



Mayville State University

2023 Orientation Handbook

A MESSAGE FROM PRESIDENT VAN HORN

WELCOME TO MAYVILLE STATE UNIVERSITY!



We are delighted to count you among the members of the Mayville State University family! Your success is of utmost importance to the faculty and staff of Mayville State. It is our privilege to serve you as you work toward achieving your educational dreams and goals. Our number one priority is to provide you with positive experiences and a high quality education both inside and outside the classroom.

I encourage you to be involved with the many extra- and co-curricular activities that are available at Mayville State. From music and drama to athletics and student government, there's something for everyone. Make the most of your time, not only in the classroom, but also outside of the classroom.

These are exciting times at Mayville State University. Numerous all-time record high enrollment records have been set during the past several years. The physical campus has been renovated and improved through a nearly \$30 million effort. Programs that appeal to a wide range of people are available at both the undergraduate and graduate levels. If you're undecided about your major, talk with your adviser and take a look at all of the opportunities available to you. You're important to us, and we want you to be successful!

We are honored to have a role in your college education, and we look forward to hearing about all the good things we know are in your future. At Mayville State University success is closer than you think!

#GDTBAC

It's always a Great Day To Be A Comet!

Sincerely,

Dr. Brian Van Horn

President

MAYVILLE STATE UNIVERSITY

CONTACT INFORMATION

Office	Phone	Location
Academic Affairs	701-788-4711	Old Main 112
Academic Records	701-788-4774	Old Main 114
Admissions	701-788-4763	Old Main 102
Athletics	701-788-4834	Field House 112
Bookstore	701-788-4823	Campus Center 134
Business Affairs/ Business Office	701-788-4757	Old Main 108/110
Byrnes-Quanbeck Library	701-788-4815	Library
Campus Programming	701-788-4822	Campus Center 106
Career Services & Internships	701-788-4608	Old Main 101
Child Development Programs	701-788-4868	Birkelo Hall
Counseling Services	701-788-4772	Classroom Building 108
Dining Services	701-788-4825	Campus Center
Diversity & Inclusion	701-788-4649	Library 120H
Division of Business	701-788-5208	Old Main 202
Division of Education	701-788-4710	Education 116C
Division of Health, Phy Ed & Rec	701-788-4834	Field House 141
Division of Liberal Arts	701-788-4629	Classroom Building 122
Division of Science & Mathematics	701-788-4629	Classroom Building 122
Financial Aid	701-788-4893	Old Main 106
Technology Assistance	701-788-4739	Library Bo6
Student Life	701-788-4697	Campus Center 106
Mailroom	701-788-4674	Old Main 25
Blackboard Help	701-788-4645	Library Bo3
President's Office	701-788-4754	Old Main 113
Public Relations	701-788-4750	Larson 206
Student Services & Disabilities	701-788-4675	Classroom Building 109
Student Health	701-788-4865	Classroom Building 102
Wellness Center	701-788-5200	Wellness Center 151
Writing Center	701-788-5240	Byrnes-Quanbeck Library

GET INVOLVED

CLUBS AND ORGANIZATIONS

At Mayville State University, there are many opportunities to get involved. A student's experience is greatly enhanced by participating in the many student clubs and organizations available on campus. Take advantage of the opportunity to meet new people and develop lasting friendships, while learning valuable leadership skills.

Students can get involved with everything from music, speech, and theater to student government. Student groups plan and coordinate many campus events each year, providing an opportunity to get involved and have some fun while you are doing it!

Campus Crusade

Collegiate DECA

Fellowship of Christian Athletes

Health Careers Club

HPER Club

Intramural Athletics

Politically Aware College Students

Rainbow Alliance

Residence Hall Association

Science Club

MSU Speech Team

Student Alumni Ambassadors

Student Education Association (SEA)

Student Activities Council (SAC)

Student Senate

MSU Theater

For detailed descriptions or more information on any of these clubs/organizations, visit:

www.mayvillestate.edu/current-students/student-life/clubs-organizations

TECHNOLOGY REQUIREMENTS

2023 TECHNOLOGY REQUIREMENTS

Laptops that meet the technology requirements are available at the Mayville State University Bookstore. Students may charge their laptop purchase to financial aid.

