institution attended, photograph, grade level, and next of kin or spouse (emergency only).

INFORMATION MAY ALSO BE DISCLOSED UNDER THE FOLLOWING CONDITIONS:

1. The disclosure is to designated school officials, including teachers and third-party contractors, who have a legitimate education interest.
2. The disclosure is to parents of a dependent student as defined in the Internal Revenue Code.
3. The disclosure is in connection with a health or safety emergency.
4. Other situations listed in 34 CFR (Code of Federal Regulations) 99.31.

WITHHOLDING DIRECTORY INFORMATION

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as Amended, you have the right to withhold the disclosure of the Directory Information.

Please consider very carefully the consequences of any decision by you to withhold Directory Information. Should you decide to inform the institution not to release the Directory Information, any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold the Directory Information but cannot assume responsibility to contact you for subsequent permission to release the information. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Requests to withhold Directory Information may be made at the Registrar's Office, Hearnese Hall, Room 101, by invoking a privacy request.

REQUEST TO WITHHOLD DIRECTORY INFORMATION

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as Amended, you have the right to withhold the disclosure of the Directory Information.

DIRECTORY INFORMATION INCLUDES:

Student's name, student ID number, address, telephone listing, email address, major field of study, participation in activities and sports, dates of attendance, enrollment status (full-time, part-time or year in school), degrees, honors and awards received, participation in officially recognized activities and sports (includes height and weight of team members), most recent previous educational agency or institution attended, photograph, grade level, and next of kin or spouse (emergency only).

Please consider very carefully the consequences of any decision by you to withhold Directory Information. Any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold the Directory Information but cannot assume responsibility to contact you for subsequent permission to release the information. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

CAUTION: Invoking this request will prevent your name from appearing in items such as news media announcing academic honors, the commencement program upon graduation, and restrict MSSU from verifying data to third parties such as enrollment and degree information, and other similar restrictions. Please consider these consequences carefully before submitting this form.

Please respect the confidentiality of my records. Do not release any information concerning me or my records, both past and future, without my written consent.

Name: _____

Please Print

SID: _____

Student Signature: _____ Date: _____

Registrar's Signature: _____



AUTHORIZATION TO RELEASE OF NON-DIRECTORY INFORMATION



I hereby authorize Missouri Southern State University to release all educational records.

RELEASE TO: _____

(Name)

(Address)

(City, State, Zip)

Print Student Name: _____

Signature of Student: _____

Student Identification Number: _____

Date: _____

This consent will remain in effect from the date indicated above until the Office of the Registrar receives written authorization to remove it as long as the student is enrolled at MSSU.

***** OFFICE USE ONLY *****

Comment has been added to SPACMNT by: _____ Date: _____

FIRST-YEAR EXPERIENCE PROGRAM

Our Mission: *The mission of the First-Year Experience program will facilitate the transition and integrate new students into the intellectual, cultural, and social climate of the institution.*

At MSSU, we know the first year of college is an exciting time for you and your student. We also know that it is a significant transition. MSSU is committed to making the first year of college a success. When you choose MSSU, you can be confident you have selected a University focused on student success. After all, successful first-year students become successful graduates! The following is a description of what we do:

PHILOSOPHY STATEMENT FOR THE FIRST-YEAR EXPERIENCE

Missouri Southern State University is committed to making the first year of college a success for each student. This idea is translated into action by fostering five integrated components:

- Smooth transition into university life
- Sense of shared responsibility
- Challenging and stimulating learner-centered academic environment
- Sense of inclusive community
- Comprehensive support program of personnel and resources

The University facilitates the transition to higher education from diverse life experiences and develops lifelong learners for intellectual, cultural and social exchanges. The responsibility for student learning is shared by all members of the campus community. The University's liberal arts foundation prepares students to become knowledgeable, critical thinkers who can meet the challenges and responsibilities facing global citizens. Missouri Southern fosters a sense of community, campus spirit and support for its first-year students by promoting connections with faculty, administrators, support staff and peers. Continuous quality assessment of each of the components is conducted so that necessary changes are implemented to maximize the first-year experience.

Missouri Southern's philosophy for the first-year experience is put into action in numerous ways. The faculty and staff members bring the philosophy to life by their friendly and helpful approach to students. First-year students have opportunities to participate in activities and events designed to introduce them to others and campus life.

The First-Year Experience Program has been established to help achieve the goal of beginning-student success through several avenues, including offering the UE 100: The University Experience course for all beginning students, Learning Communities, and the UE 400: Leadership Training I and UE 401: Leadership Training II courses for course assistants.

UNIVERSITY EXPERIENCE 100

The First-Year Experience program offers a course to help students adjust to university life. University Experience 100 is team-taught by highly qualified instructors and course assistants. The course focuses on issues such as developing study skills, learning about campus services, understanding the advising and enrollment process and becoming familiar with the University mission. Through this course, students learn all the necessary information to be successful MSSU students. Students will enroll in a University Experience 100 course during the first semester of college. Students will obtain a faculty advisor who will enroll them throughout their academic career.

LEARNING COMMUNITIES

A Learning Community is a group of courses that students take together. Learning Communities are comprised of a University Experience 100 course (required for all first-year students) and one general education or major requirement course.

In addition to attending classes, students enrolled in a Learning Community also participate in social activities together. Being a part of a Learning Community is a great way to make friends and form study-groups with like-minded students.

COURSE ASSISTANT PROGRAM

Course Assistants (CAs) are upper-level students who share their insights and experiences with entering students in the University Experience class. Their recent experiences and success in the academic environment make them effective role models. Students must apply for the program and successfully complete the leadership I training class.

LION PRIDE WEEKEND

Lion Pride Weekend is for all new MSSU students and their families. The weekend is packed with activities to help you become acquainted with Joplin, meet new friends, and learn what it means to be a LION! Information about Lion Pride Weekend is mailed out to all first-year students in July.

FIRST-YEAR STUDENT CONVOCATION

Convocation is an opportunity for us to tell you about our traditions and what it means to be a lion. Freshmen students who attend the convocation ceremony will receive a medallion which will be worn at graduation to signify his or her accomplishments. Students will also receive a Lion Pride weekend t-shirt to wear for the freshmen class picture which is taken immediately following the ceremony. The picture is hung outside of the First-Year Experience office. A reception for family and guests will be held following the ceremony.

FIRST-YEAR STUDENT ADVOCACY

Have a problem or question? MSSU first-year students and families are welcome to ask us. If we don't know the answer, we will find out! We also sponsor a Facebook page specifically for first-year students and families so get the information they need. We want to keep you engaged and informed!

FIRST-YEAR STUDENT ACTIVITIES AND WORKSHOPS

The First-Year Experience Office sponsors several activities and workshops just for the first-year students. The activities help students get to know one another and learn about the campus and community. Workshops are designed to provide information about things you need to know to be a successful student. Several activities and workshops

are scheduled each semester.

HONORS AND RECOGNITION

We know that when students work hard and achieve, they should be recognized. MSSU hosts a chapter of Phi Eta Sigma, the national freshman honor society. At the end of their freshman year, full time freshmen students, earning at least a 3.5 GPA on a cumulative scale in either their fall or spring semester, are invited to join Phi Eta Sigma. Once students are members of Phi Eta Sigma, they are members for life!

**Please do not hesitate to contact
our office if you have any questions
or if we may help in any way.**

WELCOME TO MSSU!

Contact First-Year Experience

Hearnes Hall, Room 315

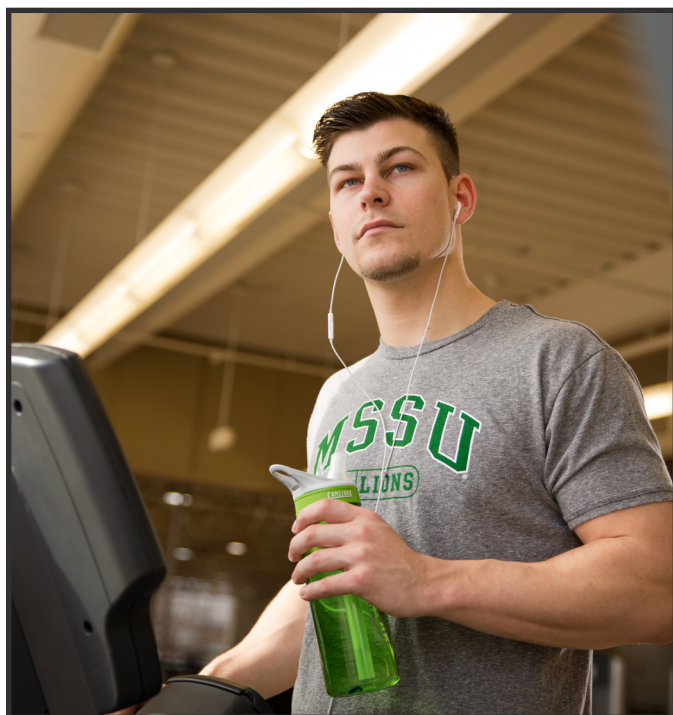
417-625-9731

fye@mssu.edu

mssu.edu/first-year-experience

Find us on Facebook!

facebook.com/MSSUFirstYearExperience



ADVISING, COUNSELING & TESTING SERVICES (ACTS)

The mission of the Advising, Counseling and Testing Services (ACTS) department is to guide, support, and promote students overall academic, career, and personal well-being.

ACADEMIC ADVISING

The ACTS department is staffed by professional advisors who provide academic advising for students who are undeclared/undecided in regards to their major, and students pursuing Bachelor of General Studies. Students assigned an academic advisor in this department who works one-on-one through a variety of major and career exploration processes and activities.

Additionally, advisors work to equip students' skills and strategies to help them successfully transition and navigate college life towards successful completion of college degree.

ACTS Academic advisors also work with declared students throughout the year to meet whatever advising, enrollment, or support needs they may have.



