



# AFTER ENROLLMENT CHECKLIST



# ACADEMIC TOOLKIT

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MISSOURI SOUTHERN STATE UNIVERSITY

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# AFTER ENROLLMENT CHECKLIST

## FOR NEW STUDENTS

- **LION CARD PICTURE ID & PARKING PERMIT:** Process your MSSU Lion Card (picture ID) and Parking Permit at the MSSU Bookstore, Billingsly Student Center (BSC), 2nd floor. You will need a state-issued picture ID, such as a driver's license, and your vehicle model and license plate number for your Parking Permit.
- **STUDENT EMAIL:** MSSU issued you an institutional email account which ends with "@mymail.mssu.edu" in your acceptance letter. You may also find this by logging into your LioNet, and it should be on the left-hand side under Lion Access Information. The email account is an Outlook account. Log in at [outlook.com/mymail.mssu.edu](https://outlook.com/mymail.mssu.edu).
  - Your password is your 12-digit pin number mailed to you by our IT Department. Contact IT at 417-659-4444 if you have any questions or difficulties.
- **LIONET:** LioNet is your personal school portal with access to all your personal and MSSU information. LioNet can be accessed through the MSSU website. **Contact IT at 417-659-4444 if you have any questions or difficulties logging in.** (Refer to LioNet info on page 6.)
- **MSSU MOBILE APP:** Download the MSSU mobile app to easily access LioNet resources, your email, campus resources and events, directory, etc. Download using the first part of your MSSU email address. 
- **TEXTBOOKS:** Print your booklist from LioNet and pick up your books from the MSSU Bookstore located in Billingsly Student Center, 2nd floor. You will need your school Lion Card ID to pick up your books. For students taking all online courses, contact the Bookstore at [Bookstore@mssu.edu](mailto:Bookstore@mssu.edu) to discuss how to get your textbooks.
- **ENROLLMENT CONFIRMATION:** On May 1st/August 1st/ January 1st log into LioNet and confirm your schedules for summer/fall/spring enrollment, respectively.
- **ONLINE AND HYBRID CLASSES:** Blackboard is the online delivery tool for all Distance Education Courses. If you are taking online or hybrid classes, your classes will show up on your Blackboard site two days prior to the official start day of class. (Refer to Blackboard info on page 5.)
- **SCHEDULE AND BILL:** Print a new schedule and bill from your LioNet account the weekend before school starts and review class locations and details. (Refer to LioNet info on page 6.)

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- **FEE PAYMENT:** 100% of your account balance is due by the second week of the semester. Please check the academic calendar for the specific date. Contact the Bursar's office at 417-625-9381 or [Bursar@mssu.edu](mailto:Bursar@mssu.edu) for billing or payment options.
- **FINANCIAL AID:** File your FAFSA. If already filed, check your financial aid status on your LioNet account or contact the Financial Aid office at 417-625-9325, [FinAid@mssu.edu](mailto:FinAid@mssu.edu), or Hearnes Hall 109.
- **MEDICAL HISTORY & IMMUNIZATION HISTORY:** Download and complete a medical history form from your LioNet account page and turn into the Willcoxon Health Center (WHC). Upload your vaccine records through **Med+Proctor**. **International Students** will complete their **requirements** at the Health Center when they arrive to campus. Contact WHC at 417-625-9323 with questions or visit in Billingsly Student Center 242.
- **ADVISOR ASSIGNMENT:** Your advisor(s) will be assigned by the department of your major (and minor, if applicable). If you do not have an advisor, contact your department.
- **QUESTIONS?** Contact the department of your academic major or the Student Success Center at 417-625-3550, [StudentSuccessCenter@mssu.edu](mailto:StudentSuccessCenter@mssu.edu), Hearnes Hall 308.

# BLACKBOARD

## THE ONLINE CLASSROOM

### WHAT IS BLACKBOARD?

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

### WILL ALL STUDENTS USE BLACKBOARD?

If you have an online class or if your instructor uses Blackboard to provide supplemental information, then you will have access to the Blackboard site and will have to use Blackboard. Sometimes, departments or majors use Blackboard to provide information to students. If you are involved in one of these groups, you will have access to Blackboard.

### HOW TO ACCESS BLACKBOARD

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

### THE INFORMATION YOU WILL HAVE ON BLACKBOARD.

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

### HOW EARLY CAN YOU ACCESS BLACKBOARD?

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

### CAN YOU USE YOUR SMART PHONE TO ACCESS BLACKBOARD?

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

### WHEN IS BLACKBOARD ACCESSIBLE?

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

### DIFFICULTIES WITH BLACKBOARD?

Call the IT Help Desk at 417-659-4444.

# LIONET

## WHAT IT IS AND HOW TO LOGIN

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

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

### **If you are unable to log in:**

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

### **Still having problems or forgot your email address or password?**

Contact the MSSU IT Help Desk, Plaster Hall 224, [HelpDesk@mssu.edu](mailto:HelpDesk@mssu.edu), 417-659-4444.

