



MISSOURI SOUTHERN
STATE UNIVERSITY

ROARY'S GUIDE

2021-22

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Graduate on time

Less than half of college students are on track to graduate on time.

- Many full-time students do not complete an average of 15 credit hours a semester, making it necessary to spend an extra year or more in college to finish a degree.
- Attending school full time does not mean you will graduate on time. Twelve credit hours is considered full time for most federal and state financial aid, but it takes an average of 15 or more credit hours a semester to earn an associate degree in two years or a bachelor's degree in four years.
- Completing just one more course each semester could help you graduate on time.

Earn a degree in less time and at less cost.

- An extra year in college may cost more than you think. Tuition, fees, room and board, books, and the wages you would have earned at a full-time job can top \$50,000.
- Graduating on time can help make higher education more affordable and reduce the amount of money you might need to borrow to pay for your education.

Make a plan.

- Know how many credit hours you need for your degree.
- Complete 15 or more credit hours a semester.
- Consider all your options – summer school and online courses can help you earn the credit hours you need to graduate on time.



Learn more at dhe.mo.gov/15tofinish

Welcome to Missouri Southern State University!

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

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

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

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

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

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

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

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

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

Lions together,



Dr. Dean Van Galen
President, Missouri Southern State University



WELCOME TO MISSOURI SOUTHERN! As a beginning student, you are taking a big step toward a successful future. This Roary's Guide is meant to provide you with essential information so that you can make responsible decisions that will enhance your academic experience. If the answers to the questions you have are not found here, then the resources to find the answers are.

Missouri Southern is steeped in Joplin history. MSSU began as a junior college in 1937 and continued growing until it eventually became a state university in 2003. There are many successes in our institution's history, but our greatest success will be assisting you in becoming an effective and well-informed student. By attending class, making good academic progress, and achieving your academic goals, you help make us successful as well.

We know that it is not always easy to achieve your goals; that is why we are here for you. Think of Missouri Southern as an academic community within a larger Joplin community. We operate like a city in many ways. As citizens of the community, your job is to enhance and enrich yourself through preparing for and attending classes, participating in extracurricular programs, using university services, living and eating on campus when possible, and contributing to the vitality of MSSU. Each office and faculty or staff person on campus is here to help you be successful. If you need information or help to be more successful, please seek out our assistance.

Let us help you quickly navigate through this guide, which consists of six sections. Section 1 offers a welcome and philosophy of the First-Year Experience Program. FYE is primarily here to serve students who are in their first year of study, but our program hopes to reach out to all students to serve as a hub of information and resources. This section will also introduce you to the faculty and staff who teach UE 100 and to their course assistants.

Section 2 of this book is designed to get you started on the right foot with MSSU's technology basics. Communication is key to your success. In today's university, communication is often done electronically. So, you need to be tech savvy. You will be using Blackboard (an online classroom tool) in your classes, and LionNet will be important to keep track of financial aid, book lists, your academic transcript, and other important information. Check out Section 2 to become familiar with the technology on campus and the support provided to you regarding those areas, including computer use policies, Information Technology Services, and MSSU's HelpDesk .

Section 3 offers tools to better equip you academically. Some of the most difficult challenges about college are deciding on a major, designing an effective class schedule, and understanding how to work with an advisor. This section was developed to make these academic requirements more clear. If you read the material here and have further questions, feel free to visit the First-Year Experience Office or the ACTS office (Advising, Counseling, and Testing Services). The staff in both offices are equipped to handle anything that you need.

Section 4 deals with the MSSU University Mission. One aspect of our university mission is the promotion of international study and travel. We believe that each student should be a global citizen, because an international perspective will enhance your success whether you remain in Joplin or travel the world. We have many offerings related to international study and international travel. You might think about how you can participate in international activities now, as a first-year student. MSSU offers some great opportunities, but you'll have to plan ahead in order to take advantage of our university's international focus.

Section 5 highlights the services MSSU provides, such as tutoring, counseling, service organizations, athletics and social organizations. These services help you be a successful and involved citizen of the campus community. The services described in this section are for your benefit and are designed with college students in mind. When you need some information about student activities and services, this is the place to look.

Section 6 is the Lion Language section. At MSSU, as on university campuses across the country, there is a specialized academic language. There are certain terms that have universal meanings on campus: student union, registrar, academic probation, etc. There also are words and terms more specific to our university, such as the Southern Welcome, Lion's Den, ACTS, etc. On most campuses, any student could tell you where the student union is located, but most campuses do not have a Lion's Den. This section is designed to give you the definitions of essential words and terms that you will encounter and need to know and use while at Missouri Southern. It is a good idea to read this section so you are up-to-date on the academic lingo. If you run across an issue related to the college experience that you cannot find addressed in this guidebook, talk to your UE 100 instructor or course assistant, or come by the FYE office in Hearn Hall 315.

Finally, refer to this Roary's Guide as a textbook for your first-year experience. Being familiar with this text will make you more prepared to handle everyday decisions related to your college experience. Welcome to MSSU!

FIRST-YEAR EXPERIENCE PROGRAM

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

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

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

The First-Year Experience Program (FYE) at Missouri Southern State University has been established to assist first-year students in the transition to university life and to introduce new students to the opportunities at MSSU. The FYE program oversees several components that help accomplish these goals such as: The University Experience course, Phi Eta Sigma, Learning Communities and the Leadership Training courses for Course Assistants.

UE 100

The University Experience is a fundamentals course designed to assist first-year students in successfully defining themselves both as active participants in the MSSU community and as citizens of a twenty-first century global community. The course offers information on university personnel, facilities, services, policies, study skills and MSSU's international mission and international study opportunities. Student participation in co-curricular activities is required. The course is taught by an instructor with the assistance of a course assistant. The course assistant serves as a peer mentor and a resource for the first-year students.

Learning Communities

A Learning Community is a group of courses that students take together. Learning Communities are comprised of a University Experience 100 course (required for all first-year students) and one general education or major requirement course. In addition to attending classes, students enrolled in a Learning Community also participate in social activities together. Being a part of a Learning Community is a great way to make friends and form study-groups with like-minded students.

Course Assistant Program

Course Assistants (CAs) are upper-level students who share their insights and experiences with entering students in the University Experience class. Their recent experiences and success in the academic environment make them effective models. Upper-level students apply for the assistant role and receive training through UE 400/401: Leadership Training I and II.

Phi Eta Sigma

Phi Eta Sigma is the oldest and largest freshman honor society. It was founded at the University of Illinois on March 22, 1923. MSSU hosts a chapter of Phi Eta Sigma and to qualify, full-time first year students must attain a 3.5 cumulative GPA during either their fall or spring semester of their first year. Membership is by invitation and induction only. Once students pledge membership to Phi Eta Sigma, they are members for life.



SECTION ONE

Welcome to MSSU! We're glad you're here.

UNIVERSITY EXPERIENCE: UE 100

Numbers in brackets reference Core Goals and Competencies. Students will:

What students can hope to learn in their UE 100 class

1. Develop the skills necessary for making a smooth transition to University Life by [4A, 4C]

- Demonstrating knowledge of University support programs
- Demonstrating knowledge of building and facility locations
- Acquiring an academic advisor
- Demonstrating basic navigation skills in Blackboard and LioNet
- Demonstrating ability to identify and evaluate library resources
- Demonstrating knowledge of the various academic schools and degree programs
- Demonstrating involvements in campus organizations, presentations, lectures, and other co-curricular events

2. Develop a sense of academic responsibility by [4A, 4C]

- Demonstrating understanding of the MSSU catalog including academic policies
- Demonstrating understanding of the MSSU Student Handbook including student rights and responsibilities
- Demonstrating understanding of the MSSU General Education Requirements
- Demonstrate understanding of goal setting and time, and money management
- Demonstrate understanding of information about campus safety, alcohol and drug use and abuse.
- Demonstrate understanding of their responsibility related to the academic advising process

NAMES AND NUMBERS

MSSU Main Switchboard: 417-625-9300 | From an on campus phone: 0 - For phone access on campus, dial the 4-digit extension. | Emergency: 911 - Non-Emergency: 417-626-2222