TESTING

Testing Services offers placement exams to test out of developmental classes, CLEP exams - a way to test and get credit for a class while saving you time and money, professional testing, proctoring for other universities, experiential (portfolio) credit opportunities, and proctoring services for MSSU online courses. For more detailed information please visit our website: <https://www.mssu.edu/student-affairs/advising-counseling-testing-services/testing-introduction.php>

PERSONAL COUNSELING

Licensed Professional counselors offer free, individualized, confidential counseling sessions to currently enrolled MSSU students. Members of the counseling staff are available for consultation to students who may have concerns about another student or friend, or about a particular situation. Counseling staff are also available to consult with faculty and staff regarding concerns about students. Counselors also offer career counseling, as needed for all students. Students under the age of 18 will need written permission from parent/guardian to receive services. Referrals to other on or off campus resources may be offered as deemed appropriate. Session limits and wait list apply.

MAJOR/MINOR FAIR

The Major/Minor fair is a campus event that showcases academic department majors, minors, and programs for undergraduate students. The primary purpose of this event is to provide an easy and convenient one-stop shop setting, access to faculty and advisors of different majors, minors, and programs. Students have the opportunity to speak with faculty advisors about the different majors, minors, and programs they offer, helping inform or guide their major, minor, and career decision making. Other essential student support services, such as Career Services and Advising, Counseling & Testing Center, participate in this fair. This fair is designed to benefit both undeclared and declared students of all year groups.

WELLNESS AND PREVENTION PROGRAMMING

Missouri Southern actively participates in the statewide coalition Partners in Prevention (PIP). PIP is Missouri's higher education substance misuse consortium dedicated to creating safe and healthy college campuses

COACHING

Academic coaching is a partnership between an academic coach and student to improve study strategies, examine academic concerns, and overcome perceived barriers to success. Coaches provide academic support, assess the student's strengths and needs, and devise a personalized plan of action for academic success..

EARLY ALERT PROGRAMS:

LION ALERT REFERRAL SYSTEM

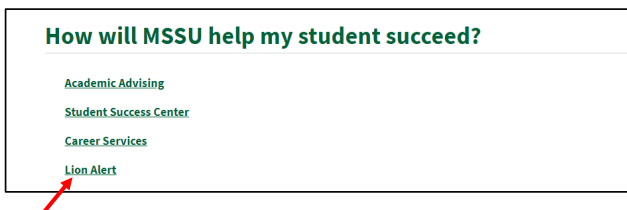
Lion Alert is a confidential online early warning referral system that allows faculty, staff, students and parents to refer students for early intervention. Reasons for referral include such situations as poor class attendance, poor test scores or grades, illness, personal/family problems, and inappropriate or disruptive behaviors. The goal of Lion Alert is to connect students having challenges or difficulties with university resources that can positively impact their academic performance. Southern is committed to providing services to students to help promote their academic success!

Guest Submission of Lion Alert on a student:

1. Go to mssu.edu



2. Click on Parents in the top left corner of the page



3. The page Information for parents comes up
4. Scroll down and click on "Lion Alert" under How will MSSU help my student succeed.
5. This opens the Referral form. Please feel in the boxes in the form to the best of your ability.

Once the form is received the appropriate areas will be notified to reach out to address the referral and/or assist the student. In order to maintain FERPA, those who submit a referral may not receive any feedback on how the referral is addressed, but be assured that the referral will be addressed appropriately.

For questions regarding the process, contact the ACTS office at 417-625-9324 or email acts@mssu.edu

MIDTERM GRADES

Mid-term grades support Missouri Southern State University's commitment to student success. Mid-term grades are indicators of a student's progress. Mid-term grades are informational only and to be used only as a gauge of current progress in a specific class. Mid-term grades will not appear on or become part of the student's permanent academic transcript. Mid-term grades are only provided for 16-week courses and are considered an advising tool. Students with "D" or "F" grades are advised of poor academic performance and provided with the tools to make an informed decision about how to improve their grades. Mid-term grades are not recorded on official student transcripts.

Mid-term grades are reported to students through the university's LioNet portal during the eighth week of the semester. All students are notified by email when midterm grades are posted.

Additionally, Freshmen with D or F grades at midterm are contacted by their academic advisor and the Advising, Counseling & Testing Services department to provide advising support and/or appropriate referrals to help students finish the semester successfully.

PATH TO ACADEMIC SUCCESS (PASS)

PASS is an early alert support program designed to assist freshmen students whose GPA falls below the minimum standards of academic progress. The program aims at enhancing academic success through a variety of academic success services including personalized academic success plans, individual academic coaching, strategic workshops and periodic progress checks.

For more information regarding the Student Success Early Alert programs, contact the Advising, Counseling and Testing Services (ACTS) department at 417-625-9324, Hearnes Hall 317, or acts@mssu.edu.

Contact ACTS

Hearnes Hall, Room 314
417.625.9324

mssu.edu/advising-counseling-testing-services

STUDENT SUCCESS CENTER

Partners In Your Success

MISSION

The Student Success Center's mission is to assist students in becoming more independent, self-confident, and efficient learners. The Center provides a wide range of academic support programs. All services are free to MSSU students.

COLLEGE ACADEMIC SKILLS (UE 0150)

A course designed to develop and strengthen an understanding of student responsibility, goals and attitudes necessary for the successful transition from secondary school to college. Active learning through critical thinking, reading and writing to support academic success at the University level will be practiced. Students will identify learning styles and strengths and weaknesses associated with their learning processes.

TUTOR TRAINING (UE 205)

Provides tutors with an educational foundation of the methods and techniques needed to tutor students in a higher education setting.

SERVICES:

Tutoring in content areas – Peer tutors are available. The Center offers both drop-in tutoring and tutoring by appointment. Both short and long-term assistance is provided.

Writing Studio – Trained peer tutors instruct and coach students in all aspects of writing, such as writing process strategies, research paper documentation and correct mechanics.

Computer lab – The Student Success Center offers a networked computer lab with Microsoft Office programs and Internet access.

SERVICES FOR STUDENTS WITH DISABILITIES

The Student Success Center is the designated office on campus for the provision of academic accommodations for students with documented disabilities. Students who wish to request accommodations should begin the process by contacting the Student Success Center. Students are responsible for providing appropriate documentation and initiating the request for accommodations.

Contact the Student Success Center

Hearnes Hall, Room 301 | 417-659-3725 | Fax: 417-659-4456 | StudentSuccessCenter@mssu.edu
Office Hours: Monday-Friday, 8 a.m.-5 p.m. during the fall and spring semesters. *Summer and holiday hours vary.*

MSSU BOOKSTORE

The MSSU Bookstore is located in the center of campus inside the Billingsly Student Center. We offer the largest selection of MOSO gear and apparel, course materials for your class, and snacks and beverages. Store parking can be found by the Willcoxon Health Center entrance. If you are unable to make it to campus, check out our website at mssubookstore.com. The store is owned and operated by Missouri Southern.

Course materials information for all classes can be found at mssubookstore.com. They can consist of rental books, purchase books, or digital course materials through the Inclusive Access program. After enrolling, a student's booklist will be available on LioNet or on the MSSU Mobile App. The booklist will specify the needed materials requested for your classes. Financial aid can be used to purchase course materials, supplies, and merchandise during the first



week of class. Inclusive Access charges are applied to student accounts the week prior to the start of classes. Charges for Bookstore purchases will appear on the student's university account the following business day.

Missouri Southern uses a Rental Text Program that allows students to rent books for some classes. Book Rental is located in the lower-level of Billingsly Student Center. Textbook rental fees will be applied at the time of checkout. Rental books must be returned or postmarked by the Monday following finals. Purchase Books, access codes, and other required course material can be purchased in the MSSU Bookstore.

PROJECT STAY

Project Stay is a grant-funded TRIO program on MSSU's campus that provides the following resources free of charge to students who are accepted into the program:

- One-on-one academic advising from a professional advisor
- One-on-one tutoring assistance
- Priority enrollment for all students
- Career exploration and job shadowing
- Personal counseling and support groups
- Assistance with completing annual financial aid forms and scholarship applications
- Assistance with applying to graduate school
- Grant aid for those students with fewer than 60 credit hours who qualify for the federal Pell Grant, attend mandatory meetings and complete the necessary application by the deadline that is set by the project. Grant aid is competitive. Contact the Project Stay office for more information.
- Leadership & Professional Development Class, which is tuition-free

OUR STUDENTS MUST MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:

- Be a first-generation college students (neither parent has a bachelor's degree)
- Meet an income guideline
- Have a documented disability AND:
- Have at least a 2.2 GPA
- Must be able to graduate within six years of beginning the program
- Must demonstrate good class attendance and course work completion

HOW DO STUDENTS APPLY?

Applications to join Project Stay can be found at mssu.edu/project-stay. After we receive the application, as long as the student meets the above criteria, he or she will be contacted to schedule an interview with Project Stay staff.

Contact Project Stay

Hearnes Hall, Room 308

417-625-9830

mssu.edu/project-stay





MISSOURI SOUTHERN OFFERS STUDENTS A CHANCE TO EXPERIENCE THE WORLD

Since 1995, the State of Missouri has designated Missouri Southern as “a statewide institution of international or global education.” How does that impact your son or daughter?

For starters, we offer majors in International Business, International Studies, Spanish and French, plus minors in those areas as well as in Japanese and Chinese. Many students decide to double major or minor in a foreign language to make themselves more marketable upon graduation. MSSU graduates who can speak another language often command higher starting salaries and have an edge over monolingual applicants competing for the same jobs.

We provide numerous study abroad opportunities for students to gain an understanding of other cultures and international issues. For someone who has never been outside of the United States before, we recommend a short-term trip (two to five weeks) led by a faculty member who makes all the arrangements. Students who have at least a 2.5 GPA and full-time status receive a \$1000 study abroad grant to help offset the cost of the trip (usually between \$2,500 and \$3,000). The trips provide two to six hours of academic credit, depending on the length of the trip.