Technology Requirements

General Requirements	
On-Campus Courses	Laptop or tablet computer with an integrated front-facing webcam , HDMI output, speakers , and microphone
Distance Courses	Computer with Webcam and headset with microphone . Chromebooks, Chrome OS devices, iPads, and mobile devices such as iOS or Android phones or tablets do not meet the technology requirements.

Windows PC (Preferred)	
Operating System	Windows 10 or newer (Windows 11 not fully supported at this time)
Processor	10 th generation Intel i5
Memory	8 GB RAM preferred
Storage	256 GB hard drive (solid state recommended)
Video	1280 x 800 resolution or higher
Browser	Chrome, Firefox, Edge (up-to-date version)

Mac **	
** Certain online applications, hardware drivers, or software packages may not function correctly or be compatible with Mac computers. Courses may require the purchase of additional software for Mac computers.	
Operating System	Mac OS X version 10.15 or newer
Processor	Intel processor
Memory	4 GB RAM or more
Storage	40 GB free hard disk space or more
Video	1280 x 800 resolution or higher
Browser	Chrome, Firefox, Safari (up-to-date version)

Additional Recommendations/Requirements	
General	Windows-based PC (Recommended)
Software	Some courses require the use of Microsoft Office applications. Microsoft Office (Word, Excel, PowerPoint, etc.) is available to all Mayville State students.

GET YOUR COMPUTER SET UP

HELP DOCUMENTS TO GET STARTED

As a Mayville State University student, you are responsible for bringing your own device to campus.

MICROSOFT OFFICE

Mayville State University offers Microsoft Office Professional Plus 2013 to all students, faculty, and staff. Included in the suite are Microsoft Word, Excel, Access, PowerPoint, OneNote, Outlook, and Publisher. Current students, faculty, and staff can obtain Microsoft Office Professional Plus at no cost. Follow the installation guidelines here: <http://www.mayvillestate.edu/to/its/office>
<https://masu.ra.ndus.edu/portal/app/portlets/results/viewsolution.jsp?solutionid=150722140037003&SToken=F3552AC037C3DAD3E98E81EA611097C>

SETTING UP OUTLOOK (MSU) EMAIL

Every student is required to use their Mayville State University issued email address for official University communication. All important information for students will be sent to this address, which is established upon claiming your NDUS account, which you have most likely completed by now. It is important to know how to not only access your email but also check it on a daily basis. Included below are instructions on how to set up your email on your computer as well on your mobile device; access is literally at your fingertips!

Follow the steps to setup your email here: <http://www.mayvillestate.edu/to/its/outlook>

Follow these steps for your mobile device setup: <http://mayvillestate.edu/to/its/android-email>

CAMPUS CONNECTION/CONNECT ND

Campus Connection, or Connect ND as you will hear it called, is a website shared by all the Universities within North Dakota. It is the student information system where students manage their accounts, financial aid, and registration processes. This student management software suite processes all the major student requests for adding and dropping classes, paying and viewing your bill, viewing your financial aid information, etc. Within the Campus Connection system, you can do the following:

- Register/Add a Class
- Drop a Class
- View your Grades
- Print your Class Schedule
- Accept/Decline Financial Aid Awards
- Enroll in MSU Campus Emergency Notification System (Notifind)
- Update Contact Information
- Much more!

Once logged into Connect ND, you can access your Student Center which includes class schedules, adding classes, dropping classes, financial aid, to do lists, holds, advisor information, etc. This is usually the first thing you see when you login. The NDUS Help Desk is available to assist students 24 hours a day throughout the year. Chat and email options are available at the [NDUS Help Desk website](#), or you can call 1-866-457-6387 to speak with an actual representative to assist with any questions you may have. Navigating Connect ND will be explained in great detail as you progress through your UNIV 100 – Seminar on Success course in the fall, for those of you required to complete it.



Student Success Center

Dedicated to achievement!

At Mayville State University, we are committed to helping all students reach their potential. The Student Success Center works with students, staff, and faculty in order to help students achieve their goals.

