Notice: Starting with the 2018-2019 Student Handbook, student rights and responsibilities have been moved to separate document:

- [2018-2019 Student Rights And Responsibilities](#)
Welcome to Minot State University!

This student handbook has been designed as your guide to important resources to utilize on your path to a degree from Minot State University. We have a robust offering of student support services and opportunities to get involved, which may be key to your success at Minot State University.

The handbook contains two sections:

- **Information**
  This section provides answers to many questions concerning services available to you on campus, as well as business, financial aid and registration information.

- **Student Government Association Constitution**
  The Student Government Association consists of the whole student body. The Student Senate is the governing body of the Student Government Association and is made up of representatives from each college/division and student organization of the university. *A copy of the Student Government Association Constitution is provided in the hope that it will further your understanding of the governmental process and strike an interest and encourage your participation in the university.*

We are committed to serving your needs throughout your experience at Minot State University. Don't be afraid to ask for help. If you encounter questions or issues that you cannot resolve, stop by and visit me on the lower level of the Administration Building, Room 164. Best wishes on a great school year, and I look forward to the day when you walk across the stage at commencement!

Kevin Harmon, M. Ed.
Vice President for Student Affairs and Dean of Students

Minot State University is proud to be a tobacco free and alcohol free campus.
Sources of Information

This handbook contains general information for student use. If you do not find the answers to your particular problems or questions, please contact one of the offices indicated below for further information. The individual academic departments should be contacted for course advisement, major/minor requirements, and substitution of courses.

Access Services Office
Lura Manor, lower level, south entrance .................................................................858-3371
- Provides academic support services to students with disabilities

Business Office
Administration, 2nd floor .....................................................................................858-3333
- Fees/tuition payment
- Check cashing
- Student bank
- Gifts and bequests

Career Center
Student Center, 2nd Floor ....................................................................................858-3996

Center for Engaged Teaching and Learning
Old Main 101 ...........................................................................................................858-4040
- Peer tutoring
- Peer mentoring
- Advising
- First-Year Experience
- Internship program
- Campus Compact
- Supplemental instruction

Center for Extended Learning
Administration, 3rd floor .......................................................................................858-3822
- Evening and weekend classes
- Home video
- Seminars
- Online courses
- Correspondence
- College for Kids

Enrollment Services
Administration, 1st Floor ......................................................................................858-3350
- Campus tours
- Application information
- Advise students on enrollment procedures

Financial Aid
Administration, 2nd floor ......................................................................................858-3375
- Scholarships
- ACT Family Financial Statement
- Grants and loans
- Withdrawal/drop classes

Graduate School
Memorial Hall 308 .................................................................................................858-3250

Multicultural Centers ............................................................................................15

Offices of International Programs ........................................................................15

Parking ......................................................................................................................17

POWERS Center (TRiO-Student Support Services)
Student Center, 2nd and 3rd floors .................................................................858-4047
- Provides services to help students achieve academic, personal, and professional success.

Registrar’s Office
Administration, 1st floor ......................................................................................858-3345
- Grades
- Course schedules/registration
- International student information
- General education requirements
- General college advising
- Graduation requirements
- Add/drop courses
- Request for transcript
- Transfer credit evaluation

Residence Life Office
Dakota Hall, south entrance ....................................................................................858-3363
- Residence halls and apartments
- Residence Hall Association

Student Activities
Student Center, 2nd Floor ....................................................................................858-3987

Student Health Clinic
Lura Manor, lower level, south entrance ...............................................................858-3371
- Immunization requirements
- Health promotion and prevention
- Health services

University Counseling Services
Lura Manor, lower level, south entrance ...............................................................858-3371
- Crisis intervention
- Personal counseling
- Academic counseling
- Stress/depression assessment
- Relaxation
- Alcohol screening
- Outreach

Veterans Center
Dakota Hall, lower level .........................................................................................858-4003
- Veteran related information
ADMINISTRATION — Houses offices for the President, Vice President for Student Affairs, Vice President for Administration and Finance, Vice President for Student Affairs, Director of Academic Assessment, Center for Extended Learning, Business Office, Registrar’s Office, Financial Aid, Dakota College at Bottineau, Enrollment Services, University Communications, Human Resources, Office of Academic and Institutional Projects, and Interactive Video Network Classrooms.

AMPHITHEATER — Located on the hillside in the northern part of the campus, it provides a beautiful setting for Summer Theatre musicals, and other productions.

C.P. LURA MANOR — Co-ed, suite-style residence hall. Study nooks, recreational lounges, and microwave access on every floor, a kitchenette, and three laundry facilities in the building. Houses the Student Health Clinic, Access Services Office, and University Counseling Services on the lower level.

CAMPUS HEIGHTS APARTMENTS — Has 18 efficiency and 12 two-bedroom apartments. Open to all students.

COOK HALL — Co-ed by floor, conveniently located near the Student Center. The largest residence hall on campus. Amenities include a large study room, full kitchen, community-style bathrooms, microwave access and laundry facilities on every floor, and a central recreational lounge.

CRANE HALL — Co-ed suite style residence hall with full kitchens, laundry facilities, and recreational lounges on each floor.

CYRIL MOORE SCIENCE CENTER — Houses the Division of Science and the Department of Biology, as well as a lecture-demonstration auditorium, and classrooms and labs for science courses.

DAKOTA HALL — The most historic residence hall on campus, built in 1931. Co-ed by floor. Amenities include microwave access, laundry facilities, and recreational lounges on every floor, community-style bathrooms, and two full kitchens. Also houses Residence Life & Housing and the Veterans Center on the lower level.

DOME — Provides facilities for a wide variety of activities such as handball, racquetball, basketball, and indoor track with seating for over 10,000 people. The building also has lockers, showers, classrooms, and offices for Athletics.

FACILITIES MANAGEMENT — Houses the central heating plant, carpenter and welding shop, and the offices for campus security.

GORDON B. OLSON LIBRARY — The library contains over 398,760 volumes in its book, bound periodical, and document collections. The library currently subscribes to over 1,810 periodicals, and is a select regional depository for U.S. Government and State of North Dakota publications. In addition, the library houses special collections of North Dakota materials, children’s books, and microforms. Open-access labs are located in the Library Reference Area/ Learning Commons and a printer kiosk is located on the 2nd floor. The Northwest Arts Center, the Walter Pichl Gallery, and the Native American Artifact Collection are located on the lower level.

HARTNETT HALL — Houses the College of Arts and Sciences, the Division of Humanities, and The Red & Green (student newspaper). Office and classroom space is provided for programs in art, broadcasting, and Humanities, as well as academic computer labs. Also houses Aleshire Theater provides seating for 200 for lectures, recitals, and theatre programs.

HERBERT M. PARKER STADIUM — Has football and soccer stadium with a seating capacity of 2,800.

MCCULLOCH HALL — Residence hall that is co-ed by floor, and located near the Student Center. Amenities include a large laundry facility, community-style bathrooms, microwave access on every floor, two recreational lounges, and a kitchenette.

MEMORIAL HALL — Houses the Departments of Communication Disorders, Nursing, Psychology, Social Work, Special Education and Criminal Justice, the North Dakota Center for Persons with Disabilities, and the Institute of Rural Human Services. Academic computer labs and an open-access labs are located here as well.

MODEL HALL — Houses the Math and Computer Science Departments as well as the Honors Program. Also located here are computer laboratories.

OLD MAIN — Houses the College of Business, the Divisions of Music and Social Science, Information Technology Central, the Center for Engaged Teaching and Learning (CETL), and the Severson Entrepreneurship Academy. Ann Nicole Nelson Hall provides facilities for the performing arts. Also located in Old Main are an academic computer lab, an open-access lab, and computer and printer kiosks.

PIONEER HALL — Family housing facility. Houses 40 one-bedroom apartments. Also houses Publications and Design Services and the ceramics lab on the ground floor.

STUDENT CENTER — A comprehensive student services and activities building which includes the Campus Bookstore, an indoor swimming pool, the Beaver Dam, Beaver Creek Café, a convenience store, Native American Cultural Center, Multicultural Center, conference rooms, and numerous study lounges. Also houses Sodexo Dining Services, the Career Center, POWER Center, Student Government Association, ID Card Office, Alumni Office, Vice President for Advancement, Office of International Programs, and the Post Office/Information Center/Central Receiving/Parking Office. Computer and printer kiosks are located in the 1st floor atrium and the Beaver Dam.

STUDENT WELLNESS CENTER — Provides activity courts for basketball, volleyball, floor hockey and other activities. It also contains space for fitness classes, weight lifting, cardio equipment, spinning classes, intramurals, personal training, student dances, and other student activities.

SWAIN HALL — Houses the Department of Teacher Education and Human Performance and low-tech science labs. A Mac lab is located on the 1st floor.
Academic Advising
www.MinotStateU.edu/advising

Academic advising is a personalized, interactive, and intentional process in which the advisor helps students set and achieve academic, career, and personal goals. The advising process will incorporate respect for and engagement with all cultures, people, and points of view. Students will acquire relevant information and services to make responsible decisions consistent with interests, goals, abilities, and degree requirements. The desired result is that students will feel a connection with advisors and a sense of guidance, while realizing personal responsibility for exploring options and making decisions.

Students are assigned an academic advisor based upon their declared major(s) and minor(s). Advisor assignments are adjusted when students officially change their major or minor by submitting the online Major/Minor Change Form. It is possible to request a change of advisor within students’ academic programs by contacting the department/division. Students are encouraged and in some departments are required to meet with their assigned advisor each term prior to completing registration.

STUDENT RESPONSIBILITIES
• Review and understand university policies and procedures, General Education Requirements, graduation requirements, and the Minot State Undergraduate Catalog.
• Read Minot State email account on a regular basis.
• Learn to access and navigate Campus Connection.
• Be aware of academic dates and deadlines.
• Explore resources to assist in making career and academic decisions.
• Schedule and attend advising appointments.
• Arrive on time for appointments.
• Prepare for advising sessions and bring relevant materials to appointment.
• Bring a list of questions to appointments and ask questions if a topic is not understood.
• Communicate openly with advisor by clarifying personal values, abilities, goals, and needs.
• Be familiar with requirements of selected major(s)/minor(s) and schedule courses in accordance with those requirements.
• Recognize that advising is a shared responsibility; however, students must accept final responsibility for all decisions.

Access Services Office
Lura Manor, Lower Level, South Entrance
701-858-3371 • www.MinotStateU.edu/disability_services

Access Services Handbook:

Access Services is the office where students with disabilities can explore:
• how and when to disclose a disability,
• which accommodations are reasonable in higher education, and
• the process for requesting accommodations

ELIGIBILITY AND REGISTRATION
In order to be eligible for services, students must have a qualifying condition. Qualifying conditions include (but are not limited to):
• Learning disabilities
• Orthopedic
• Vision
• Deaf or hard of hearing
• Psychological (e.g., Anxiety Disorder, Post-Traumatic Stress Disorder (PTSD) & Depression/Bipolar Disorder)
• Attention-Deficit/Hyperactivity Disorder (ADHD)
• Health related
• Traumatic Brain Injury (TBI)
• Speech
• Other

Registration in no way impacts your program of study. Registration is confidential. No medical or evaluations are shared with other faculty or staff.

Examples of possible reasonable accommodations:
• Exam accommodations: extended test times and distraction-reduced testing environments including national exams (e.g., Praxis)
• Alternative media: various formats for textbooks and print enlargement
• Note-taking assistance: personal designated note-taker or audio recording of lectures
• Sign Language interpreting/transcribing: includes captioning services and audio-enabled PowerPoint presentations
• Counseling and advocacy: one-on-one interaction with an access services coordinator to discuss accommodations, resolve classroom issues, etc.

CONTACT US
Students with a disability are welcome to contact the access services coordinator, Evelyn Klimpel, with questions regarding services and accommodation at 701-858-3371 or evelyn.klimpel@minotstateu.edu.
The Minot State University Bookstore is operated by Barnes & Noble College Booksellers. The bookstore is a one-stop shop for all the students campus needs, including all textbooks on the student’s syllabus, general merchandise, school supplies, dorm accessories, school mascot apparel, snacks, cards, gifts and much more. We stock 100% of the textbooks students will need—and offer three easy ways to order them. Textbooks can be purchased online at minotstateu.bncollege.com; they can be ordered while registering for classes or purchased at the official campus bookstore. Textbook reservation allows the student to purchase online and then pick them up at the bookstore with little or no waiting. We have the largest selection of used books and also offer new rentals and e-textbooks. We buy used textbooks all year—no matter where the student bought them. We will also price match Amazon.com and bn.com

The Bookstore accepts cash, checks, major credit cards, Apple Pay, Barnes & Noble gift cards, and allows the students to charge to their financial aid.

The Bookstore employs students at competitive wages in a professional working environment. Students working at the bookstore will receive discounts on textbooks and other merchandise. We create a flexible schedule so that classes are the student's top priority. The Bestseller Program gives students an opportunity to pursue a career with Barnes & Noble.

**TUITION AND FEES**

Minot State charges all students the resident rate. The academic year is divided into two semesters (fall and spring) of 16 weeks each. In addition, there is an annual summer semester of eight weeks.

The tuition and fees listed on the next page are for Minot State on-campus courses only. The tuition and fees charged for most on-campus courses are capped at 12 credits up to 18 credits per academic career. Any credits above 18 will have an additional per credit charge. The tuition and fees for the graduate and undergraduate careers are calculated separately. Distance Education courses do not cap at 12 credits, charges are calculated on all credits. In addition to tuition and fees, all distance education courses will be charged an access fee. An access fee is a per credit tuition charge to a student to cover the added costs associated with the delivery of a course.

Tuition and fees are due in full at the beginning of each semester by the payment deadlines. Deadlines are available on the University calendar.

All students are encouraged to complete an institutional scholarship and awards program application.

**Annual Tuition and Fees** (summer charges additional)

Amount listed are actual for 2018-19; amounts subject to change without notice.

**Undergraduate (12-18 credits per semester)**

Resident ...................................................... $7,063.68

**Graduate (12-18 credits per semester)**

Resident ...................................................... $8,873.28

**Cancellation Policy**

Registrations will be cancelled for those students who have not paid tuition and fees or requested a deferment by the payment deadline. A fee of $150 will be assessed to be reinstated in classes. If you need to request a payment deferment, please contact the Business Office.

**Student Activity, Technology and ConnectND Fees**

Every semester each student who registers at Minot State is required to pay an Activity Fee, a Technology Fee, a ConnectND fee, and NDSA fee. The Activity Fee is $597.31 per semester for full-time students and is separated into two portions: the University Fee and the Student Government Activity Fee. The Technology Fee is $60.00 per semester for full time students, the Connect ND fee is $66.00 per semester, and the ND Student Association fee is 48¢ per semester.

The University Fee generally supports activities for the benefit of the student body as a whole and is determined by the University President. The fee is allocated as follows:

- Health and Wellness Center Bond ....................... $ 135.97
- Student Health ................................................. $48.90
- Wellness Center Operations .............................. $101.00
- Student Placement ........................................... $26.00
- Athletics ............................................................ $110.00
- Student Placement ........................................... $421.87

The Student Government Activity Fee supports specific student activities. Any changes in the Student Government Activity Fee must be approved by the results of a vote taken of either the student body as a whole or its elected representative body. Changes must then also be approved by the University President. The allocation of the fee may be revised through the university’s student government and finance committee and is currently allocated as follows:

- Theatre Arts .................................................... $3,11
- Student Tours .................................................. $5,00
- Student Government Association ....................... $35.00
- Student Activities Committee ............................ $35.00
- Student Publications ......................................... $12.08
- KMSU Radio ..................................................... $3.85
- Native American Cultural Center ....................... $4.00
- Homecoming .................................................... $9.00
- Student Government Association Club Funding .... $7.00
- MSU Men’s Club Hockey ..................................... $22.50
- MSU Women’s Club Hockey ............................. $8.50
- Mentoring ....................................................... $3.00
- Tutoring ........................................................... $10.00

We are here to help you with your financial matters and to make your experience at Minot State University enjoyable. The following provides an overview of information that you may find useful.
Flat Tail Press ................................................................. $1.00
Beaver Athletic Band ....................................................... $2.50
Marching Band ................................................................. $5.00
Northwest Arts Center ...................................................... $3.40
Music ............................................................................. $3.50
Writing Center ................................................................. $2.00
*Total Student Govt. Activity Fee .................................... $175.44

BOOKSTORE CHARGES
Any student whose financial aid application has been accepted on Campus Connection and who is registered for class is eligible to charge their books at the Bookstore one day after they meet both criteria.

PAYMENT DUE DATE
Tuition and fees are due at the beginning of the semester. Paper invoices will not be generated. You can access your account on the web through Campus Connection. Your account and financial aid information is available at www.MinotStateU.edu, through the Campus Connection hyperlink. After you login to Campus Connection click on Student Center and then on Account Inquiry or Student Account Detail. Also, be sure and check your Minot State email account for important information including payment due dates. If your account is not paid by the due date, your registration will be cancelled. If you have other arrangements such as a payment plan with Minot State, your registration will not be cancelled. If your registration is cancelled you will be charged a $150 reinstatement fee to be re-enrolled in classes.