CONCERNED WITH	WHOM TO SEE	LOCATION	PHONE
Academic Advising	Advising, Counseling and Testing	Hearnes 314	417-625-9324
Academic Outreach (Continuing Ed. and Dual Credit)	Brett Meeker	Hearnes 315	417-625-9785
Account Payment Plans	Bursar's Office	Hearnes 105	417-625-9381
Activities and Events	Student Activities	Billingsly Student Center 210	417-625-9346
Athletics	North End Zone (NEZ)	North End Zone (NEZ) 212A	417-625-9317
Block Meal Plans	Bursar's Office	Hearnes 105	417-625-9381
Books and Supplies	Bookstore	Billingsly Student Center (2 nd Floor)	417-625-9380
Bordertown Publication	Dr. Joey Brown Dr. Michael Howarth	Kuhn Hall 212	417-625-9377
Car Problems	University Police	University Police	417-625-2222
Car Registration	Campus Card Services Center	Billingsly Student Center 109	417-625-5463
Career Counseling	Advising, Counseling and Testing	Hearnes 314	417-625-9324
Career Planning	Career Services	Spiva Library 207	417-625-9343
Cashing a Check	Bursar's Office	Hearnes 105	417-625-9381
Crossroads Publication	University Relations and Marketing	Mansion Annex	417-625-9399
Financial Aid	Financial Aid Office	Hearnes 109	417-625-9325
First-Year Experience Program	FYE Office	Hearnes 315	417-625-9731
International Students	Admissions	Hearnes (1 st Floor)	417-625-9372
Info Technology Services	HelpDesk	Plaster Hall 224	417-625-4444
Library Fines	Circulation Desk	Library 323	417-625-9362
Lion Bucks Account Info	Campus Card Services Center	Billingsly Student Center 109	417-625-5463
Medical Needs	Willcoxon Health Center	Billingsly Student Center 242	417-625-9323
News Releases	Scott Meeker	Mansion Annex	417-625-9813
Pay Student Account	Bursar's Office	Hearnes 105	417-625-9381

CONCERNED WITH	WHOM TO SEE	LOCATION	PHONE
Personal Counseling	Advising, Counseling and Testing	Hearnes 314	417-625-9324
Pool Information/ Racquetball Reservations	Steven Benfield	Billingsly Student Center 241	417-625-9693
Post Office	Office Services	Billingsly Student Center 102	417-625-9517
Radio - 88.7 KXMS	Kirsten Blasher	Webster 152	417-625-9356
Residence Halls	Residence Life	Blaine Hall 106	417-625-9522
Scholarships	Financial Aid	Hearnes 109	417-625-3161
School Newspaper (CHART)	Ward Bryant	Webster 362	417-625-9710
Student Disability Services	Student Success Center	Hearnes 301	417-659-3725
Student Employment	Rebecca Sumler	Hearnes 109	417-625-9398
Student Government	Student Affairs	Billingsly Student Center 347	417-625-9392
Student ID (Lion Card)	Campus Card Service Center	Billingsly Student Center 109	417-625-5463
Student Meeting Rooms	Dianne Vlasin	Billingsly Student Center 210	417-625-9346
Student Organizations	Eli Moran	Billingsly Student Center 210	417-625-9669
Recreation Services	Staff	Billingsly Student Center 241	417-625-9760
Television - KGCS-TV	Judy Stiles	Webster 157	417-625-9375
Theatre Reservations	Theatre	Box Office	417-625-3190
Title IX Coordinator	Tamika Harrel	Billingsly Student Center 347	417-625-3022
Traffic Appeals	University Police	University Police	417-625-2222
Tutoring	Student Success Center	Hearnes 301	417-659-3725
Veterans Benefits	Maghan Alberts	Hearnes 109	417-625-3159
Withdrawal of Classes/ Official Transcript and Other Records	Registrar's Office	Hearnes 101	417-625-9549



BUILDINGS AND PURPOSES

For more information, photos and video of our campus, check out our interactive map online at: mssu.edu/map

Mills Anderson Justice Center

- Criminal Justice Programs
- Firing Range
- Justice Center Auditorium
- Military Science
- Law Enforcement Academy
- Social Work
- Talent Search
- Upward Bound

Fine Arts Complex

- Music Department
- Phinney Recital Hall
- Art Department
- Spiva Art Gallery of MSSU

Billingsly Student Center

- Bookstore
- Beimdiek Recreation Center
- Food Service
- Lion's Den
- Meeting Rooms
- Student Activities
- Student Services
- Campus Card Services (Lion Card)
- Willcoxon Health Center

Bodon Soccer Field

León Health Science Building

- Dental Hygiene
- Kinesiology
- Emergency Medical Technician
- Health Sciences
- Nursing
- Paramedic

- Psychology
- Radiology Technology
- Respiratory Therapy

Hearnes Hall

- President's Office
- Provost/Vice President for Academic Affairs
- Administrative Offices
- Admissions
- Advising and Counseling
- Bursar's Office
- Continuing Education Division
- Dean of Arts and Sciences
- Disability Services
- Financial Aid
- First-Year Experience Program
- Academic Outreach
- Missouri Southern Foundation
- Project Stay
- Registrar
- Student Success Center

Hughes Stadium Kuhn Hall/Annex

- English and Philosophy Department

Kungle Women's Softball Field

Leggett and Platt Athletic Center

- Seating capacity - 3,480 (Retractable)
- Poured vinyl floor with a wood insert for basketball, volleyball
- Freeman Sports Medicine Weight and Training Rooms
- Mercy Track - Six-lane, 200-meter indoor track

Robert W. Plaster Free Enterprise Center

- Robert W. Plaster College of Business Administration
- Computer Science
- IT HelpDesk
- Edward Jones Investment Center
- International Trade and Quality Center
- Management Development Institute
- Cornell Auditorium
- Small Business Development Center (SBDC)

Ralph L. Gray Alumni Center

- Alumni and Constituent Relations and the Alumni Association

Mansion Annex

- University Relations and Marketing

Physical Plant

- Central Receiving
- University Police
- Greenhouse

Joplin Regional Center

- Lion Cub Academy

Reynolds Hall

- Biology Department
- Mathematics Department
- Physical Sciences Department

Spiva Library

- Career Services
- Computer Labs

Dianne Mayes Student Life Center

- Computer Labs
- Laundry Facilities
- Meeting Rooms
- Television Lounge
- Vending Machine

North End Zone Facility

- Ticket Office

Annex Trailers

- Mathematics classes

Nixon Hall

- Mathematics classes

Student Residence Halls

- Blaine Hall
- McCormick Hall

- Gockel Hall
- Stegge Hall
- Dishman Hall
- Dryer Hall
- Headlee Hall
- Maupin Hall
- Mitchell Hall
- Stone Hall
- East Hall
- Quads A-F

Stults Memorial Garden

Gene Taylor Hall

- Honors Program
- Teacher Education Department

Thomas E. Taylor Performing Arts Center

- Taylor Auditorium
- Theatre Department
- Bud Walton Black Box Theatre

Ummel Technology Building

- Engineering Technology
- Biology Labs

Biology Pond

- Picnic Pavilion

Veterans' Memorial

Webster Hall

- Communication Department
- Distance Learning
- Modern Languages Department
- International Language Resource Center
- Institute of International Studies
- 88.7KXMS/Fine Arts Radio International
- KGCS-TV
- Social Science Department
- Spradling Center for Law and Politics
- Corley Auditorium
- Social Work
- Testing Services

Gene Wild Women's Softball Field

Young Gymnasium

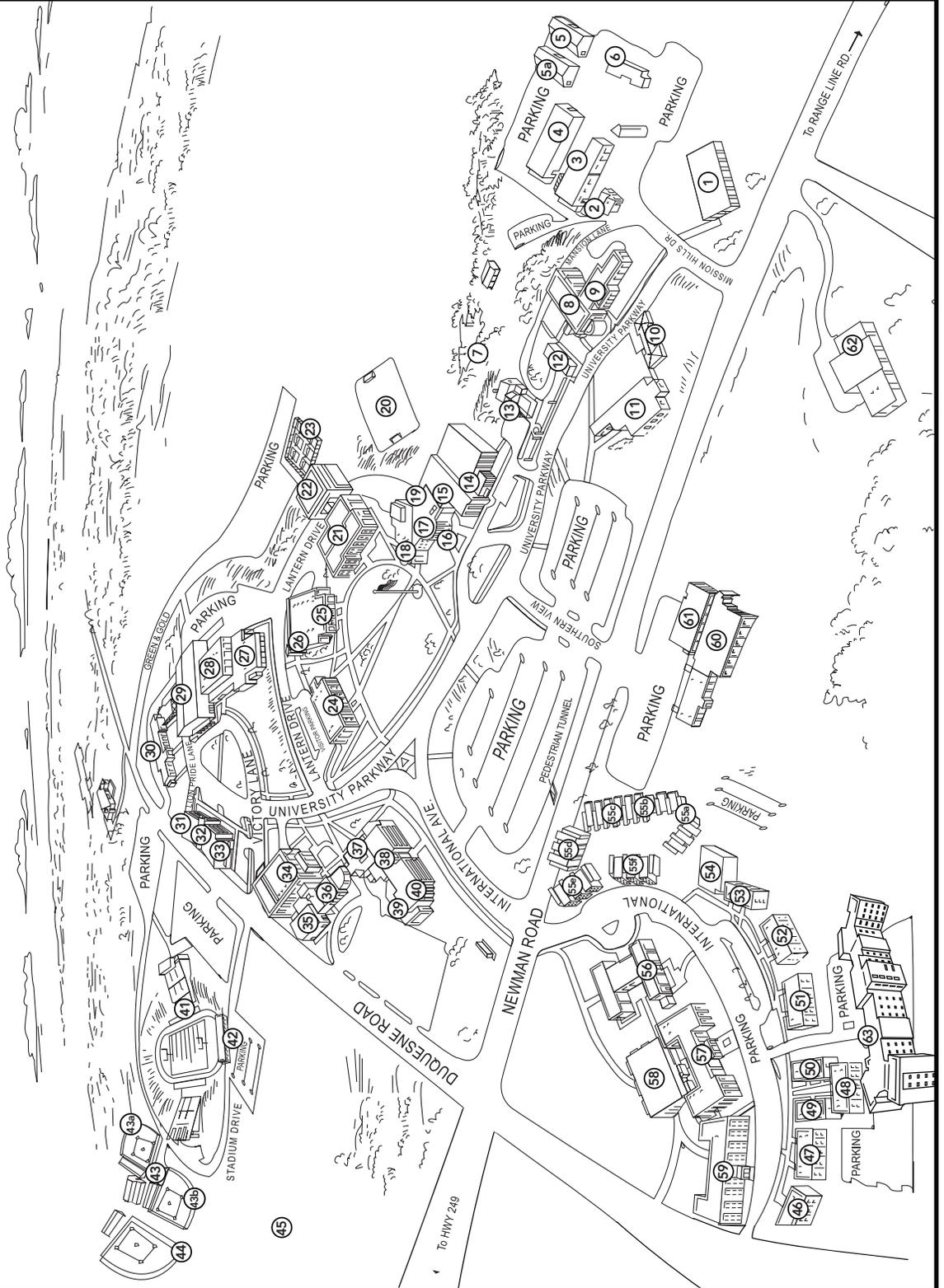
- Kinesiology Department
- Men's Athletics
- Sports Information Office
- Swimming Pool
- Racquetball Courts
- Women's Athletics