More and more MSSU students are spending an entire semester or even a year abroad to get that true cultural immersion experience. We recommend the International Student Exchange Program (www.isep.org), which allows students to pay MSSU tuition

and room and board and study at one of the 340 ISEP partner campuses in more than 50 countries. We also have partner universities in Canada, Germany, France, South Korea, Sweden, Japan, and China; in this program, students pay MSSU tuition and then rent an apartment or a room in a residence hall. Finally, for students who want to live in what is arguably the most exciting city in the world, we offer the Missouri London Program. All students who spend a semester abroad and have a 2.5 GPA and full-time status are eligible for a \$1,250 study abroad grant, which is applied toward their airfare.

Finally, MSSU has created the unique “themed semester” concept, where the fall semester of every year focuses on a particular country or continent. The idea is to expose students to four or five different cultures by the time they graduate – we bring the world to the campus. Themed semester activities include guest speakers from consulates and other universities, films, readings, food tastings, concerts, and theatrical events. Fall 2021 will be the Japan semester.

For information on any of these programs
please contact Dr. Chad Stebbins
Director of the Institute of International Studies

417-625-9736
Stebbins-C@mssu.edu

15 TO FINISH

THE CHALLENGE: Too many Missouri students start college but do not graduate on time or earn a degree.

- Less than half of students earn an average of 15 credit hours per semester to put them on track to complete an associate's degree in two years or a bachelor's degree in four years. The longer students stay in school the less likely they are to complete a degree.
- Taking 12 credit hours is considered full time for federal and state financial aid. However, it is practically impossible for students who take less than 15 credit hours a semester to graduate on time.
- An extra year in college can cost students \$50,000 or more in tuition, fees, books, room and board, and lost wages they would have earned had they graduated and joined the workforce.

THE OPPORTUNITY: Increasing the percentage of students who complete 15 or more credit hours a semester could improve college completion rates and affordability.

- Completing 15 or more credit hours a semester can help students earn a degree in less time and at less cost and potentially reduce student loan debt.
- Students who complete 15 credit hours a semester perform better academically and are more likely to graduate.
- On-time college completion promotes the efficient use of public and private resources.

THE STRATEGY: Missouri is launching a statewide 15 to Finish initiative to increase college completion.

- **Establish early awareness among high school students:** The Department of Higher Education's Journey to College initiative, which includes outreach events, social media, and publications about planning and paying for college, will include information about 15 to Finish and the benefits of completing college on time.

- **Create awareness among college students:** 15 to Finish materials will be provided to colleges and universities to encourage full-time students to take 15 or more credit hours a semester and create a plan to graduate on time. Schools are urged to provide information about the benefits of graduating on time during student orientation and academic advising.
- **Promote public awareness – particularly among parents:** The Department of Higher Education will conduct a public education campaign to generate greater awareness about on-time college completion as a way to reduce higher education costs and increase graduation rates.
- **Recommend policies and best practices:** A variety of approaches can help increase on-time graduation. "Banded tuition" allows students to enroll in additional credit hours – beyond the number needed for full-time enrollment – at no extra cost. Scholarships or grants can be offered to students who stay on track to graduate on time. Guided Pathways to Success creates clear degree pathways for on-time college completion. Concurrent enrollment gives students more flexibility to take courses when they need them.





MSSU POLICE DEPARTMENT

PERFORMING DIRECTED AND RANDOM PATROLS ON CAMPUS

In an attempt to reduce fear/apprehension of crime on campus, University Police Department (UPD) Officers will provide a visible presence to help promote an atmosphere of safety for students, faculty/staff and all visitors.

ANSWERING CALLS FOR SERVICE

UPD Officers will respond to calls for service on campus, i.e., disturbance, trespassing, property destruction, theft, accident, etc. They will intervene in disturbances and investigate reported crime on campus. They will contact emergency services when needed and will investigate all criminal activity, including submitting cases to the Jasper County Prosecutor's office for the filing of charges. In addition to police functions, the officers are trained as first responders to deal with injuries and/or serious illness on campus through training in basic first aid, CPR and the use of the Automatic External Defibrillator. In an emergency please call 911 so the the UPD officers on duty and other emergency responders (Fire & Ambulance) can be alerted. If a police officer is needed and it's not an actual emergency, please call 417-623-3131 and a UPD Officer will be dispatched to your location. For service calls (jump start, unlocks, traffic issues, training, etc.), please call 417-626-2222.

COMPILING REPORTS FOR INCIDENTS AND ACCIDENTS

UPD Officers will compile reports documenting crimes, significant occurrences, accidents, etc. that occur on campus. Copies of those reports are available at the UPD Office for a nominal charge.

ENFORCING ALL TRAFFIC AND PARKING REGULATIONS ON CAMPUS

In order to assure that those with a disability have adequate parking, that emergency personnel have access and to facilitate safety and order on campus, UPD Officers will enforce all traffic and parking regulations on campus. University police officers may also enforce all Missouri State Statutes on campus.

PROVIDING SECURITY FOR SPORTS EVENTS, CONCERTS ETC., ON CAMPUS

UPD Officers provide security services at events on campus to insure that participants can enjoy the events with little concern for disruptions.

CHECKING BUILDINGS TO INSURE THAT THEY ARE SECURE

In addition to the various other duties, UPD Officers check to insure that buildings are properly locked in the evening hours. They also unlock doors to allow access for authorized persons entering buildings in the early morning hours and on weekends.

MONITORING ACTIVITIES IN THE DORMS

To insure the safety of all students and Resident Advisors in the dorms, UPD Officers are on duty during the midnight hours to watch for unauthorized persons and to enforce the rules of the dorms. UPD Officers are committed to making sure the campus remains free from drugs/alcohol and violence.

PROVIDING COURTESY SERVICES FOR STUDENTS

UPD Officers provide many courtesy services for students and faculty/staff, i.e., unlocking cars, jump starts, escorts, etc. Any student or faculty/staff member is encouraged to contact UPD Officers with any problem and they will directly assist or direct the person to the agency/service who can provide the assistance.

PROVIDING TIMELY WARNINGS

The Clery Act requires a timely warning to be given to the campus community in certain instances. In accordance with the act, the MSSU PD will issue a crime alert in a timely manner for immediate, as well as on-going threats to safety and to aid in the prevention of similar crimes. Specifically, these crimes will include situations that are reported to the UPD and that are considered serious or continuing threats to the campus population. Warnings will be communicated via text messages (RAVE system), e-mails, posted notices, and/or media sources at the discretion of the Chief of the University Police Department. Missing students will be immediately investigated by a number of individuals in key

positions with the university. Any time a student is suspected of being missing the UPD should be contacted at 417-626-2222.

STUDENT TRAINING

Women’s Self-Defense (RAD - Rape Aggression Defense) classes are offered to all female MSSU students in the fall and spring semesters as a Kinesiology class. This self-defense session teaches women how to avoid risky situations and how to fight off an attacker. Both basic and advanced tactics are covered during the semester.

The University Police Department uses the A.L.I.C.E. (Alert/Lockdown/Inform/Counter/Evacuate) training to teach students how to survive if they were to be confronted by a violent person with a weapon in a group setting. The “swarm” method (a technique for distracting and securing an attacker) is only used as

a last resort when students are trapped and escape isn’t possible.

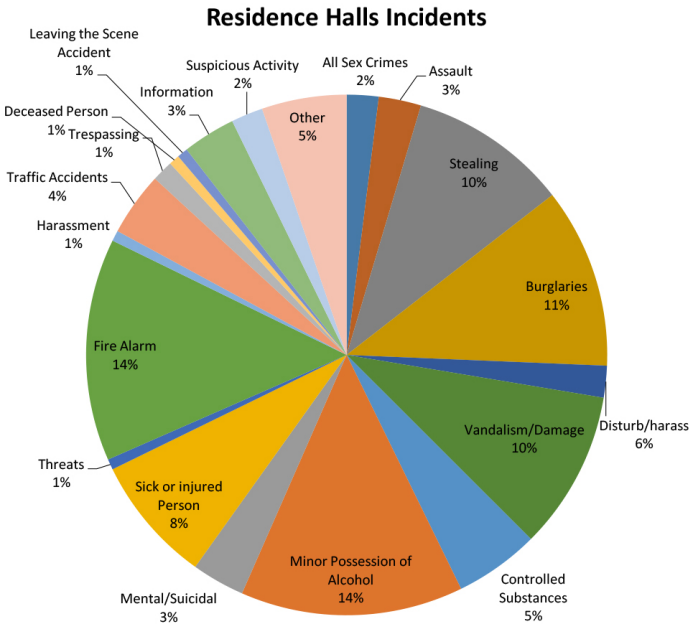
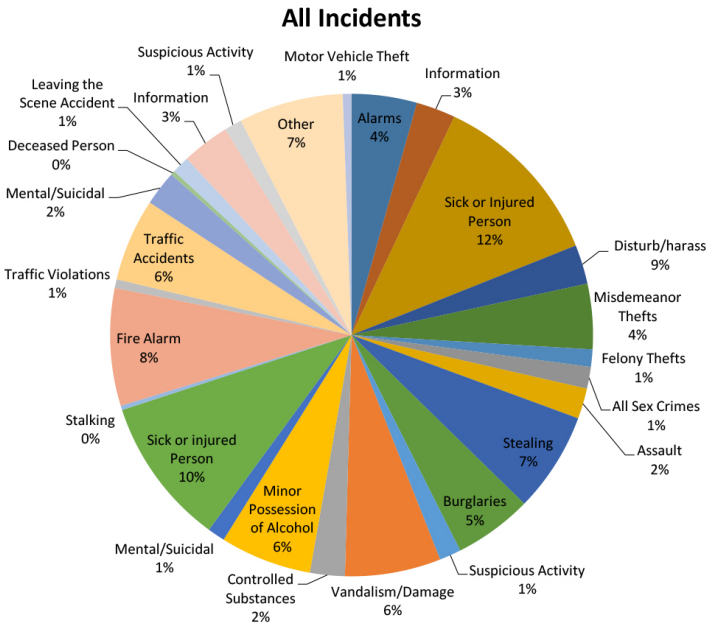
PROVIDING SAFETY INFORMATION TO STUDENTS

UPD Officers provide literature regarding ways to be safe on and off campus, as well as how to keep property from being stolen. Those types of materials can be picked up at the UPD Office at the West end of the campus.