PAYMENT PLAN
Minot State University offers a Payment Plan for your tuition, fees, and room and board charges. This program offers you the opportunity to spread your tuition payments, over three monthly installments. For more information call 701-858-3233 or email corrina.lemer@minotstateu.edu. Not available for summer session.

REFUND OF TUITION AND FEES WHEN DROPPING A CLASS AND CLASS CHANGES
Any student who drops a class during the first 8.999% of the class days of a term will receive a 100% refund of tuition and fees for the credit hours of the class or classes dropped. After the first 8.999% of the class days of a term, there will be no refund for a class which is dropped. However, classes of the same or fewer credits may be substituted when added prior to the 8.999% deadline for the dropped class at no additional tuition and fee charge.

REFUNDS FOR WITHDRAWING STUDENTS
Any student who withdraws (i.e., drops all classes for the current term) from Minot State will receive a refund of tuition and fees for the credit hours of the class or classes dropped. However, classes of the same or fewer credits may be substituted when added prior to the 8.999% deadline for the dropped class at no additional tuition and fee charge.

Please note that you will only be refunded for the classes that you were enrolled in at the time of withdrawal. No refund consideration will be given for previously dropped classes. Also, if you add classes after the 100% refund dates, and subsequently drop that class, no matter the date, you will not be refunded for that class.

**Campus Accessibility**

BUILDING ACCESSIBILITY
- F1 = Fully Accessible: At least one accessible entrance with an automatic door opener; accessible restrooms; elevator(s) if applicable.
- F2 = Accessible: At least one accessible entrance; no automatic door openers; accessible restrooms; elevator(s) if applicable.
- L = Limited Access: At least one accessible entrance; only some classrooms and facilities accessible.
- N = Not Accessible: Building is not accessible.

The following table provides the accessibility status of various buildings on campus:

<table>
<thead>
<tr>
<th>Building</th>
<th>Code</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Amphitheater</td>
<td>F2</td>
<td>Elevator at north entrance; automatic doors at north and south entrances</td>
</tr>
<tr>
<td>Campus Heights Apts</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Cook Hall</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Crane Hall</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Cyril Moore Science Center</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Dakota Hall</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Dome</td>
<td>F1</td>
<td>Elevator at north entrance; automatic doors at north and south entrances</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Gordon B. Olson Library</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Hartnett Hall</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Herb Parker Stadium</td>
<td>F2</td>
<td></td>
</tr>
<tr>
<td>Lura Manor</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>McCulloch Hall</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Memorial Hall</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Model Hall</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Motor Pool</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Observatory</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Old Main</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Pioneer Hall</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Student Center</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Swain Hall</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Wellness Center</td>
<td>F1</td>
<td></td>
</tr>
</tbody>
</table>

Minot State has made the first floor of all buildings accessible to all students with disabilities in accordance with the Rehabilitation Act of 1973. Some handicapped access may require assistance, depending on the building. Handicapped parking is located near most buildings on campus and within a reasonable distance to all buildings. A parking study is currently under way to evaluate parking in general and handicap parking needs to better provide for an accessible campus.

**SPECIAL NEEDS**
If you have a documented disability and desire on-campus housing, suitable accommodations are available. Rooms can also be modified. Students requiring room modification must register with the Access Services Office at 701-858-3371 or 1-800-777-0750, ext. 3371.
The Center for Engaged Teaching and Learning (CETL) is committed to student success at Minot State University. CETL provides a number of programs to assist with the success of students, including new student orientation, First-Year Experience learning communities, engaged teaching support for faculty and staff, campus and community engagement opportunities for students, academic advising, peer mentoring, and academic assistance services. CETL is committed to providing Minot State students with an engaging and successful student experience.

ORIENTATION AND REGISTRATION
New Minot State University freshmen and transfer students are required to complete Orientation and Registration prior to starting classes. To facilitate completion of this requirement, the campus holds Orientation events during the summer, prior to fall semester, and again before the start of spring semester. These events will introduce students to the University through information sessions, campus tours, academic advising and will conclude with the student registering for classes. A virtual Orientation option is available for distance education students. Information about Orientation events are sent electronically to all students who have been admitted to the University.

FIRST-YEAR EXPERIENCE (FYE)
The First Year Experience (FYE) at Minot State University is an opportunity for first-year students to participate in a powerful learning experience that will inspire a transition to university life and learning through unique learning communities, peer mentors, and opportunities to engage with the campus and larger communities.

Students are given the opportunity to work with talented, engaging faculty and staff members who care about students, are focused on student success, and provide learning experiences that are unique, challenging, and relevant. They also get to work with peer mentors who are familiar with the campus and can connect students to resources, clubs, organizations, and other academic and co-curricular activities.

Students participating in the First-Year Experience (FYE) register for two or three courses that are connected by a theme. The same students register for all connected courses to form a learning community. Class sizes are restricted to approximately 20 students with some exceptions. Instructors work together to create meaningful assignments around the theme and across the courses.

What are the benefits of participating in an FYE learning community?
Knowing your fellow students and professors – You will take two or three of your classes with the same students. Getting to know your classmates is one of the best ways to get adjusted to college. These classes are also smaller in size. This gives you an opportunity to get to know your instructors, as well as more time to discuss course topics and ask questions.

• Study Groups — You are more likely to study with your peers, since you share several classes. Studying together gives you a greater chance for success.

• Engaged Learning — Within the FYE learning communities, you will have different types of learning experiences than those courses that are not part of the FYE. Discussions, debates, group projects, and community involvement are all types of learning in which you will participate. Say goodbye to lecture only classes and hello to interactive learning!

• Peer Mentoring — Each FYE learning community will have a peer mentor that can help you transition into student life. This peer mentor will be trained in assisting first-year students with key components that help first-year students succeed. You will be able to ask your peer mentor questions ranging from “How do I best study for this type of class?” to “How do I get tickets for the football game?” Both academic and social community activities will be part of your transition into college, and the peer mentors are there to help ease this transition.

How can I sign up for an FYE learning community?
You can register for an FYE learning community for Fall semester at New Student Orientation. To sign up for a Spring FYE learning community, please contact your academic advisor. For more information, contact the CETL office at 701-858-4040 or visit www.minotstatu.edu/cetl.
TUTORING

About the Drop-in Tutoring Program:
The Center for Engaged Teaching and Learning drop-in tutoring program is aimed at providing students with the essential learning tools and resources integral to their academic success. Through the use of highly qualified and trained tutors, the CETL tutoring program seeks to empower the students being served in their pursuit of becoming independent learners. All tutors hired by CETL have been highly successful in the courses they tutor.

The tutoring program is certified by the College Reading and Learning Association's International Tutor Training Program. This allows Minot State to train and certify tutors at Level I of the ITTPC program. Level I requires 25 hours of actual compensated tutoring and participation in 10 hours of training experiences.

What is Drop-in Tutoring?
Tutors for select courses are available during scheduled drop-in hours. No appointment is necessary; it is first-come, first-serve. Hours will vary each semester. There is no limit to how many times a student may meet with a drop-in tutor during the subject’s availability. There is no additional fee for tutoring services.

When is Drop-in Tutoring offered?
Peer tutors are available Monday through Friday during designated hours, beginning the second week of classes. Students are encouraged to check the website or come by the Tutoring Center to pick up a Drop-in Tutoring Schedule which lists specific times and subjects (check the Drop-in Tutoring Schedule regularly because times and subjects offered may change during the course of a semester.)

Where is the Tutoring Center?
The Tutoring Center is located in Old Main 103.

Who will be my tutor?
Your tutor will be a Minot State student who has a cumulative GPA of 3.0 or better and has received a grade of “B” or better in the course for which they tutor. Tutors also receive recommendations from Minot State faculty members, and go through a hiring and training process.

What if I need assistance with a course that is not currently offered through drop-in tutoring?
Students desiring tutoring for a course not listed in the tutoring or Supplemental Instruction schedules for fall or spring semesters may make a request to the Center for Engaged Teaching and Learning. When at least three (3) students in a particular course request a tutor, CETL will make every effort to find a tutor for drop-in tutoring for the requested course. Students requesting a tutor commit to attending tutoring at least once each week. When the tutor is selected, hired, and trained, students enrolled in the course will be notified of the tutoring schedule.

Want to be a Peer Tutor?
You can earn extra income with flexible hours by becoming a peer tutor. The application is available at www.MinotStateU.edu/cetl or contact the Tutoring Coordinator at 701-858-3360 or Old Main 103.

Other Tutoring Clinics/Centers:
Writing Center: 701-858-3060

STARFISH EARLY ALERT

Starfish is a communication tool used by Minot State to support student academic success. Starfish enables instructors to give praise or raise concerns regarding students’ academic performance within a course. Called “kudos” and “flags”, these notifications are sent to students’ Minot State e-mail accounts. Academic advisors and necessary support personnel are also notified via email. Students are encouraged to meet with the instructor and/or advisor or seek assistance from an appropriate campus/community referral (i.e. tutoring, writing center, counseling, etc.). Students may also schedule appointments online with faculty and staff who have made online scheduling available. Students will access the Starfish scheduling system via Blackboard.

ENGAGEMENT HONOR ROLL

The Engagement Honor Roll is an opportunity for Minot State University students to receive recognition for the engagement activities they participate in while at Minot State, through inclusion of this distinction on their transcripts.

Students can participate in one or more of the engagement activities. The list of qualifying activities includes community service (volunteerism), civic engagement, service learning, community-based problem-solving, and leadership development; other activities that do not fit in the above categories will also be considered. Check the CETL webpage for a complete list of defined activities.

Students must complete the minimum hours listed for each activity in order for that activity to qualify for the Engagement Honor Roll. Students must complete a minimum of 50 hours, verified by supervisors, in any combination of engagement activities in order to be recognized during any given semester.

Students must complete the Engagement Honor Roll form at www.MinotStateU.edu/cetl/engagement_honor_roll.shtml prior to the dates listed below in order for the student to be recognized as an Engagement Honor Roll awardee for that semester.

Fall Semester deadline: November 15
Spring Semester Deadline: April 10

Hours may be accumulated over several semesters; however, recognition for engagement activities will only be awarded for the semester in which the reported activities total 50 hours. Students may earn a place on the Engagement Honor Roll every term they reach a total of 50 reported and verified hours.

ACADEMIC ADVISING

Academic advising is a unit within the Center for Engaged Teaching and Learning which provides support, guidance, and direction to both Minot State students and academic advisors.

A main focus of this area is to provide quality academic advising to undeclared students and to students pursuing the Bachelor of General Studies (BGS) degree. CETL also provides advising resources to campus departments and coordinates academic advising for New Student Orientation.
The North Dakota Interactive Video Network (IVN) is a state-wide videoconferencing communication tool providing distance education opportunities throughout the state. There are three university-owned IVN Classrooms on campus located on the 3rd floor of the Administration Building. Information about IVN classes at Minot State can be found at [www.MinotStateU.edu/cel/ivn.shtml](http://www.MinotStateU.edu/cel/ivn.shtml).

**MINOT AFB**

Minot State offers classes at the Minot Air Force Base that are open to all Minot State students. Minot Air Force Base courses offer a traditional classroom setting with convenient scheduling options in 8-week and 16-week sessions. Courses are also offered in a flex format to accommodate military work schedules. Civilian students registering for classes at Minot Air Force Base are subject to a background check before enrollment is official. Upon successful completion of the background check, students will need to go to the Minot Air Force Base Visitor’s Center to obtain a pass for the semester. Information about classes on the Minot AFB can be found at [http://www.MinotStateU.edu/cel/mafb.shtml](http://www.MinotStateU.edu/cel/mafb.shtml).

**PLACEMENT EXAMS**

1. Placement tests serve as an indicator of student preparedness to enroll in college coursework. Placement scores are used for the purpose of advising high school students to enroll in additional or advanced coursework in preparation for college. Colleges and universities are required to use placement scores as a prerequisite for enrollment in credit-bearing, degree-level coursework as stipulated below.

2. Consistent with SBHE Policy 402.1.1 § 1 the following students are exempt from this procedure:
   a. Students 25 years old or older on the first day of class;
   b. Students from countries other than U.S. and Canada; and,
   c. Students transferring 24 or more semester credits.
   d. Campuses may require additional placement qualifications of these subgroups.

3. Required placement scores apply at all North Dakota University System (NDUS) institutions.

4. A following placement score is required for enrollment in entry-level, degree credit courses in English (e.g. College Composition I). Students without a qualifying assessment score must successfully complete a developmental English course before enrolling in a degree credit bearing English course.

### Placement Scores

<table>
<thead>
<tr>
<th>Test Component</th>
<th>Min. Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer WritePlacer</td>
<td>5</td>
<td>Students with subtest scores of 14-17 may take ENGL 110 (College Composition I) if co-enrolled in a developmental English course when a co-enrollment option is made available by the student’s home campus, or after they have passed a developmental writing course with a passing grade equivalent of “C” or higher. Students with a subtest score of less than 14 must complete a developmental course prior to taking ENGL 110 or equivalent course.</td>
</tr>
<tr>
<td>ACT English subtest</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>ACT Aspire subtest</td>
<td>426</td>
<td>Intended for placement of early entry students while in high school.</td>
</tr>
</tbody>
</table>

---

**ONLINE**

Online classes provide you with a flexible means to complete your college coursework. Courses are offered in 8-week and 16-week formats. Most courses will not require you to be online at a specific time. There will be deadlines that you need to meet, but you can complete your homework at a time that is convenient for you. Online courses require dedication and good time management skills.

Registration in an online class requires an Minot State email account. On the first day of classes, the online coordinator will send login instructions to your Minot State email account. If you would like more information about what is involved in online courses, visit our Web site [www.MinotStateU.edu/online](http://www.MinotStateU.edu/online) and click on Tutorial.

**SMARTTHINKING**

SmarThinking is an online tutoring service available to all current Minot State students. With online tutoring services from SmarThinking, students receive on-demand, individual instruction and support from expert online tutors across a wide variety of subjects—from beginner to advanced—up to 24 hours a day.

**How do students and e-structors interact?**

Students can work in real-time with a tutor, submit questions or essays for a next-day response, or pre-schedule online appointments. To access SmarThinking, log in to Blackboard and click on the SmarThinking Online Tutoring link under the Tools module on the left.

Subjects available:

- Business
- Computers & Technology
- Reading
- Spanish
- Career Writing
- Mathematics & Statistics
- Science
- Writing

Online tutorial services will be provided to you as a Minot State student free of charge. You may continue to use the SmarThinking service as long as you remain a registered student at Minot State.

**INTERACTIVE VIDEO NETWORK (IVN)**

The North Dakota Interactive Video Network (IVN) is a state-wide videoconferencing communication tool providing distance learning opportunities. To serve this mission, CEL offers courses in a variety of locations and in a range of formats that meet the needs of today’s learner. Courses for university credit can be taken online through interactive video or face to face at off campus locations like Minot Air Force Base, Bismarck or Fargo.

Registration for CEL credit activities must be completed via Campus Connection. The credits for these courses count toward totals for financial aid, but are not covered under the tuition cap and are not eligible for Minot State tuition waivers. Distance education tuition rates apply.

**general information – 6**
5. A following placement score is required for a student to enroll in an entry level, degree credit math course (e.g. College Algebra, Finite Math). Students without qualifying placement scores must successfully complete a developmental mathematics course before enrolling in a degree credit bearing mathematics course.

<table>
<thead>
<tr>
<th>Test Component</th>
<th>Min. Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementray Algebra</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>College Level Math</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Math subtest</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Math subtest</td>
<td>431</td>
<td></td>
</tr>
<tr>
<td>Algebra</td>
<td>77</td>
<td>This assessment will no longer be available after November 30, 2016.</td>
</tr>
<tr>
<td>Math subtest</td>
<td>19</td>
<td>The ACT Plan has been replaced with the ACT Aspire assessment</td>
</tr>
<tr>
<td>Mathematics PPL</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Math Placement</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Algebra</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>70%</td>
<td>CLEM: Includes Math Units 1-6</td>
</tr>
<tr>
<td>Reading+Math</td>
<td>990</td>
<td>SAT tests taken prior to March 5, 2016</td>
</tr>
<tr>
<td>Math</td>
<td>530</td>
<td>SAT tests taken on March 5, 2016</td>
</tr>
<tr>
<td>Grade 11/12 Mathematics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

6. Enrollment in advanced college level, degree credit courses may require additional placement at some institutions.

7. Aspire and Plan test scores may be used only by high school students for placement into NDUS courses and are superseded by ACT, SAT, ALEKS, Accuplacer, MAA Maplesoft, or Smarter Balanced assessment scores.

8. Students who successfully complete a required developmental course or final course in a developmental sequence with a grade of “C” or higher that fulfills a prerequisite for ENGL 110 or MATH 103 will be deemed to have met the prerequisite to enroll in ENGL 110 or MATH 103. Students may request to retake a placement test to meet prerequisite requirements for ENGL 110 or MATH 103.