**MISSOURI
SOUTHERN**
STATE UNIVERSITY.

CAMPUS MAP

LAYOUT AS OF JUNE 2021



ACADEMICS

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

Fine Arts Complex

- 34. Taylor Performing Arts Center
- 35. Bud Walton Theatre
- 36. Phimey Hall
- 37. Spiva Art Gallery
- 38. Webster Hall
- 39. W. Robert Corley Auditorium
- 60. Mills Anderson Public Safety Center
- 61. Criminal Justice Auditorium

ADMINISTRATION

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

ATHLETICS

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

DINING

- 18. The Lion's Den
- 26. Coffee Shop

HEALTH

- 14. Willcoxon Health Center

RECREATION

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

RESIDENTIAL AREA

- 46. Mitchell Hall
- 47. Meupin Hall
- 48. Stone Hall
- 49. Headlee Hall
- 50. Dryer Hall
- 51. Dishman Hall
- 52. Stegge Hall
- 53. Gockell Hall
- 54. FEWA Shelter
- 55. Quad Buildings (A-F)
- 56. McCormick Hall
- 57. Blaine Hall
- 58. Dianne Mayes Student Life Center
- 59. East Hall
- 63. Lion Village



SECTION TWO

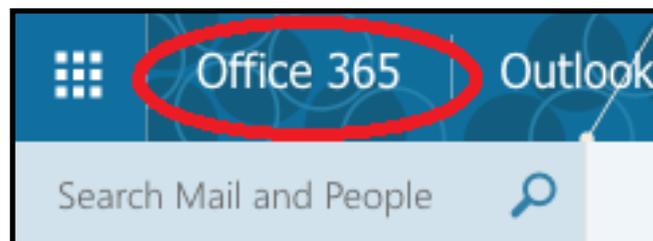
Technology Basics

OFFICE 365 FOR FREE!

Get the full Office Suite for free using your student, faculty, or staff email account. You can download and use Microsoft Office 365 on up to 5 PCs or Mac devices.

To Install on PC & Mac :

1. Open any browser and go to www.outlook.com/mssu.edu
2. Log into your email with your University provided account*.
Username: Email Address (Ex. DoeJ001@mymail.mssu.edu)
Password: PIN
3. Click "Office 365" in the top-left corner.



4. On the next page, in the top-right corner, click "Install Office apps".
5. Select "Office 2016".
6. It will then download and you can run the installation.

**If you are unsure of your username or password, call the
HelpDesk at 417.659.4444*

HELPDESK

The HelpDesk provides support to students, not just employees. Services include verifying/providing login information, assisting with basic troubleshooting for Blackboard and other technology related questions.

To reach the HelpDesk call us at 417-659-4444, email us at HelpDesk@mssu.edu, or visit us at Plaster 224.

Lab Availability

We offer a variety of labs for student use including Spiva Library and various departments across campus. For details regarding access and availability of lab usage, please contact the nearest department office.

Wireless Access

To connect your wireless-enabled device to the campus Wi-Fi, go to the network settings area on your device and connect to the appropriate network for your location:

Dorms: LionWiFi
Classrooms: Southern

Once you select the appropriate network, enter your Lion Login for the username and PIN for the password. (NOTE: Android devices may need to select "MSCHAPV2" under the "Phase 2 Auth" option.)

MyMail – Campus Email

Our students have available to them an email account that is the primary source of communication for the university. To access your email in your browser, go to outlook.com/mymail.mssu.edu or click on the "Quick Links" section on the university homepage and select "Email" and log in using the Lion Email and 6-digit alphanumeric PIN that you have been provided. For assistance configuring your email app on your phone, please contact the HelpDesk.

Office365

Along with your MyMail account, each student has access to Office365 web-based suite. Refer to page 12 for installation instructions. Please contact the HelpDesk with any questions or concerns regarding Office365.

LioNet

LioNet provides access to various MSSU web services for student and employee use. Users can access academic records and other utilities on or off campus at any time by visiting lionet.mssu.edu from any device with an internet connection. For ease of use, we recommend disabling any pop-up blockers and ensuring that your web browser is up to date.

There are different ways to print from different browsers.

Printing from Explorer or Firefox:

1. Press Control plus A on your keyboard
2. Press Control plus P on your keyboard
3. Put a check mark in the Selection box

Printing from Chrome:

1. Press Control plus A on your keyboard
2. Press Control plus P on your keyboard -or- click on the icon located on the upper right hand corner of the screen and click Print

MSSU MOBILE APP

MSSU Mobile app allows students to stay connected to the University by providing access to information about MSSU whenever and wherever they want.

The app, which helps make the overall campus experience more effective, more efficient and more fun, is supported by IOS and Android phones.



Download your
APPLE IOS
mobile app here.

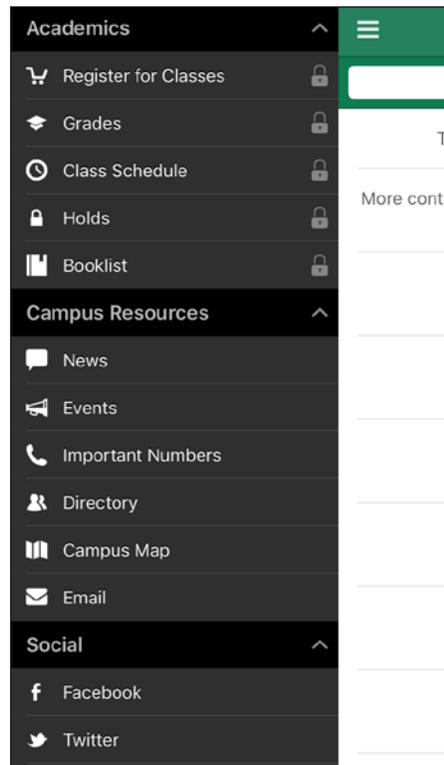


Download your
ANDROID
mobile app here.



Features:

- **Expandable menu headers** – Don't want to see the whole menu? Collapse what you don't need!
- **Courses** — Manage your courses on the go by accessing your course schedule and links to helpful resources.
- **Registration** — Search and register for your planned courses wherever you are.
- **Grades** — Check your midterm and final grades on the go.
- **Holds** — View holds that may affect registrations.
- **Booklist** — Find the books you need for the courses you're taking.
- **Maps** — Know your campus like the back of your hand.
- **Directory** — Find the faculty or staff you need and call them right from the app.
- **Important Numbers** — Find the resource you need and call them right from the app.
- **News** — Dial in to everything happening on campus.
- **Events** — Never miss another important event.
- **Social Media** — Tie your campus experience right into your social network.



BLACKBOARD

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

Do all instructors use Blackboard?

Not all instructors use Blackboard. If an instructor is not teaching an online course but uses Blackboard as a supplemental tool, the instructor will make this known to the students in class and/or in their syllabus.

How can I access Blackboard?

Blackboard can be accessed multiple ways

1. On the university homepage, click on the "Students" link, scroll down a little and click the "Blackboard" button
2. OR from an internet browser, enter mssu.blackboard.com
3. Login with your SID as your USERNAME and 6-digit alphanumeric PIN as your PASSWORD

How do I communicate in Blackboard?