To ask questions about the University Police Department, please call the University Police Chief at 417-625-9741.

For complete details regarding the function of the UPD, reporting crime, sexual assault information, alcohol and drug violations, etc., please visit mssu.edu/student-affairs/university-police/asr-2017-final.pdf.

REPORTS TAKEN BY UPD OFFICERS



TITLE IX AT MSSU

Title IX of the Education Amendments of 1972 is a law passed in 1972 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.

Tamika L. Harrel

Title IX Coordinator

Billingsly Student Center 347G

Tel: 417-625-3022 Email: Harrel-t@mssu.edu



STUDENT CODE OF CONDUCT

Welcome to the Lion Family! We are so excited to have your family join ours at MSSU. The Office of Student Conduct supports Missouri Southern State University's mission by promoting a just, safe, orderly, and supportive living and learning environment. The Office of Student Conduct is dedicated to supporting students by maintaining a conduct process that is educational, equitable, and just. We foster learning and growth by administering a process that teaches responsibility by holding students accountable for their behavior, encouraging the expression of diverse views and opinions, and promoting individual and community respect.

The Office of Student Conduct handles all Academic Integrity and Student Conduct referrals. As a function of Student Affairs, we are also strong advocates for all students and love serving as a resource for whatever questions you may have or obstacles you may be facing.

You can find the full text of our Student Code of Conduct in the Student Handbook at <https://www.mssu.edu/student-affairs/>.

Sincerely,

Samantha Quackenbush

Director of Student Conduct

Quackenbush-s@mssu.edu

Samantha Quackenbush

Director of Student Conduct

Billingsly Student Center 347F

Tel: 417-625-9531 Email: quackenbush-s@mssu.edu

WILLCOXON HEALTH CENTER

Making Your University Experience a Healthy One!

Fall and Spring Semester Hours:

8 a.m. to 5 p.m. Monday – Friday
(Closed daily 11:30 a.m. to 12:30 p.m.)

Summer and Holiday Hours vary

**Call for an appointment.
Limited walk-in appointments available.**

Billingsly Student Center, Room 242
417-625-9323 | Fax: 417-659-4376

HEALTH CENTER STAFF:

Julie Stamps, FNP | Health Center Director

Renae Downs, RN | Staff Nurse

William S. Hughes, DO | Campus Physician

Susan Doty, LPN | Staff Nurse

Janelle Hall | Office Assistant

MSSU is partnering with Med+Proctor for immunization and tuberculosis tracking. See the Health Center's website for the most up to date information about this process. Please check your university email for Med+Proctor communication.

THREE REQUIREMENTS FOR ALL STUDENTS ENROLLED AT MSSU

- Complete a Medical History form. Available at Southern Welcome, on Health Center page of www.mssu.edu/health or at the Health Center in Billingsly Student Center. This is the only requirement that is NOT completed in Med+Proctor.
- In Med+Proctor, upload proof of 2 MMR vaccines, immune blood tests (titers) If born prior to 1957, you will not need to upload any documents, but you will still need to log into Med+Proctor to complete other requirements. If you cannot provide proof, please contact the Health Center for instruction – titers &/ or vaccination may be necessary at student expense. Students who do not have proof of MMR vaccinations or immune titers on file at the Health Center may be banned from University property in the event of an outbreak.
- In Med+Proctor, complete the Tuberculosis (TB)

Risk Assessment. Students will answer seven questions about TB as required by Missouri legislation. This requirement does not mean that every student will need a TB test. If you answer "yes" to any of the questions, you will be prompted to contact the Health Center to discuss if a TB test is needed. .

MENINGITIS REQUIREMENT FOR STUDENTS LIVING IN CAMPUS HOUSING

Proof of Meningitis Vaccine (MCV4) ≥ 16 yrs for students living in campus housing per Missouri state legislation. MCV4 vaccine documentation must meet the requirement and be uploaded to Med+Proctor prior to moving in. Students will NOT be allowed to move in without documentation of MCV4 ≥ 16 yrs. Find more information on our website or refer to backside of the medical history form. For current immunization recommendations, please refer to the American College Health Association website or Centers for Disease Control website.

COMMUNICABLE DISEASE

When a communicable disease is detected (whether student, faculty or staff), the University's physician and nurse practitioner will assume responsibility for conducting a thorough review based upon the best medical and legal information available. Any actions taken will respect the individual's confidentiality and welfare, as well as that of the University community. For the latest information and answers about our response to COVID-19, go to www.mssu.edu and click on on "COVID-19 update". If a religious or medical exemption is needed, please call the Health Center for instruction.

HEALTH INSURANCE

INSURANCE MSSU recommends health insurance for all students. Some programs require health insurance coverage. If you are uninsured, check with the Willcoxon Health Center for options. If you currently have health insurance coverage, we recommend the student have a copy of the current card and know which local hospital is in network in case of emergency (Freeman or Mercy Hospital). You can find this information by calling the customer service number on the insurance card and asking which hospital is in network for Joplin, Missouri. The Health Center does not bill health insurance. If you

have a chronic health condition, we recommend you establish care with a primary care physician in Joplin.

SERVICES AVAILABLE

Currently enrolled students at MSSU are able to obtain acute care treatment from the Willcoxon Health Center through appointments. Students under the age of 18, must have parental consent on file for certain services at the Health Center. There is a parental consent section on the medical history form. The Health Center is not a primary care provider. Appropriate referrals will be determined. Talk with the Health Center staff about available services and charges.

OVER-THE-COUNTER ITEMS

Students can obtain minor first aid, some over the counter medications (pain reliever, cough, cold, upset stomach, diarrhea, headache, etc), condoms

and tampons at no cost without appointment.

PHARMACY

There is no pharmacy on campus, but there are several pharmacies nearby. For students living in campus housing, some local pharmacies deliver to campus.

PREVENTION OF BLOOD-BORNE DISEASES

Do NOT attempt to clean an area that has been contaminated by blood or body fluids. Please call University Police so proper procedures may be used.

EMERGENCY POLICY

In the case of a health care emergency on campus call 911 and then contact University Police 417-626-2222. Health emergencies should not be transported to the Health Center. EMS should be called and the person should be evaluated at the location of emergency.

CAMPUS CARD SERVICES

Located in the lower-level of Billingsly Student Center, the Campus Card Service Center is a convenient location to obtain Lion Card IDs, place value in Lion Bucks debit accounts and obtain parking permits.

The Lion Card is a single-card solution that serves as MSSU's official identification and tracks meal plans, as well as providing debit account (Lion Bucks) capability, facility access control, and access to campus venues such as the Beimdiek Recreation Center.

Value placed in a Lion Bucks debit account can be used to purchase:

- Food at the Billingsly Student Center Food Court and Mayes Dining Hall
- Printing in University personal computer labs
- Merchandise at the University Bookstore
- Print and mail services at Office Services
- Services at the Willcoxon Student Health Center

Your Lion Bucks account will become activated by making your first deposit. Your deposit options are:

- In person at the Campus Card Service Center, during office hours, located in room 109, lower -level, of Billingsly Student Center.
- Online deposits (First login to LioNet then select the link to "Manage My Lion Card")
- By kiosk machine located in the Spiva Library with cash only in denominations of \$1, \$5, \$10, and \$20 dollar bills. No change will be given at this machine.
- Charge your student account in the Bursar's office during the first week of the semester. Each account is reviewed for available financial aid prior to the charge being allowed.

Lion Card holders can receive discounts at many local and online business. Please refer to mssu.edu/business-affairs/lion-card/discounts.php for an updated list of discounts.

Complete terms and conditions can be found online at www.mssu.edu/lion-card/ for terms and conditions.

Contact Card Services

Billingsly Student Center, Room 109 | 417-659-5463 | LionCard@mssu.edu

CAREER SERVICES

The Career Services office helps MSSU students and alumni to 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 RESOURCES

- 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

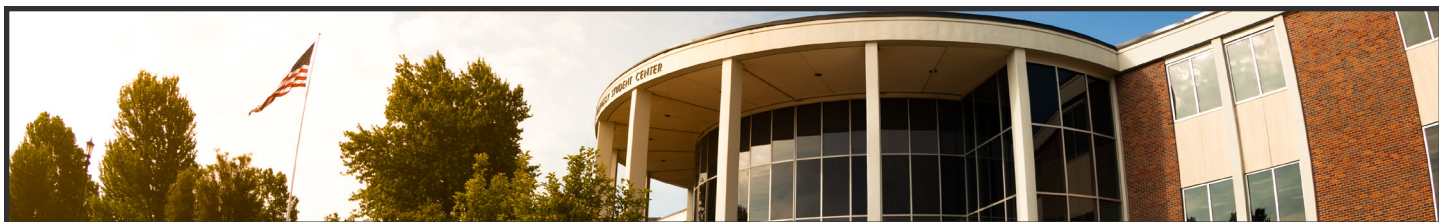
- Prepares the next generation of community leaders
- For more information and application instructions visit mssu.edu/sla

IT IS NEVER TOO EARLY TO PREPARE FOR YOUR CAREER!