In LioNet you can access your student information such as:

- Class Schedule  
Go to **Student Menu**, then **Registration**, then **Concise Student Schedule**
- Booklist (select term)
- Financial Aid information
- Transcript/Final Grades
- Bill Payment link (**Make Online Payment**)
- Tuition Pay
- National Clearing House – access to order transcript, order enrollment verification, or find student loan information

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

# ACADEMIC TOOLKIT

SUPPORTIVE RESOURCES FOR ACADEMIC SUCCESS

## BOOKSTORE

Billingsly Student Center, 212

**Phone:** 417-625-9380

**Email:** [Bookstore@mssu.edu](mailto:Bookstore@mssu.edu)

- Textbook rental and purchase
- Lion Card and parking permit
- MSSU spirit apparel, gifts and accessories
- School supplies
- Audio accessories
- Snacks, stamps, and movie tickets

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## BURSAR'S OFFICE

Hearnes Hall, 105

**Phone:** 417-625-9381

**Email:** [Bursar@mssu.edu](mailto:Bursar@mssu.edu)

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

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## CAMPUS CARD SERVICES

Billingsly Student Center, 212

**Phone:** 417-659-5463

**Email:** [LionCard@mssu.edu](mailto:LionCard@mssu.edu)

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

## DENTAL HYGIENE CLINIC

Health Science Building

**Phone:** 417-625-9711

**Email:** [DentalHygiene@mssu.edu](mailto:DentalHygiene@mssu.edu)

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

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## ENGAGE

**Phone:** 417-625-9745

**Email:** [Sweet-S@mssu.edu](mailto:Sweet-S@mssu.edu)

- Here at Missouri Southern, we are committed to fostering a culture of awareness, care and inclusion, where all people feel able to help each other
- Engage provides skills to intervene on harmful situations involving
  - Alcohol and other drug use
  - Bias and discrimination
  - Interpersonal violence
  - Mental well-being and suicide
- The goal is to reduce risk factors while promoting commitment, support and connectedness to the community

## FINANCIAL AID AND SCHOLARSHIPS

Hearnes Hall, 109

**Phone:** 417-625-9325

**Email:** [FinAid@mssu.edu](mailto:FinAid@mssu.edu)

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

## INFORMATION TECHNOLOGY (MSSU HELPDESK)

Plaster Hall, 224

**Phone:** 417-659-4444

**Email:** [HelpDesk@mssu.edu](mailto:HelpDesk@mssu.edu)

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

## LIBRARY SERVICES

Spiva Library

**Phone:** 417-625-9362

**Email:** [MSSULibrary@mssu.edu](mailto:MSSULibrary@mssu.edu)

**Web:** [www.mssu.edu/library](http://www.mssu.edu/library)

- Individual and group study rooms to reserve
- Dedicated quiet room and numerous study spaces
- Research assistance: in person, chat, email and one-on-one consultations
- Access to over 100 databases and hundreds of thousands of e-Book, audiobook and print materials
- Computer labs including Macs and specialty software
- Printing and copying

- Borrow materials from other libraries through Mobius and inter-library loan
  - TV lounge
  - Lactation Room
  - Laminating
  - Collections including:
    - University Archives & Special Collections
    - Juvenile & Young Adult
    - Recreational Reading
    - Graphic Novels
    - Feature film DVDs
    - Native American
    - Government Documents
- 

## LION CO-OP

Spiva Library, 3rd Floor

**Phone:** 417-625-9346

**Email:** [LionCoop@mssu.edu](mailto:LionCoop@mssu.edu)

**Web:** [facebook.com/Missouri-Southern-Lion-Co-Op-Food-Pantry](https://facebook.com/Missouri-Southern-Lion-Co-Op-Food-Pantry)

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

## LION CUB ACADEMY

Joplin Regional Center Building

**Phone:** 417-625-9360

**Email:** [Tappana-N@mssu.edu](mailto:Tappana-N@mssu.edu)

**Web:** [www.mssu.edu/lioncubacademy](http://www.mssu.edu/lioncubacademy)

### Our Mission

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

### Our Philosophy

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

### FAQ

- **Who can attend?**

Open to the community. MSSU faculty, staff, and students are given priority.

- **Hours of operation?**

7:00 am to 5:30 pm Monday through Friday

- **Ages of children accepted?**

1 to 6 years

- **Licensed?**

Yes, we are licensed by the Missouri Bureau of Child Care

- **Meals served?**

We serve breakfast, lunch, and a snack. All meals served meet USDA standards.

- **When should I contact the LCA?**

Contact the LCA as soon as you know you will need child care. We do have a waiting list. For some classes, it could take at least a semester for a spot to open.

- **Cost?**

Call the Academy for pricing. Prices are subject to change.

- **Assistance accepted?**

MO and KS Department of Social Services; NACCRRRA - Military Assistance, and Native American Tribal Assistance

- **Can I use my financial aid to pay for my child care tuition?**

Yes, we can draw from your school aid to pay for your child care tuition.