Discussion Boards and other communication tools are widely used throughout Blackboard. Instructors will be sending emails through Blackboard to your MyMail account (see the above section on how to access your MyMail).

How do I use Blackboard?

After you log into Blackboard, you will find the courses or groups you are enrolled in that use Blackboard listed under the "My Courses" area in the right hand section of the screen. From there, you can enter the courses by selecting the course link for the desired section to access course materials.

Also, if you are taking an Internet course for the first time, you will automatically be enrolled in a the "New Online Student Orientation" Blackboard course. This course will appear in your Blackboard enrollments soon after you register for your classes. The course is optional and contains the information you'll need to succeed in online courses. If you don't see the course in your enrollments but would like access, contact Scott Snell, Director of Distance Learning at 417-625-9651 | snell-s@mssu.edu.

When should I check Blackboard?

Instructors are capable of updating content at any point during the semester, so check the site frequently to view announcements and other information your instructor may post. If you have an online class and you don't see your class listed under "My Courses" on your Blackboard site, contact the HelpDesk (contact information below) and your instructor.

WHAT IF I AM HAVING TROUBLE WITH ANY TECHNOLOGY RELATED ITEMS?

For assistance with any of the items above or other technology-related items, please contact the IT HelpDesk by calling 417-659-4444 or sending an email to HelpDesk@mssu.edu.



SECTION THREE

How to Reach Your Goal:
Steps Toward Your Degree

ACADEMIC POLICY FACT SHEET

Subject to change without notice - See University Catalog for this information.

I. Dual Credit/Dual Enrollment

- Programs that allow students to enroll in high school and college at the same time
- Generally, a 3.0 GPA is necessary along with the high school approval
- Make sure credit hours are turned in to the Registrar for credit
- Official transcript must be sent to the Admissions Office for Dual Credit taken elsewhere

II. Admission to Selective Programs

- Nursing, Dental Hygiene, Radiology, Respiratory Therapy, Teacher Education, Social Work
- Submit applications to these programs prior to the deadline

III. Correspondence Courses

- MSSU does not offer correspondence courses
 - MSSU may accept correspondence credit from other schools up to 12 hours

Course Credit for Military Service and Schooling

Military Service students who have completed basic training may be granted credit for the following courses:

- Kine 103 Lifetime Wellness (2 credit hours)
- Kine 220 First Aid and Sport Safety (2 credit hours)
- KINE 101 Introduction to Physical Activity (Land Navigation/Recreation) (1 credit hour)
- KINE 101 Introduction to Physical Activity (Self-Defense) (1 credit hour)
- KINE 101 Introduction to Physical Activity (Marksmanship) (1 credit hour)

These requirements will be satisfied if the DD214 form and/or JST (Joint Service Transcript) is submitted to the Missouri Southern Admissions Office. Credit may also be granted for specific military schooling as recommended by the American Council of Education. The credit granted will be based on applicability and will carry the grade of "CR". The veteran must present documentation designating the military course, date and site of the course.

In addition, at the advisor's request we will articulate elective credit up to 20 semester credit hours. The Registrar's Office must have an official JST (Joint Service Transcript) on file for the student to enter the approved hours into record. Grades would be recorded as credit.

Baccalaureate Degree Requirements

Residence

- 30 credits must be taken at MSSU to earn a degree at MSSU
- 1/2 of the courses required for the major must be completed at MSSU
- 1/2 of the upper-division major hours must be completed at MSSU

Credit Hours

- At least 120 hours are required for a Bachelor's degree

Grade Point Average

- 2.0 minimum required to graduate (as specified by certain majors)

Upper-Division Hours (300 and 400 level)

- Minimum of 39 hours of upper-division needed for graduation

Modern Language Requirement

- Bachelor of Arts degree only
- Must complete 10-12 hours of same modern language (Chinese/Japanese may be combined to reach 10-12 hour goal)

Assessment

- All students are required to participate in University Assessments of Outcome activities
- A Senior Assessment will be given to a sample of students

Core Curriculum Requirements

- Contributes to the development of the whole person as an individual and a member of society

Civic Exam

- Passed with minimum score of 70% score

Missouri Higher Education Civics Achievement Examination (CIVX 100)

A new Missouri law requires all public colleges and universities to administer a civics exam to students as a requirement for graduation. This law is part of Senate Bill 807, Section 170.013, which went into effect on August 28, 2018. This law applies to the incoming class of first-time college students in the fall of 2019 and all students who come after them.

According to the law, students must score a least a 70 percent on the examination before they can graduate. If they score lower, then they can retake the exam. In order to help students score a 70 percent or better, MSSU has created a CIVX 100 resource course that resides in Blackboard. At the beginning of each semester, each incoming freshman and students will be automatically enrolled in the CIVX 100 Blackboard resource course in which the Civics Exam with a minimum of 70 percent, they will be re-enrolled the following semester. When they earn 70 percent on the exam, they will receive notification that they have met the Civics Exam requirement, and they will not be enrolled in the resource course the following semester.

The CIVX 100 resource course has eight modules based on subject matters including the US Constitution, the Bill of Rights and other areas of government and history. Each module consists of:

- instructional videos with interactive quizzes to engage the student with the material delivered on each subject on the exam.
- engagement activities to support the material being presented (example: interactive maps, matching exercises, hotspots, ordering)
- library resources to enhance the Civics curriculum material (example: primary documents, government websites and resources)

The CIVX 100 resource course (which includes the Civics Exam) will be a zero-credit, no fee resource course on

Blackboard. It is a state mandated requirement for graduation and will be included on the student's Degree Works Audit report and when the student has attained a 70 percent or greater on the Civics Exam, that result will also be posted on their Academic Transcript.

General questions regarding Civics Test Requirement?

Contact Registrar at registrar@mssu.edu, 417-625-9389

Questions regarding Civics Resource Course on Blackboard?

Contact Instructor Ms. Diana Fordham at Fordham-d@mssu.edu, 417-625-3507

IV. Associate of Science Degree Requirements

Residence

- Last 15 hours must be completed at MSSU

Credit Hours

- Minimum of 60 credit hours must be completed to receive an Associate Degree

Grade Point Average

- 2.0 minimum required

Major Field

- Students must complete all course requirements established by advisor of the particular program.

Core Curriculum Requirements

- Contributes to the development of the whole person as an individual and a member of society

Civics Exam

- Passed with minimum score of 70% score

V. Student Classification

By Class

Freshman	0-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90 hours and above

By Hours

Full-time	12 hours and above
Three Quarters	9-11 hours
Half-time	6-8 hours
Less than half-time	Fewer than 5 hours

VI. Withdrawal from Class

- All withdrawal information can be found in your course catalog and schedule booklet
- For single course withdrawals contact the Office of the Registrar
- For total withdrawal from the University contact the Financial Aid Office

VII. Academic Probation/Suspension

- For students with 1-22 credit hours, a semester GPA of 1.5 or below will put students on academic probation (However, financial aid standards may be different--always check)
- Each student should consider a GPA of less than a 2.0 as a warning
- Not raising GPA to minimum standard in following semester leads to academic suspension
- Once suspended, a student may not return to college for 1 semester

VIII. Credit /No-Credit System of Grading

Classes may be taken for credit or no credit. Credit/no credit classes are NOT counted in the student's GPA. The minimum performance to receive credit is a "D". Students can enroll for certain courses on a credit/no credit basis under the following conditions:

- Registration is approved by the student's advisor and the head of the department through which the course is offered
- Student has attained a sophomore rank
- Student has a GPA of 2.0 or above
- Student only takes 1 course a semester as credit/no credit
- Student only takes 3 courses or 10 hours as credit/no credit over the course of their college career
- The class for credit/no credit is not part of the student's degree program
- The class for credit/no credit is not part of the core curriculum
- The "credit" grade for the course may not be changed to a grade

IX. Graduation Honors

Graduation Honors are earned through the student's cumulative GPA (all courses below 100 level are excluded from the GPA calculation). Transfer students should refer to the catalog for additional eligibility requirements.