Writing Center

- The writing center is a free service that helps writers work through ideas, access their knowledge stores, and effectively put their ideas on paper. The writing center works with students one-on-one in 30-minute block sessions.
- The writing center can help with any kind of writing assignment at any stage of the writing process! We can help you plan, brainstorm, organize, develop ideas, work on style, edit, proofread, locate necessary research, and document sources. Often writers just need another eye after spending a great deal of time with a project, and we are happy to provide that assistance!
- The writing center has set hours when consultants are available to writers. You can schedule an appointment by signing up with our online scheduling system at Mayville.mywconline.com
- For more information, contact Matt Berglund at 701-788-4899 or matt.berglund.1@mayvillestate.edu

Academic Support Services

- Free tutoring in major subject areas.
- Smarthinking.com is a free online tutoring system
- Services for students with Disabilities, such as accommodated testing and referrals
- For more information, email Katie.richards.2@mayvillestate.edu

"The future depends on what we do in the present." -Mahatma Gandhi

Counseling Services

College can be difficult for students for many different reasons, but help is available on a short-term basis for all Mayville State students.

- Anxiety
- Roommate difficulties
- Depression
- Homesickness
- Abusive Relationship
- Alcohol/other drugs
- Perfectionism
- Concentration issues
- For more information

Email:

Counseling@mayvillestate.edu



Placement Testing

Accuplacer testing Information:

Students who do not achieve an ACT English sub-test score of 18 to enroll in ENGL 110 College Composition I, or an ACT Mathematics sub-test of 21 to enroll in Math 103 College Algebra, may take the accuplacer exam to place into these classes.

The Accuplacer is a computer-based placement tool designed to measure reading, English and Math skills and provide course placement for students entering college. Results from the Accuplacer testing help students identify academic strengths and needs to assist in appropriate course selection. The Accuplacer is administered as an untimed, multiple-choice, computer-adaptive test. Students' scores and course placements are provided to the student immediately upon completing the Accuplacer.

To register for the accuplacer testing please go to this site:

<https://mayvillestate-ndus.nbsstore.net/accuplacer-testing>

Once you have registered for either Math, English or Both Math and English. You will receive an email to set up a time and date to take the exam. This exam can be administered either through zoom or face-to-face.

Scheduling hours are Monday through Friday 8 am to 2 pm. You must schedule your Accuplacer exam testing time at least one week prior to testing. If there is a cancellation or change to the testing you have 24 hours to contact Katie Richards with those changes. If changes need to be made for testing you may have to schedule a different time.

Testing fee is applied to when you register. Math will be \$10; English will be \$20. If you register for the Math test allow for 1 hour appointment. If taking English, you will be taking two tests allow for that appointment to last 2 hours. If you are taking Math and English allow for the appointment to last 3 hours.

Testing accommodations for the test need to be expressed to Katie Richards prior to setting up the testing date and time. If the student needs a reader for the exam Katie would need time to prepare for that and also to allow that person to be the only one testing at that time.

If you have further questions please don't hesitate to contact, Katie Richards, Director of Student Success and Disability Support Services, Classroom Building 109, 701-788-4675, Katie.richards.2@mayvillestate.edu.

I'M IN COLLEGE, SO WHAT?

THE DIFFERENCES BETWEEN COLLEGE AND HIGH SCHOOL

HIGH SCHOOL	COLLEGE
All students have the right to an education	College education is a privilege, not a right.
Protections include Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, Americans with Disabilities Act.	Protections include Section 504 of the Rehabilitation Act, Americans with Disabilities Act; IDEA no longer applies.
School District designs Individualized Education Program (IEP)	Student is responsible for providing documentation that establishes verification of learning or other type of disability.
School District ensures that the IEP is implemented.	Student identifies his or her needs in collaboration with his or her counselor.
Teacher functions as advocate.	Student is responsible for his or her own progress.
Fundamental alterations to program of study are made.	Fundamental alterations of programs are not allowed-classroom accommodations may not alter the fundamental nature of a course or impose an undue burden on an instruction/institution.
Personal services are provided (e.g. aide)-success is more of a right.	Personal services are the student's responsibility-only the opportunity to succeed is provided.
Transportation to and from school is provided.	Transportation to and from school is NOT provided.
Parent or guardian is the primary advocate-students learn ways to become their own advocate.	Students are expected to be their own advocates to the best of their ability.

FINANCIAL OBLIGATION AGREEMENT

WHAT IS THE FOA?

The North Dakota University System Financial Obligation Agreement (FOA) is a document used to verify that a student has acknowledged their financial responsibility to the University when they register for courses. Students must access, review, and accept the FOA prior to registration for each term of enrollment.

A FOA hold is placed on each student's account prior to the beginning of registration for each term. The hold is automatically removed when the FOA for that term is accepted.

