



# Office and Department Informational Guide

<p><b>Academic Support Center</b> GBO Library, lower level Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-4040 <a href="mailto:heather.martin@minotstateu.edu">heather.martin@minotstateu.edu</a> <a href="http://MinotStateU.edu/asc/">MinotStateU.edu/asc/</a></p>	<p>The Minot State Academic Support Center (ASC) is a one-stop location for services dedicated to student success. Students can schedule an appointment with ASC staff via Starfish, email, or phone. The mission of the ASC is to guide students in achieving success and reaching their academic goals by providing student-centered programming and academic assistance to the entire student body.</p>
<p><b>Academic Advising</b> <b>Academic Support Center</b> 701-858-4040 <a href="mailto:advising@minotstateu.edu">advising@minotstateu.edu</a> <a href="http://MinotStateU.edu/advising/">MinotStateU.edu/advising/</a></p>	<p>The Academic Advising office offers general advising to all students on campus, regardless of major, on topics such as changing majors, athletic eligibility, general education questions, and pretty much anything else. If they don't know, they will happily refer a student to the person/office that does.</p> <p>They use Starfish as their primary communication, scheduling, information, and networking tool around students. Staff and faculty may not always see the flags raised on a student by others, but academic advising sees almost everything. When in doubt, it's always best to reach out.</p> <p>No two students are the same: they could be international students, student-athletes, using military benefits, and the list goes on forever. Academic advisors have access to nearly every resource on campus and are well-equipped to identify the appropriate support for students when needed.</p>
<p><b>Access Services</b> <b>Academic Support Center</b> 701-858-3372 <a href="mailto:access.services@minotstateu.edu">access.services@minotstateu.edu</a> <a href="http://MinotStateU.edu/access_services/">MinotStateU.edu/access_services/</a></p>	<p>Access Services strives to help students with disabilities reach their personal best. Not all disabilities are visible. Students with invisible disabilities like ADHD or anxiety need accommodations just as much as someone with a physical disability.</p> <p>Accommodations don't give students an academic advantage but rather help mitigate the challenges of a disability.</p> <p>It's important not to assume that students are aware of available accommodations. If a student mentions a disability, a referral can be made in Starfish on the left-hand side of the student's folder or by sending an email to the appropriate office.</p>
<p><b>Career Services</b> <b>Academic Support Center</b> 701-858-3996 <a href="mailto:lynda.bertsch@minotstateu.edu">lynda.bertsch@minotstateu.edu</a> <a href="http://MinotStateU.edu/careers/">MinotStateU.edu/careers/</a></p>	<p>New and current students, as well as alumni, are provided the support needed to be successful whether exploring college majors and careers, developing job search strategies, seeking a part-time job or internship, preparing for graduate school, or securing a professional job.</p>
<p><b>Peer Tutoring</b> <b>Academic Support Center</b> 701-858-3360 <a href="mailto:tutoring@minotstateu.edu">tutoring@minotstateu.edu</a> <a href="http://MinotStateU.edu/asc/peer_tutoring.shtml">MinotStateU.edu/asc/peer_tutoring.shtml</a></p>	<p>Peer tutoring is free for all MSU students (only MSU courses). Peer tutors are available at scheduled times (see website) for specific subjects. Students can drop in during scheduled hours to receive assistance. Encourage students to attend tutoring as early as possible in the semester.</p> <p>A Tutoring Request form (available on the website) is ONLY needed when:</p> <ul style="list-style-type: none"> <li>- The student is unable to attend the already scheduled day/time, or the subject is not listed on the schedule. They will work with the student to try to accommodate their needs.</li> <li>- The student would like to review general study strategies with a peer tutor, which is available upon request.</li> </ul> <p>The "Recommend a Tutor" form can be filled out to nominate an excellent student who may be a good fit as a tutor. Their qualifications will be reviewed when positions become available, and the qualifications for peer tutors are listed on the website.</p>