Associate Degrees

First Honors	3.90 and above
Second Honors	3.80-3.89
Third Honors	3.70-3.79

Bachelor Degrees

Summa Cum Laude	3.90 and above
Magna Cum Laude	3.80-3.89
Cum Laude	3.70-3.79

DEGREE TYPES

AS - Associate of Science (2 Year)
 BA - Bachelor of Arts (4 Year)
 BAS - Bachelor of Applied Science (4 Year)
 BFA - Bachelor of Fine Arts (4 Year)
 BSE - Bachelor of Science in Education (4 year)
 BSW - Bachelor of Social Work
 BM - Bachelor of Music (4 Year)
 BME - Bachelor of Music in Education (4 Year)

BS - Bachelor of Science (4 Year)
 BSBA - Bachelor of Science in Business (4 Year)
 BGS - Bachelor of General Studies (4 Year)
 MEd - Master of Science in Education
 MAcc - Master of Accountancy
 MSM - Master of Science in Management

MAJOR PROGRAMS

Code	Name
AC00	Accounting (BSBA)
AR01	Art-Visual (BA)
AR02	Art-Studio (BFA) by approval only
AR03	Art-Design (BFA) by approval only
BAS0	Applied Science (BAS)
BAS1	Env. Health & Safety (BAS)
BAS2	Env. Health & Safety DL (BAS)
BG00	Bachelor of Gen Studies (BGS)
BI01	Biology-Btch, Mic, Gen (BS)
BI02	Biology-Ecol, Mar, Cons (BS)
BI04	Biology-Gen Bio or Und (BS)
BI05	Biology-Phys/Occup Thpy (BS)
BI06	Biology-Preprof-Dent (BS)
BI07	Biology-Preprof-Med (BS)
BI08	Biology-Preprof-Optom (BS)
BI09	Biology-Preprof-Pharm (BS)
BI10	Biology-Preprof-Vet (BS)
CH00	Chemistry (BS)
CH01	Chemistry (BA)
CH02	Chem-Biochemistry (BS)
CH03	Chem-Premedical (BS)
CH04	Chem-Prepharmacy (BS)
CH05	Chem-Preveterinarian (BS)
CH06	Chem-Predental (BS)
CH07	Chem-Preoptometry (BS)
CH08	Chem-Forensic Science (BS)
CH09	Chem-Health Professional (BS)
CI02	CIS-Computational Math (BS)
CI04	CIS-Info Technology (BS)
CI05	CIS-Comp Forensics/CJAD (BS)
CI07	CIS-Info Systems (AS)
CI11	CIS-Info Tech(BS) PI minor (IE85)
CI12	CIS-Information Technology w/CPI cert (BS)
CJ00	Crim Just Ad-Comp Foren/CIS (BS)
CJ01	Criminal Justice Adm (BS)
CO00	Comm-Public Relations (BA)
CO02	Communications-Mass (BA)
CO05	Comm-Public Relations (BS)
CO06	Communications-Mass (BS)
DH01	Dental Hygiene Appli (AS)
DH00	Dental Hyg (AS)
EE01	E Ed-Erly Ch {Birth-3} (BSE)
EE04	Elem Ed 1-6 & ELL {K-12} (BSE)
EE14	Elementary Ed 1-6 (BSE)
EM21	Mid Sch-Math {5-9} (BSE)
EM22	Mid Sch-Comm Arts/Eng {5-9} (BSE)
EM23	Mid Sch-Science {5-9} (BSE)
EM24	Mid Sch-Soc Studies {5-9} (BSE)
ES04	Sec Ed-Chemistry (BSE)
ES06	Education-Phys Ed {K-12} (BSE)
ES07	Education-Physics (9-12) (BSE)
ES08	Education-Art {K-12}(BSE)
ES09	Secondary Ed-Biology (BSE)
ES10	Secondary Ed-Bus (BSE)
ES12	Secondary Ed-Eng (9-12) (BSE)
ES13	Education-French {K-12} (BSE)
ES15	Secondary Ed-Math (BSE)
ES16	Education-Piano-Inst (BSE)
ES17	Education-Piano-Vocal (BSE)
ES20	Education-Spanish {K-12}(BSE)
ES21	Sec Ed-Speech & Drama (BSE)
ES24	Education Vocal K-12 (BME)
ES25	Education-Instrumental K-12(BME)
ES26	Sec Education Social Science Opt. 1 (BSE)
ES27	Sec Education Social Science Opt. 2 (BSE)
EN03	English-Lit Studies (BA)
EN04	English-Prof/Tech Writ (BA)
EN05	English-Lit Studies (BS)
EN06	English-Prof Tech Writting (BS)
EH02	Environmental Hlth & Safety (BS)
EH04	Environmental Hlth - Distant Learning (BS)
FL00	Modern Language/French (BA)
FL02	Modern Language/Spanish (BA)
FN10	Finance (BSBA)
GB00	General Business (BSBA)
GB30	Business Major Undelcared (BSBA)
HA00	Healthcare Administration (BS)
HI00	History (BA)
HI01	History (BS)
HS01	Health Science-Dental Hyg (BS)
HS02	Health Science-Rad Tech (BS)
HS03	Health Science-Res Ther (BS)
HS06	Health Science-Paramedic (BS)
IB00	International Business (BSBA)
IE00	Industrial Engineering Technology (BS)
IE02	Manufacturing Engineering Technology (AS)
IE03	Logistics (BS)
IP00	IPA International Affairs (BA)
IP01	IPA Political Affairs (BA)
IP02	IPA Legal Affairs (BA)
IP03	IPA Geog. & Env. Affairs (BA)
IP04	IPA Global Cultural Studies (BA)
IP05	IPA International Affairs (BA)
IP06	IPA Political Affairs (BS)
IP07	IPA Legal Affairs (BS)
IP08	IPA Geog. & Env. Affairs (BS)
IP09	IPA-Social Science Education (BS)
IP10	IPA-General Track (BS)
KI00	Hlth Promotion & Wellness (BS)
LE00	Law Enforcement-Opt A (AS)
LE01	Law Enforcement-Opt B (AS)
MA00	Mathematics (BS)
MA01	Computational Math/CIS (BS)
ML00	Med Lab Science (BS)
ML01	Med Lab Sci Applicant (BS)
MM00	Management (BSBA)
MM03	Marketing (BSBA)
MM04	Human Resource Mgmt (BSBA)
MU05	Musical Theatre (BM)
MU06	Instrumental Performance (BM)
MU07	Keyboard Performance (BM)

MU08	Vocal Performance (BM)	SO01	Sociology (BS)
MU09	Electives Outside field (BM)	SW00	Social Work Applicant (BSW)
NU00	Nursing (BS)	SW01	Social Work (BSW)
NU01	Nursing Applicant (BS)	TH03	Theatre Performance (BA)
PH00	Physics (BS)	TH04	Theatre Performance (BS)
PH01	Physics-Engineering (BS)	TH05	Theatre Production (BA)
PY00	Psychology (BS)	TH06	Theatre Production (BS)
PY01	Psychology (BA)	TH07	Theatre Performance (BFA)
RA00	Radiologic Tech Appli (AS)	TH08	Musical Theater Performance (BFA)
RA01	Radiologic Technol (AS)	TH09	Theatre Production (BDA)
RE00	Respiratory Therapy (AS)	OT01	Undecided Regularly Admitted
RE01	Resp Thpy Applicant (AS)	OT02	Special, Post-Grad
SO00	Sociology (BA)		

MINORS

<u>Code</u>	<u>Name</u>		
AC80	Accounting (Non-Business Majors)	FN85	Finance-BSBA
AC81	Accounting for Business Majors	FN86	Finance-Non-BSBA
AR80	Art-Studio	GB80	General Business-Non BSBA
AR81	Art-Graphic Design	GE80	Geography
AR82	Art History	GE84	Geology
BI80	Biology	HI80	History
CI80	Computer Information Systems	HI81	American Studies
CI82	Network System Administration	IB80	International Business
CI83	Website Administration	IS80	International Studies
CI84	Information Assurance & Tech	MA80	Mathematics
CJ80	Corrections	MM81	Human Resource Management
CJ81	Crime Scene Investigation	MM82	Management
CJ82	Criminal Justice Admin	MM83	Marketing
CJ83	Juvenile Justice	MM84	Multi-Media
CO80	Mass Communications	MM85	Total Quality Management
CO81	Public Relations	MM88	Entrepreneurship
CO82	Speech Communications	MS80	Military Science
EC85	Economics-BSBA	MU80	Music
EC86	Economics-Non-BSBA	PH80	Physics
EH80	EHS-General	PH81	Advanced Power
EH81	EHS-Environmental Biology	PI80	Philosophy
EH82	EHS-Health Protection	PS80	Political Science
EH83	EHS-Safety & Hazard Prevention	PS82	International Politics
EN80	English-Literature Emphasis	PS83	Legal Studies
EN81	English-Writing Emphasis	PY80	Psychology
EN82	English-Creative Writing	SO82	Sociology
FL80	Chinese	SO84	Cultural Anthropology
FL83	Japanese	TH80	Theatre

CERTIFICATES

<u>Code</u>	<u>Name</u>		
AR90	Art Illustration (Cert)	CI91	CIS-Webste Admin (Cert)
AR91	Art Publication Design (Cert)	CI92	CIS-Assurance & security (Cert)
BI90	Unmanned Aircraft (Cert)	CJ90	Policing (Cert)
CH90	Chemical Lab Sciences (Cert)	CJ91	Criminal Investigations (Cert)
CI90	CIS-App Development (Cert)	CJ92	Corrections (Cert)
		CJ93	Juvenile Justice (Cert)