9. Campuses may elect to apply the following placement scores in reading and science based courses:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>ACT subtest</th>
<th>Aspire subtest</th>
<th>SAT subtest</th>
<th>Compass</th>
<th>Accuplacer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>21</td>
<td>424</td>
<td>N/A</td>
<td>88**</td>
<td>85</td>
</tr>
<tr>
<td>Science</td>
<td>24</td>
<td>432</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**The Compass assessment will no longer be available after December 31, 2016.

10. This procedure applies to any student admitted to an NDUS institution after summer 2013.

Minot State students who did not achieve the required ACT score may take the Accuplacer placement exam free-of-charge for the first two attempts (subsequent attempts incur a fee of $20). This computer based exam is untimed and designed to gauge your proficiency. Course placement information is provided immediately upon completion of the test. For more information or to schedule a testing appointment, contact the Center for Extended Learning, 3rd floor, Administration Building or call 701-858-3830.

**DSST AND CLEP**

DSST and CLEP exams are available to anyone who is seeking college credit outside the traditional classroom, including college students, adult learners, high school students and military personnel.

**Minot State University CLEP and DSST Policy**

- Minot State University will not replace previously taken coursework on a student’s transcript, but credit will be applied when the minimum required score is obtained on a CLEP or DSST exam.

- Official score reports must be sent to the Registrar’s Office before any credits are posted to the student’s permanent academic record.

- Credits earned through CLEP and DSST exams do not carry a letter grade or honor point values, nor are they considered credits earned in residence. Such credits posted to the Minot State University transcript may not transfer to other institutions.

- The S/U grading option is used to transcript nationally recognized academic tests such as the CLEP and DSST. While individual test scores may be transcribed by Minot State, it is the responsibility of the student to ensure fulfillment of a program requirement through the department/division chair.
• Minot State will apply as many S/U credits from an outside source such as CLEP or DSST toward a baccalaureate degree as long as the student meets the following requirements:
  *60 credits must be earned from a four year institution, and
  *30 credits must be earned from Minot State University.

Scheduling DSST and CLEP Exams
DSST and CLEP exams can be taken only at the Minot State Academic Testing Center located on the 3rd floor of the Administration building, room #361. Contact the Academic Testing Center at (701) 858-3830 or msu.testing@minotstateu.edu to schedule an exam. There is a $20 administration fee payable to Minot State via cash, check, or charge on the day of the exam (waived for military personnel, see section below).

CLEP and DSST for Military Personnel
CLEP and DSST exams are available to military personnel at no cost. To assist military personnel in meeting their educational goals, the Defense Activity for Non-Traditional Education Support (DANTES) funds CLEP and DSST exams for eligible military service members and eligible civilian employees. To find out more visit DANTES on the web or contact your Education Services Officer.

Military personnel can take exams at the Minot State Academic Testing Center, follow instructions in the scheduling section above. Taking CLEP and DSST exams at the testing center on MAFB is also an option. Testing on base is scheduled using an online scheduler at www.AskMSU.com/clepmafb. Contact the Testing Center at 701-858-3830 with questions.

**Dining Services**

**Student Center Director's Office • 2nd Floor, Student Center**
701-858-3364 • [https://minot.sodexomyway.com](https://minot.sodexomyway.com)

Your dining experience is more than great food. It is community experience centered on culinary expertise, fresh ingredients, healthy options and a shared sense of environmental and social responsibility. Our team is committed to creating the best possible dining experience. Join us to experience the comfort, convenience, outstanding food and inviting atmosphere designed especially for you.

**MEAL PLANS**

Students have a variety of plans to accommodate their schedules; meals served in the Beaver Creek Café are all-you-care-to-eat. We offer three (3) entrees at lunch and dinner, including vegetarian options, and two (2) soups daily. A changing choice of side items is offered along with the main entrees daily. A rotating grill option and deli bar provide additional choices at lunch and dinner.

Our daily entrees for lunch and dinner have included pastas, tacos, wrapped sandwiches, baked potatoes, pancakes, omelets and pizza. A full salad bar is offered at lunch and dinner. Students will also find fresh fruits and vegetables, whole grain breads and cereals, dairy products, fish, poultry, lean meats, and soft-serve ice cream with assorted toppings. Our own bakery on campus provides daily deliveries of pastries and desserts. An endless variety of beverages from Coke, Pepsi, and Sunkist are also available.

The food service area is an integral part of the residence hall community. We offer a variety of options at affordable prices. By letting us do the menu planning, shopping, preparation and clean-up, students have more time for studying, campus activities, work or relaxation! All residence hall students are required to participate in a meal plan. The food service is managed by Sodexo. Additional information on various plans can be obtained from the Student Center Director’s Office in the Student Center, 2nd floor, between the hours of 8:00 a.m. and 4:30 p.m.

**DINING SERVICE MEAL PLANS 2018–2019**

Dining plans are flexible, convenient, and loaded with options. Students who like to dine frequently may have unlimited visits in the Beaver Creek Café. Upperclassmen (non-first year) may choose from either the silver or gold plans. This unique format offers unlimited continuous service to students for convenience and value. We think students will appreciate the nutritional and dietary benefits of lighter and more frequent meals during the day. It’s great if a student likes to snack or keep irregular hours.

*Inquire at the ID Card Office for current pricing on dining plans.*

*• Unlimited Platinum:* includes $100 Dining Dollars & six guest passes
*• Unlimited Gold:* includes $50 Dining Dollars & six guest passes
*• Silver (non-first year):* All access, Monday – Friday
*• Bronze (non-first year):* All access, 3 consecutive weekdays
  Choose from:  
  A) Monday, Tuesday, Wednesday 
  B) Tuesday, Wednesday, Thursday 
  C) Wednesday, Thursday, Friday

All residence hall students MUST be on one of the meal plans described above.

Dining plan meals are served in the Beaver Creek Café, located on the 2nd floor of the Student Center, during the following hours:

• **Daily Service** – 7:00 a.m. to 1:00 a.m.
• **Late Night Continental Service** – 10:00 p.m. to 1:00 a.m.

Dining dollars and guest passes are included in all meal plans. Flex Dollars is a declining balance program that allows students to make purchases at ALL food service locations across campus. Guest passes may be used for a friend or a visiting family member. Flex Dollars and guest passes are not re-loadable.

Dining plans are purchased and activated at the Student Center Director’s office located on the 2nd floor of the Student Center. All dining plans, as well as included Flex Dollars and guest passes expire at the end of the semester.

**Deadlines for dining plan changes**

• Fall Semester — August 29, 2018
• Spring Semester — January 17, 2019

We also have numerous meal plan options for commuter students, as well as staff and faculty. Beaver Bucks can be purchased through the Student Center Director’s office or through the self-serve Card Value Center located outside the Beaver Creek Café, both located on the second floor of the Student Center. Buying Beaver Bucks allows you to use your Minot State ID to purchase meals and food items in any of the Dining Services locations.
MEAL CARDS
As a member of the Minot State Community you are provided with a Minot State identification card. When you purchase a student meal plan or Beaver Bucks you will be able to access those meals and/or Beaver Bucks by using your Minot State ID card. Lost, stolen, or broken ID cards can be replaced at the Student Center Director’s office. A replacement fee may be charged.

Off-Campus Resident Meal Plans
Block plans allow off-campus students to purchase a block of meals ranging from 36 to 100 meals per semester. Meals do not carry forward to the next semester and once issued are non-refundable. These meals are available at the Beaver Creek Café.

Meals
Meals range from $3.40 to $13.40 per meal. The fall semester meal plan is available from August 22 - December 16 and the spring semester meal plan is available from January 23 - May 12. A variety of fresh baked desserts and ice cream are available for students with a meal plan. If you are feeling under the weather and would like to order a sick tray please call Dining Services at 701-858-4465.

If you are vegetarian, vegan or require gluten free products, simply let us know. Sick trays are also available for students with a meal plan. If you are feeling under the weather and would like to order a sick tray please call Dining Services at 701-858-4465.

A convenience store, located on the second floor of the Student Center, allows staff, students and faculty to grab their favorite beverages, snacks or light lunch items.

DIETARY REQUIREMENTS & SICK TRAYS
Do you have particular dietary needs? No problem! Our Dining Services team can accommodate most special dietary requirements. If you are vegetarian, vegan or require gluten free products, simply visit the Dining Services office and let us know. Sick trays are also available for students with a meal plan. If you are feeling under the weather and would like to order a sick tray please call Dining Services at 701-858-4465.

BEAVER BUCKS
Beaver Bucks is a debit service, which is linked to the Minot State ID card, available to students, faculty and staff. Beaver Bucks can be used at The Beaver Creek Café, C-Store, Beaver Dam and Barnes & Noble Bookstore at Minot State. A statement of all transactions can be provided for all cardholders upon request. Beaver Bucks are activated in the Student Center Director’s office. Your account will remain active until you graduate or terminate employment with the University. Beaver Bucks deposits to all accounts can be made through the Student Center Director’s Office, Monday through Friday during regular business hours. Beaver Bucks transfer from semester to semester.

Financial Aid
2nd Floor, Administration Building
701-858-3375 • www.MinotStateU.edu/finaid

Minot State University makes every effort to provide financial assistance to eligible applicants through grants, scholarships, loans, workstudy, or a combination of these and other student aid programs. It is expected students will meet part of their need from earnings, and parents will contribute in proportion to their financial ability. A student applying for financial aid at Minot State University is considered for a variety of federal, state, or institutional programs. Applications are evaluated to determine the individual need of the students and awards are made with careful adherence to federal, state, and institutional guidelines. The primary responsibility for financing a college education rests with the student and his or her family. Financial aid should be used as a supplement to family support. The Financial Aid Office reserves the right to the final determination regarding the type(s) and amount of aid awarded to students. Awards are based upon an evaluation of the student’s eligibility as determined by the Free Application for Federal Student Aid form and the availability of funds. Financial assistance from Minot State University is determined annually.

TYPES OF FINANCIAL AID
Minot State University provides four types of financial aid:
1. Grants
2. Loans
3. Work Study
4. Scholarships

Grants are gifts of money that do not have to be repaid. Loans must be repaid. Work Study allows a student to work and earn money to offset educational expenses. Scholarships are gifts awarded to students on the basis of academic achievement, need, or other criteria. The financial aid programs listed below represent the major programs offered at Minot State University. Many students qualify each year for scholarships offered by private and public agencies, groups, and organizations. Students are also encouraged to research other possible outside scholarships.

WHO MAY APPLY
Students applying for financial aid must:
1. Be a U.S. citizen or an eligible noncitizen.
2. Be enrolled and fully accepted for enrollment in a degree granting program.
3. Maintain satisfactory academic progress toward completion of a course of study.
4. Not be in default on any federal student loan program.
5. Not owe a repayment of any grant funds previously received.

HOW TO APPLY
Students applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA). When completing the FAFSA, applicants must list Minot State University as a university they plan to attend. The Minot State school code is 002994.

All students (including first-year students, returning and transfer students) are encouraged to complete the FAFSA online at www.fafsa.ed.gov. Students applying for financial aid for the summer term will also be required to complete an institutional financial aid application. The summer financial aid application is available online at www.MinotStateU.edu/finaid.

WHEN TO APPLY
To receive priority consideration for financial aid for the upcoming academic year, Minot State must receive the results of the student’s FAFSA and the student’s application for admission by April 15. Students should file the FAFSA online by April 1 to meet the priority deadline. Students who meet the priority deadline will receive consideration for the campus based aid programs (Federal Supplement Educational Opportunity Grants and Federal Work

general information – 9
Study) as well as the Federal Pell Grant and Federal Direct Loan Programs. Applications for financial aid will be accepted after April 15, but funding may be limited to the Federal Pell Grant and Federal loan programs.

Students completing the FAFSA incorrectly or omitting necessary information may be required to correct their FAFSA before financial aid will be awarded. Corrections may cause a delay in determining a student’s eligibility and may cause students to miss the priority funding date.

VERIFICATION
If selected for verification by the Department of Education or Minot State University, students must provide documentation to prove the accuracy of the information provided on the FAFSA. As a part of this process, students and/or parents may need to provide a Tax Return Transcript and other requested documentation. Financial aid may be canceled for failure to provide requested documentation within a reasonable length of time (30-45 days). If you purposely give false or misleading information, you may be fined up to $20,000, sent to prison, or both.

HOW FINANCIAL AID IS AWARDED
Financial aid awards are based on need and the availability of funds. Need is defined as the difference between the estimated cost of education as determined by the University, and the expected family contribution as determined by the FAFSA. A need exists if the expected family contribution is less than the estimated cost of education.

The estimated cost of education includes costs recognized by the federal government as necessary for a student to pursue an education. The estimated cost of education includes: tuition, fees, books, board, room, transportation, and other miscellaneous personal expenses. The expected family contribution formula considers:

1. Income of the student, spouse, and/or parent.
2. Assets of the student, spouse, and/or parent.
3. Family size.
4. Number of family members enrolled in college.
5. Age of the student, spouse or parents.

Every effort is made to provide adequate funding to meet the student’s educational costs. To view our actual cost of attendance, visit our web site at www.MinotStateU.edu/finaid.

HOW FINANCIAL AID IS DISBURSED
Students must meet admissions, attendance and satisfactory academic progress requirements prior to receiving financial aid. All loans, grants, scholarships and work study awards are subject to change, depending on enrollment status, other resources, participation criteria and availability of funds. If attending the academic year, grants, scholarships and loans will be disbursed in two allotments during the period of time for which the student is enrolled. Aid is disbursed each semester during the fee payment due date and thereafter. Fee payment due date information can be obtained at the Financial Aid Office or Business Office. The students’ accounts will be credited and any excess aid will be disbursed by the Business Office during fee payment.

Students whose charges are less than the financial aid received are encouraged to have the excess financial aid direct deposited into his or her bank account. If a student does not complete a direct deposit request, an excess aid check will be issued by the Business Office where the student may pick it up or request to have it mailed.

Gordon B. Olson Library
Information: 701-858-3296  |  Circulation: 701-858-3201
www.MinotStateU.edu/library

LIBRARY HOURS  Can also be accessed by calling 701-858-3200.
Fall and Spring Semesters
Monday – Thursday  7:30 a.m. – 10:00 p.m.
Friday  7:30 a.m. – 4:30 p.m.
Saturday  9:00 a.m. – 5:00 p.m.
Sunday  1:00 p.m. – 10:00 p.m.
Summer Semester
Monday – Friday  7:30 a.m. – 4:30 p.m.
Saturday & Sunday  CLOSED

Information Desk
Librarians are available here to help you search for and access books, articles, and other materials.

Circulation Desk
• Check out and renew materials
• Pick up books you have ordered through interlibrary loan
• Pay fees
• Get change

OFF-CAMPUS ACCESS TO ODIN AND ARTICLE DATABASES
Accessing ODIN: Anyone can access ODIN (the library’s catalog) from anywhere without having to provide a username or password.

Accessing the Article Databases: Access to these databases is restricted to students who are currently registered.
2. Click “Find Articles.” Select the alphabetical list of our databases.
   After you have chosen a database, you will be asked to provide a number and a password.
3. Your number is your student ID number.
4. Your password is your last name in lowercase letters.

CIRCULATION POLICY
Library Privileges
Library materials may be used inside the building by anyone. All patrons must present a valid library card to check out library materials.

• Minot State Students/Staff/Faculty: present valid University ID card
• ODIN university students: present active library card from home university
• Other: present Local Patron Card (available for purchase to those 18 years of age and older for one year) Note: area librarians and faculty emeritus are eligible for a free Local Patron Card.
**Loan Period**
- 4 WEEKS: books, curriculum materials, government documents, and media materials (slides, cassettes, film strips, compact discs, videos, DVDs, and record albums)
- 5 DAYS: periodicals
- RESERVE MATERIALS: 2 hours, 5 hours, overnight or 7 days
- NON-CIRCULATING: maps, microfilm, newspapers, reference books, and periodicals in browsing folders

**Renewals**
Renewals can be made up to three times per item, as long as nobody else has requested the material. Special collections, periodicals, and reserves may not be renewed. Patrons may renew eligible materials in ODIN using the “Renew” option under “My Account,” they may bring the materials into the library, or they may call Circulation at 701-858-3201.

**Recalls**
After four weeks, materials are subject to recall. There are no recalls on reserve materials.

**Reserve**
Please check ODIN for the reserve information of the item(s) by clicking on the “Course Reserves” button on the search page. Then, bring that information to the Circulation Desk. Only two reserve items or packets may be checked out at a time.

**Holds**
If an item you want is checked out and you would like to be notified when it is returned, you may place a hold on it through the ODIN catalog, or at the Circulation Desk. Holds cannot be placed on reserve materials or periodicals.

**Patron Information and Requests**
Use the ODIN catalog to:
1. View items you have checked out
2. Renew materials
3. Place holds on materials
4. Request materials from other libraries (Interlibrary Loan)

Material that is not returned at the end of five weeks will be considered lost, and a bill for the replacement cost of the material will be sent. If the material is returned, the replacement cost may be waived if the item has not been replaced. Any student with fines of $50 or more will have their library privileges suspended and will not be able to register for classes or receive their grades. Local patrons will have their library accounts blocked as fines accrue.