FULL CONTENT

* By registering for courses at an institution (or institutions) within the North Dakota University System (Bismarck State College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, Minot State University, North Dakota State College of Science, North Dakota State University, University of North Dakota, Valley City State University, Williston State College):

* I understand that I am incurring a legal obligation to pay all charges assessed to my Campus Connection account by the due date, including, but not limited to, tuition and fees, housing charges, and late payment fees.

* I accept full financial responsibility for each registered course, including those I may add after this initial registration for the term and understand that I am personally responsible for payment of all sums when due regardless of my eligibility for financial aid or other financial assistance.

* I understand that I must sign this agreement only upon initial enrollment each term and that adding additional courses for the same term may increase my financial obligation. I assume full responsibility for any additional charges and will check my Campus Connection account frequently to ensure that I am aware of any additional charges.

* If I expect financial aid or a third party to pay all or part of my financial obligations to my institution(s), I understand that it is my responsibility to meet all requirements for disbursement to my student account. I also understand that my financial aid may be adjusted due to eligibility and agree to pay back to my institution(s) any amounts for which I am ineligible under financial aid regulations. * I acknowledge that non-attendance or non-participation does not relieve me of financial responsibility for the courses in which I am enrolled.

* I understand that I must adhere to my institution's procedures for dropping or withdrawing from courses, whether I have attended these courses or not. I may drop some, but not all courses, through Campus Connection. I understand that, if I intend to withdraw, I should not drop any courses and must instead withdraw using the appropriate process and through the appropriate office required by my institution(s). I further understand that I will be fully responsible for my financial obligation to my institution(s) for those courses, in accordance with my institution's refund policy.

* I understand and agree that if I fail to make timely payments, I may be assessed late fees on the outstanding amount, I may be restricted from future registration, my transcripts and/or diploma may be placed on hold, and I may be denied other campus services.

* I understand and agree that my account may be referred to a collection agency if I fail to make timely payments, and that I will pay all collection costs associated with such a referral, including but not limited to attorney fees, collection agency fees, which may include a percentage-based collection fee of up to 50%, court costs, and other fees.

* I understand and agree that my financial obligation to my institution(s) constitutes an educational loan to assist in financing my education and therefore, is not dischargeable under the United States Bankruptcy Code, Section 523 (a) (8).

* I authorize my institution, its collection agencies, and its respective agents and contractors to contact me regarding my account, loan, and/or repayment of charges, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

* I understand and agree that my authorization to enroll in courses at this institution is expressly conditioned upon acceptance of all terms and conditions set forth in this Agreement.

MAILROOM

Located on the lower level of the Old Main building, the Mayville State University mailroom handles package shipping and receiving for university students, faculty, staff, and departments.

OUR SERVICES

- Providing a free mailbox to all students
- Sort all incoming mail and deliver it to mailboxes.
- Notify box holders by e-mail when a package arrives for that person.
- Maintain mailboxes and make mailbox assignments.
- Sorting mail and packages addressed to university departments.
- Send packages and mail via USPS, UPS, or FedEx

The mailroom does not sell stamps but will take cash for postage or package fees. We'll be happy to weigh your package and collect the postage required.

Note:

- The Mailroom also produces student/employee IDs.

OUR HOURS

Year Round

Monday-Friday

9:00 am to 2:00 pm

Access your mailbox is available Mon-Fri until Old Main closes, approximately 8:00 pm. Window services are available during year-round hours, and outgoing mail leaves campus about 2:10 pm. The mailroom (the Old Main building) is not open on holidays or snow days.

ADDRESSING MAIL

Please use the following format to send mail to students:

Student Name

330 Third St NE

[[Campus Mailbox Number]]

Mayville, ND 58257

POLICY CONSIDERATIONS

- Students are issued a mailbox key. Replacement keys are not available for lost keys; broken keys can be replaced for \$10. If the key is lost, we will replace the lock. The cost for this is \$35, charged to the box holder.
- Packages for students who do not hold a mailbox may be returned without notifying the student. If you are mailing a package to a student who does not have a mailbox, please put "New Student" or "Enrolled Student" and we'll try.
- We don't have a method to refrigerate packages. If a student is expecting a package with perishable items, it's important they come promptly to collect their package.
- We have purchased a contact-free package notification and "sign as received" system. Bear with us as it is implemented.
- "Last semester" students who are not registered for "this semester" will have first class mail forwarded for sixty days; unless temporary arrangements are made packages will be returned to sender. Students who are not registered for the summer must be registered for the fall to use the mailroom during the summer.