CJ94	CrimeScene Investigation (Cert)	MM86	Entrepreneurship (Cert)
CJ95	Criminal Law (Cert)	MM92	Ent. Planning & Mgmt (Cert)
CJ96	Homeland Security (Cert)	MM93	Ent. Operations (Cert)
EH84	EHS-General Emphasis (Cert)	MM94	Specialist Mgmt (Cert)
EH85	EHS Env Protection (Cert)	MU90	Jazz Studies (Cert)
EH86	EHS-Env Public Health (Cert)	MU91	Music: Conducting (Cert)
EH87	EHS-Occupational Hlth&Sfty (Cert)	MU92	Music Instruction (Cert)
EH88	Hazardous Mat Mgt (Cert)	MU93	Music Ensemble Perf (Cert)
EN90	Creative Writing (Cert)	MU94	Music Industry (Cert)
FL86	Medical Interpretation (Cert)	MU95	Percussion Specialist (Cert)
HA90	Healthcare Business (Cert)	MU96	Musical Theater (Cert)
HI90	Latin American Studies (Cert)	PA80	Emergency Med Tech (Cert)
HI91	Public History (Cert)	PA81	Paramedic (Cert)
HI92	European Studies (Cert)	PA82	Advanced EMT (Cert)
HN90	Honors Interdisciplinary Studies	PA90	Adv. Practice Paramedic (Cert)
IE 86	Continuous Process Imp (Cert)	PA91	Firefighter (Cert)
IE88	Automation (Cert)	PH90	Electronics (Cert)
IP90	Global Citizenship (Cert)	PH91	Physics Tutor I (Cert)
IP91	Change for Legal Studies (Cert)	PH92	Physics Tutor II (Cert)
IS90	Teach English as a FL (Cert)	PS90	Intl Politics & Diplomacy (Cert)
KI90	Coaching (Cert)	PS91	Public Administration (Cert)
KI91	Population Health (Cert)	PS92	Legal Studies (Cert)
KI92	Exercise Science (Cert)	PS93	Campaign & Elections (Cert)
LE81	Peace Officer Train (Cert)	PS94	Political Communication (Cert)
MA90	Math Tutor I (Cert)	PY90	Developmental Psychology (Cert)
MA91	Math Tutor II (Cert)	PY91	Clinical Psychology (Cert)
ML80	Chinese (Cert)	PY92	Autism Spectrum Disorder (Cert)
ML81	French (Cert)	SO90	Gender Studies (Cert)
ML83	Japanese (Cert)	SS80	Six Sigma Green Belt(Cert)
ML85	Spanish (Cert)	SS81	Six Sigma Black Belt(Cert)
ML90	Linguistics (Cert)	TH90	Theatre Stage Technology (Cert)
MM70	Professional Communication (Cert)	TH91	Theatrical Design (Cert)
MM71	Integrated Marketing Comm (Cert)	TH 92	Costume Technology (Cert)
MM72	Digital Marketing Comm (Cert)	TH 95	Arts Admin & Leadership (Cert)

GRADUATE PROGRAMS

Code Name

GR04	Criminal Justice-SEMO (MS)	GR12	Management (MSM)
GR08	Curriculum & Instruction (MSEd)	GR13	Administration (MSEd)
GR09	Accountancy (MAcc)	GR16	Justice Studies (MSJS)
GR11	Management HR (MSM)		

GRADUATE CERTIFICATES

Code Name

GAR0	Post. Bac. Studies in Art (Cert)
GMU0	Music Ensemble Pedagogy (Cert)
GMU1	Music Applied Pedagogy (Cert)



WHAT IS ACADEMIC ADVISING?

Academic advising is a relationship in which an advisor (a faculty member or professional staff member) helps a student to select, plan, and complete their academic goals without unnecessary delays and expense. You will want to work closely with your advisor to plan a program of study that will ensure required and elective courses are taken in the proper sequence.

The Academic Advising mission at Missouri Southern is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning.

Student Learning Objectives:

- Know your academic advisor.
- Access your academic advisor when needed.
- Utilize your academic advisor in a supportive and caring environment.
- Acquire and demonstrate awareness of University resources and support services.
- Register for classes by the end of the enrollment period.
- Participate in regular, individualized academic interactions with your academic advisor.
- Demonstrate knowledge of University policies.
- Make progress toward career goals.
- Make progress toward graduation.

Missouri Southern State University adopts the National Academic Advising Association Core Values (NACADA, 2005) and the Council for the Advancement of Standards in Higher Education Advising Program Standards (CAS, 2005).

How are advisors assigned?

Advisors are assigned by majors. It is your responsibility to go to the department of your major and request an advisor from the department head. The department secretaries will assist with the process. If you declare a minor, you will need an advisor in that department in addition to your major advisor. Anytime you change your major, you will need to go to the department of the new major and request a new advisor.

What if you want to change your major?

Change it in the department of your major, complete the Registrar's Office online Change of Major/Minor form at mssu.edu/student-affairs/registrar/online-forms.php.

Advisor Responsibilities

- Understand degree requirements and effectively communicate them.
- Provide a safe place for advisees to share their thoughts, aspirations, concerns, and interests.
- Provide resources and refer advisees to appropriate support offices.
- Listen carefully to advisees' questions or concerns.
- Maintain confidentiality pursuant to FERPA.
- Be accessible for meetings through office hours, telephone, email, or web access.
- Help advisees think through educational goals.
- Assist advisees in achieving educational goals (course selections and major decisions).
- Protect and maintain the integrity of the institution's degrees by enforcing all University and departmental policies and procedures.
- Treat advisees with respect.

Student Responsibilities

- Attend regular appointments and make regular email and phone contact with your advisor each semester.
- Come prepared to each appointment with questions or material for discussion.
- Be an active learner by participating fully in your advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Complete all "to do's" or recommendations from your advisor.
- Gather all relevant decision-making information.
- Clarify your personal values and goals and provide your advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Accept responsibility for your decisions.

ADVISING THE STUDENT ATHLETE

The Rules:

- Must pass 9 hours of degree credit each semester to be eligible for competition.
- Must pass 24 hours of degree credit each academic year (fall, spring, summer); 18 hours must be completed in the fall/spring with up to 6 completed in the summer.
- Must be in good academic standing according to institutional standards and have a 2.0 GPA to meet NCAA GPA requirements.

Key Points to Advising:

- Enroll in a full-time schedule and maintain full-time status at all times.
- Complete remedial hours during the freshman academic year – the only time these hours count for eligibility.
 - Must declare major by the 5th semester of enrollment and all classes must be considered progress toward the declared degree – no electives can be taken unless to fulfill the 120 credit hour requirement and is allowed by major.

Dropping a Class:

- To withdraw from a course, pick up a withdrawal form from the Registrar's Office and take it to the compliance office (Leggett and Platt 148C) for the first signature on the course withdrawal form.
- During the first two weeks of the semester, contact the compliance office (625-9712) before dropping any course.
- If dropping the class will bring the student-athlete below full-time status, the student-athlete will be required to add a class before the drop will be approved.

QUESTIONS:

Amanda Schmelzer
Athletic Compliance Officer,
417-625-9712
Schmelzer-A@mssu.edu

Missouri Southern
State University
3950 East Newman Road
Joplin, MO 64801



QUICK METHOD FOR CONSTRUCTING A CLASS SCHEDULE

1. Print a copy of your Degree Works audit from LioNet
2. Access schedule of classes or the Open Class list through LioNet or MSSU website.
3. In consultation with your advisor and your Degree Works audit, make a list of the courses you want to take.
4. In the schedule of classes, locate the listing for each type of class you want to take, such as ENG 0101, SOC 0110, etc.
5. Check the LioNet Open Class List to see if classes you have selected are open.
6. Find the CRN of all the classes you are interested in taking that fits your preferred time frame for taking classes. CRNs are in the first column of the schedule book. Take note of the different types of classes – Traditional in-class, Internet, and Hybrid (combination of in-class and online). Also take note of special information such as off- schedule classes, delayed start, courses with special requirements such as fees or other specific requirements, shortened class duration, etc.
7. Write down ALL of the times you could possibly attend each of your classes, including afternoon, night or online classes. Include CRNs. (Note subjects that have several offerings as you may be able to choose that lastly due to the abundance of options.)