Contact Career Services

Spiva Library, Room 207 | 417-625-9343 | CareerServices@mssu.edu | mssu.edu/career





HELPFUL FINANCIAL AID INFORMATION

1. All FAFSAs must be received in the Financial Aid Office by February 1st each year, and all requested documentation (taxes, worksheets, etc.) must be received in the Financial Aid Office by April 1st each year to ensure financial aid award packages are complete prior to classes starting. The February 1st deadline at MSSU also coincides with the priority deadline for State of Missouri funding.
2. All students (and at least one parent, in the case of dependent students) should request a FSA ID (personal identification number) at <https://fsaid.ed.gov>. Please do this as soon as possible. FSA ID numbers are issued in real-time, which allows students and parents to immediately sign the FAFSA (Free Application for Federal Student Aid). The same FSA ID can be used each year for the renewal FAFSA.
3. After receiving the FSA ID, students can complete the FAFSA at www.fafsa.gov. Students need the following items to complete the FAFSA: access to tax documents for specified calendar year, their FSA ID, parent's FSA ID, and parent tax documents and personal information, if applicable.
4. When completing the FAFSA, students must indicate which school(s) will receive their FAFSA information. Students can send their information to multiple schools.
MSSU's school code is 002488.
5. After the FAFSA is submitted, students will receive a confirmation summary via email. Students are also notified via email when their FAFSA is processed by the federal processor (US Department of Education). Students need to review this summary information to ensure the information is accurate. If information is incorrect, students can go back online with their FSA ID and make necessary corrections.
6. After the FAFSA is successfully processed, the federal processor forwards each FAFSA record electronically to the schools indicated on the FAFSA. Then, each school determines individual amounts for federal, state and institutional aid programs. Upon receiving the FAFSA record, MSSU will contact the student via email or postcard if additional information is needed before awards can be issued.
7. LioNet is MSSU's web portal for all financial aid information. Students use LioNet (lionet.mssu.edu) to review their Financial Aid Status, Student Requirements (such as missing documents and needed information), and to Review and Accept Awards. Financial aid information is available in LioNet once the FAFSA has been received at MSSU, as the file is processed by the Financial Aid Office. Returning students will not receive a paper or hard-copy award notification from MSSU. Please check LioNet information regularly for updates.
8. All first-time borrowers or transfer students are required to do entrance counseling and promissory notes if they borrow student loans at MSSU. Students who accept loans will get a notice on LioNet indicating pending requirements needed to be completed.
9. Financial aid funds (which includes federal, state and MSSU awards) are applied to tuition, fees, housing and book rental charges (if applicable) at MSSU. Although most MSSU students receive financial aid, there is no implied guarantee that financial aid amounts will cover all costs at MSSU. Students should review their charges on LioNet prior to each semester's payment due dates. If financial aid is greater than the amount due for the semester, the Bursar's Office will issue refunds approximately three (3) weeks after classes begin. Refunds are either electronically deposited to bank account of student's choice or mailed to the address listed the Registrar's Office as the student's permanent address.

10. Students are encouraged to search for other types of aid available to them. Students should complete other aid applications (such as the MSSU Foundation Scholarship Application) before December 15th each year to ensure priority consideration for available scholarships. These forms and other resources are available in the Scholarship Office and online.

11. Although parents may be involved in the financial process, it is important to note that the Financial Aid Office cannot discuss student's accounts or financial aid status with parents.

12. Please ask if you have questions – our job is to help students through the Financial Aid process.

Contact Financial Aid
Hearnes Hall, Room 109
417-625-9325 | FinAid@mssu.edu

UNDERSTANDING FINANCIAL AID AWARD INFORMATION

MSSU's Financial Aid Office notifies students when their financial aid awards (federal and state funds) are available to review and accept. Using LioNet, students can access their financial aid status, student requirements (such as missing documents and needed information), and review and accept awards.

HOW TO CHECK FOR STUDENT REQUIREMENTS

1. Log into LioNet
2. Financial Aid (under Student Links)
3. Eligibility
4. Student Requirements
5. Choose Financial Aid Year
6. All Satisfied and Unsatisfied Requirements are displayed

****Financial aid cannot be disbursed with Unsatisfied Requirements***

HOW TO ACCEPT FINANCIAL AID AWARDS

1. Login to LioNet
2. Financial Aid (under Student Links)
3. Award
4. Award for Aid Year
5. Choose Financial Aid Year
6. Terms and Conditions tab (read these and accept)
7. Accept Award Offer tab (review and accept/decline awards available)

Students can accept the full loan amount, reduce loan to a partial amount, or decline the entire loan. Students cannot increase a loan amount. Loan amounts are usually based on full-year eligibility, so accepting the full loan amount offered may reduce summer loan eligibility. Also, students who accept the maximum loan award each year may reach aggregate loan limits before they complete their degree.

Financial aid is typically offered to students assuming full-time enrollment status. If students are not enrolled full-time, some awards may be adjusted or removed due to specific eligibility criteria (such as Pell grants, state funds and scholarships).

Be sure to review the Student Account detail on LioNet to compare billing charges with available financial aid. To ensure continuous enrollment, students are responsible for all charges to be paid before the MSSU tuition payment deadlines.



HELPFUL TIPS FROM THE BURSAR'S OFFICE

- The Bursar's Office is responsible for the billing and collection of tuition, housing and other University-related charges.
- The Bursar's Office and Cashier Window are located in Hearnese Hall, on the first floor. Payments can be made here using cash, check, Visa, MasterCard, American Express or Discover. Credit/debit card payments are subject to a 2.85% (minimum \$3) convenience charge.
- The Bursar's Office website contains a lot of helpful information. Visit it at mssu.edu/bursar.
- Payment plans are available to students prior to tuition due dates. Signing up early enables students to spread their payments out over several months. Visit the Student Payment Portal at mssu.edu/paymybill or stop by the office for more information.
- 24/7 access to view and pay your student account is available via LioNet. Students are strongly encouraged to view their student account through LioNet regularly.
- You can print an official statement of your account through LioNet.
- Payments can also be made online using LioNet. Online payments can be made by Visa, MasterCard, Discover, American Express or check.
- Due dates for tuition are always posted in the schedule of classes, on LioNet and on the Bursar's Office website. It is critical that students be aware of approaching due dates and ensure that their student account balance is covered in full by that date.
- 100 percent of your student account balance is due by the published due date. By that date, students should have one, or a combination of the following: financial aid that is ready to process to your account, a payment plan and or payment(s) to your account.
- Book rental charges are posted to your account after you pick up your books. Your book rental is not included in your tuition; it is a separate charge.
- The office corresponds with students via their

student email. Please check your student email often for information sent concerning your student account.

- Excess financial aid checks are sent out through the Bursar's Office. They can be sent by paper check, or electronically to your specified bank account. To set up an eRefund, log in to www.mssu.edu/paymybill
- At times, the Bursar's Office sends out automated voicemail reminders regarding due dates. These reminders are sent to the primary phone number you have on record in the Registrar's Office. It will not be sent to numbers indicated to be inactive or unlisted.

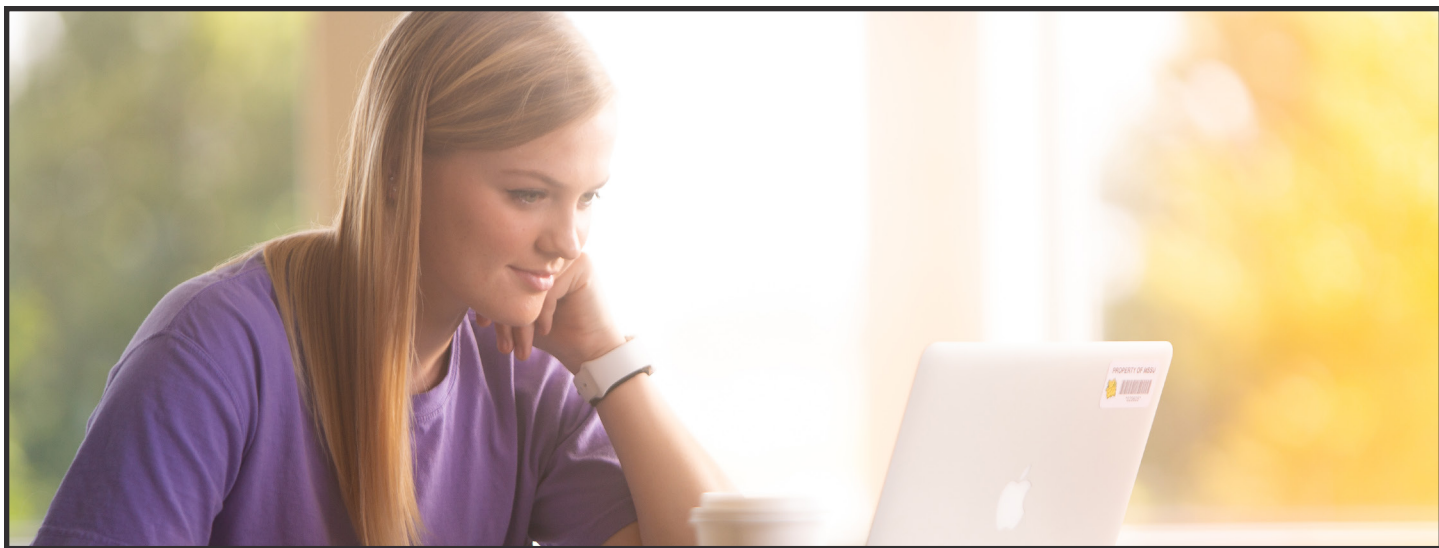
Please keep in mind that federal privacy laws prevent the office from giving out too much information over the phone, email or fax. We are eager to help in any way that we can, but please remember we want to guard your privacy like it is our own.

If you have any questions, all you have to do is ask. That's why we're here!

Contact the Bursar

Hearnese Hall, Room 105
417-625-9381
Bursar@mssu.edu





STUDENT EMPLOYMENT OPPORTUNITIES

The Student Employment Office serves as the focal point for students seeking part-time employment on campus. Students seeking employment at MSSU have the opportunity to work in a range of positions such as computer technicians, tutors, office assistants, custodians, student fitness trainers and many more.

QUALIFICATIONS FOR WORKING ON CAMPUS

On-campus student employees should be enrolled as a full-time student, should maintain a minimum 2.0 GPA and should be in good academic standing with the university.

NUMBER OF HOURS ALLOWABLE FOR ON-CAMPUS JOBS

Students typically work a maximum of 20 hours a week in a work-study student employment position or a regular student employment position. However, adjustments can be made to schedules during breaks and summer terms.