**Missing Material**
If you cannot locate an item on the shelf, please ask for assistance at the circulation desk. You will be given a search form to complete and you will be notified when we locate the material or determine that it is missing from the collection.

**INTERLIBRARY LOAN POLICY**

**Mission**
The purpose of interlibrary loan services is to obtain, for research or serious study, materials that are not available at the Gordon B. Olson Library. As a result, requests for items such as fiction and popular reading materials will be filled as time and workload allows.

**Eligibility**
Faculty members, staff, graduate students and undergraduate students with library accounts in good standing may request materials through interlibrary loan. Requests will only be made for items that we do not own, and items that are not on reserve for a course. Priority will be given to research-oriented requests.

**Limitations On Loans**
The following types of materials cannot usually be obtained through interlibrary loan:
1. Rare or valuable materials
2. Bulky/fragile items that are difficult or expensive to ship
3. New popular fiction, new popular non-fiction or any other materials in high demand
4. Entire issues or volumes of journals
5. AV materials

**Waiting Period**
Due to the nature of interlibrary loan, it may take up to two weeks from the time an item is requested until the time the item arrives in the library. The ILL Department will attempt to send out all requests within 3 working days of receipt. However, timing depends on the workload and turn-around time of the lending institution. Loan items will be held until the due date.

**Duration of Loans**
The lending library sets the due date for the materials it loans. This date is anywhere from two to four weeks. Please remember that materials are subject to recalls at any time.

**Renewals**
If the lending institution allows a renewal, it must be requested 3 days prior to the due date. This is so we have time to contact the lending library and ask for a renewal.

**Overdue Fines and Fees**
Failure to return items on time jeopardizes the library’s chances of borrowing from another library in the future. The fine for a late ILL is $1.00 per day up to $10 total per item. There is no grace period for interlibrary loans. Fines accrue from the first day that it is overdue.

**Restrictions On Use**
Lending libraries may place restrictions on use of materials. These include using the materials only in the library or not allowing the materials to be photocopied. Please be aware that the Gordon B. Olson Library is bound by these restrictions.

**Cost**
Interlibrary loan staff makes every attempt to obtain materials free of charge; however there are some instances where the lending library charges a fee. The Gordon B. Olson Library will pay up to $5. The patron is responsible for any costs above that amount. We will not order anything associated with a fee without prior approval from the patron. All fees will be added to the patron’s record and may be paid at the Circulation Desk.

Patrons are responsible for the safety of interlibrary loan materials. **Patrons will be charged for lost or damaged items in accordance with the lending institution.**
Requesting Materials
1. Check ODIN to make sure that we do not have the item.
2. Submit request in WorldCat, or at www.MinotStateU.edu/library/interlibrary_loan.shtml. Note: there is one item request per form. Minot State University email is requested for all Access Services transactions, including interlibrary loan.

Receiving Materials
When the requested material arrives, the patron will be notified by Minot State University email. Loan items will be held until the due date. In the case of articles received electronically, they will be sent directly to the patron’s Minot State University email account. Articles that we cannot send electronically will be held at the Circulation Desk and the patron will be contacted upon their arrival.

If a patron continually fails to pick up items, s/he will not be able to order materials via interlibrary loan.

If the library cannot fill a request, the patron will be notified by Minot State University email.

For further information, contact the Access Services Librarian or Minot State University email.

If a patron continually fails to pick up items, s/he will not be able to order materials via interlibrary loan.

RESEARCH HELP
If you need help with your research, we encourage you to contact us—please don’t be shy; we answer questions for a living and we enjoy doing it. You may reach us using any of the following ways:

Phone: 701-858-3201, Monday – Friday, 8:00 a.m. – 4:30 p.m.
Email: patty.hunt@minotstateu.edu
ben.bruton@minotstateu.edu
jane.laplante@minotstateu.edu

We also have:
• A Research Help page at http://www.MinotStateU.edu/library/research_help.shtml where you can find live video and non-video tutorials covering subjects such as logging in and searching our most popular databases.
• A link to an Information Request Form which you can fill out with your questions.

Honors Program
Model Hall 208
701-858-3574 • www.MinotStateU.edu/honors

The Minot State Honors Program challenges and rewards students who care about learning. Through Honors, you will take seminar-style courses with other motivated and high-achieving students. These small, challenging courses are led by terrific faculty and allow you to earn an academic concentration or minor that will inspire critical thinking, an interdisciplinary attitude, a broad worldview, and a commitment to serving others. The Honors Program serves all university departments and majors. See the Undergraduate Catalog for further details.

HONORS PROGRAM MISSION
The Honors Program in Engagement & Scholarship (HOPES) will enhance the scholarly empowerment of students and encourage active citizenship, leadership, and devotion to the common good.

HONORS PROGRAM GOALS
1. To promote critical, reflective, and independent thinking
2. To ensure a commitment to community awareness, involvement, and service
3. To foster excellence in verbal and written communication skills
4. To cultivate awareness of global issues and cultural diversity

HONORS PROGRAM OUTCOMES
• Study current and historical international issues and aspects of global culture.
• Develop the ability to read and interpret primary texts across disciplines.
• Cultivate intellectual curiosity.
• Learn to participate actively in substantive discussion.
• Acquire skills, knowledge, and perspectives necessary to collaborate and participate actively with diverse local and global partners.
• Learn to articulate point of view and research findings clearly and effectively.

Additional Outcomes for the Honors Minor:
• Acquire foreign language proficiency at an intermediate level.
• Conduct independent & ethical research for the Honors Thesis/Project course.
• Demonstrate firmly established written and verbal skills in the Honors Thesis/Project course.

ELIGIBILITY
• First year students need a high school GPA of 3.5 or higher (on a 4.00 scale), or a minimum composite ACT score of 25, or a total SAT score of 1200 or above to apply.
• Current Minot State students and Transfer students need a university GPA of 3.30 or higher.
• Students not meeting the admission criteria can still apply using the alternate admission process. See our website for details.

ID Cards
2nd Floor, Student Center—across from Beaver Dam
701-858-3364 • www.MinotStateU.edu/sc/id.shtml

Your Minot State ID card is your key to the campus. It provides you with opportunities to attend student government sponsored activities, home athletic events, concert productions, theatrical events, and can even unlock some residence hall rooms.

If you are a new student your first identification card is FREE and can be obtained in the Minot State ID Card Office. If you lose your ID card, a replacement can be purchased for $20.

As the holder of a Minot State ID card you will want to become familiar with the services this card offers. Not only is this the required form of identification for all students, it is your access to most sporting events, the opportunity to check out books in the library, use of the fitness center, many computer labs, and the University Bookstore. If you are working on campus you will use your card to punch in and out at the time clock. The Minot State ID Card Office can also help you deposit money on your card or change your meal plan.
TERMS AND CONDITIONS:
Your ID card is the official identification card of Minot State University and, as such, may be required for admission to university functions and certain contracted services. Your card is valuable and should be treated like cash or a credit card. Violations of the following terms and conditions may result in confiscation of the card and must be returned upon request. ID card information and photos may be used for various official campus uses. A government issued photo ID must be presented at the time of card issuance.

Minot State University issues an ID card to all registered students, and employed faculty and staff subject to the following:

A. The ID card is the property of the Minot State University. The University reserves the right to revoke use of the card or any of its accounts at any time. The card is non-transferable and may be used only by the individual to whom it is registered.

B. The ID card, transactions related to the use of the card, and any account balances are the sole responsibility of the individual Cardholder until the University is notified in writing that the card is lost or stolen. For all on-line accounts, the Cardholder will not be held liable for any unauthorized transaction which occurs after the University has been notified of a loss, theft, or possible unauthorized use of the card.

C. Money deposited into the debit account (Beaver Bucks Account) is subject to the terms and conditions of the debit account. Any money left in your individual Beaver Bucks Account will revert to the ID Card Office two (2) years after becoming inactive. An application for deposit and a complete copy of these terms and conditions can be obtained at the ID Card Office.

D. The Cardholder will not damage or alter the card in any manner. This includes, but is not limited to, punching holes in or affixing stickers to the card.

E. The Cardholder is solely responsible for all fees associated with the card including the cost of replacing a physically damaged, lost or stolen card. A non-refundable fee of $20 is charged to replace a lost or stolen card.

Information Technology Central (ITC)
Old Main 108
701-858-4444 • www.MinotStateU.edu/itcentral

Whether living on campus, commuting, or taking classes from a distance, technology will be a big part of your University experience. As a distance student, access to online services and resources is extremely important.

Information Technology Central (ITC) is dedicated to furthering the mission and technology leadership of the University by providing a high level of support, incorporating new and alternative technologies, and ensuring stability of administrative, academic, and social communications for faculty, staff, and students. ITC is staffed by dedicated and skilled technology specialists. The Help Desk is located within the offices of ITC.

SUPPORT SERVICES
Phone: 701-858-4444 or 800-777-0750, ext. 4444
Email: helpdesk@minotstateu.edu
Website: www.MinotStateU.edu/itcentral/help.shtml
Online Work Order: https://www.MinotStateU.edu/helpdesk
Hours: Monday – Friday: 7:30 a.m. – 4:30 p.m.
Weekends and Evenings: on-call hours

Contact the Minot State Help Desk by phone or send an email to helpdesk@minotstateu.edu. Include your full name, contact number or email address, and a brief description of the problem.

Help Desk Services at a Glance
- General hardware and software troubleshooting (includes your personal computer)
- Software installations and upgrades
- Equipment check out (computers, projectors, cameras)
- Document and photo scanning
- Color Printing

SECURE RESOURCES
Campus Connection
Campus Connection is a personal Web-based resource to enroll in a class, drop/add a class, and view schedule of classes, grades, etc. A unique dotted identifier (firstname.lastname) has been created for you. This UserID must be claimed. To claim your account, go to www.MinotStateU.edu, click on Campus Connection, then Claim Your Account. You will begin the ‘claim’ process by answering a few security questions. Follow the on-screen instructions. This step will take 3 – 5 minutes to complete. Upon completion, you will have the option to create a password for your account. Follow the instructions provided.

To begin using Campus Connection, click on the Campus Connection Login box. Enter your claimed UserID and password created during the Claim Your Account process. In the future you will be able to change or retrieve your password by following the same navigation as outlined above. For questions or assistance, contact the Help Desk at 701-858-4444.

Campus Login
Your Campus Connection login and password is required to access the following services: online courses (Blackboard), wireless internet access, software downloads, web space for publishing a web site, etc. The preferred wireless is ‘NDUS-Systemwide’.

Emergency Notification
NotiFind is the emergency notification system employed by the North Dakota University System (NDUS) to provide timely information and instructions directly to students, faculty, and staff in the event of an emergency. Participation in Notified is mandatory for all faculty, staff, and students. Log into Campus Connection and click on the ‘Emergency Notification Update’ link to add/update your emergency notification information. Students determine contact method (i.e., landline, cell, email, SMS/text). Campus Connection will remind students to verify their information every 90 days. All contact information is considered confidential and can only be used for emergency notification purposes.
Campus Email Address
A North Dakota University System e-mail account has been created for you. This is the official method of communication to you as a student. You can expect to receive information regarding registration, add/drop deadlines, advising, financial aid, athletic and other campus events.

Your e-mail is a Microsoft Office365 account. Added benefits with this e-mail account include OneDrive for Business online file storage, Skype for Business instant messaging, and other information sharing tools.

To access your account, go to the Minot State homepage and click on Current Students, then E-mail. You can also log in directly from http://mail.office365.com. To sign into your Office365 Webmail, enter your email address as your login, i.e., UserID@ndus.edu. For example, if your name is Sally Smith and the User ID you claimed from Campus Connection is sally.j.smith, your Office 365 login is sally.j.smith@ndus.edu. The password is the same as Campus Connection. In addition to your main UserID@ndus.edu address you will also receive mail sent to the alias of UserID@minotstateu.edu.

Now that you have access to Office365, you also have access to Microsoft Office 365 ProPlus at no charge to you for Mac, PC and mobile devices. ProPlus includes Microsoft Word, Excel, PowerPoint, OneNote, Outlook, etc. Go to http://portal.office.com and click on the “Install Office” link. Your license is valid for as long as you are a student.

Online Courses (Blackboard)
Minot State University Online offers fully online undergraduate and graduate degrees, certificate programs, and 200+ courses. Access to Blackboard is available from the University homepage. Click Current Students, Blackboard Login.

Wired and Wireless Internet Access
Two data jacks are available in all residence hall and apartment rooms. A Category 5 Ethernet cable is required to connect to the wired network. Wireless hot spots are located across campus. Keep in mind that connecting to the wired network is more reliable and robust. You must authenticate to the wireless network to access the Internet. Select the WLAN ‘eduroam’. Log in using your Campus Connection UserID and password.

Academic Computer Labs
• Hartnett Hall – Foreign Language Lab, Humanities/Writing Lab, Computer Graphics Lab
• Memorial Hall – Nursing Lab/Psychology Lab
• Old Main – Slaaten Center (College of Business), Music Lab
• Swain Hall – Mac Pedagogy Lab, Science/Bioinformatics Lab

Campus Open-Access Labs
• Library – Reference Area/Learning Commons
• Memorial Hall 228 – PC Lab
• Model Hall 116 – PC Lab
• Old Main 314
• Swain Hall – 1st Floor Mac Lab

Computer Labs and Kiosk Locations

Computer Kiosk Locations
• Old Main – 1st floor Study Zone & 3rd floor hallway
• Student Center – 1st floor Atrium & Beaver Dam
• Administration – 2nd & 3rd floors

Printer Kiosk Locations
• Old Main – 1st floor
• Library – 2nd floor
• Student Center – 1st floor Atrium & Beaver Dam
• Hartnett Hall – 3rd floor
• Cyril Moore – 2nd floor

Minot State University Public Access Computing
• Open Access Labs
• Computer Kiosks
• Apple PC Lab
• Floor Level Number

Wireless Hotspots (All Buildings)

Department specific computers & software available (Computer Science, Graphic Arts, Nursing, etc.). Map subject to change.
Cable TV
Cable television is available in all residence halls except Campus Heights. Residents of Campus Heights are required to contract with a local carrier for telephone landline and/or Cable TV. A voice landline is available to all other residents for a monthly fee. You provide the telephone and answering machine for voice mail. There is no long distance. You will need to use a calling card to make long distance calls. Courtesy phones are available for local calls or for use in the event of an emergency.

Web Space
Each student is allotted 1000MB of web space to post personal and/or course-related pages to a Website. Users are responsible for backing up any data stored on the web server. Directories may be deleted after a period of inactivity. To gain access to your personal web space, visit http://yourspace.minotstateu.edu. Login with your UserID and password. To upload files, use any file transfer (FTP) program such as Windows Explorer (PC), CoreFTP (PC), and Cyberduck (MAC).

POLICIES
All employees, students, and other users of North Dakota University System computing and network resources shall comply with applicable laws, policies, and procedures. (See Policies section, 1901.2)

Multicultural Centers
MULTICULTURAL CENTER
1st Floor, Student Center
The Multicultural Center is designed to provide a safe and comfortable location for diverse student populations and international students to gather. The center also exists to provide a campus location for the appreciation of diverse populations and cultures.

Throughout the year, the center hosts a number of events that celebrate ethnic and cultural diversity. Events include ethnic food sampling, speakers, films, and other cultural presentations.

NATIVE AMERICAN CULTURAL CENTER
3rd Floor, Student Center
701-858-3365 • www.MinotStateU.edu/mss/nacc.shtml

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.

Coordination and correspondence with area tribal councils, offices and colleges is also maintained to benefit and support our students.

Campus and community events are developed to promote public awareness, understanding and appreciation of Native American people and their culture. A portion of the Minot State Native American Collection of cultural artifacts is also on display for public viewing.

Office of International Programs
1st Floor, Student Center (near Multicultural Center)
701-858-3978 • www.MinotStateU.edu/international

INTERNATIONAL STUDENTS
If you are a Canadian or International student, you need to be aware of some important information about the United States (U.S.) federal regulations regarding international F-1 students.

Please keep in mind: All Canadians and International students follow the same regulations. If a notice is posted for international students, it will mean Canadians as well.

To enter the U.S. you were issued a SEVIS I-20 and at the border an I-94 was attached by immigration officials. They may have placed the I-94 in your passport if you have one. If you arrived by plane, your I-94 will be electronic. These two forms, the I-20 and the I-94, are extremely important documents you will need every time you leave and re-enter the U.S. Your I-20 should be endorsed by the International Student Coordinator every semester; once before the winter break, and then again before the summer break. If you lose your I-94 you could be charged at the border to replace it. If you lose your I-20, you will need to pay for a new one to be shipped to you. It cannot be faxed or emailed.

Anytime you travel inside or outside of the U.S., always have in your possession your SEVIS I-20 and I-94. You can be stopped at any time and asked to verify that you are in the country legally, or entering legally. If you do not have the proper documents, the process can be very time consuming, possibly expensive, and very frustrating.

The U.S. Customs and Border Patrol and the Department of Homeland Security can, and often do, change policies regarding international students, without notice. Keep abreast of any policy changes, as it is vital that you have the proper forms while attending school in the U.S. It is your responsibility to stay informed, not the school’s responsibility to inform you.