FREQUENTLY ASKED QUESTIONS

A SHORT LIST OF SOME COMMON QUESTIONS

1. How many credits is an average course load?

12 to 18 credits are considered a full course load for a full-time student. Students and their advisors work to create the best schedule and course load for each student!

One student had this advice:

"I recommend around 15 credits. It does not cost more to take 18 credits than it would for 12 credits. During the first few years of college, it is especially nice to get those general classes done faster."

2. Is it important to decide on a major right away?

Students are not required to declare a major their first year on campus, but having a general idea is always nice. Most college students will change their major at least once in their college career.

One student had this advice:

"I recommend taking several different types of general courses to get an idea of what you like."

3. What if I am struggling in a class?

Each semester has a drop period, a period of time in the semester when students can either add or drop a class. If you are having problems, it's important to speak with the professor or instructor and decide whether or not to drop the class and take it at a later time.

However, if you have missed the drop period, once again talk to the professor. They want to see students succeed and will work with you to make the class a successful venture!

One student had this to say:

"All classes have their ups and downs. When problems do come up, MSU is great about helping. Almost every class has tutors, and all of the professors are willing to do whatever it takes to get you through the class."

4. What is available for students with disabilities?

MSU has a plethora of resources available to students with disabilities. Mayville State University instructors allow modifications to coursework and testing procedures that give students with disabilities an equal opportunity to demonstrate their knowledge. They do not, however, excuse poor attendance, lack of preparation or sub-standard performance. Written professional documentation substantiating your disability is required to access specialized services. This is used to determine appropriate and reasonable accommodations for students with disabilities in the North Dakota University System. The Academic Support Center's resources include tutoring, testing accommodations, note taking, and more.

5. What is there for me to do on campus?

There are so many different ways for you to become involved in the MSU community because your time here at Mayville State certainly extends beyond the classroom. Each student organization is tailored to the interests of MSU students. Beyond organizations there are regular activities, jobs, intramurals, and a lot of ways to get involved!

6. What are the tobacco and alcohol rules on MSU's campus?

Mayville State is a tobacco free campus as of January 1, 2009, and alcohol is strictly prohibited from campus grounds. Both policies can be found on the MSU website along with information for students in the Student Handbook on expected behavior and consequences of breaking policy.

7. What are the rules of the residence halls on campus?

The residence halls are both substance and tobacco free! There are visitation hours from 11:00AM-12:00AM on weekdays and 24 hours on Friday and Saturday. Freshman and sophomores are required to live on campus. However, there are certain exemptions to this rule. Please contact the Housing Office to discuss these exceptions.

FREQUENTLY ASKED QUESTIONS

A SHORT LIST OF SOME COMMON QUESTIONS

8. What about the cafeteria?

Dining Services is open for lunch and dinner every day. In addition, The Comets Landing Snack Bar is open every day for breakfast, lunch and into the night. There are several different meal plans to choose from plus the Comet Café option. For full details and more information, refer to the Meal Plans on the website or visit with Bryan Karolus.

9. What about textbooks for classes?

The MSU Campus Bookstore has every textbook for all classes held at MSU in stock. Books can be charged to a student's financial aid account, but if the student does not have sufficient financial aid, it must be paid out of pocket. The MSU Campus Bookstore has a BuyBack at the end of each semester!

10. I love music, what is there for me at MSU?

There are several opportunities for a musically gifted (and maybe not so musically gifted) student at Mayville State! We have a concert choir and a concert band. There are also scholarships available to those who join a band and/or choir. In addition, private music lessons are available.

Advice from one student:

"Band and choir have been so much fun! The scholarship is definitely an added bonus! We go on a choir tour every year and our director finds us great music for every concert!"

11. Help! I need a job!!

There are many on-campus and off-campus jobs available. Contact Jayden Wilson Career Services Coordinator for help finding both on and off campus jobs, internships, and other career-related resources.

12. Can I bring my own computer to campus?

Students are required to bring their own device to MSU. Laptops will be available in the MSU Bookstore and can be charged to financial aid, however, you are encouraged to reserve a laptop as soon as possible so you are ready to begin classes on day one. Minimum technology requirements for your laptop are listed in this packet and can also be found on the MSU website.