DIFFERENCES BETWEEN A REGULAR STUDENT EMPLOYEE AND A WORK-STUDY STUDENT EMPLOYEE

A work-study student employee is paid by federal funds, so they must meet certain government eligibility requirements to hold a work-study job. A regular student employee is paid by MSSU, so they are not required to meet the same federal need-based requirements.

WORK-STUDY

Work-Study is a federally funded program that is designed to help provide jobs for students who

have financial need. Students apply for work-study eligibility by completing a FAFSA (Free Application for Federal Student Aid) or renewal FAFSA at www.fafsa.ed.gov

WHO IS WORK-STUDY ELIGIBLE?

Not everyone qualifies for work-study. The work-study program is federally funded and eligibility is determined based on your financial need, which is based on your FAFSA. To find out if you are work-study eligible, stop by the Student Employment Office in Hearn Hall, Room 109, and talk to the Student Employment Coordinator.

WHAT IF I AM NOT ELIGIBLE FOR WORK-STUDY FUNDS?

You can still seek employment on-campus or off-campus through Hire A Lion. On-campus jobs not funded by work-study are called regular student employment.

HOW TO SEARCH FOR ON- OR OFF-CAMPUS JOB OPENINGS

View all job postings online at: Hire A Lion

Contact the Student Employment Coordinator

Hearn Hall, Room 109

417-625-9398

StudentEmployment@mssu.edu

A CAREER PLANNING COURSE FOR PARENTS

By Sally Kearsley

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Your son or daughter just left for (or returned to) college but doesn't seem to have a clue as to what he or she wants to major in, let alone choose as a career. Don't worry! This is not unusual, although you might wish your student had a little more sense of direction!

Choosing a career is a process students (and adults!) need to go through—and students go through the stages of this process at different rates of speed. The steps include:

- Assessing skills, interests and abilities (this is an important first step to choosing an appropriate career)
- Exploring majors and career options
- Experimenting with possible career options
- Organizing and conducting a job or graduate school search.

You can assist and support your students in each of these stages. But what can—or should—you do?

Here's your own career planning timetable!

CAREERS 101

For Parents of First-Year College Students

During their first year or so of college, students will be involved (formally or informally) in assessing their skills, interests and abilities. They will do this through finding success (or failure) in courses they take, involvement in campus activities, discussions with their friends and faculty, and generally being exposed to and trying out different ideas and experiences.

Most students enter college with a very limited knowledge of the vast array of courses and majors available to them. When they begin to delve into studies that are new to them, even those who entered with a plan may be drawn to different options. This is an exciting time for students!

Here's what you can do to help:

- Support your student's exploration of new areas of study and interests. This, after all, is what education is all about!

- Affirm what you know to be areas of skill and ability he or she has consistently demonstrated. Sometimes students overlook these and need to be reminded.
- Talk with your son or daughter about the courses and activities he or she is enjoying and how well your student is doing. Students discover new things about themselves throughout the college experience. Your willingness to listen and be a sounding board will keep you in the loop.
- Don't panic if your student is excited about majoring in something like English, history or art. These can be excellent choices, particularly if they are a good match for a student's interests and skills.
- Support your son or daughter's responsible involvement in campus activities but urge this to be balanced with maintaining achievement in the classroom.
- Urge your student to seek assistance in the career center at his/her college or university. Most institutions have assessment instruments and counselors to help students to define their skills, interests and abilities.

CAREERS 201

For Parents of Second-Year Students

Generally, during the second year of college, a student begins to explore majors and career options more seriously. Many colleges and universities require that new students take a broad range of subjects to promote this exploration.

What's your role in this step of development?

- Don't insist upon a decision about a major or possible career choice immediately. If you sense that your student's indecision is a barrier to positive progress, urge that he or she look for assistance in the career center. Students often have difficulty making a "final" choice because they fear they may close off options and make a wrong choice.

- Suggest that your son or daughter talk with faculty and career advisers about potential choices. Don't assume that if your child chooses to major in English, history, philosophy, or some other "impractical" major that he or she will never get a job. Liberal arts studies sharpen skills which are critical to the "package" employers are seeking: strong written and oral communication skills; problem-solving skills; the ability to synthesize information; and excellent research skills.
- Suggest learning a foreign language and developing computer skills. Both of these skills can be helpful in today's market, no matter what career field he or she chooses!
- Direct your student to family, friends or colleagues who are in fields in which your student has an interest. "Informational interviewing" with people can be extremely helpful at this stage!
- Steer your student towards a source of information. Many campuses have a career consultant or mentoring network of alumni in various career fields who are willing to share information with students about their careers. These resources are invaluable both in this exploratory stage and later as students are seeking internships and jobs!

TOP 15 WAYS EMPLOYERS LOOK FOR NEW HIRES

- Organization's internship program
- Organization's co-op program
- On-campus recruiting
- Career/job fairs
- Faculty contacts
- Employee referrals
- Student organizations/clubs
- Internet job postings (campus web site)
- Internet job postings (company web site)
- Job postings to career offices (printed)
- Resumes from career offices
- Recruitment advertising (print)
- Internet job postings (commercial web site)
- Internet resume data bases
- Career/job fairs (online)

CAREERS 301

For Parents of the "Mid-Career" Student

During the sophomore year and throughout the junior year, it is important for students to experiment with possible career options. They can do this in a variety of ways: internships, cooperative education programs, summer jobs, campus jobs, and responsible volunteer experiences both on campus and in the local community. This is a critical time for your support and understanding.

Here's what you need to do:

- Encourage your student to use the resources available at the campus career center. Experts there will assist your student in preparing a good resume and finding opportunities to test their career choices, including internships, cooperative education programs and summer job listings. Most career centers are in direct contact with employers.
- Tell your student that you understand the importance of their gaining exposure to and experience in his or her field of career interest. Broadening experience through involvement outside the classroom is a valuable use of time.
- Internships or summer experiences in some very competitive fields may be non-paying. Also, a good opportunity may be in a distant location. Discuss your financial expectations with your student before a commitment is made.
- Don't conduct the internship or summer job search for your son or daughter. It's a great help to provide networking contacts or names of people who may be helpful, however, making the contact and speaking for your child deprives him or her of an important learning experience and may make a poor impression on the future employer.



QUALITIES/SKILLS EMPLOYERS LOOK FOR IN NEW HIRES

Communication skills (verbal & written)

Honesty/integrity

Interpersonal skills (relates well to others)

Motivation/initiative

Strong work ethic

Teamwork skills (works well with others)

Analytical skills

Flexibility/adaptability

Computer skills

Detail-oriented

Leadership skills

Organizational skills

Self-confidence

Friendly/outgoing personality

Tactfulness

Well mannered/polite

Creativity

GPA (3.0 or better)

Entrepreneurial skills/risk-taker

Sense of humor

provide assistance in preparation for the job search offering.

- Workshops and individual help with resume and cover letter writing, interviewing and other job search skills.
- Individual and group career advising.
- A library of books and bookmarks to web sites with links to job resources.
- In many cases, on-campus interviewing opportunities.
- Alumni career consultant or mentor programs may also be a part of their services.
- Don't nag your student about not having a job yet! This will often have the reverse effect. Use positive reinforcement.
- Offer to assist by sending information you may have found about the career field of your student's choice and/or job listings that may be of interest. Listen for indications from the student that you are getting carried away—and back off!
- Don't call potential employers to intervene for your student. Contact with potential employers is the candidate's responsibility!
- Be prepared to support your student through the ups and downs of the job and graduate school search. It can be a bumpy road! Not every desired job or graduate school acceptance will come through. Your student will need reassurance that for every door that closes, another opens.

CAREERS 401

For Parents of Graduating Seniors

The senior year is when organizing and conducting a job search or graduate school search begins in earnest.

It is also a time when students are heavily involved in more advanced courses in their majors and often have more responsible roles in campus and/or volunteer activities. Balancing these important pursuits and setting priorities is a constant challenge for seniors!

You are probably anxious for this young adult to make a decision—and yet, he or she may be moving toward closure more slowly than you would wish.

There are a number of ways you can lend support during this challenging time.

- Suggest that he or she use the campus career center throughout the senior year. These offices

A FEW FINAL THOUGHTS

The college years are a time of exploration, experimentation and learning on many levels for students and their parents! Some student challenges may seem more positive than others, but all contribute to the educational outcomes of the college or university experience.

Throughout these years, students are developing a "record of achievement" which will be evaluated by employers and graduate schools as they move beyond college. There are several pieces of this record:

- Academic Achievement. Although it is not (and should not be) the primary factor in determining

a candidate's success, the grade point average (GPA) is one factor considered by competitive employers and graduate schools. It is one of the few tangible indications of a student's ability to learn and perform effectively, at least in the academic environment. Therefore, students need to do as well as possible in the classroom, especially in courses in their majors.

- Responsible work experience. In today's competitive employment market, many employers seek students who have related internship, summer, cooperative education, or part-time job or volunteer experiences. In fact, employers often look to their own such programs as primary sources for their new hires. These experiences are particularly critical

for liberal arts students whose majors may not appear to be directly related to their areas of career interest.

- Responsible involvement outside the classroom. Extracurricular activities provide the opportunity for students to gain many valuable and career related skills such as the ability to work effectively with others in a team environment; leadership; planning and organizational skills; and priority-setting and time management. These are part of the package of skills employers seek in their new hires.

Best of luck to you in navigating the challenging waters of parenting a college or university student!

STUDENT ACTIVITIES

The MSSU Campus Activities Board (CAB) is the student-led programming organization that offers a wide range of co-curricular experiences for students and the campus community. CAB also seeks to provide leadership and engagement opportunities for students in the planning, proposal, promotion, and presentation of activities. These activities are designated to serve the cultural, educational, and social interests of the MSSU students. CAB brings comedians, musicians, film series, interactive games and novelties to campus.