IMPORTANT REQUIREMENTS IN MAINTAINING IMMIGRATION STATUS
Credit Load: U.S. Customs and Immigration Services (U.S.C.I.S.) require that undergraduates COMPLETE no less than 12 credits per semester. Any student who finds it necessary to take less than a full load should contact the International Student Coordinator in the Office of International Programs before dropping their full time course load. Only three on-line credits can count toward a full-time load.

I-20 Forms: This is the document for the International (F-1) students and their dependents. F-1 students are given four years to complete a program of study. If the program takes longer, the I-20 can be extended for one year at a time before the program end date. The form is endorsed twice a year, confirming your student status. You should expect to leave your I-20 at the Office of International Programs at least 48 hours prior to departure from the U.S.

Change of Address/Major: Federal regulations specify that all F-1 students must have their current U.S. address on file in SEVIS.
The same regulations apply to your intended program of study. Each time you change your address, phone number, or your major, you must contact the Office of International Programs by email and report those changes immediately.

**Maintaining Student Status:** International and Canadian students are subject to federal, state, and local laws, both on and off campus. Students convicted of any violations will be subject to review by Immigration and Customs Enforcement agents to determine eligibility to stay in the U.S. Students may lose their status for a variety of reasons including:
- Remaining in the U.S. beyond the time authorized
- Failing to apply for an extension of stay or transfer as required
- Failing to attend school or failing to complete a full course of study
- Working illegally
- Being convicted of an offense involving moral turpitude
- Failing to depart within 60 days of completion of studies
- Obtaining any form of U.S. Government assistance that would render the student a "public charge."

**REQUIREMENTS FOR EMPLOYMENT**
U.S.C.I.S. regulations provide some opportunities for Canadian and international students to work. Working improperly or without authorization is a serious violation of your status. It is your responsibility to comply with all immigration regulations that apply to F-1 students.

**On-Campus Employment:**
Canadian and International students at Minot State are eligible to work on-campus, up to 18 hours during any given week, while classes are in session. Minot State University defines a work week as Sunday through Saturday. The 18 hour-per-week limit on employment applies to all types of on-campus employment (including Residence Hall Assistants), and 18 hours is not an average but a strict limit. When school is not in session (i.e. spring break, summer break, etc.) students are allowed to work 38 hours each week.

**Curricular Practical Training (CPT):**
CPT takes place off-campus and is an integral component to an educational program (internship-practicum-clinical-student teaching or training related to the program of study). In order for CPT to be authorized, the student must receive an offer letter from the organization where the training is to take place, and approval from the academic department certifying that the training is deemed an integral part of the students curriculum. CPT can be part of a course taken for academic credit, or it can be employment/training required of all degree candidates for a particular major. Students should work closely with the International Student Coordinator on the authorization process BEFORE starting any off-campus employment opportunity.

**Optional Practical Training (OPT):**
OPT allows students to engage in off-campus employment for 12 months. OPT is defined as "temporary employment for practical training directly related to a student’s major area of study." The idea is that you can gain practical experience in your field of study to round out your academic experience before returning to your home country. Therefore, the work must be in your field of study and it must be at the level of your education. Many students do this after they graduate. Speak to the International Student Coordinator early in your final semester if you want to apply.

**Volunteering:**
International students may not volunteer to work a job that is normally a paid position, nor are they allowed by immigration regulations to trade a service (i.e. babysitting, yard work, housesitting, etc.) in exchange for any type of compensation (i.e. food, housing, small gifts, etc.). Doing so is illegal and grounds for termination of student status. For the purposes of your student status requirements, you should consider any activity to be "employment" if any type of compensation is exchanged for performing a task or providing a service.

Please note: The information provided in this section is only an introduction to your responsibilities as an international student. For more detailed information, refer to the International Student Orientation Manual provided by the Office of International Programs.

**STUDY ABROAD**
Stop by the Office of International Programs to learn more about the exciting opportunities to Explore the World with Minot State University!
1. **Study Abroad gives you an opportunity to travel.**
2. **Expand your world view by experiencing new customs, holidays, foods, art, music and politics firsthand.**
3. **Learn a different language (and become fluent).**
4. **Increase the value of your degree.**
5. **Enhance your employment opportunities.**
6. **It’s fun!**

If you are interested in Studying Abroad, here are the steps you should take:
1. **Visit the Office of International Programs.** During an advising session you will get an overview of the programs available and the process of applying to them.
2. **Meet with your academic advisor.** Let them know that you would like to study abroad during your time at Minot State so they can help you determine the best time to fit it into your academic plan. Your advisor might also suggest courses that you could take while abroad to continue gaining credit towards graduation.
3. **Select a Study Abroad Program.** You can choose from semester, academic year and summer programs, as well as exchange programs with Minot State’s international partner institutions.
4. **Apply!** Pick up a Study Abroad Application from the Office of International Programs, or download it from the International Programs Web site.

**Application Deadlines**
- **February 15...... Fall Semester & Academic Year**
- **September 15 ...... Spring Semester**
- **February 15........ Summer**

**Program Requirements**
GPA of 2.5 or higher, and sophomore status (24 credits), with the exception of some summer study tours.
Myths about Studying Abroad

• Myth #1: Studying Abroad is too expensive. It’s actually very affordable! As a Minot State student, financial aid goes with you! Also, many of our programs are “exchanges” meaning Minot State tuition is paid here, and you study there.

• Myth #2: I won’t graduate on time if I study abroad. Working with your advisor and planning ahead ensures smooth transfer and application of credit. Courses taken abroad can be applied to your major, minor, generals or electives. In addition, you can choose a duration that fits your academic schedule: year-long, semester or summer!

• Myth #3: You have to know another language. There are many study abroad programs that require no prior foreign language instruction. Other programs require just one semester of a language before you depart. Our programs are open to students of all majors, and social sciences, business, humanities, and art students go abroad now more than ever. Though we strongly encourage language study as part of your overall education, there are plenty of options for those with no foreign language skills.

Parking

1st Floor atrium, Student Center
701-858-3318 • msu.parking@minotstateu.edu
www.MinotStateU.edu/parking

ENFORCEMENT HOURS

Monday – Friday 8 a.m. – 4:30 p.m.; 12 months per year

Go to www.MinotStateU.edu/parking to read the most current regulations and view a parking map of the University.

Information is presented as a guideline for the operation of vehicles by students and employees on the campus of Minot State University (Minot State). The term “vehicle” includes automobiles, trucks, motorcycles, motor scooters, motor bikes, and any other powered vehicle which operates on land.

APPEALS

Please visit our website to access the appeal form, or a form may be picked up from the Parking Office.

POWER Center

2nd and 3rd Floor, Student Center
701-858-4047 • www.MinotStateU.edu/power

The POWER Center helps students achieve academic, personal, and professional success. Services provided include: academic coaching, tutoring, academic advising, career exploration, financial aid and budgeting education, and workshops to help promote better study skills, ward off test anxiety, and keep you motivated, involved and engaged. Funded by two TRiO Student Support Services grants from the U.S. Department of Education, the program is open to 310 United States citizens who are working toward their first bachelor’s degree and meet at least one of the following criteria:

• You are a first-generation college student (neither parent or guardian has completed a four-year college degree) OR

• You are income eligible (your family taxable income is within 150% of federally determined guidelines) OR

• You have a documented disability

To see if you qualify for the POWER program, please fill out an application and return it to the POWER Center’s 2nd floor office.

Registrar’s Office

1st Floor, Administration Building
701-858-3345 • www.MinotStateU.edu/records

What does the Registrar’s Office do?

• Maintain all academic records

What can the Registrar’s Office do for you?

• Process add/drop slips
• Assist with Campus Connection
• Approve and process course overload requests (19 or more credits)
• Verify enrollment, grades and degrees
• Post grades and degrees
• Issue official transcripts (service charge required)
• Process transfer credits
• Process forms including student directory and application for graduation
• Answer questions related to academic policies and procedures

CAMPUS CONNECTION

What is Campus Connection?

It is a service portal for all North Dakota University System students. Campus Connection makes it possible for you to access your records 7 days per week, 24 hours per day. It is designed for student self-service. Campus Connection is used to review personal academic records, register and drop courses, view financial information, view grades, view unofficial transcript, etc.

How do I use Campus Connection?

Various training materials have been and will continue to be developed and are located online at www.MinotStateU.edu/cc/cc_V9.shtml.

COURSE REGISTRATION

Registration for the next semester takes place over the course of a week during the current semester. Registration priority is determined by the number of credits completed. Students may not register earlier than their assigned time, but they may register through the last day to add. Refer to the schedule of classes published at least two weeks before registration begins on Campus Connection or through the Registrar’s Office for specific information on course offerings and registration procedures. Instructions for using online registration are available at www.MinotStateU.edu/cc/cc_V9.shtml.

ADDING COURSES

How do I add a course?

Courses can be added using Campus Connection through the seventh day of a regular 16-week course in fall/spring and through the fourth day of the summer session or 8-week course. For detailed instructions on how to add a course through Campus Connection go to the training materials web site at www.MinotStateU.edu/cc/cc_V9.shtml.
How do I add a course that is full or restricted?
If the instructor approves the request, a Petition to Add form must be completed, signed by the course instructor, stamped by the course’s department to authenticate the signature, and brought to the Registrar’s Office for processing.

Whose signatures are required and when?
Instructor signatures and department stamps are always required on a Petition to Add form no matter what time in the semester. However, the department chair’s signature is also required after the last day to add a course has passed and unusual circumstances exist. All Petition to Add forms must be processed by the Friday prior to the first day of final exams.

How do I register for more than 18 credits?
A Course Overload form must be completed and submitted to the Registrar’s Office. Advisor and department chair consent is required to register for 19–22 credits. A minimum cumulative GPA of 3.0 is required. No exceptions will be granted.

DROPPING COURSES
How do I drop a course?
Courses can be dropped using Campus Connection through the last business day of the 12th week for a regular 16-week session in fall/spring and the last business day of the sixth week for a summer or 8-week session. For detailed instructions on how to drop a course through Campus Connection go to the training materials web site at www.MinotStateU.edu/cc/cc_V9.shtml.

When will a grade of “W” show on my transcript?
A grade of “W” will be recorded on the official Minot State University transcript if the class is dropped after the seventh class day of a 16-week fall/spring session or the fourth class day of the summer and 8-week session (i.e. the last day to drop and receive a 100% refund). The grade of “W” will not affect your grade point average.

What if I need to drop a course after the last day to drop?
Students who fail to drop a course by the official drop date (last business day of the 12th week for a regular 16-week session in fall/spring and the last business day of the sixth week for summer or 8-week session) may apply for a late course drop due to extenuating circumstances. If the instructor will approve the request, a Petition to Add form must be completed (see adding courses). Instructor signatures and department stamps are always required after the last day to add a course has passed and unusual circumstances exist. Petition to Add forms must be processed by the Friday prior to the first day of final exams.

What if I want to drop all my courses?
Each student is held accountable for those courses selected at the time of registration. However, a student may be administratively removed from a course(s) in two ways:
1. Failure to attend any of the first three hours of class meeting time of a registered course (see Part Two: Policies, Attendance Policy)
2. Failure to pay or make arrangements to pay tuition

Who do I contact if I am dropped from my course(s)?
1. Contact the instructor of the course if dropped for non-attendance. If the instructor will allow you back into the course, a Petition to Add form must be completed (see adding courses).
2. Contact the Business Office if dropped for non-payment of tuition.

COURSE WAITLISTS
What does it mean to be on a waitlist for a course?
A waitlist allows a student to indicate an interest in a course that is presently full.

How do I get on the waitlist?
Students can add themselves to a waitlist using Campus Connection through the third day of a regular 16 week course in fall/spring by registering for a course and selecting the “Waitlist if class is full” box. Not all courses have a waitlist option.

When do I find out if I am registered for the course?
If a seat becomes available, the first eligible student on the waitlist will be automatically enrolled in the course and will receive an email detailing the change. Students are responsible for checking their schedules to determine whether they have been moved from the waitlist to enrolled.

How do I remove myself from the waitlist?
If a student no longer wants to wait for a seat to become available, he/she must drop the course using Campus Connection (see dropping courses).

Who do I contact if I still have questions on course waitlists?
Contact the Registrar’s Office at 701-858-3345 or the course instructor.

GRADING
How is my GPA (grade point average) calculated?
Honor points (HP) are earned for each grade (i.e. A = 4HP, B = 3HP, C = 2HP, D = 1HP and F = 0HP). Honor points are given for each credit. For example, if an A (4HP) is earned in a 4 credit course the total honor points for that course is 4 X 4 = 16. To calculate GPA, 16 is divided by the total earned credits, which is 4 in this case. The GPA is a 4.0.

Another example:
ENGL 110 – 3 CR – A (4HP per credit) = 12 HP
ENGL 120 – 3 CR – B (3HP per credit) = 9 HP
COMM 110 – 3CR – B (3HP per credit) = 9 HP
9 total credits earned with 30 HP
30 divided by 9 = 3.34 GPA

What is an Incomplete “I” grade?
An incomplete may be given to the student who has been in attendance, has done satisfactory work (C or better) during the term, and whose work is incomplete for reasons found to be...
satisfactory to the instructor. An incomplete will allow the student to make up or redo an assignment in an attempt to earn a higher grade. A Course Completion Agreement detailing the work to be completed and expected completion date must be signed and dated by both the student and instructor. The original copy of the agreement must be submitted to the Registrar’s Office by the grade submission deadline. If a grade change is not received by the Registrar’s Office prior to the first Monday of the following month of the assignment completion date, the “I” will be automatically changed to the official grade as assigned on the agreement.

When will final grades be available?
Students may access their final grades through Campus Connection approximately one week following the close of the term. Discrepancies on transcripts must be brought to the attention of the Registrar’s Office within one year of the term in question.

What is the process to repeat a course for a better grade?
Students may repeat courses taken at Minot State or those originally taken at another institution, but should be aware of the following guidelines:
• All courses must be repeated through Minot State for an improved grade. Repeating a course at another institution will average both grades in GPA calculations. Both grades will be maintained on the student’s transcript. Transfer courses must be equated to Minot State courses and must have been completed prior to enrolling at Minot State to be eligible for the repeat policy.
• When repeating a course through Minot State, the most recent grade will be included in GPA calculations.
• Courses that have been failed in a face-to-face format cannot be repeated via correspondence.
• Students cannot repeat courses for an improved GPA after a degree has been posted.
• Transcripts will automatically reflect repeated courses upon conclusion of a semester. Students are asked to contact the Registrar’s Office if they believe a repeated course has not been properly identified as a repeat on the transcript due to changes in course title or course numbering.

The student who wants to repeat a course no longer offered in the college curriculum must obtain permission to substitute a currently offered course from the chairperson of the division or department responsible for the original course.

Are grades available before my final grade is posted to my transcript?
Faculty members are required to report midterm grades for all undergraduate students. Ds, Fs, and Us are considered deficient grades. Students can access their midterm grades via Campus Connection under the Grades choice in the drop down box. Students with deficient mid-term grades are encouraged to seek assistance from their instructors or other support services on the campus available to them. As a last resort, students have the option of dropping the course.

Note: Midterm grades are not a part of the student’s official record, and they will not appear on the student’s transcript.

What needs to be done to appeal a grade?
A student who fails to withdraw from school or who fails to drop a course prior to the first day of finals is directed to the Student Rights Committee for individual review. Appeals are only granted for extenuating circumstances that are related to the term(s) being appealed.

Requests to the Student Rights Committee must be in writing, and it is the responsibility of the student to provide evidence supporting his/her request. The decision of the Student Rights Committee is considered final.

Information is available and requests are submitted through the Registrar’s Office on the first floor of the Administration Building or at www.MinotStateU.edu > Students > Student Support Services > Registrar’s Office > Forms > Grade Appeals Form.

What happens if I have a poor GPA?
Every student is expected to maintain satisfactory academic progress. For more information on grading options, academic reassessment, GPAs, academic progress requirements and general information related to policies and procedures please review the 2017–18 undergraduate catalog, found at https://MinotStateU.edu/catalog_u.

GRADUATION REQUIREMENTS – GENERAL EDUCATION

What is General Education?
General Education courses are required courses that all baccalaureate degree students must complete. These courses may be used to complete the requirements of majors, minors or concentrations and must be taken for a letter grade. Students are expected to study broadly beyond their areas of specialization.

How do I complete the General Education Requirements (GER)?
1. Successfully complete the 38-credit GER as specified in the catalog, using online, distance, or on-campus courses.
2. Successfully pass AP/CLEP/DANTES (inquire at the Registrar’s Office or department exams (inquire at the department).
3. Successfully complete the GER of another North Dakota institution under the terms of the North Dakota University System General Education Transfer Agreement (GERTA). Specifics on GERTA can be found in the Minot State University Catalog or at www.ndus.edu/employees/articulation-transfer/gerta-guides-request-form/.
4. Successfully pass approved transferrable courses at other accredited institutions.