<p><b>POWER Center/TRiO Student Center</b> <b>Academic Support Center</b> Mon-Tue, Thu-Fri 8 A.M. - 4:30 P.M. Wed 8 A.M. - 7 P.M. 701-858-4047 <a href="mailto:POWERCenter@minotstateu.edu">POWERCenter@minotstateu.edu</a> <a href="http://MinotStateU.edu/power/">MinotStateU.edu/power/</a></p>	<p>The POWER (Providing Opportunities with Enhanced Resources) Center is MSU's office for TRiO Student Support Services, a federally grant-funded national program. While their services are free, students must apply for them. Apply here: <a href="https://form.jotform.com/232144556665056">https://form.jotform.com/232144556665056</a> or stop by the Center! Applicants must be US citizens or permanent residents. Then, they may qualify in any of three ways:</p> <ul style="list-style-type: none"> <li>- Being a first-generation college student seeking their first bachelor's degree (neither parent/guardian has a 4-year degree)</li> <li>- Have a documented disability</li> <li>- Meet federal income eligibility guidelines</li> </ul> <p>The Academic Coaches utilize a holistic approach to help students go to college, stay in school, and graduate successfully.</p>

<p><b>Admissions and Enrollment Services</b> Administration 165 Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3350 <a href="mailto:AskMSU@minotstateu.edu">AskMSU@minotstateu.edu</a> <a href="http://MinotStateU.edu/enroll/contact.shtml">MinotStateU.edu/enroll/contact.shtml</a></p>	<p>The Enrollment Services office is responsible for the admissions and recruitment of all NEW first-year and transfer students.</p> <p>Enrollment Services offers tours every weekday at 10 a.m. and 1 p.m. and on select Saturdays. Prospective students or groups can call us to schedule a tour or sign up at <a href="http://AskMSU.com/visit">AskMSU.com/visit</a>.</p> <p>Enrollment Services aims to streamline and enhance the student experience by providing prospective students with accurate information and guidance throughout the admissions application and new student enrollment processes.</p>
<p><b>Advancement &amp; Development Foundation</b> Student Center 302 &amp; 308 Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3399 <a href="mailto:amanda.duchsherer@minotstateu.edu">amanda.duchsherer@minotstateu.edu</a> <a href="http://MinotStateU.edu/alumni/">MinotStateU.edu/alumni/</a></p>	<p>As the fundraising arm of the University, the MSU Development Foundation ensures that the generosity of our donors' gifts are honored as they wish, today, and into perpetuity.</p> <p>They create lasting relationships with our alumni and friends with numerous events in the state and out of state every year, from Homecoming to Friend Raising Golf Tours to banquets and socials.</p> <p>They are the A-Team and have a lot of fun strengthening connections and helping the University achieve its mission and visions.</p>
<p><b>Business Office</b> Administration 2nd floor Mon-Fri, 8 A.M. -4:30 P.M. 701-858-3333 <a href="mailto:studentinfobusoff@minotstateu.edu">studentinfobusoff@minotstateu.edu</a> <a href="http://MinotStateU.edu/busoffic/">MinotStateU.edu/busoffic/</a></p>	<p><b>Employees:</b> For help setting up vendors or paying bills, contact Accounts Payable. For questions about Approving employee time, Additional pays, New employees, or Student pay contact Payroll. To get a P-Card, contact Mindy Rudnick.</p> <p><b>Students:</b> For questions regarding dropping/withdrawing refunds or deadlines, contact Student Accounts or visit our website. For Foreign Tax questions, contact Brenda Halvorson. To set up a payment plan or make a payment, contact the Janese Lehman.</p>