SERVICES ASSOCIATED WITH STUDENT ACTIVITIES:

Campus Activities Board (CAB)

The mission of the Missouri Southern Student Activities Office is to be a positive factor in the university's retention and graduation rates by increasing the level of student engagement on campus. The Student Activities office also promotes the development of students as individuals professionally, socially, and academically. This is accomplished through events sponsored CAB.

Fraternity and Sorority Life

There are four Fraternity and Sororities at MSSU: two fraternities (Kappa Alpha Order and Kappa Sigma) and two Panhellenic sororities (Alpha Sigma Alpha and Zeta Tau Alpha). While each organization represented on campus has an individual personality and principles, scholarship, leadership, service, and sisterhood/brotherhood are central components of

all chapters. Greeks at MSSU are active members in a variety of other campus organizations, often serving in leadership roles. Chapter members also complete many hours of philanthropic service for national foundations and local causes each semester and are academically successful. Membership standards and financial obligations differ from chapter to chapter.

Registered Student Organizations (RSOs)

Missouri Southern has over 60 registered student organizations each year. There are departmental/academic-based clubs, honor societies, special interest groups and religion-based organizations. A list of organizations is published by the Student Activities office and is posted online each semester in the Student Life booklet. Campus Involvement Day is the first chance students have to meet with representatives from clubs and organization and to get involved.

Contact Student Activities

417-625-9346

Billingsly Student Center, Room 210

Find us on Facebook!

MSSU Student Activities Office

To see what clubs and organizations are available go to mssu.presence.io.



RESIDENCE LIFE

ON-CAMPUS RESIDENCE REQUIREMENTS

Missouri Southern requires all freshmen under the age of 21 to live in the residence halls to the extent of housing available, unless married, living with legal guardian or having been excused by the Director of Residence Life.

GENERAL INFORMATION

Missouri Southern houses over 800 students on campus. Residence Life offers five different styles of housing. The Residence Life Office is located in Blaine Hall, Room 106. The rooms on campus are furnished with twin-XL (36x80) size beds, dressers, desks, desk chairs, wastebaskets and blinds. Students will need to bring sheets, pillows, blankets and all personal belongings. (Prohibited items include animals, open coil appliances, candles, incense, dartboards, wooden lofts and heaters.) The apartment, East Hall suite, Lion Village suite and quad-style units are also furnished with common area seating, multi-use shelves, microwave and refrigerator. Quads and Lion Village suites have added stove and cabinets. No university furnishings are to be removed from rooms or suites.

All residence hall facilities are heated and/or air conditioned. Study lounges, recreational areas, vending machines and laundry facilities are located on the housing grounds. Additional amenities are available in the Mayes Student Life Center adjacent to the residence halls.

The residence halls are staffed by Director of Residence Life, full-time professional Resident Directors who are assisted by student Resident Assistants. The University is also home to a 24-hour police department.

The Residence Hall Association (RHA) is a campus organization made up of representatives from all the residence hall units. The purpose of RHA is to promote the well-being of all residence hall students. Throughout the academic year, RHA provides social and educational activities.

ROOM ASSIGNMENTS

Students self-select their room assignment once deposit and housing application has been completed. Reasonable privacy will be granted to applicants in

the occupancy of assigned accommodations, but the right is expressly reserved to enter any room at any time for reasons of health, safety, rules violations, misbehavior, or for necessary maintenance. Keys for rooms, buildings and mailboxes are the responsibility of each resident. Students will be charged for lost, damaged or copied keys.

ROOMMATES

Students self-select their room assignment once deposit and housing application has been completed. Reasonable privacy will be granted to applicants in the occupancy of assigned accommodations, but the right is expressly reserved to enter any room at any time for reasons of health, safety, rules violations, misbehavior, or for necessary maintenance. Keys for rooms, buildings and mailboxes are the responsibility of each resident. Students will be charged for lost, damaged or copied keys.

Overnight Guest Policy: Contact the Residence Life Office for current overnight guest policy.

ALCOHOL, DRUGS OR TOBACCO

The following conduct will not be condoned:

1. Possession or distribution of drugs and paraphernalia or alcohol on university property (Empty alcohol containers are also prohibited)
2. Use of drugs, alcohol or tobacco in the residence halls
3. Conduct resulting from the influence of drugs and/or alcohol

All residents should remember that they are responsible for the conduct of guests.

Disciplinary action will be taken for violation of the preceding conditions. Violation of these conditions may result in dismissal from the residence halls and the University. Specific discipline policies are outlined in the Student Handbook and Residence Life information booklet.

FIREARMS

Firearms, fireworks, paint ball equipment, ammunition, airsoft/BB guns, bows and arrows, explosives or lethal weapons of any description shall not be brought into the residence halls.

QUIET HOURS

Students are expected to cooperate in maintaining a good environment at all times and quiet hours shall be observed.

OPEN HOUSE HOURS (VISITATION)

Visitors may be entertained in students' rooms during designated evening hours if approved by all roommates. Specific regulations will vary among the halls. No cohabitation is permitted. Roommate rights must be acknowledged at all times.

VACCINATION REQUIREMENTS

The state of Missouri requires all students living in University housing to have record of the Meningococcal vaccine or religious/medical exemption submitted to institution's health center. If you need more information on the vaccine, please contact the Willcoxon Health Center in Billingsly Student Center Room 242 at 417-625-9323.

LION CO-OP

Student Life Emergency Shelter
lioncoop@mssu.edu

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

Hours change each semester, check www.facebook.com/Missouri-Southern-Lion-Co-Op-Food-Pantry



GREEN DOT

Here at Missouri Southern, we are committed to reducing and preventing power-based personal violence. Green Dot is a bystander intervention program that trains students, staff and faculty on the warning signs of domestic violence, sexual assault and stalking and how to stop these forms of violence from happening in the moment.

mssu.edu/student-affairs/green-dot/





BEIMDIEK REC CENTER

The Open Recreation program at Missouri Southern offers both indoor and outdoor facilities for recreational activities.

Indoor facilities include Beimdick Recreation Center with three basketball/ volleyball courts; two levels of weight strength and cardio equipment; a three-lane walking/jogging track; a lounge; a 25-meter, six-lane swimming pool; two fitness/dance studios; and six racquetball courts. Outdoor facilities include a multipurpose field and six tennis courts. Equipment is available for checkout at recreation center with a current University LionCard and includes: basketballs, volleyballs, soccer balls, softball equipment, footballs and flag football equipment, weight belts, racquetball and handball equipment, tennis equipment, jump ropes, frisbees, wallyball equipment, and an abundant amount of fitness accessories.

The **INTRAMURAL SPORTS** program offerings include but are not limited to recreational leagues, tournaments and special events. The following is a list of the offerings: Flag football, 3-on-3 and 5-on-5 basketball, slow-pitch softball, volleyball, indoor and outdoor soccer, bowling, dodgeball, billiards, table tennis, punt, pass and kick, racquetball, sand and indoor volleyball, mini golf, spike ball, wiffle ball, bowling, archery tag and wallyball.

The **FITNESS ACTIVITIES** program offers individuals the opportunity for personal fitness through the group fitness program, the recreation center and fitness services including: exercise testing and prescription, personal training and wellness services. Group fitness classes change each semester and may include but are not limited to yoga, interval training, cardio interval workout, conditioning, Pilates, Zumba and boot camp classes. The recreation center offers both cardiovascular and resistance training opportunities including treadmills, bicycles, ellipticals and other cross training/functional training machines variable resistance selectorized weight equipment, free weights and other fitness accessories.

The **SPORTS CLUBS** program offers a unique experience for students and student leaders to participate or compete in local, regional and national competitions. New sports clubs can be started by students upon demand.

DIVE-IN MOVIES are opportunities for students and or student groups to reserve the pool for their groups/colleagues to enjoy a combined movie and pool experience. These events are scheduled on demand and required certified lifeguards on duty. Rental and guard fees apply.

GROUP AND PRIVATE SWIM LESSONS are open to the community. All classes are taught by an American Red Cross Water Safety Instructor and instructor's aide. Special accommodations available, upon request. Private lessons are available for all levels and ages: 6 months-5 years, Adult & Child/Preschool Aquatics; Ages 6-14: Six skill levels available, Ages 15+: Tri-Training/Fitness Swimming.

LIFEGUARD CERTIFICATION / INSTRUCTOR COURSE: The lifeguard certification course will cover the American Red Cross lifeguarding skills for certification and, if passed, an individual will acquire a two-year Red Cross Lifeguard certification. The lifeguard instructor course will cover American Red Cross lifeguard instructor skills for certification. Successful completion of this course certifies the participation to teach Lifeguarding, Aquatic management, and CPR/AED/1st Aid for Professional Rescuers and Healthcare providers.

EMPLOYMENT opportunities exist for currently enrolled undergraduate and graduate students in Campus Recreation in the following areas: intramural sports supervisors and officials, office inters/aids, equipment checkout personnel, fitness center supervisors, ID checkers, group fitness instructors, personal trainers, lifeguards and weight room staff.

For more information about **Campus Recreation** and the facilities, programs, services offered and how to get involved, contact:

Steven Benfield, Director of Rec Services | (417) 625-9693 | Benfield-s@mssu.edu

Cindy Webb, Director of Fitness | (417) 625-9878 | Webb-c@mssu.edu



STAY IN TOUCH

Stay in touch with your student by being aware of his or her schedule and the activities they are involved in at Missouri Southern State University.