Where do I find a list of approved General Education courses?
1. Minot State University undergraduate catalog
2. Online: www.MinotStateU.edu/ge (student worksheet available)
3. Department or advisor of your chosen major

Important Tips for Students
• Review the undergraduate catalog for policies, procedures, graduation requirements and program requirements. Although academic advisors are here to help, it is important for students to realize that the ultimate responsibility for meeting all graduation requirements is their own.
• Check your Minot State University email account; all campus correspondence is sent to this account. Having trouble accessing
RESIDENCE HALLS
Each residence hall has lounge areas for recreation and entertaining, laundry facilities, and a small kitchen area for personal cooking. Unless otherwise noted, each room has two beds, a desk and shelving unit, a closet, and dresser drawers. All residence halls are co-ed. Cook, Dakota and McCulloch are community style living while Lura and Crane are arranged in suites (two double rooms and a private bath per suite). Room and board rates range from $6,404 to $6,997* for double occupancy with an unlimited dining plan. Single occupancy is available as space provides, based on a first come, first served basis for an additional charge.

* Rental rates are subject to change, per action by the Board of Higher Education.

APARTMENTS (for students 21 and older)
A $35.00 non-refundable application fee is required to have your name placed on the apartment waiting list. The first month’s rent is required upon acceptance of the apartment assignment. Lease agreements are month-to-month. Additional summer lease agreements are available. Visit www.MinotStateU.edu/life/apartment-housing/index.shtml to view current rental rates. All apartments are tobacco free effective January 1, 2009.

Pioneer Hall: There are 40 one-bedroom apartments in Pioneer Hall, where priority is given to full-time students that are married and over the age of 21. Single students may also live in Pioneer Hall. Four units are designated for those with accessibility needs. Each of the upper three floors has twelve one-bedroom apartments. These apartments are unfurnished except for stove, refrigerator, and drapes.

Campus Heights: There are 30 student apartments in Campus Heights, two of which are designed for persons with accessibility needs. Each floor has four two-bedroom apartments and six efficiency apartments. Priority for two-bedroom apartments is given to those who have dependents in their care. The efficiency apartments have no separate bedroom. These apartments are unfurnished except for stove, refrigerator, and blinds.

The Student Center is a multi-use facility, utilized by students, faculty, staff, and the community. The Student Center is located in the “heart of campus” providing many different services, conveniences and leisure activities to enhance the quality of life for students on campus. A few of the services that are provided include: campus dining, ATM, computer stations, swimming pool, newspapers, convenience store, billiards, and the Beaver Dam. The Student Center is also a great place to relax, study, and meet people.

The Student Center houses meeting spaces and the Conference Center for registered student organizations, campus departments, and businesses from the community. Reservations for meeting rooms are made through the Student Center Director’s office, located on the second level. The Barnes & Noble Bookstore is located on the lower level. Also housed in the Student Center are the offices of Alumni & Advancement, Multicultural Center, Native American Cultural Center, Career Center, POWER Center, Student Government Association, Post Office, Marketing Office, and Sodexo, the contracted food service provider. All levels of the Student Center are handicap accessible, with entrances located on the east and west sides of the building.

Student Government Association
2nd Floor Student Center
701-858-3091 • www.MinotStateU.edu/sga

The Minot State Student Government Association is the governing body for the students at Minot State University. It consists of four officers, and senators representing the academic colleges, residence halls, graduate school, and freshman class. The Student Government Association (SGA) is responsible for planning the various social activities around campus and requires input from all members. SGA is the chief law and policy making organization in the student body. Most aspects of change for the students must be brought before the Student Government Association Senate for approval. Much like our Federal Government our Student Government Association acts as a governing body for checks and balances for our student body.

At the beginning of every year the Student Government Association is required to hold an election for two freshmen senators, one general studies senator, one athletic senator, two on-campus senators, two off-campus senators, and one graduate studies senator. If any students students are interested in running for a freshmen senator position, please stop by our office located in the Beaver Dam.

INTRAMURALS
Student Wellness Center • 701-858-4084

There are many athletes recruited to play in various sports at universities, but for every student recruited, there are dozens of students who like playing sports but might not want the added pressure or responsibility of playing varsity sports. Intramurals gives all Minot State students the opportunity to compete in a variety of different sports without the pressure of competing at a varsity level. Minot State Intramurals provide at least three leagues which could include volleyball, flag football, basketball, and bowling. It also provides at least one tournament each semester which could be softball, dodge ball, or billiards. If you are interested in participating in intramurals or have any questions, please stop by the Student Wellness Center and visit with one of the staff.
Student Health Clinic
Lura Manor, Lower Level, South Entrance
701-858-3371 • www.MinotStateU.edu/health
Hours: Monday–Friday, 8:00 a.m. – 4:30 p.m.
(appointments preferred, walk-ins welcome)

MISSION
To enhance student learning by promoting a healthy lifestyle, reducing risk behaviors, and providing health education to Minot State University students.

GOALS
The goal of the Student Health Clinic is to improve the status of health and the quality of life of the Minot State students as they plan for the future. Focus is on:
1. Health promotion
2. Risk reduction through surveillance and control of health hazards
3. Health education
4. Referral to other campus or community services as needs are identified

PROFESSIONAL STAFF
The Student Health Clinic is staffed by a health care provider and licensed nurses with the support of the UND Center for Family Medicine residents. The health care provider is nationally certified and licensed in North Dakota. The health care provider will diagnose and treat a variety of acute health problems in an ambulatory clinic setting and make referrals to specialized health care providers as indicated by the health care needs of the students.

Campus health care is intended to supplement private health care. It is not intended to provide comprehensive medical care. Optometry and dental services are not provided.

SERVICES PROVIDED
At the discretion of the Director of the Student Health Clinic and/or the health care provider services provided include but are not limited to:
• Treatment of illnesses, injuries and other conditions
• Sports/employment physicals
• Women’s health care
  – Birth control
  – Pap smears
  – Pregnancy testing
• Immune screens (Measles, Mumps, Rubella, and Varicella)
• Immunization program:
  – HPV
  – MMR
  – Tetanus
  – Hepatitis
  – Influenza
  – Meningitis
  – Pneumococcal
• Sexually transmitted disease testing and treatment:
  – Gonorrhea
  – Chlamydia
  – HIV
  – Hepatitis C
• Urinalysis
• Blood draws
• Co-management of pre-existing conditions with student’s physician
• Blood pressure monitoring
• Laboratory work sent to a selected laboratory (patient pays cost of lab fee and testing)
• Health education
• Tuberculosis (TB skin test and Quantiferon Gold)
• Reporting required illnesses to public health agencies
• Reporting required injuries/crimes to public safety agencies, including rape, sexual assault, and domestic violence
• Preparation and maintenance of medical records

MINOT STATE STUDENT HEALTH PORTAL
Access the Minot State Student Health Portal at https://minotsu.medicalconnect.com. Log in using your Campus Connection username and password to:
• Secure communication with the Student Health Clinic
• Upload and submit required immunizations, TB (tuberculosis) Screening form, and Parent Consent for minor form
• Obtain immunization records
• Schedule, reschedule, or cancel appointments
• Complete health history forms, i.e. Tuberculosis Screening, STD screening, and annual physicals
• Access patient education materials

FUNDING
The Student Health Clinic is funded through the Student Activity Fee. There is no charge for an on-campus consultation with the health care staff. Students are responsible for any additional expenses for such services as procedures, diagnostic tests, radiology, laboratory, and other fees.

For more information about NDUS Immunization Requirements and Student Health Clinic Services, go to www.MinotStateU.edu/health.

Student Organizations
Student organizations play an important role in student development on the campus of Minot State University. Forming an organization can be a challenging, but very rewarding process. To ensure success, the Office of Student Activities has designed a process that will help your group form a solid foundation so that your organization can flourish and provide valuable experiences to your fellow students. Follow these steps to get started!

1. Fill out an ‘Intent to Organize’ application with the Student Activities Coordinator.
2. Select an advisor and provide a roster of ten students members.
3. Draft a club constitution and mission statement. A sample document is available upon request.
4. Schedule a meeting with the Student Welfare Committee for approval of the club constitution. At that time, it will also be determined whether your organization is eligible for funding.
5. Request a campus account from the Business Office.
6. Be active and engaged in the Minot State community!
<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Club Email</th>
<th>Advisor Information</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Club</td>
<td><a href="mailto:accountingclub@minotstateu.edu">accountingclub@minotstateu.edu</a></td>
<td>Jay Wahlund – Main 301C</td>
<td>3207</td>
</tr>
<tr>
<td>Active Minds</td>
<td><a href="mailto:activeminds@minotstateu.edu">activeminds@minotstateu.edu</a></td>
<td>Johnna Torr – POWER Center</td>
<td>4042</td>
</tr>
<tr>
<td>American Chemical Society</td>
<td><a href="mailto:ACS@minotstateu.edu">ACS@minotstateu.edu</a></td>
<td>Dr. Mikhail Bobylev – Moore 329</td>
<td>3066</td>
</tr>
<tr>
<td>Art Club</td>
<td><a href="mailto:artclub@minotstateu.edu">artclub@minotstateu.edu</a></td>
<td>Dr. Andrea Donovan – Hartnett 140W</td>
<td>3819</td>
</tr>
<tr>
<td>Augite – Geology Club</td>
<td><a href="mailto:augite@minotstateu.edu">augite@minotstateu.edu</a></td>
<td>Dr. John Webster – Moore 121</td>
<td>3873</td>
</tr>
<tr>
<td>Band Club</td>
<td><a href="mailto:bandclub@minotstateu.edu">bandclub@minotstateu.edu</a></td>
<td>Chuck Barney – Main 310C</td>
<td>3019</td>
</tr>
<tr>
<td>Beavers on Business</td>
<td><a href="mailto:bob@minotstateu.edu">bob@minotstateu.edu</a></td>
<td>Dr. David Rolandson – Main 112</td>
<td>3195</td>
</tr>
<tr>
<td>Beta Theta Sorority</td>
<td><a href="mailto:betatheta@minotstateu.edu">betatheta@minotstateu.edu</a></td>
<td>Heather Lee – Memorial 210E</td>
<td>4248</td>
</tr>
<tr>
<td>Biology Club</td>
<td><a href="mailto:clubbiology@minotstateu.edu">clubbiology@minotstateu.edu</a></td>
<td>Dr. Heidi Super – Moore 217</td>
<td>3079</td>
</tr>
<tr>
<td>Campus Players</td>
<td><a href="mailto:campusplayers@minotstateu.edu">campusplayers@minotstateu.edu</a></td>
<td>Dr. Aili Smith – Hartnett 134W</td>
<td>3865</td>
</tr>
<tr>
<td>Chi Alpha</td>
<td><a href="mailto:chialpha@minotstateu.edu">chialpha@minotstateu.edu</a></td>
<td>Dr. Gary Ross – Main 307A</td>
<td>3291</td>
</tr>
<tr>
<td>College Democrats</td>
<td>TBA</td>
<td>Dr. Harry Hoffman – Main 201D</td>
<td>3284</td>
</tr>
<tr>
<td>Computer Science Club</td>
<td><a href="mailto:computerscienceclub@minotstateu.edu">computerscienceclub@minotstateu.edu</a></td>
<td>Scott Kast – Model 308</td>
<td>3081</td>
</tr>
<tr>
<td>Criminal Justice Club</td>
<td><a href="mailto:criminaljusticeclub@minotstateu.edu">criminaljusticeclub@minotstateu.edu</a></td>
<td>Melissa Spechlan – Memorial 408</td>
<td>3465</td>
</tr>
<tr>
<td>CRU</td>
<td><a href="mailto:minotcru@minotstateu.edu">minotcru@minotstateu.edu</a></td>
<td>Jay Wahlund – Main 301C</td>
<td>3207</td>
</tr>
<tr>
<td>Dance &amp; Cheer Team</td>
<td><a href="mailto:cheersquad@minotstateu.edu">cheersquad@minotstateu.edu</a></td>
<td>Roberta Abernathy – Dome</td>
<td>3042</td>
</tr>
<tr>
<td>DECA</td>
<td><a href="mailto:dec@minotstateu.edu">dec@minotstateu.edu</a></td>
<td>Megan Fixen – Main 301K</td>
<td>3194</td>
</tr>
<tr>
<td>English Club</td>
<td><a href="mailto:englishclub@minotstateu.edu">englishclub@minotstateu.edu</a></td>
<td>Sarah Aleshire – Hartnett 137W</td>
<td>3395</td>
</tr>
<tr>
<td>Entrepreneurship Club</td>
<td><a href="mailto:entrepreneurship@minotstateu.edu">entrepreneurship@minotstateu.edu</a></td>
<td>Chuck Barney – Main 310C</td>
<td>3019</td>
</tr>
<tr>
<td>Finance Club</td>
<td><a href="mailto:finance.club@minotstateu.edu">finance.club@minotstateu.edu</a></td>
<td>Jerry Stai – Main 315C</td>
<td>3289</td>
</tr>
<tr>
<td>French Club</td>
<td><a href="mailto:french.club@minotstateu.edu">french.club@minotstateu.edu</a></td>
<td>TBA</td>
<td>TBD</td>
</tr>
<tr>
<td>German Club</td>
<td><a href="mailto:germancub@minotstateu.edu">germancub@minotstateu.edu</a></td>
<td>Dr. Jean-Francois Mondon – Hartnett 324W</td>
<td>3093</td>
</tr>
<tr>
<td>Honors Society</td>
<td><a href="mailto:honors@minotstateu.edu">honors@minotstateu.edu</a></td>
<td>Jessica Smestad – Model 108</td>
<td>4039</td>
</tr>
<tr>
<td>International Student Club</td>
<td><a href="mailto:internationalclub@minotstateu.edu">internationalclub@minotstateu.edu</a></td>
<td>Kaitlyn Anderson – Student Center, 1st floor</td>
<td>4645</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td><a href="mailto:intramurals@minotstateu.edu">intramurals@minotstateu.edu</a></td>
<td>Courtenay Burchard – Wellness Center</td>
<td>4082</td>
</tr>
<tr>
<td>Latter-day Saint Student Association</td>
<td><a href="mailto:LDSSA@minotstateu.edu">LDSSA@minotstateu.edu</a></td>
<td>Teresa Slack – Library</td>
<td>3858</td>
</tr>
<tr>
<td>League of Social Sciences</td>
<td><a href="mailto:LLSClub@minotstateu.edu">LLSClub@minotstateu.edu</a></td>
<td>Dr. Jynette Larshus – Main 201E</td>
<td>4324</td>
</tr>
<tr>
<td>Lutheran Campus Ministry</td>
<td><a href="mailto:LCM@minotstateu.edu">LCM@minotstateu.edu</a></td>
<td>Anna Dykeman – Wellness Center, 2nd floor</td>
<td>4170</td>
</tr>
<tr>
<td>Media Ink</td>
<td><a href="mailto:mediaink@minotstateu.edu">mediaink@minotstateu.edu</a></td>
<td>Dr. Christina Paxman – Hartnett 144W</td>
<td>4238</td>
</tr>
<tr>
<td>Men’s Club Hockey</td>
<td><a href="mailto:hockey@minotstateu.edu">hockey@minotstateu.edu</a></td>
<td>Tawyna Bernsdorf – Main 302F</td>
<td>3307</td>
</tr>
<tr>
<td>MSCOPE – Physical Education</td>
<td><a href="mailto:MSCOPE@minotstateu.edu">MSCOPE@minotstateu.edu</a></td>
<td>Dr. Terry Eckmann – Main 201C</td>
<td>3155</td>
</tr>
<tr>
<td>MSU Life (Student Activities)</td>
<td><a href="mailto:msulife@minotstateu.edu">msulife@minotstateu.edu</a></td>
<td>Aaron Hughes – Student Center, 2nd floor</td>
<td>3987</td>
</tr>
<tr>
<td>Mu Sigma Tau Fraternity</td>
<td><a href="mailto:musigtmtau@minotstateu.edu">musigtmtau@minotstateu.edu</a></td>
<td>Jerry Stai – Main 315C</td>
<td>3289</td>
</tr>
<tr>
<td>Muslim Student Association</td>
<td><a href="mailto:MSA@minotstateu.edu">MSA@minotstateu.edu</a></td>
<td>Dr. Hasan Buke – Memorial 400B</td>
<td>3465</td>
</tr>
<tr>
<td>National Association for Music Educators</td>
<td><a href="mailto:NAFME@minotstateu.edu">NAFME@minotstateu.edu</a></td>
<td>Dr. Rebecca Petrak – Main 126</td>
<td>3837</td>
</tr>
<tr>
<td>National Student Speech Language &amp; Hearing</td>
<td>(NSSLHA)</td>
<td>Dr. Ann Beste-Guldberg – Memorial 116C</td>
<td>3046</td>
</tr>
<tr>
<td>Native American Cultural Awareness Club</td>
<td><a href="mailto:NACC@minotstateu.edu">NACC@minotstateu.edu</a></td>
<td>Annette Mennem – Student Center 305</td>
<td>3365</td>
</tr>
<tr>
<td>Nursing Students Association</td>
<td><a href="mailto:NSA@minotstateu.edu">NSA@minotstateu.edu</a></td>
<td>Kim Tiedman – Memorial 410</td>
<td>4453</td>
</tr>
<tr>
<td>Organization of Athletic Trainers (OATS)</td>
<td><a href="mailto:OATS@minotstateu.edu">OATS@minotstateu.edu</a></td>
<td>Dr. Jaci Reep-Jarmin – Memorial 325</td>
<td>4304</td>
</tr>
<tr>
<td>Pacesetters</td>
<td><a href="mailto:pacesetters@minotstateu.edu">pacesetters@minotstateu.edu</a></td>
<td>Dr. Heather Golly – Swain 108E</td>
<td>3276</td>
</tr>
<tr>
<td>PAWS (Providing Animal Welfare &amp; Science)</td>
<td><a href="mailto:PAWS@minotstateu.edu">PAWS@minotstateu.edu</a></td>
<td>Dr. Stewart Kelly – Main 202C</td>
<td>3240</td>
</tr>
<tr>
<td>Percussive Arts Club</td>
<td><a href="mailto:PAC@minotstateu.edu">PAC@minotstateu.edu</a></td>
<td>Naomi Wimburn – Moore 330</td>
<td>3687</td>
</tr>
<tr>
<td>Phi Beta Lambda (PBL)</td>
<td><a href="mailto:PBL@minotstateu.edu">PBL@minotstateu.edu</a></td>
<td>Avis Veikley – Hartnett 234W</td>
<td>3264</td>
</tr>
<tr>
<td>Pi Omega Pi (Business Information Technology)</td>
<td><a href="mailto:pi.omega.pi@minotstateu.edu">pi.omega.pi@minotstateu.edu</a></td>
<td>Jan Repnow – Main 301K</td>
<td>3066</td>
</tr>
<tr>
<td>Prism (LGBTQ)</td>
<td><a href="mailto:gsaclub@minotstateu.edu">gsaclub@minotstateu.edu</a></td>
<td>Sarah Aleshire – Hartnett 137W</td>
<td>3395</td>
</tr>
<tr>
<td>Psychology &amp; Addiction Studies</td>
<td><a href="mailto:PASC@minotstateu.edu">PASC@minotstateu.edu</a></td>
<td>Dr. Vicki Michels – Memorial 230P</td>
<td>3594</td>
</tr>
<tr>
<td>Red &amp; Green (Student Newspaper)</td>
<td><a href="mailto:redgreen@minotstateu.edu">redgreen@minotstateu.edu</a></td>
<td>Dr. Deborah Olson – Memorial 230K</td>
<td>4258</td>
</tr>
<tr>
<td>Residence Hall Association</td>
<td><a href="mailto:RHA@minotstateu.edu">RHA@minotstateu.edu</a></td>
<td>Dr. Michele Arens – Hartnett 141W</td>
<td>3245</td>
</tr>
<tr>
<td>Rotaract Club</td>
<td><a href="mailto:rotaractclub@minotstateu.edu">rotaractclub@minotstateu.edu</a></td>
<td>Camila Van Dyke – Dakota Hall</td>
<td>3584</td>
</tr>
<tr>
<td>Science Club, Beta Gamma Phi</td>
<td><a href="mailto:scienceclub@minotstateu.edu">scienceclub@minotstateu.edu</a></td>
<td>Dr. Robert Cracel – Moore 333B</td>
<td>3852</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Naomi Winburn – Moore 330</td>
<td>3687</td>
</tr>
</tbody>
</table>
Student Wellness Center
Adjacent to the Dome – West side
701-858-4084
www.MinotStateU.edu/wellness