<p><b>Counseling Services Student Health Clinic</b> Lura Manor, lower level, south entrance Mon-Fri, 8 A.M. -4:30 P.M. (closed 12-1 P.M.) 701-858-3371 <a href="mailto:erin.heit@minotstateu.edu">erin.heit@minotstateu.edu</a> <a href="http://MinotStateU.edu/counseling/">MinotStateU.edu/counseling/</a></p>	<p>Counseling services are free and confidential. The Counseling Services' Stepped Care Model was implemented to help students, faculty, and staff navigate services for students with ease.</p> <p>Their InHarmony Lounger offers students, faculty, and staff vibroacoustic therapy with sound and vibration. This lounger, available in the Lower Level of Lura Manor, promotes deep sleep, a reduction in anxiety, stress, and depressive symptoms, and improves muscle recovery.</p> <p>The Student Health Clinic counselors are: Troy Roness <a href="mailto:troy.roness@minotstateu.edu">troy.roness@minotstateu.edu</a> and Ralitsa Wierson <a href="mailto:ralitsa.wierson@minotstateu.edu">ralitsa.wierson@minotstateu.edu</a></p>
<p><b>Design and Print Services</b> Administration 160 Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3498 <a href="mailto:amanda.francis@minotstateu.edu">amanda.francis@minotstateu.edu</a> <a href="http://MinotStateU.edu/publications/">MinotStateU.edu/publications/</a></p> <p><b>Copies For U</b> Administration 160 Mon-Fri, 8:30 A.M. - 2 P.M. 701-858-3499 <a href="mailto:benjamin.daggett@minotstateu.edu">benjamin.daggett@minotstateu.edu</a> <a href="http://MinotStateU.edu/publications/copies_for_u.shtml">MinotStateU.edu/publications/copies_for_u.shtml</a></p>	<p>Design and Print Services provides free design and typesetting to all campus offices/ departments for University print and digital projects. They also offer a variety of printing, finishing, and copying services, including large format posters.</p> <p>Copies for U provides personal printing, finishing, and copying for current staff, faculty, and students. All orders must be print-ready (design is not provided for personal projects).</p>
<p><b>Facilities Management</b> Facilities North and South Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3210 <a href="mailto:sue.lommen@minotstateu.edu">sue.lommen@minotstateu.edu</a> <a href="http://MinotStateU.edu/plant/">MinotStateU.edu/plant/</a></p>	<p>The Office of Facilities Management at Minot State University is responsible for the maintenance, repair and upkeep of all buildings on the campus, and includes a staff of approximately 40 full-time personnel. Areas under the Facilities Management umbrella include custodial support, carpentry, electrical, heating and cooling, key requests, motor pool, warehousing, receiving of all larger freight, change of inventory, and scheduling of outdoor events, not including athletic events. All building projects, regardless of size, are coordinated within the Office of Facilities Management.</p> <p>Work orders can be submitted various ways. Please see the procedures on the website: <a href="https://www.minotstateu.edu/plant/work_orders.shtml">https://www.minotstateu.edu/plant/work_orders.shtml</a></p>
<p><b>Financial Aid</b> Administration 2nd floor Mon-Fri, 8:30 A.M. - 4:30 P.M. 701-858-3333 <a href="mailto:financialaid@minotstateu.edu">financialaid@minotstateu.edu</a> <a href="http://MinotStateU.edu/finaid/">MinotStateU.edu/finaid/</a></p>	<p>The friendly staff is always available to answer questions. Appointments aren't needed; drop ins are welcome.</p> <p>Students don't have to be full time to receive all forms of financial aid.</p> <p>Financial Aid isn't just grants/scholarships, every student who is eligible to apply for the FAFSA is eligible for federal loans.</p> <p>The General Scholarship Application deadline is Feb. 15 for Minot State scholarships, including transfer scholarships and the Diversity Award.</p>
<p><b>Graduate School</b> Administration 352 Mon-Fri, 8:30 A.M. - 4:30 P.M. 701-858-3413 <a href="mailto:penny.brandt@minotstateu.edu">penny.brandt@minotstateu.edu</a> <a href="http://MinotStateU.edu/graduate/">MinotStateU.edu/graduate/</a></p>	<p>Graduate school has a variety of resources, including information on cost and financial aid, standards and deadlines to guide your application process, support and services for current students, and resources for faculty.</p>

<p><b>Honors Program</b>  Old Main 101 &amp; 103  Varied office hours depending on directors schedule  701-858-3574  <a href="mailto:jessica.smestad@minotstateu.edu">jessica.smestad@minotstateu.edu</a>  <a href="http://MinotStateU.edu/honors/">MinotStateU.edu/honors/</a></p>	<p>Participation in the Honors Program earns students either an academic concentration or minor and is open to all majors.</p> <p>Most honors courses count in general education, so students' graduation will not be delayed due to participation in the program.</p> <p>Students in the program should meet with Jessica Smestad for advising in addition to their major advisor.</p>