Campus Address: _____

Campus Phone: _____ Email: _____

Frequent Called Numbers: _____

Roommate(s): _____

Other Friends and Numbers: _____

Resident Assistant: _____ Phone #: _____

Resident Hall Director: _____ Phone #: _____

FALL ACADEMIC SCHEDULE										
Dept.	Course	Sec.	Class Time	Time	M	T	W	R	F	Building

SPRING ACADEMIC SCHEDULE										
Dept.	Course	Sec.	Class Time	Time	M	T	W	R	F	Building

FOR YOUR CONVENIENCE

HOTELS & MOTELS:

HILTON GARDEN INN

2644 E 32nd St Joplin, MO 64804
417-206-6700

DRURY INN

3601 Range Line Road Joplin, MO 64804
417-781-8000

HOMEWOOD SUITES

2642 E. 32nd Street Joplin, MO 64804
417-623-1900

LA QUINTA INNS & SUITES

3320 S. Range Line Road Joplin, MO 64804
417-781-0500

FAIRFIELD INN BY MARRIOTT

3301 S. Range Line Road Joplin, MO 64804
417-624-7800

HAMPTON INN

3107 E. 36th St. Joplin, MO 64804
417-659-9900

Find more area hotels from our web site:
mssu.edu/map

RESTAURANTS:

HACKETT'S HOT WINGS

520 S. Main Joplin, MO 64801
417-625-1333

APPLEBEE'S

2825 E. 32nd St. Joplin, MO 64804
417-659-8686

CAFE DEL RIO

1801 N. Range Line Road Joplin, MO 64801
417-206-0423

FESTIVAL (Mexican)

631 S. Duquesne Road Joplin, MO 64801
417-206-0704

GUSANO'S CHICAGO STYLE PIZZERIA

3929 E. 7th St. Joplin, MO 64801
417-623-9090

CHEDDAR'S

3120 Hammons Blvd. Joplin, MO 64804
417-624-6000

OLD CHICAGO PIZZA

3320 S. Rangeline Rd Joplin, MO 64804
417-781-3000

TEXAS ROADHOUSE

3317 S. Range Line Rd Joplin, MO 64804
417-781-7427

OLIVE GARDEN

3031 E. Hammond's Blvd Joplin, MO 64804
417-782-7295



ACADEMIC CALENDAR

* For additional information regarding withdrawals visit the Registrar's website at mssu.edu/registrar/withdrawal.php and for refunds check the Bursar's website at mssu.edu/offices/bursar.

2021 Fall Semester

March 29 - April 23	Registration for current students
April 26 - August 13	Open registration
August 16	CLASSES BEGIN
August 23	Drop/Add Fees & Late Registration Charges Begin
August 27	Last Day for Full Refund of Charges
September 6	Dismissal for Labor Day
September 8	Withdrawal after this Date No Refund of Charges
October 11-12	Fall Break
November 24 - 26	Dismissal for Thanksgiving Holiday
November 29 (new date!)	Last Day to Withdraw from a Class with a "W"
November 29	Last Day for Complete Withdrawal with all "W's"
December 3	Last Day of Classes
December 6-9	Final Examinations
December 9	End of Semester
December 11	Commencement

2022 Spring Semester

October 18, 2021 - November 12, 2021	Registration for current students
November 15, 2021 - January 14, 2022	Open registration
January 17	Martin Luther King Jr. Day Holiday
January 18	CLASSES BEGIN
January 24	Drop/Add & Late Registration Charges Begin
January 28	Last Day for Full Refund of Charges
February 9	Withdrawal after this Date - No Refund of Charges
March 21-25	Spring Break
May 2 (new date!)	Last Day to Withdraw from a Class with a "W"
May 2	Last Day for Complete Withdrawal with all "W's"
May 6	Last Day of Classes
May 9-12	Final Examinations
May 12	End of Semester
May 14	Commencement

2022 Summer Semester

May 23	Ten and Six Week Sessions Begin
May 30	Memorial Day Holiday
June 6	Eight Week and First Four Week Sessions Begin
June 9	Last Day for Full Refund of Charges *
July 4	Dismissal for Fourth of July Holiday
July 5	Second Four Week Session Begins
July 28	End of Semester

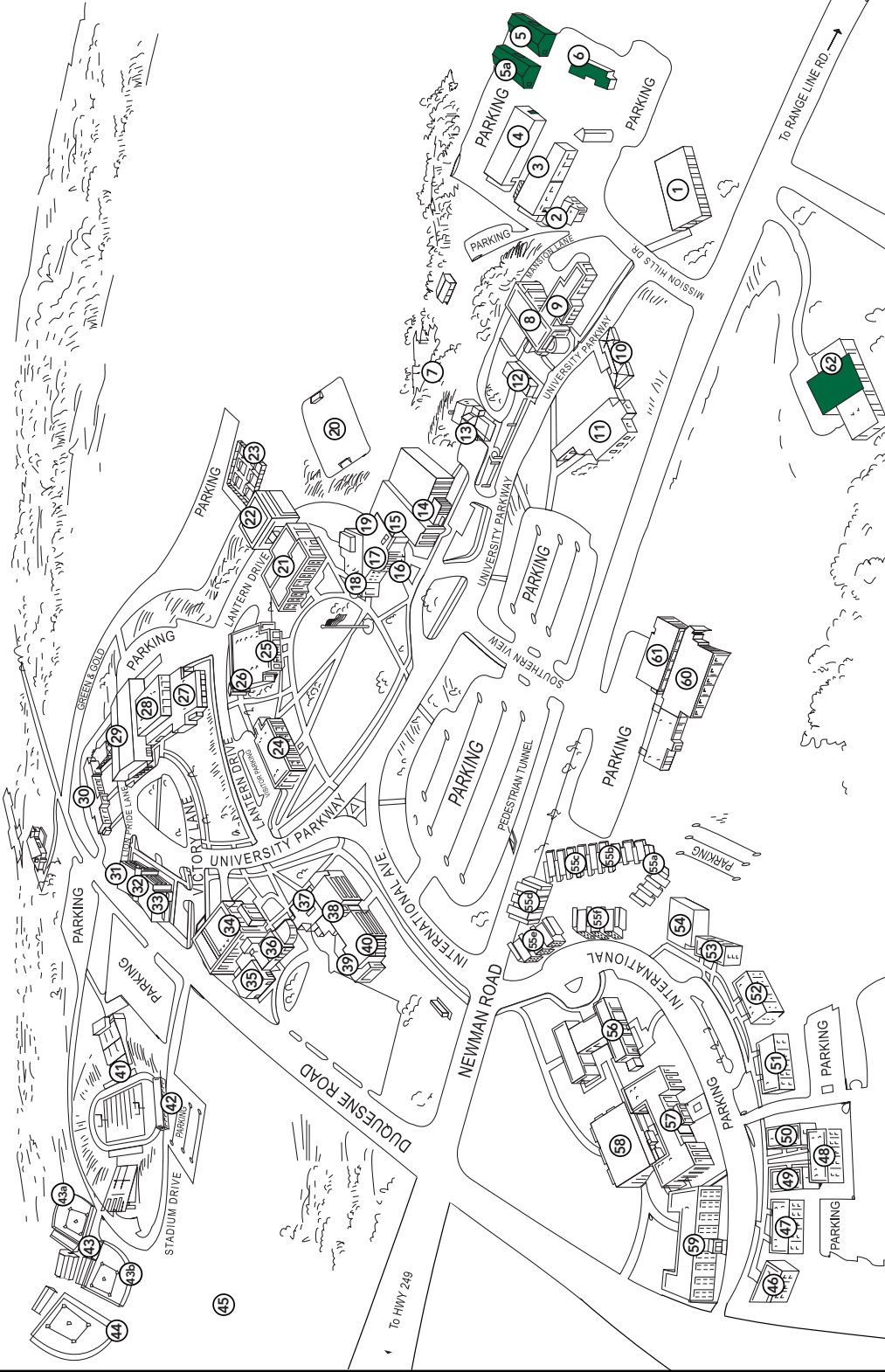
* Based on 8 week session running from June 6 to July 28



MISSOURI
SOUTHERN
STATE UNIVERSITY®

CAMPUS MAP

LAYOUT AS OF MARCH 2019



ACADEMICS

1. Ummer Technology Building
7. Biology Pond
8. Robert W. Plaster Free Enterprise Center
9. Cornell Auditorium
10. Kuhn Annex
11. Kuhn Hall
16. Billingsly Student Center
17. Bookstore
19. Phelps Theatre
21. Reynolds Hall
22. Jeremiah "Jay" Nixon Hall
23. Spiva Library
30. Taylor Hall
31. Nursing Simulation Center
32. Julio S. Leon Health Science Center
33. Corley Dental Hygiene Clinic
40. KGCS TV / KXMS Radio
62. Lion Cub Academy

Fine Arts Complex

34. Taylor Performing Arts Center
35. Bud Walton Theatre
36. Phinney Hall
37. Spiva Art Gallery

38. Webster Hall
39. W. Robert Corley Auditorium
60. Mills Anderson Public Safety Center
61. Criminal Justice Auditorium

ADMINISTRATION

2. University Police
3. Physical Plant
4. Annex
5. Custodial Warehouse/Fire Safety & Environmental Health Office
- 5a. Physical Plant Warehouse
6. Mechanical Maintenance Shop
12. Univ. Relations & Marketing (Mansion Annex)
13. Ralph L. Gray Alumni Center
24. Hearnes Hall

ATHLETICS

20. Hal Boden Soccer Field
28. Robert Ellis Young Gymnasium
29. Leggett & Platt Athletic Center
- Robert W. Plaster Sports Complex**
41. Fred G. Hughes Stadium
42. North End Zone Facility
43. Pat Lipira Softball Complex
- 43a. Gene Wild Softball Field
- 43b. Lea Kungie Softball Field
44. Baseball Stadium
45. MSSU Cross Country Course

DINING

18. The Lion's Den
26. Coffee Shop

HEALTH

14. Wilcox Health Center

RECREATION

15. Student Recreation Center
23. Tennis Courts
27. Olympic Pool and Racquetball Courts

RESIDENTIAL AREA

46. Mitchell Hall
47. Maupin Hall
48. Stone Hall
49. Headlee Hall
50. Dyer Hall
51. Diehman Hall
52. Stegge Hall
53. Gockell Hall
54. FEMA Shelter
55. Quad Buildings (A-F)
56. McCormick Hall
57. Blaine Hall
58. Dianne Mayes Student Life Center
59. East Hall



MISSOURI SOUTHERN

— STATE UNIVERSITY —

This handbook was prepared by the First-Year Experience, Hearnest Hall 315.