HOURS
Monday – Friday: 6:00 a.m. – 10:00 p.m.
Saturday: 10:00 a.m. – 6:00 p.m.
Sunday: 12:00 p.m. – 8:00 p.m.

The 60,000 square foot facility supports all dimensions of wellness and provides exclusive areas for locker rooms, exercise equipment, weight rooms, intramural gym space, group exercise classes, and rock climbing. The Wellness Center contributes to the university’s commitment to mind, body, and spiritual wellness. It is available to all Minot State students, faculty, and staff.

FITNESS
The Wellness Center is dedicated to providing our students with a variety of fitness services geared towards any skill levels. Students are encouraged to take advantage of the services and all the different types of cardiovascular and strength training equipment.

Cardio equipment includes:
- Treadmills
- Ellipticals
- Stepmill

Weight equipment includes:
- Multipurpose cables
- Free weights
- Rower
- Recumbent & upright bikes
- Upper body ergometer
- Plate loaded strength equipment
- Single station strength equipment

The 35-foot climbing tower extends to all three floors of the Wellness Center. Attached by an archway to a nearby bouldering wall, the climbing structures offer 2,000 square feet of climbing surface, 700 hand holds and a multitude of climbing routes for all levels.

Activity Courts
The Activity Courts are lined for basketball, volleyball, and badminton. The Multi-Activity Court has a special floor to accommodate indoor soccer, floor or roller hockey, or just about any other activity you can imagine.

INTRAMURALs
Intramural sports are organized recreational leagues that allow students to participate in team and individual events and activities. Intramurals promotes wellness, fellowship, sportsmanship, and provides the opportunity for recreational activities. Participating in the intramural program is a great opportunity to develop the essential qualities of leadership, cooperation, communication, planning, self-reliance, and a sense of fair play, while having a good time. Currently enrolled students may participate in as many activities as they wish, on teams or as individuals.

Tutoring Program
E-TUTORING
Taking an online course? The Minot State Writing Center offers email tutoring for those who cannot make it to campus. To participate in e-tutoring, please email us at writing@minotstateu.edu with the following: a copy of your paper in Rich Text Format (RTF), a description of the assignment, the due date, the class and instructor. Also, please tell us the following in your email: Is this a rough draft, a revision or a near final copy? What would you most like to work on with the paper? A tutor will read and respond to your paper by making comments in a different color text. Turn around time is 48 hours. Tutors will not correct every single
mistake in your paper, but they will point out patterns of errors and offer strategies for you to find and fix them yourself. Tutors will NOT rewrite the paper for you, but they will offer suggestions for revision. E-tutoring is a great alternative if you can’t make it to campus during our open hours. This is a FREE service available to all Minot State students.

For more e-tutoring options, see SmarThinking in the Center for Extended Learning section.

University Counseling Center
Lura Manor, Lower Level, South Entrance
701-858-3371 • Fax 701-858-4341
www.MinotStateU.edu/counseling

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Minot State University Counseling Services mission is to empower and advocate for the student’s personal and educational development through short-term counseling and educational outreach.

We want your experiences here to be positive and growth promoting. Personal counseling services provide free, confidential consultation, short-term intervention and referral. Counseling sessions are kept in strict confidence within legal and ethical limits.

The goal of counseling services is to help students develop effective solutions and decision-making capabilities in order to return to their normal functioning as soon as possible. Remember that most people who seek help benefit from treatment. In situations where the problems are long-standing, referrals can be provided for services within the local community.

Counseling services provide help for people who are experiencing emotional problems that interfere with their work or personal lives. Pressures from school, home, and job may accumulate and make it difficult to function effectively in all areas. The onset of sudden change such as job loss, break up of a relationship, or death of a close relative may create emotional problems that interfere with daily living.

Some typical difficulties that students bring to counseling:
• Excessive anxiety for no apparent reason
• Prolonged feelings of despair and unhappiness
• Withdrawal/lack of interest in daily happenings
• Sudden shifts in mood/behavior
• An unusual amount of irritability or suspiciousness towards others
• Eating or sleeping differently
• Drinking too much or taking drugs
• Not working at capacity at school/work, inability to concentrate
• Physical, sexual, emotional abuse by others
• Thinking about suicide

SERVICES
Individual sessions are scheduled for up to 50 minutes at a frequency to be determined by the student and his or her counselor.

You may be referred to the Student Health Clinic, Access Services, another campus office, a local health care provider, a mental health provider or support group in the community and/or a combination of the above. A referral is made when the student prefers to be seen off campus, where the type of problem is not within professional capacity or expertise of the counseling staff, or when long term therapy is indicated.

Psychiatric medication services available. Referrals must come from an Minot State counselor.

SCHEDULING AN APPOINTMENT
Counseling Services are available during fall, spring, and summer semesters, Monday – Friday, 8:00 a.m. – 4:30 p.m. Appointments are preferred. Emergency walk-ins will receive priority and be addressed immediately.

CLIENT RIGHTS
Counseling is a voluntary act. We will do our best to accommodate your needs or to give you an appropriate referral. You have the right to be treated ethically by your counselor. If you have any questions concerning your rights and/or ethical treatment or if you wish to file a complaint, please contact Nancy Mickelson, Campus Counselor, at 701-858-3371; or Kevin Harmon, Vice President for Student Affairs at 701-858-3299.

COMMUNITY RESOURCES
The appropriate response to all campus mental health emergencies is dialing 911 (9-911 from campus phones). You may also call University Counseling Services, Monday through Friday from 8:00 a.m. to 4:30 p.m. After hours, calls will be answered by First Link. On call services are not available.

For after hours care, the following community resources are available 24 hours a day.
• Emergency/Fire/Ambulance...................................................911
• North Central Human Service Center (24-hr emergency) . 857-8500
• Trinity Medical Center ..................................................857-5000
• Emergency Trauma Center ..........................................857-5260
• Domestic Violence Crisis Center (after 5 or weekends) ... 857-2200
• Domestic Violence Crisis Center (daytime) ................... 852-2258

Veterans Center
Dakota Hall, Lower level
701-858-4003 • www.MinotStateU.edu/veterans

The Veterans Center offers a single point of contact for veterans and active duty military personnel, as well as their dependents, to assist them with all aspects of admission to Minot State. Services provided include guidance with, or referrals to, academic and financial assistance as well as to physical and mental health well-being and support.
ARTICLE I – General Provisions

Section 1. Mission
1. The purpose of the Student Government Association shall be to promote the general welfare of the students, increase student involvement within the university, and provide an official voice through which student opinion may be expressed. It is the responsibility of the Student Government Association to foster communication between the students, staff, and administration of Minot State University.

Section 2. Membership
1. Membership in the Student Government Association, hereafter “SGA,” shall consist of all students who have paid activity fees to Minot State University, hereafter “Minot State,” and are currently registered at Minot State. The membership shall be represented by the elected and appointed officials of the SGA.

ARTICLE II – Organization and Officials

Section 1. Student Senate
1. The Student Senate, hereafter “Senate,” in its entirety shall consist of the following officials:
   a. Senators
2. The Executive Board, hereafter “Board,” consisting of the following Executives:
   a. Officers
   b. Advisors
3. All officials of the Senate shall maintain full-time student status.

Section 2. Officers
1. Officers shall consist of the following:
   a. President.
   b. Vice President of Finance.
   c. Vice President of Internal Affairs.
   d. Vice President of Student Outreach.
   e. Vice President of State Affairs.
2. Officers shall be elected to one year terms.

Section 3. Senators
1. Senators shall consist of:
   a. One Senator for every 200 students enrolled in each academic colleges;
   b. One Senator for every 200 students enrolled as Bachelor of General Studies;
   c. The President and Vice President of Residence Hall Association, hereafter “RHA” shall serve as senators;
   d. Two Senators representing students living off-campus; and
   e. Two Senators representing students in the Freshman class.
   f. One Senator representing graduate students.
   g. One Senator representing athletics.
2. Senators shall be elected to one year terms.

Section 4. Advisors
1. An advisor to the SGA shall be a member of the staff, faculty, or administration.
2. Advisors shall be appointed to two-year terms.
3. Advisors shall be non-voting officials.

ARTICLE III – Primary Roles

Section 1. The Senate
1. The Senate shall strive to act in the best interest of the student body, shall have power to act on all matters involving the expenditures of the Association and may delegate powers to the officials and committees, and shall have power to act on matters of discipline with the exception of those proceedings reserved for the Executive Board.

Section 2. General Duties of Officials
1. All officials of the SGA shall:
   a. Uphold an appropriate level of personal and academic conduct to represent Minot State and SGA.
   b. Serve actively on the Senate and relevant committees.
   c. Perform the duties of their office as outlined in the Constitution and By-Laws.
   d. Communicate with the student body as is described in their respective position descriptions. (See Section III of the By-Laws)

Section 3. President and Vice President of Finance
1. The President shall:
   a. Be the official spokesperson and President of the Minot State student body.
   b. Preside over the Senate and other SGA meetings and functions.
2. The Vice President of Finance shall:
   a. Be the financial officer of the SGA.
   b. Perform the duties of the President in the President’s absence or upon request.
   c. Assume the office of President in the event of vacancy.

Section 4. The Executive Board
1. The Executive Board, hereafter “Board,” shall:
   a. Carry out their individual responsibilities while working collectively as a team to represent SGA and the student body.
   b. Provide financial oversight of the SGA.
   c. Make appointments to committees as needed.
   d. Have other powers and responsibilities as prescribed in the Constitution and By-Laws.
Section 5. Senators
1. Senators shall:
   a. Represent the interests of their constituents on the Senate and on committees.

Section 6. Advisors
1. Advisors shall:
   a. Provide leadership, guidance, mentorship, and liaisons.
   b. Facilitate transition of SGA officers and elected senators.
   c. Inform the SGA of infractions of their Constitution, By-Laws, or standing rules.
   d. Represent the SGA in any conflicts with Minot State faculty or staff.

ARTICLE IV – Selection of Officials
Section 1. In General
1. Officials of the SGA shall be selected through election by the student body or through appointment.

Section 2. Elections and Appointments
1. Any degree-seeking student enrolled at Minot State, including candidates for office, may vote in the elections for Officers and/or Senators.
2. The election committee shall facilitate the following elections annually:
   a. The Spring General Election, no later than the final Friday in March.
   b. The Fall Mid-Term Election, no later than the third Senate meeting in the Fall Semester.
3. Directors, Coordinators, and Advisors shall be selected annually by Presidential appointment.

ARTICLE V – Grievances and Removal from Office
1. The Senate shall have the responsibility to utilize impeachment, removal, and disciplinary action within the Senate when such action is necessary and based on formally submitted complaints.

ARTICLE VI – Vacancies
1. A vacancy occurs whenever a member of the Senate is unable to serve due to absence, resignation, removal from office, or lack of student status. The Senate shall have the responsibility to pursue the filling of all such vacancies.

ARTICLE VII– Meetings
Section 1. In General
1. The Senate shall meet no fewer than two times per month during the academic year, except during vacations and exam periods.
2. One-half of the members of the Executive Board shall constitute quorum at meetings of the Executive Board.
3. Except as otherwise provided in this Constitution, one-half of those present plus one shall constitute a majority.
4. All Senate meetings shall be open to all members of the MSU community, unless decided against in advance by the President.

Section 2. Parliamentary Authority
1. Robert’s Rules of Order Newly Revised shall be the parliamentary authority.

ARTICLE VIII – Finances
Section 1. In General
1. The SGA shall be funded through the Student Activity Fee. The Board shall have the authority to utilize the collected monies in such a way that provides a benefit or service to the Minot State student body.

Section 2. Use of Funds
1. Acceptable utilizations of these monies may include, but are not limited to:
   a. Providing on- and/or off-campus entertainment.
   b. Providing intramural sports.
   c. Providing monies for legislative affairs.
   d. Acquiring materials to be used in some capacity as advertising for the SGA.
   e. Delegating the use of a portion of the monies to worthy club and organizations.
   f. Compensating Executives for their service to SGA and the Minot State student body.

ARTICLE IX – Amendment Process and By-Laws
1. All members of the Senate shall be bound by relevant provisions of the SGA Constitution and By-Laws.

ARTICLE X  – Enabling Act
1. This Constitution shall take effect upon approval by two-thirds of the members present at the meeting, assuming quorum is met.

MINOT STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION BY-LAWS
The re-write of 2014-2015.

ARTICLE I  – General Eligibility Of Officials
Section 1. All Candidates
1. Officers of the SGA must maintain no less than a 2.5 cumulative grade point average on a 4.0 scale.
2. Senators of the SGA must maintain no less than a 2.0 cumulative grade point average on a 4.0 scale.
3. Officials of the SGA must carry no less than 12 semester hours.
4. Any official who resigns shall not be eligible to hold office again for one year without gaining approval of the Board.

ARTICLE II  – Committees
Section 1. In General
1. Officials of the Senate that sit on SGA and administrative committees shall provide a report to the Senate regarding the proceedings of these committees.
2. Ad hoc committees may be formed as necessary and prudent.

Section 2. Clubs & Student Organizations (CSO)
1. This committee shall be charged with distributing designated
funds to the clubs and student organizations of Minot State, with approval of the Senate, as it deems appropriate based on the proposals of those clubs and organizations who seek funds and meet all criteria as outlined here and in Article XIII, Section 3.

2. Membership shall include a non-voting advisor and the following voting members:
   a. Chair: Vice President of Finance.
   b. Four or more other members of the SGA.

3. The Chair shall:
   a. Call an initial meeting, no later than six weeks after the semester begins, which one representative from each fund-seeking club or organization must attend.
   b. Call no more than one meeting per month, unless necessary.