<p><b>Human Resources</b>  Administration 2nd floor  Mon-Fri, 8:30 A.M. - 4:30 P.M.  Director: 701-858-4610  Coordinator: 701-858-4611  <a href="http://MinotStateU.edu/hr/">MinotStateU.edu/hr/</a></p>	<p>HR is available for all employees, staff and faculty, supervisors or non-supervisors.</p> <p>Just because someone goes to the HR office doesn't mean they are in trouble. HR is often a voice for employees within an organization. HR advocates ensure a fair and equitable workplace for all. HR's job is to make sure that all policies are legal, fair, and abide by the rules and regulations, and keep up to date on Labor Laws.</p> <p>They try to keep the office atmosphere positive, upbeat, as well as calming for employees, regardless of their current position or status within the university.</p>
<p><b>Office of Instructional Technology</b>  Administration 3rd floor  Mon-Fri, 8 A.M. - 4:30 P.M.  Doug Tiedman 701-858-3832  <a href="mailto:douglas.tiedman@minotstateu.edu">douglas.tiedman@minotstateu.edu</a>  Jolina Miller 858-3218  <a href="mailto:jolina.miller@minotstateu.edu">jolina.miller@minotstateu.edu</a>  Linda Conn 701-858-3280  <a href="mailto:linda.conn@minotstateu.edu">linda.conn@minotstateu.edu</a>  <a href="http://MinotStateU.edu/jiot/">MinotStateU.edu/jiot/</a></p>	<p>The Office of Instructional Technology assists students, faculty and staff with Blackboard, Minot State's Learning Management System, along with other eLearning technologies. Self Help Tutorials for Blackboard can be found on our web page.</p>
<p><b>Office of International Programs</b>  Administration 362  Mon-Fri, 8:30 A.M. - 4:30 P.M.  Maleeha Latif 701-858-4155  <a href="mailto:maleeha.latif@minotstateu.edu">maleeha.latif@minotstateu.edu</a>  Erin Anderson 858-3348  <a href="mailto:erin.marie.anderson@minotstateu.edu">erin.marie.anderson@minotstateu.edu</a>  <a href="http://MinotStateU.edu/international/">MinotStateU.edu/international/</a></p>	<p>They handle MSU's international student body and also assist students who want to study abroad. So, the office takes care of students wanting to come into the country and also leave the country.</p> <p>They want all employees to know that international students need to follow a set of different laws in order to maintain their F-1 visa status. Because of that, <u>always</u> direct international students to our office when they have any questions regarding their course load, work, visa status, etc.</p>
<p><b>IT Office</b>  Old Main 108  Mon-Fri, 7:30 A.M. - 4:30 P.M.  701-858-4444  <a href="mailto:helpdesk@minotstateu.edu">helpdesk@minotstateu.edu</a>  <a href="http://MinotStateU.edu/itcentral/">MinotStateU.edu/itcentral/</a></p>	<p>All requests for service should be emailed to the Help Desk email instead of to an IT staff member, as that places a ticket for tracking/follow up.</p> <p>IT Office has equipment available for short-term checkouts such as TV carts, OWL cameras, Projectors, etc.</p> <p>All Software and Technology must be approved by the IT Office. Terms of Service must be reviewed by the NDUS legal department.</p>
<p><b>Looyenga Leadership Center</b>  Old Main 101  Mon-Fri, 8:30 A.M. - 4:30 P.M.  701-858-3129  <a href="mailto:james.p.sturm@minotstateu.edu">james.p.sturm@minotstateu.edu</a>  <a href="http://MinotStateU.edu/leadership/">MinotStateU.edu/leadership/</a></p>	<p>They offer both academic programs (minor, concentration, and certificate) in leadership studies, as well as many co-curricular programs for students.</p> <p>Their programs go great with any major. If students need leadership skills in their careers, now is a great time to start developing those skills, and they should take advantage of having one of the only leadership centers in North Dakota right on campus. Leadership programs and classes are a great way to ensure that your resume stands out. Employers are looking for those skills when they hire, so why not give them what they want!?</p>