SAMPLE:

ENG 0101

CRN # 8-8:50 MWF (Monday, Wednesday, Friday)
CRN # 10:50 MWF
CRN # 10-10:50 MWF
CRN # 11-12:15 TR (Tuesday/Thursday)

PSY 0100

CRN # 10-10:50 MWF
CRN # 11-11:50 MWF

MATH 0020

CRN # 8-8:50 MWF
CRN # 11-11:50 MWF

COMM 100

CRN # 10-10:50 MWF

8. First, work with the classes that have the fewest options. For example, in our open class list above, circle or highlight COMM 100 and PSY 0100 because these are the only times you can take them.
9. Cross out the 10 or 11 o'clock MWF times for ENG 0101 and MATH 0020, since COMM 100 and PSY 0100 will take these slots.
10. Circle PSY 0100, 11-11:50 MWF, as it is the only time left.
11. By using this method, you have all available choices readily available, which is especially helpful if classes are closing while you are trying to enroll.
12. Due to the closing of classes, the perfect schedule may not be possible. If you are running out of options, you might reconsider the following:
 - Attend more afternoon or night classes, or choosing less desirable times.
 - Take some core classes earmarked for a later time.
 - Take a reduced load now and a heavier one later.
 - Reconsider your other obligations or preferences in relation to your need to complete

CONSTRUCTING A CLASS SCHEDULE USING LIONET

Students can use the LioNet “LOOK UP CLASSES” link to construct a tentative class schedule. This means you will have something to work with when you go and see your advisor. The following steps show you how to use the “LOOK UP CLASSES link.”

1. Sign on to your LioNet portal
2. Click on REGISTRATION TOOLS on the left hand side
3. Click on LOOK UP CLASSES
4. Select term using the drop down box
5. Click on SUBMIT at the bottom of the page
6. Use the list of selection criteria to select different courses, times offered, etc.
7. Click on CLASS SEARCH at the bottom of the page and you will see a listing of all the classes offered at the time you selected



MSSU ACADEMIC DEPARTMENT LOCATIONS AND NUMBERS

College of Arts and Sciences

DEPARTMENT	LOCATION	PHONE
Anthropology	Webster Hall 241	417-625-3131
Art	Fine Arts 204	417-625-9563
Biology	Reynolds Hall 210	417-625-9766
Chemistry	Reynolds Hall 210	417-625-9766
Communication	Webster Hall 361	417-625-9580
Criminal Justice Administration	Justice Center 126	417-625-9302
English and Philosophy	Kuhn Hall 203	417-625-9377
Environmental Health and Safety	Reynolds Hall 210	417-625-9766
Modern Languages	Webster Hall 343	417-625-3125
Geography	Webster Hall 241	417-625-3131
History	Webster Hall 241	417-625-3131
International Studies	Webster Hall 337C	417-659-4442
Law Enforcement	Justice Center 109	417-625-9511
Mathematics	Nixon Hall 002	417-625-9766
Music	Fine Arts 212	417-625-9318
Physics Pre-Engineering	Reynolds Hall 210	417-625-9766
Political Science	Webster Hall 241	417-625-3131
Social Work	Justice Center 126	417-625-9302
Sociology	Webster Hall 241	417-625-3131
Theatre	Taylor Performing Arts Center 237A	417-625-9393



Robert W. Plaster College of Business

DEPARTMENT	LOCATION	PHONE
Accounting	Plaster Hall 310	417-625-9371
Applied Science	Hearnes Hall 314	417-625-9324
Business Education	Plaster Hall 310	417-625-9371
Computer Information Science	Plaster Hall 223	417-625-9383
Engineering Technology	Ummel 153	417-625-9849
Finance and Economics	Plaster Hall 310	417-625-9371
General Business	Plaster Hall 310	417-625-9371
Human Resource Mgmt	Plaster Hall 310	417-625-9371
International Business	Plaster Hall 310	417-625-9371
Management	Plaster Hall 310	417-625-9371
Marketing	Plaster Hall 310	417-625-9371

College of Health Sciences

DEPARTMENT	LOCATION	PHONE
Dental Hygiene	Health Science 143	417-625-9709
Emergency Medical Technician	Health Science 325	417-625-9848
Paramedic	Health Science 325	417-625-9848
Health Science	Health Science 112	417-625-9328
Medical Technology	Reynolds Hall 210	417-625-9766
Nursing	Health Science 243	417-625-9628
Radiology	Health Science 325	417-625-9848
Respiratory Care	Health Science 325	417-625-9848

College of Education

DEPARTMENT	LOCATION	PHONE
Honors Program	Gene Taylor Education Building 206	417-625-3005
Kinesiology	Robert E. Young Gymnasium 212	417-625-9316
Psychology	Health Science 241	417-625-9315
Teacher Education	Gene Taylor Education Building 220	417-625-9309

Other

DEPARTMENT	LOCATION	PHONE
General Studies	Hearnes Hall 314	417-625-9324
Undecided	Hearnes Hall 314	417-625-9324

EARLY INTERVENTION ACADEMIC PROGRAMS

A. Faculty/Advisor Conversation

Students are strongly encouraged to discuss any challenges or difficulties about their classes or schedule with the instructor or advisor before the situation gets out of hand. Faculty/Advisors have office hours for student visits. They are also available by phone or email.

B. Mid-Semester Grade Check

Mid-Term grades for all undergraduate full-term (16 week) courses will be available for viewing in LioNet by the beginning of the week 9 of the semester.

Students with grades of "D" or "F" are advised to take immediate action and speak with their instructors and/or their academic advisor.

Midterm Grading Legend 100 and Above Level Courses	Support Courses (Below 100 Level Courses)
A, B, C	SA, SB, SD
D1, D2, D3, D4	SD1, SD2, SD3, SD4
F1, F2, F3, F4	SF1, SF2, SF3, SF4
CR (Credit)	CR (Credit)
NK (No Credit)	NK (No Credit)

What the numbers mean:

1 = Poor grade due to attendance/participation issues

2 = Poor grade due to performance issues

3 = Poor grade due to both attendance/participation and performance

4 = Poor grade due to attendance/participation and/or performance, instructor recommends student withdraw from course

Performance and Consultation

Students with grades of "D" or "F" are advised of poor academic performance in their course. You should take immediate action to speak with the instructor of any class for which you are currently earning a "D" or "F" grade. If you have one or more grades of "D" or "F", you are also advised to speak to your academic advisor as soon as possible.

Questions you should consider when speaking with your instructor or advisor:

Can I recover from a poor grade?

Are there free resources to me that I can utilize?

Should I consider changing my major?

Should I contact Advising, Counseling and Testing Services?

Need more help? Contact ACTS Department: 417-625-9324, acts@mssu.edu, Hearnest Hall 314
Contact Success Center for tutoring, Hearnest Hall 301, 417-659-3725, studentsuccesscenter@mssu.edu

C. Student Success Center

Free Tutoring and academic advice. Refer to the Student Success Center page for more information.

D. Lion Alert Referral System

Lion Alert is an online early intervention referral resource for faculty, staff, students, and guests for the purposes of referring students to get help before their challenges get out of hand. Lion Alert connects students facing academic or personal difficulties with resources that can positively impact their academic performance. Academic difficulties include poor attendance, poor test scores, incomplete assignments, etc. Personal difficulties may include statements or behaviors that suggest personal difficulties, behaviors that appear uncharacteristic of the student or that the referrer perceives to be unusual for the circumstance or situation. Follow your gut instinct and err towards caution.

Who can refer and how to refer?

Faculty, staff, students or guests (anyone in contact with students) can refer a student to lion alert. A referral can be done at any time through LioNet. Lion Alert is located as a tab on your LioNet homepage. Click on the Lion Alert tab to access information on how to refer yourself or another student. The total referral process takes just about five minutes. You may also access Lion Alert using the following link: mssu.pharos360.com/index.php. The referral is kept confidential.

What happens after a referral is made?

When a referral is made, the Lion Alert Coordinator responds to the referral by confirming to the referrer that the referral has been received. The coordinator or one of the Lion Alert advisors will reach out to the student through their school email and/or phone call to talk about the referral issue and to offer any necessary assistance needed.

How will a referral benefit the student?

Early referral allows for resources to be provided to the student before any prolonged struggle or before the situation gets out of hand. The Lion Alert advisor who is assigned to assist the referred student will work with the student to address the situation and offer solutions and recommendations to address the situation. The final decision will still rest with the student.

Is the referral confidential?

When a referral is made the only people who get to know about it are the Lion Alert coordinators, the referrer, the student, and the Lion Alert advisor who is assigned to work with the student to address the situation. The referral is treated as confidential information, and the referred student when contacted is treated with respect.

E. PASS Program - Working with First-Year Students on Probation

What is PASS?

All students with GPA lower than 2.0 are considered at-risk academically. If a student ends up on academic probation, they have one semester to raise their GPA to good academic standards, or risk ending up on Academic Suspension at the end of the semester. PASS, an acronym for Path to Academic Success, is an academic support program designed to assist first-year students on academic probation (with GPA lower than 1.6), and those considered at-risk, regain good academic standing. The program is not a class; it is an academic support program.

What does the program entail?

- Assessment of what led to the low GPA

- Working with students on a one-on-one basis to assess difficulties and develop strategies for a more successful probationary semester
- Revising student schedule to allow for a more successful probationary semester
- Periodic progress checks from instructors to ensure student is progressing using the Lion Alert Early Warning System for communication between instructors
- Periodic follow-up meetings to ensure student is progressing, number of meetings or contacts will be determined on a case-by-case basis
- Meetings can be either face-to-face or by phone depending on need and time constraints

If I end up on Academic probation, can I opt out of this program?