13. What if I get sick while at MSU?

Student Health

- Monday – Friday 8:30am – 4:30pm
- Walk in's welcome or call/email for an appointment.
- Nursing visits are FREE of charge.
 - Abbreviated assessments
 - Covid tests
 - Case management
 - Blood pressure screenings
 - Medication administration (with doctors' orders)
- If a student needs further evaluation, a referral will be sent to the clinic of choice and the nurse can help set up an appointment.

*Nurse-only visits, a physician is not available on site. Sanford telehealth is available through MyChart.

Campus Health is located in the Classroom Building, room #102.

Office Phone: 701-788-4865

Cell Phone: 701-425-6648 (call or text)

E-mail: amanda.jordan.1@ndus.edu

14. What churches are available in the community?

There are many churches in the Mayville-Portland community. There are many Lutheran churches, a Catholic church, and other spiritual options for your child to attend while here in Mayville.

MAYVILLE STATE UNIVERSITY

CONSUMER PROTECTION INFORMATION OVERVIEW

In compliance with the Higher Education Amendments of 1998 and 2008 and consumer protection practices, Mayville State University provides information to current students and employees about the institution. In addition, all prospective students, prospective employees, parents of current and prospective students, and members of the general public may obtain this information upon request. Specifically, this information is supplied in compliance with the Drug Free Schools and Communities Act, The Campus Security Act, Title IX, and the Student Right to Know legislation. The following information is available at the MSU Website at the following address: <http://www.mayvillestate.edu/about-msu/consumer-information/> or by referencing the cited university documents. It may also be obtained, upon request, in a printed copy from the Student Affairs Office in Main 112C (Phone: 701-788-4770). Misti Wuori or Rhonda Nelson, Co-Interim Vice Presidents for Student Affairs, is the designated university employee to contact for assistance in obtaining any of the following information:

Financial Assistance Information: A description of the financial assistance programs available, the application procedures, eligibility requirements, criteria for selection, criteria for determining the amount of an award, satisfactory progress standards, disbursement methods, loan terms, and the conditions and terms for employment provided as part of a student's financial assistance package. Available in the MSU catalog and from the Financial Aids Office.

Institutional Information: Refund policies, return of Title IV assistance, and requirements for students who withdraw from the institution. Also includes cost of attendance; academic programs, faculty and facilities; accreditation and licensure; special facilities and services for students with disabilities; contact persons for financial assistance and institutional information; and information regarding study abroad. Available in the MSU catalog.

Student Code of Conduct: Includes expectations for student behavior and the rights and responsibilities of all students. Also includes information about due process procedures for students who violate university and other rules and regulations. Available from the Student Affairs Office or the Student Handbook.

Information on Completion and Graduation Rates for All Students and Student Athletes: Includes information about cohorts of new, full time, first time undergraduate freshmen who enroll in the fall term and who complete degrees within six years, or who transfer to another four-year program within that time frame. Specific information about the completion and graduation rates of student athletes within each cohort is also provided. Available from the Student Affairs Office in the Student Right to Know - Completion and Graduation Rates report.

Institutional Security Policies and Crime/Fire Statistics: Includes a statement of current policies and procedures for students and others to report criminal actions occurring on campus and policies concerning the institution's response to those reports. Includes a statement of current policies concerning security of and access to campus facilities; a statement of current policies concerning law enforcement on campus; a description of the type of programs designed to inform students and employees about campus security procedures; and a description of the programs designed to inform students and employees about the prevention of crimes. Statistics concerning the occurrence on campus of criminal offenses reported to local police agencies or to any official of the institution are gathered and documented for the following crimes and incidents: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, violations of campus liquor, drug and weapons possessions regulations and reported incidents involving domestic violence, dating violence and stalking. Fire safety in campus residence halls is also addressed, including fire safety measures and occurrences of fire incidents in these facilities. Policies and procedures for dealing with missing students who reside in campus housing, including appropriate notification methods are also outlined in this document. Available from the Student Affairs Office in the Campus Crime and Security Act Report.

Sexual Misconduct and Title IX Compliance Policy: Mayville State University strives to create a campus community free from interpersonal abuse including sexual misconduct. This policy is in compliance with federal law and is guided by the U.S. Department of Education, Office of Civil Rights. In accordance with Title IX, Mayville State University does not discriminate on the basis of sex in Mayville State's educational program and activities. Sexual misconduct is prohibited in all forms, regardless of intent to harm. Sexual assault, sexual exploitation, coercion, and sexual harassment are examples of sexual misconduct, and all are prohibited. Also prohibited under Title IX is any rule violated on the basis of the recipient of the behavior's sex/gender which is severe enough to cause discriminatory effect. For more information see <http://www.mayvillestate.edu/about-msu/consumer-information/title-ix/>.