<p><b>Gordon B. Olson Library</b>  Mon-Thu 7:30 A.M. - 10 P.M.  Fri 7:30 A.M. - 4:30 P.M.  Sat 1 - 5 P.M.  Sun 1 - 9 P.M.  <i>Hours subject to change during holidays and breaks.</i>  701-858-3201  <a href="mailto:misu.library.reference@minotstateu.edu">misu.library.reference@minotstateu.edu</a>  <a href="http://MinotStateU.edu/library">MinotStateU.edu/library</a></p>	<p>The Gordon B. Olson Library offers students and the Minot State University community a safe and friendly place for study and research. The library's atmosphere is comfortably open with an abundance of daylight for reading and study.</p> <p>The library has resources in many areas of interest in the forms of books, journals, digital materials, and databases. Our services include research and reference help, interlibrary loans, private study rooms, color or standard printing, PaperCut recharge cards, and textbook reserves.</p> <p>The reference chat is available online on the website.</p>
<p><b>Mail Room/Parking Office</b>  Student Center, Main entrance  Mon-Fri, 8 A.M. - 4:30 P.M.  701-858-3010 or 701-858-4130  <a href="mailto:msu.parking@minotstateu.edu">msu.parking@minotstateu.edu</a>  <a href="http://MinotStateU.edu/parking/mail.shtm">MinotStateU.edu/parking/mail.shtm</a>  <a href="http://MinotStateU.edu/parking/">MinotStateU.edu/parking/</a></p>	<p>Packages with attached, pre-paid labels can be dropped off at the Mail Room for pick-up by FedEx, US Postal Service, or UPS.</p> <p>Parking regulations apply on academic instruction days or when signs/barricades are posted. It is the responsibility of the student or employee to obtain and properly display their permit.</p> <p>Visitor parking permits are available from the MSU Parking Office. Visitor permits are valid for one day and are valid for any S or E lot and Visitor spaces.</p>

<p><b>Marketing Office</b> Administration 152 Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3062 <a href="mailto:cole.krueger@minotstateu.edu">cole.krueger@minotstateu.edu</a> <a href="http://MinotStateU.edu/marketing/">MinotStateU.edu/marketing/</a></p>	<p>They help the campus maintain a strong brand. They provide a wide range of services to campus, including event planning guidance. They work hand in hand with our partners in Enrollment Services, University Communications, and Design and Print Services. Find full guidance for branding and a list of available services on the Marketing Office website.</p>
<p><b>Military Resource Center</b> Model Hall 208 Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-4003 <a href="mailto:MRC@minotstateu.edu">MRC@minotstateu.edu</a> <a href="http://MinotStateU.edu/veterans/">MinotStateU.edu/veterans/</a></p>	<p>Refer Military Educational benefited individuals to the office, including Active-Duty service members, Department of Defense, National Guard, Reserves, Veterans Affairs benefited persons. The office provides Active Duty, Veteran, Spouse, and Dependents, educational benefits assistance in a self-contained space, as well as community resource referrals like job placement/services, mental health assistance, service organizations, legal services, etc.</p>
<p><b>Native American Cultural Center</b> Student Center, 3rd Floor Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3112 <a href="mailto:annette.mennem@minotstateu.edu">annette.mennem@minotstateu.edu</a> <a href="http://MinotStateU.edu/mss/">MinotStateU.edu/mss/</a></p>	<p>The Native American Cultural Center provides counseling, advising, and academic student transitional assistance to Native American/American Indian students at Minot State University. Student personal, social, financial, and career concerns are also addressed at this "home away from home" rest and relaxation student center. The center hosts the Native American Cultural Awareness Club. The NACAC exists to offer support and encouragement to Native American students attending Minot State University.</p>