4. Each club and organization with a proposal must ensure the following before the proposal will be heard by this committee:
   a. The proposal shall have been submitted electronically one week prior to the initial CSO meeting.
   b. The club or organization’s most current constitution shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting.

Section 3. NDSA Committee
1. This committee’s charge shall be to:
   a. Represent the Minot State student body at the monthly meetings of the North Dakota Student Association, hereafter “NDSA,” with no less than six delegates and provide a report to the Senate.
   b. Organize, host, and facilitate Higher Education Awareness Day in the fall semester of even years, prior to the opening of the North Dakota Legislative session in January.

2. Membership shall include:
   a. Chair: Vice President of State Affairs.
   b. Five or more other Officials of the SGA or current students.

Section 4. Constitutional Review Committee
1. This committee shall be charged with reviewing and revising the SGA Constitution and By-Laws, with approval of the Senate, as necessary and prudent.

2. Membership and a Chair shall be appointed by the President, with approval of the Senate.

Section 5. Student Outreach Committee
1. This committee’s charge shall be to:
   a. Administer surveys and compile data in order to give SGA an accurate interpretation of student opinion.
   b. Host student outreach events no less than six per month.
   c. Implement and execute face to face recruitment strategies.
   d. Advertise SGA initiatives through a variety of mediums.

2. Membership shall include:
   a. Chair: Vice President of Student Outreach
   b. Vice Chair: shall be elected within the committee and must be a senator of the SGA.
   c. Four additional members of the SGA.

Section 6. Administrative Committees
1. Officials of SGA shall represent the student body on various administrative committees outside of SGA.

2. The Secretary shall maintain and update a list of these committees.

ARTICLE III – Duties

Section 1. In General
1. All Officials of the SGA are encouraged to attend a majority of SGA-sponsored events.

2. All officers must aid their successor with transitioning into office (post-election or post appointment).

Section 2. President
1. The President shall:
   a. Chair all meetings of the Senate and Executive Board.
   b. Call meetings of the SGA at such times as deemed necessary or as directed by the Senate.
   c. Create the SGA budget with the Vice President of Finance and advisors, with approval of the Senate, based on fees distributed by the SGA Activity Fee.
   d. Create ad hoc committees to address issues inappropriate for the Senate to discuss as a whole.
   e. Appoint members to all committees as necessary and with approval of the Senate.
   f. Appoint new members to fill empty seats in the Senate with the consent of the Senate.
   g. Maintain a minimum of seven office hours a week.

Section 3. Vice President of Finance
1. The Vice President shall:
   a. Be the presiding officer over the Committee of Student Organizations, hereafter “CSO.” (Refer to Articles II and VIII of the By-Laws for more information regarding CSO.)
   b. Work with the President and advisors in the creation of the SGA budget.
   c. Ensure payment of bills and completion of contracts.
   d. Document an accurate record of the following:
      i. All collections and disbursements.
      ii. All money recipients allocated from budget hearings.
   e. Maintain an updated copy of the SGA budget to disperse it to the Senate.
   f. Maintain a minimum of six office hours a week.

Section 4. Vice President of Internal Affairs
1. The Vice President of Internal Affairs shall:
   a. Record and make available to the public minutes of the following meetings:
      i. Senate
      ii. CSO
      iii. Constitutional Review Committee
   b. Track Senate and committee meetings, communicating meeting dates and times to Senate members.
   c. Submit approved and corrected minutes of Senate meetings to the Red & Green.
   d. Notify the SGA President of members of the Senate who are in violation of their membership requirements notify the Senate, with approval of the President.
   e. Organize annual Senate pictures to be taken in October.
   f. Write and submit “Senator of the Month” biographies to the Senator’s hometown newspaper, the Minot Daily News, the Red & Green, and the Public Information Office.
   g. Maintain a minimum of six office hours a week.
Section 5. Vice President of Student Outreach
1. The Vice President of Student Outreach shall:
   a. Plan and develop internal and external marketing and public relation efforts to enhance the campus environment.
   b. Manage and motivate their team to create stimulating marketing tactics that attract the student body to events and engage them in promotions.
   c. Maintain and update the SGA website, social media, and campus calendar with all SGA-sponsored events and other relevant information.
   d. Understand and abide by all rules of the Minot State University Institutional Review Board (IRB) in regards to surveying the student body.
   e. Maintain a minimum of six office hours each week.

Section 6. Vice President of State Affairs
1. The Director of State Affairs shall:
   a. Be the direct liaison between the State NDSA and Minot State SGA.
   b. Chair the NDSA committee and, as Chair:
      i. Attend every NDSA meeting and provide a report regarding Minot State.
      ii. Ensure Minot State delegate awareness through “delegate packets.”
      iii. File vehicle requests.
      iv. Book other necessary accommodations.
   2. Organize an annual State NDSA meeting hosted by the Minot State SGA.
   3. Submit a final written report of the year’s activities at the last SGA meeting of the year.
   4. Maintain six office hours each week.

Section 7. Senators
1. In general, Senators shall:
   a. Meet periodically with their constituents in order to represent them honorably and effectively.
   b. Serve actively on three or more Senate or administrative committees.
   c. Volunteer at three or more SGA-sponsored events per semester.
   d. Maintain one office hour per week.
   2. Senators representing academic colleges shall:
      a. Meet with the respective head of their academic college and report to the Senate biannually.
   3. Senators representing the RHA shall have the following duties:
      a. Maintain a relationship with residence hall staff and report to the Senate as necessary.
   4. Senators representing off-campus students shall:
      a. Meet with the respective head of their academic college and report to the Senate biannually.
      b. Their meeting should focus on the needs and concerns of students who live off-campus.
   5. Senators representing the Freshman class shall:
      a. Be exempt from the GPA requirements for their first semester.
      b. Meet with the respective head of their academic college and report to the Senate biannually.
   6. Senators representing athletics shall:
      a. Maintain a relationship between Minot State students and Minot State student athletes.

Section 8. Advisors
1. Advisors shall:
   a. Ensure at least one advisor be present at each Senate meeting as a resource to the SGA.
      i. The role shall not be to interfere unless requested to do so.
      ii. In the event that no Advisor is available, the Vice President for Student Affairs or their designee will appoint a temporary advisor for that meeting.
   b. Objectively mediate interpersonal conflicts between Officials of the SGA.
   c. Be available to represent the SGA in any conflicts with Minot State faculty or staff.
   d. Inform the SGA of infractions of their Constitution, By-Laws, or standing rules.
   e. Call extra meetings of the Executive Board as he or she deems necessary and prudent.

ARTICLE IV – Selection of Officials

Section 1. Elections
1. The Election Committee shall be formed by the President each academic semester.
2. The Election Committee shall be charged with:
   a. Facilitating the process of the election of the following officials:
      i. Officers and Senators.
   b. Holding the Spring General Election and Fall Mid-Term Election.
   c. Regulating nominations, campaigning, and the election process.

Section 2. Campaigning
1. Candidates may campaign for office.
2. Campaigning materials must be removed from polling locations before the polls open.
   a. Any candidate may receive a 10 percent loss of votes if campaigning or campaign materials are discovered in polling locations while polls are open.
   b. Any candidate may be disqualified from an election if they or a member of their campaign committee is found to be operating or supervising a polling location.
3. Other campaigning guidelines shall be set by the Election Committee, with approval of the Senate.

Section 3. Officers
1. All Officers shall be elected by the student body at large in the General Election.
2. The President and Vice President shall run on separate tickets.
3. The Officers shall take office on April 16.
   a. The interim between election and taking office shall serve as a mandatory training period.

Section 4. Senators
1. Senators representing academic colleges shall be elected in the General Election.
   a. Those elected shall take office no later than April 16.
2. Off-Campus, Freshman, Transfer, Graduate Studies, and Athletics Senators shall be elected in the Mid-Term Election.
Section 5. Advisors
1. The Senate shall appoint or re-appoint Advisors every other
   Spring Semester in even years following the General Election.
   a. Re-appointment of current Advisors may occur through a
      simple majority.
2. In the event of appointing a new advisor:
   a. The President shall assemble a panel, with the approval
      of the Senate, charged with appointing no more than two
      advisors.
   i. This panel must consist of the President, Vice President
      of Finance, no less than two senators, and no less than
      one faculty or staff member.
   ii. These appointments must be made in no longer than
       one calendar month.
   iii. Those appointed shall take office immediately upon
        appointment.

ARTICLE V – Discipline and Removal from Office

Section 1. In General
1. Decisions regarding discipline up to and including removal
   from offices of the SGA are the responsibility of the SGA
   executive board and the SGA President.

Section 2. Complaints
1. No disciplinary action shall be considered unless a formal,
   written complaint is submitted by a member of the SGA to
   the SGA President. If the complaint should be against the
   President, the written document should be submitted to the
   Vice President of Finance. Complaints must be as specific
   as possible, so the charges against the member are clear and
   understandable. Anonymous complaints will not be accepted.
2. The senator for whom the complaint is against will be provided
   a copy of the complaint, excluding the submitter’s name. The
   senator will have three school days to provide a written response.
   Responses after the specified deadline will not be accepted.
3. The SGA President shall consult with the complainant and the
   subject senator (separately) in an attempt to fully understand
   the relevant issues prior to presenting the complaint to the
   executive board. The advisor shall be used as consult as needed
   and may be present at the interviews.
4. The executive board will review written statements provided
   and hear from the SGA President regarding the initial
   consultation. An advisor will be present during all such
   meetings. Should the complaint be against a member of the
   Board or the President, that member will be recused from the
   process except as the subject senator.
5. The Board may choose to consider the written documents only
   or may choose to interview anyone that may have information
   regarding the matter. Interviews will not be conducted as
   a hearing. The Board will make a recommendation to the
   President regarding disciplinary action, and the President (in
   consultation with an Advisor) will implement disciplinary
   action and document the final decision. The recommendation
   of the board will be written and will include a brief
   justification and/or reasoning behind the recommendation.
   The President is not required to accept the recommendation of
   the Board.

Section 3. Discipline
1. The recommendation of the Board regarding discipline may
   include:
   a. Dismissal of the charges
   b. Verbal counseling
   c. Documented counseling
   d. Documented reprimand
   e. Probation
   f. Suspension with or without pay
   g. Removal from office
2. The President’s final decision will be made in writing and ad-
   dressed to the subject Senator with copies to the complainant.
3. With any disciplinary action the Senator has the right to attach
   written comments for the record.
4. With any action that involves the loss of pay or removal from
   office, the Senator has the right to appeal the action.
5. When the final decision involves removal from office the
   Senator will have to option to resign. If this option is exercised
   the right of appeal is forfeited.

Section 4. Appeals
1. Any Senator subject to disciplinary action resulting in a loss of
   pay or removal from office may appeal that decision.
2. To appeal, the Senator must file a written appeal to the
   President of the SGA within seven calendar days of the
   decision. The appeal may not introduce new information that
   was not previously documented and available to the Board.
3. Upon receipt of the appeal notification, the SGA President
   will convene the full Senate to review and discuss the original
   complaint, the response provided by the Senator, the Board
   recommendation, and the President’s final decision. Senate
   members may make inquiries of the Board and President to
   ascertain relevant facts of the matter. A motion to overturn the
   disciplinary action must be made by an SGA member and then
   seconded. A two-thirds vote of those present (provided a quorum
   is present) is required support the motion. If no motion is made
   or no second is made then the appeal will not be overturned.
4. If the disciplinary action is overturned, all loss of pay will be
   reinstated, if applicable. If a removal action is overturned the
   Senator will return to office as if they had not been removed.
5. A lesser form of discipline may be implemented based by a
   separate motion passed by a simple majority of the Senate.

Section 5. Recordkeeping
1. All documentation related to this section will be maintained
   in the Student Advisor’s office and will be maintained in
   compliance with the Family Educational Rights and Privacy
   Act (FERPA).

ARTICLE VI – Vacancies

Section 1. Resignation
1. Any member of the Senate may resign by submitting a signed
   and dated letter of resignation to the President. Letters of
   resignation shall appear in the next Senate meeting’s minutes.
2. If an SGA member should vacate his or her position and is no
   longer in good standing, he or she will be expected to give back
   his or her binder, jacket, polo, name tag, remaining business
   cards, and any other tangible items. All SGA members, no
   matter their position in this organization, will be held to this
   standard.
Section 2. President
1. If the office of President becomes vacant, the Vice President of Finance shall assume the position and appoint his or her replacement from among the members of the Student Senate.

Section 3. Officers
1. If the office of Vice President of Finance becomes vacant, the President shall appoint a replacement from among the members of the Student Senate.
2. If the office of Vice President of Internal Affairs becomes vacant, the President and Vice President shall appoint a replacement from among the members of the Student Senate.
   a. In the event of disagreement, the Board’s choice by a simple majority shall prevail.
   b. In the event that no member of the Senate accepts the appointment, the President and Vice President shall appoint a student from the student body.

ARTICLE VII – Meetings

Section 1. Attendance of Senate Meetings
1. If any member is absent without proxy and/or excusal by the President from three Senate meetings during their term, then that member must meet with the President and Vice President.
   a. The President may recommend that the Senate vote on whether to retain that member.
   b. If the member does not meet with President and Vice President in a reasonable amount of time, the President may recommend that the Senate vote on whether to retain that member without meeting with that member.
   c. A two-thirds vote shall be required to remove a member from the Senate.
      i. The member shall have the opportunity to speak on his or her own behalf.
      ii. The member may not be present during deliberation and voting and may not vote.
   d. Removal of members shall be subject to question after the second unexcused absence or tardiness from a mandatory meeting and/or an event that an SGA member agreed to attend. An excused absence must be requested to the President at least 48 hours prior to the meeting or event. If the absence is questionable then the Board will vote whether it is excused or unexcused.

Section 2. Attendance of Board Meetings
1. If a Board member is absent without excusal by the President from two Board meetings during their term, then that member must meet with the President and Vice President.
   a. The same procedure shall be followed as outlined in Article VII, Section 1.

ARTICLE VIII – Finances

Section 1. In General
1. All contracts and bills related to or paid through SGA funds must have signatures obtained from one officer and one advisor of the SGA.

Section 2. Payment of Officials
1. The officers of the Student Senate and SGA shall be placed on the payroll on April 16th of the year in which they are elected. They shall remain on the payroll until April 15th of the following year, unless they vacate their position before that time, whereas salary will be terminated effective the day of resignation.
2. In case of an appointment to a vacated position, the officer shall be placed on the payroll the day that he or she was appointed.
3. Any paid position within the Senate and/or Association will follow Minot State Employee Guidelines.

Section 3. Club Funding Procedure
1. The primary purpose of the SGA’s allocation process through CSO is to ensure that student activities and student life at Minot State are able to be enhanced through efforts by clubs and organizations.
2. Meetings of the CSO shall be called by the SGA Vice President of Finance, acting as committee Chair, no later than six weeks after the semester begins.
3. To be eligible for funding through CSO, the following criteria must be met:
   a. The clubs and organizations, hereafter simply “organizations,” must be official and authorized by Minot State and SGA.
   b. The organization’s CSO representative must have perfect attendance at CSO meetings in the current semester.
   c. The organization’s proposal shall have been submitted electronically to the SGA Vice President of Finance, acting as CSO Chair, one week prior to the initial CSO meeting of the current semester.
   d. The organization’s most current constitution shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting of the current semester.
   e. The organization must not be receiving student activity fee monies.

ARTICLE IX – Amendment Process

Section 1. Procedure for proposing and accepting an amendment
1. Any current student or Official of the SGA may propose an amendment or resolution via a Senator or member of the Executive Board.
2. Upon being brought before the Senate, the proposed amendment or resolution shall be tabled without discussion until the next meeting.
3. The proposed amendment or resolution shall be submitted to the Red & Green upon request.
4. If the proposed amendment is defeated by the Senate, the student has a right to petition, as drawn out in Section 2.
5. A two-thirds vote by the Senate will approve all proposed amendments and resolutions.

Section 2. Alternative procedure for proposing and accepting an amendment
1. Any current student may petition an amendment at any time, if they obtain 300 or more student signatures.
2. An accepted petition will be voted on by the student body.
3. Approval or disapproval of the petitioned amendments will be decided by a simple majority of the voting student body.
2017-2018 Parking Map
MINOT STATE UNIVERSITY

Handicap Parking
Free Parking
Student (S) Parking
Employee (E) Parking
Both Student & Employee (S/E) Parking

1. Administration
2. Amphitheater
3. Crane Hall
4. Cook Hall
5. Cyril Moore Science Center
6. Dakota Hall
7. Dome
8. G.B. Olson Library
9. Hartnett Hall
10. Herb Parker Stadium and Press Box
11. Lura Manor
12. McCulloch Hall
13. Memorial Hall
14. Model Hall
15. Old Main
16. Pioneer Hall
17. Plant Building
18. Student Center
19. Swain Hall
20. Warehouse
21. Wellness Center
22. Athletics Practice Field
23. Observatory
24. University Heights
25. Campus Heights
26. Facilities Management

FREE Parking 1 Block South ↓

Student & Employee Parking
S/E