Alcohol and Drug Policies: Includes a statement of institutional policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs and the enforcement of federal and state laws governing underage drinking and use/possession of illegal drugs. Also includes a description of drug and alcohol abuse education programs sponsored by the institution.

MAYVILLE STATE UNIVERSITY

CONSUMER PROTECTION INFORMATION OVERVIEW

Tobacco Free Campus Policy: Includes prohibition of the use of all tobacco and electronic smoking devices on all university property and sanctions applied for violations of policy. Both documents are available from the Student Services Office.

Equity in Athletics: Includes information about the number of male and female students enrolled at the institution; including the number of athletic participants for each team. Also includes the total operating expenses for each varsity team, the gender of each team's coaching staff, the amount of money spent on athletically related aid for male and female sports teams, the ratio of athletic aid awarded for male vs. female athletes, the amount of money spent on athletic recruitment, the total annual revenue generated by athletic teams, and the salaries of head coaches of all varsity teams. Available from the Student Affairs Office in the Student Right To Know – Equity in Athletics Report. Because of federal reporting requirements, this report may not be available until 10/30.

Family Educational Rights and Privacy Act: Includes the type of information maintained by the university on and for each student. Also designates individuals and offices who have access to specific pieces of information; specific data that is considered directory information; records not available to students; procedures for release of information; and material not considered to be part of a student's record. Available from the Records Office or the university catalog.

Student Concerns: **Student concerns about specific issues should generally be addressed to the respective office or university employee for resolution. Following are specific processes that students should follow for prompt resolution of concerns:**

A. Students who have concerns about classroom related matters (including matters related to the instructor, teaching materials, methodology, classroom environment, physical facilities, or other matters resulting from normal classroom activities) should follow the following procedure:

Discuss the situation with the instructor to see if resolution can be reached.

If the problem is still not resolved, contact the instructor's Division Chair for assistance.

Situations still not resolved should be brought to the attention of the Vice President for Academic Affairs.

If the situation has not been resolved through this procedure, students may contact the President of the University for final resolution. Grade appeal processes are handled differently and are outlined in the Student Handbook.

B. Students who have concerns about billings, business operations, institutional charges, etc. should contact Lois Karlstad or Kate Ehnert in the Business Office in Main 108. Financial billing issues related to policy or university procedures should be directed to Amber Hill, Vice President for Business Affairs.

C. Students who have concerns about financial aid awards, scholarships, or the processing of financial aid should contact Susan Cordahl, Director of Financial Aid, in Main 107. Issues related to financial aid policies or procedures should be directed to the Vice President for Student Affairs.

D. Students who have concerns about their official admissions status or their academic standing should contact Heather Hoyt, Director of Admissions and Academic Records, in Main 114. Issues related to admissions policies and procedures should be directed to Heather Hoyt, Director of Admissions and Academic Records. Questions about academic standing policies should be directed to Dr. Brian Huschle, Vice President for Academic Affairs.

E. Students who have concerns about specific student services, i.e. housing, food services, academic support, career development, student health services, counseling, student programming, advising, or special services should first contact the director or professional in charge of that program. Concerns may also be addressed by Misti Wuori or Rhonda Nelson, Co-Interim Dean of Students.

F. Student athletes who have questions or concerns about eligibility or athletic awards should contact the respective coach. Issues related to institutional, or NAIA policies or institutional procedures should be directed to the Athletic Director.

G. Students who have concerns about technology-related issues, i.e. laptop, access to computing resources, etc. should contact the Help Desk in LB Bo6. Concerns about institutional policies and procedures related to the use of technology should be directed to Dr. Brian Huschle, Vice President for Academic Affairs.

H. Students, parents or alumni who have questions or concerns about alumni status, alumni information or contributions to the university should contact the MSU Foundation Office.

I. Students who have concerns about the condition of specific facilities or grounds should first contact the manager of that building or grounds area. Issues may also be directed to Bob Kozojed in Main Building (Facilities Operations). In the event that a situation cannot be resolved through ordinary and normal procedures with the respective staff person or Vice President, students may contact the university president for final resolution.