<p><b>North Dakota Center for Persons with Disabilities</b> Memorial Hall 200 Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3580 <a href="mailto:ndcpd@minotstateu.edu">ndcpd@minotstateu.edu</a> <a href="http://www.ndcpd.org/">www.ndcpd.org/</a></p>	<p>NDCPD is a part of a national network of 67 similar programs (<a href="http://www.aucd.org">www.aucd.org</a>). They are a statewide organization that serves the disability community and works with community providers and state and local government agencies to provide training, technical assistance, service, and information. Some of their projects work directly with people with disabilities, and all of our work ultimately impacts the lives of people with disabilities for the greater good. Projects cover topics like health insurance, employment, housing, education, employment, early intervention, and transition issues.</p>
<p><b>Registrar's Office</b> Administration 161 Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3345 <a href="mailto:registrar@minotstateu.edu">registrar@minotstateu.edu</a> <a href="http://MinotStateU.edu/records/">MinotStateU.edu/records/</a></p>	<p>Find all policies in the current MSU Catalog, which is on our website along with archived catalogs from 2002. They also have lots of How-To videos for student processes on their webpage. Official and unofficial transcripts are very different. Transfer students must have official transcripts sent in order to be admitted. When students have completed a majority of their program coursework, they can apply to graduate. That application begins the degree audit process where we determine if the student has indeed met all the requirements to have their degree posted. Participating in the Commencement Ceremony does not guarantee that a student's degree will be posted.</p>
<p><b>Residence Life</b> Student Center 221 Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3363 <a href="mailto:msu.housing@minotstateu.edu">msu.housing@minotstateu.edu</a> <a href="http://MinotStateU.edu/life/">MinotStateU.edu/life/</a></p>	<p>Students can apply to stay in the residence halls through Campus Connection-Self Service-On Campus Housing (applications will not work if they use the Edge browser), and there is a \$100 non-refundable application fee. Apartment applications must be requested by emailing <a href="mailto:housing@minotstateu.edu">housing@minotstateu.edu</a>. Residence halls open the Friday before classes start in the fall and close the Saturday immediately following finals in the spring. Housing is available during Thanksgiving, winter, spring, and Easter breaks for students with a current contract at no extra charge. Contracts are for the Full Academic Year or just Spring. Students can only get out of their full-year contract if they are graduating at the end of a semester, leaving MSU, or pursuing an internship away from Minot. Student's Meal Plans do not cover Semester Break, Thanksgiving Break, Spring Break, or Easter Break. There is no Meal Plan available for the summer semester.</p>
<p><b>Security Office</b> Facility South, between Crane and Cyril Moore Mon-Fri, 8 A.M. - 4:30 P.M. 701-500-2423 <a href="mailto:gary.orkuck@minotstateu.edu">gary.orkuck@minotstateu.edu</a> <a href="http://MinotStateU.edu/safety/">MinotStateU.edu/safety/</a></p>	<p>At least one officer is on duty every day of the year - including holidays and school closures during severe blizzards. They respond to all incidents on campus requiring any type of criminal investigation. The campus community is notified immediately of any important safety-related issues relating to an investigation. Officers check and lock approximately 900 interior and exterior doors on campus every night. <b>Safe Walk</b> is available at all times. Call 701-500-2423 to request an escort. Call Minot State Security Safe Walk when studying late at the library, attending a late-night social event, leaving evening classes, meetings, work, or if you don't feel comfortable walking alone for ANY reason.</p>
<p><b>Student Center/ID Office/ Student Activities Office</b> Student Center 2nd Floor Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3364 <a href="mailto:leon.perzinski@minotstateu.edu">leon.perzinski@minotstateu.edu</a> <a href="http://MinotStateU.edu/sc/">MinotStateU.edu/sc/</a></p>	<p>Services such as campus dining, convenience store, ATM, computer kiosks, pool tables, and the Beaver Dam make the Student Center the perfect place to relax, study, and meet new people. Student Activities supports over 100 activities per year. Campus ID cards are issued to current students, faculty &amp; staff members. Room reservations in the Student Center &amp; Administration buildings can be made by phone or email. Dining Plans can be purchased or changed in this office.</p>