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## PROJECT STAY

Hearnes Hall, 301

**Phone:** 417-625-9830

**Web:** [www.mssu.edu/project-stay](http://www.mssu.edu/project-stay)

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

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

### and

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

### Services:

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

## RECREATIONAL SERVICES

Billingsly Student Center, 241

**Phone:** 417-695-9760

**Web:** [www.mssu.edu/wellness](http://www.mssu.edu/wellness)

[www.mssu.edu/aquatics](http://www.mssu.edu/aquatics)

[www.mssu.edu/recreation](http://www.mssu.edu/recreation)

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

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## REGISTRAR'S OFFICE

Hearnes Hall, 101

**Phone:** 417-625-9389

**Email:** [Registrar@mssu.edu](mailto:Registrar@mssu.edu)

**Web:** [www.mssu.edu/student-affairs/registrar](http://www.mssu.edu/student-affairs/registrar)

### Registrar's office Forms:

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

## LioNet Services:

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

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## RESIDENCE LIFE

Mayes Student Life Center, 106

**Phone:** 417-659-4261

**Email:** [ResidenceLife@mssu.edu](mailto:ResidenceLife@mssu.edu)

**Web:** [residencelife.mssu.edu](http://residencelife.mssu.edu)

- Four housing options
  - Quads
  - Apartments
  - East Hall Suites
  - Lion Village
- Four meal plans available
- Mayes Student Life Center
- Mayes Dining Hall

## SAFE ZONE

**Email:** [SafeZone@mssu.edu](mailto:SafeZone@mssu.edu)

**Web:** [www.mssu.edu/student-affairs/safe-zone](http://www.mssu.edu/student-affairs/safe-zone)

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

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## STUDENT ACTIVITIES

Billingsly Student Center, 210

**Phone:** 417-625-9346

**Email:** [Furgerson-K@mssu.edu](mailto:Furgerson-K@mssu.edu)

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

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## STUDENT SUCCESS CENTER

Hearnes Hall, 308

**Phone:** 417-625-3550

**Email:** [StudentSuccessCenter@mssu.edu](mailto:StudentSuccessCenter@mssu.edu)

The Student Success Center includes:

Advising, Academic Recovery, Advising for Student-Athletes  
Career Services • Counseling • Disability Services  
Orientation • Special Programming • Student Employment  
Tutoring • UE Curriculum

### Advising:

- Primary academic advisors for Undeclared and Bachelor of General Studies students, including student athletes
- Career assessments

- General academic advising for students of all majors
- Wellness and Prevention programming
- Lion Alert Online Referral and Outreach Support
- Academic Recovery - Advising support for students on academic probation and students admitted on probation
- Academic coaching for interested students.

### Career Services:

**Phone:** 417-625-9343

**Email:** [CareerServices@mssu.edu](mailto:CareerServices@mssu.edu)

**Web:** [www.mssu.edu/career](http://www.mssu.edu/career)

The Career Services office helps MSSU students and alumni prepare for and succeed in the job market. Visit the Career Services webpage to view resources, see 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

### Job Searching

- Hire A Lion: Online job network that offers full-time, part-time, internship, and volunteer opportunities

### Resume Writing Assistance

- SkillsFirst: 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

*(...continued on next page)*

### 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

### Counseling:

**Phone:** 417-625-9392

**Email:** [CounselingServices@mssu.edu](mailto:CounselingServices@mssu.edu)

- Free, individualized, confidential, time-limited mental health counseling by licensed professionals for currently enrolled students
- Assistance and support for students with concerns in the areas of college life, academics, careers, abuse, trauma, relationships, anxiety, stress, depression, anger, grief, life choices, body image, sexuality, identity, adjusting to life in the U.S., and other mental health issues.

### Disability Services:

**Phone:** 417-659-3725

**Email:** [DisabilityServices@mssu.edu](mailto:DisabilityServices@mssu.edu)

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

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

### Student Employment:

**Phone:** 417-625-9398

**Email:** [StudentEmployment@mssu.edu](mailto:StudentEmployment@mssu.edu)

- On campus jobs up to 20 hours per week
- Work study for eligible students
- Openings posted on Hire A Lion

### Tutoring:

In-person or online tutoring is offered in many subjects including:

- Math
- Biology
- Chemistry
- Modern Languages
- Respiratory Care
- Writing

Walk-ins are welcome or students can sign up for appointments.

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### TESTING SERVICES

Webster Hall, 117

**Phone:** 417-625-9577

**Email:** [TestingServices@mssu.edu](mailto:TestingServices@mssu.edu)

- Test Proctoring for CLEP, Accuplacer, National and Residual ACT, online courses, MoCA, etc.

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### TITLE IX

Billingsly Student Center, 347

**Phone:** 417-625-3022

**Web:** [www.mssu.edu/student-affairs/title-ix](http://www.mssu.edu/student-affairs/title-ix)

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

*(...continued on next page)*

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

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

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

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

## UNIVERSITY POLICE DEPARTMENT

**Emergency:** 911

**Report Crime:** 417-623-3131

**Service Calls:** 417-626-2222

**Email:** [UPD@mssu.edu](mailto:UPD@mssu.edu)

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

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## WILLCOXON HEALTH CENTER

Billingsly Student Center, 242

**Phone:** 417-625-9323

**Web:** [www.mssu.edu/health](http://www.mssu.edu/health)

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