<p><b>Student Health Clinic</b> Lura Manor, lower level, south entrance Mon-Fri, 8 A.M. - 4:30 P.M. (closed 12-1 P.M.) 701-858-3371 <a href="mailto:debra.haman@minotstateu.edu">debra.haman@minotstateu.edu</a> <a href="http://MinotStateU.edu/health/">MinotStateU.edu/health/</a></p>	<p>To make an appointment either call, stop by in person, or use self-scheduling through: <a href="http://minotsu.medicatconnect.com/">minotsu.medicatconnect.com/</a></p> <p>The Goal of the Student Health Center is to improve the status of health and the quality of life for MSU students while they are on campus and as they plan for the future.</p>
<p><b>Testing Center</b> Administration 361 Mon-Fri, 8 A.M. - 4 P.M. 701-858-3830 <a href="mailto:testingcenter@minotstateu.edu">testingcenter@minotstateu.edu</a> <a href="http://MinotStateU.edu/cel/act.shtml">MinotStateU.edu/cel/act.shtml</a></p>	<p>The MSU Testing center gives exams for Minot State, the Minot Air Force Base, 12 testing companies, and other miscellaneous proctoring services. There is currently no in person testing on Mondays, as that day is dedicated to Zoom Accuplacers for distance students.</p> <p>If an administration fee is required for testing, it must be paid at the time of testing. Cash or check payments can be made at the Business Office. Credit card payments can be made online.</p>
<p><b>University Communications</b> Student Center 304 Mon-Fri, 8 A.M. - 4:30 P.M. 701-858-3298 <a href="mailto:publicinformation@minotstateu.edu">publicinformation@minotstateu.edu</a> <a href="http://MinotStateU.edu/pio/news/">MinotStateU.edu/pio/news/</a></p>	<p>Daily announcements should be read to stay informed, and submissions are encouraged. University Communications are always looking for story ideas. It can be an individual with a unique story, a different path to where they are now, award winners, skills or hobbies, or just about anything that makes the story interesting. They can't help tell the University's story without those story ideas.</p> <p>The calendar is – or should be – the most important tool for faculty, staff, students, and alumni, but it takes everyone submitting their information to make it as robust as possible. Submit items for the calendar here: <a href="http://minotstateu.edu/calendar/update/">minotstateu.edu/calendar/update/</a></p>
<p><b>Wellness Center</b> Wellness Center Mon-Fri 6 A.M. - 10 P.M. Sat 10 A.M. - 6 P.M. Sun 12 P.M. - 8 P.M. <i>Hours vary by term, see online</i> 701-858-4084 <a href="mailto:paul.brekke@minotstateu.edu">paul.brekke@minotstateu.edu</a> <a href="http://MinotStateU.edu/wellness/">MinotStateU.edu/wellness/</a></p>	<p>The Minot State Wellness Center promotes a holistic approach to wellness and healthy living on campus. With exercise equipment, weight rooms, intramural gym space, group exercise classes, rock climbing, wellness events, and more, there is something for everyone.</p> <p>Faculty and staff may purchase a membership to use the Wellness Center and are encouraged to sign up at our front desk. Stop by the Wellness Center for a tour of our facility. Once you have signed up, our staff will be happy to assist you with a free equipment orientation.</p>
<p><b>Writing Center</b> GBO Library, lower level Varied hours—check online schedule 701-858-3073 <a href="mailto:patti.kurtz@minotstateu.edu">patti.kurtz@minotstateu.edu</a> <a href="http://MinotStateU.edu/health/">MinotStateU.edu/health/</a></p>	<p>They work with student writing in any course, not just English or composition classes. Students should bring a paper to us early in the writing process, as it is more helpful than submitting a draft the day before it's due. Even the best writers benefit from having someone else read and critique their writing, because fresh eyes see things the writer might miss.</p> <p>They believe in commenting on content issues such as thesis, focus, support, and details before focusing on grammar and format.</p>