It is required for all first-year students on academic probation and strongly encouraged for all first-year students whose GPA is lower than 2.0.

What are the benefits?

- Improved GPA.
- Gain good academic standing and get off probation.
- Personal academic support coaching.
- Better tracking of grades during semester.
- Acquisition of better academic success skills for semesters beyond probationary semester.

For more information about these programs, contact:

Advising Services and Data Support

Hearnes Hall 314 | 417-625-9324





SECTION FOUR

MSSU's International Mission

In July 1995, Missouri Governor Mel Carnahan signed into law House Bill No. 442, which directed that Missouri Southern “shall develop such academic support programs and public service activities it deems necessary and appropriate to establish international or global education as a distinctive theme of its mission.” That legislation was enacted as part of Missouri’s “Blueprint for Higher Education,” adopted by the Coordinating Board for Higher Education.

The International Mission was further strengthened in 2005, when according to the Missouri Revised Statutes, “Missouri Southern State University is hereby designated and shall hereafter be operated as a statewide institution of international or global education. The institution shall develop such academic support programs and public service activities it deems necessary and appropriate to establish international or global education as a distinctive theme of its mission.”

Much of the additional state funding to implement the International Mission has been used to provide study abroad grants for MSSU students. Those going on a short-term trip led by a faculty member can receive a \$1,000 grant if they have at least a 2.5 GPA and full-time status. Those going abroad for an entire semester or year can receive a \$1,250 grant. (Students are limited to one \$1,000 grant and one \$1,250 grant, no matter how many times they study abroad.)

Every year, there are eight to 10 short-term trips, announced around November 1. The trips often take place during spring break and from mid-May to mid-June. Most trips are two to five weeks in length, and result in academic credit ranging from two to six hours. The faculty member makes all the arrangements; students just need to secure a passport and pay the trip costs. For most trips, you make a \$1,000 deposit by February 15 and then pay the balance due by April 1.

It's even more beneficial and cost-effective to go abroad for an entire semester or even an entire year. Most students go through the International Student Exchange Program (ISEP) or to one of MSSU's partner universities. ISEP has around 340 universities in 50 countries to choose from; you pay MSSU tuition and room and board. MSSU has partner universities in France, Germany, Sweden, South Korea, Canada, Japan, and China; you also pay MSSU tuition, and either MSSU room and board or the other university/community directly for your housing.

We also offer the Missouri London Program for those students who want to spend the semester abroad with students and faculty from other Missouri colleges and universities. Spending a semester in London costs more than a semester at MSSU, but the cost of living is much greater there and the experience can't be matched anywhere else.

For all semester-long opportunities, your MSSU financial aid will apply because you still will be enrolled as an MSSU student. In some cases, you can even get an increase in your financial aid if the cost of spending a semester abroad is more than what you would pay here. Contact your financial aid counselor to see if you qualify.

To keep abreast of the latest study abroad opportunities, please “Like” MSSU Study Abroad on Facebook.

Themed Semesters: Each fall, a particular country or region of the world is selected to become the focus of intensive study. The idea is to expose students to four or five different cultures by the time they graduate – we bring the world to the campus. Themed semester activities include guest speakers from other universities, films, readings, food tastings, concerts, and theatrical events. Fall 2021 will be the Japan Semester.

For information on any of these programs, please contact Dr. Chad Stebbins,
Director of the Institute of International Studies, at stebbins-c@mssu.edu.
Or, stop by the Institute of International Studies office in Webster Hall 337.
Our website is mssu.edu/international-studies.

MODERN LANGUAGE OVERVIEW: Why is learning a modern language important?

As the world becomes smaller through improving communications systems and increasing international partnerships in business and government, the study of modern languages becomes ever more necessary to understand and competently navigate the world we live in. At Southern, modern languages are taught as a basic communication skill. You will learn to read, speak, and write the languages, of course, but communication requires more than that. Mastery of a language requires an understanding of the culture, the history, the literature of the country, and that’s what Southern provides. In fact, we are working hard to improve and upgrade our own skills in helping you to learn a language. We are using more technology, adding more tutorial systems, and increasing opportunities for using another language so you can enter the classroom and eventually the work force with a high level of competence. The International Language Resource Center provides laboratory and tutorial assistance to not only formal language students but to anyone wishing to learn new or to improve old skills.

Moreover, at Southern you will have a larger variety of languages from which to choose than you will at all but the largest universities. We currently offer Chinese, French, Japanese and Spanish.

We’ll work with you to ease or alleviate language learning apprehension. We’ll try to find the way you best learn, and we’ll try, as quickly as you’re ready, to get you into a practical setting so you can begin using your preferred language confidently.

Our programs are innovative and include the opportunity to study and travel abroad through the Institute of International Studies which offers financial assistance to qualified student travelers. Such study abroad experiences demonstrate your ability to be flexible, mature, and adventurous thus making you highly marketable to prospective employers.

Training in modern languages enables a student to prepare for employment in education, government, business, and industry. Modern language study is essential for students in any major who may be contemplating graduate study. Knowledge of a modern language is being sought by more and more employers in many sections of the United States.

For more information on language learning visit us on the web at
mssu.edu/academics/arts-sciences/modern-languages

Why study a modern language?

To make yourself *CONFIDENT*, *COMPETENT*, and *MARKETABLE*.

Can I major in a modern language?

Yes, you can. We offer a B.A. in French and Spanish. We also offer a B.S.E. in French and Spanish as a single teaching field or as one of two teaching fields.

The majors permit an in-depth study of the cultural heritages of various civilizations. It involves study in other departments--such courses as Intercultural Communication, International Business, International Relations, or any other approved upper-division course in an international field of study, including those in the International Studies core curriculum.

WHAT DO I NEED FOR THE MAJOR?

We invite you to visit the following sites for the B.A. in French and Spanish:

- Bachelor of Arts with a Major in French
- Bachelor of Arts with a Major in Spanish

For the degrees in French and Spanish education, you need to consult the most recent University catalog and check with the education advisor in the department. Education requirements change rapidly, but you can count on taking most of the courses offered in the current catalog.

Can I minor in modern languages?

Yes, you can. We offer minors in Chinese, French, Japanese, and Spanish. We also offer a certificate in Medical Interpretation Spanish/English with its own specific entrance and exit requirements.

Missouri Southern has an international mission and modern languages are an essential aspect of that mission. As languages are de-emphasized at other colleges and universities, Missouri Southern is re-emphasizing them, and they are alive and thriving at Southern!

DECLARING A MAJOR IN MODERN LANGUAGES

All students are required to declare their degree sought and their major (or area of interest). A major provides in-depth study of a discipline and prepares the student for a career or advanced study. The Department of Modern Language has these majors: French, Spanish, French Education, and Spanish Education. When you declare a major in the Modern Language field you will be expected to have an advisor in that area. If you have not already spoken with a faculty member about advising you, the department secretary can assign one for you.

PROGRAM OPTIONS IN MODERN LANGUAGES

The Modern Languages department has developed academic minors that, in conjunction with the major, strengthen the student's vocational preparation. A minor requires at least 18 semester hours of prescribed courses. At least six semester hours must be upper division and at least nine semester hours must be in residence. The overall GPA requirement is 2.0. The Department of Modern Languages has minors in Chinese, French, Japanese and Spanish. When you declare a minor, you will be expected to have an advisor in that area. If you have not already spoken with a faculty member about advising you, the department secretary can assign one for you.

1. Bachelor of Arts in Modern Languages with a Concentration in French
2. Bachelor of Science in Education with a Major in French
 - Plan A, One of Two Teaching Fields
 - Plan B, Single Teaching Field
3. Bachelor of Arts in Modern Languages with a Concentration in Spanish
4. Bachelor of Science in Education with a Major in Spanish
 - Plan A, One of Two Teaching Fields
 - Plan B, Single Teaching Field
5. Minor in Chinese
6. Minor in Japanese

A certificate in Chinese, French, Japanese or Spanish is a complete program that results in a certificate. It requires one or two more upper-division classes and a minor. Please contact the department for specifics for each language certificate.

TUTORING HOURS

The International Language Resource Center provides free tutoring for MSSU students in Chinese, French, and Spanish Languages. A tutoring schedule is posted each semester in Webster Hall room 350.

LANGUAGE LAB

The Language Lab offers solutions for faculty and students who wish to utilize various media to enhance their learning experience. Located in Webster Hall 334, the Language Laboratory offers equipment with audio, video (VHS and DVD), laser disk and computer capabilities, as well as video presentation stand. Trained staff members assist faculty and students in operating the equipment. Students are welcome to use the facility when it is not used for classes. The lab is closed on Saturdays and Sunday

STUDY ABROAD OPPORTUNITIES

mssu.edu/academics/international-studies/partner-universities/index.php

For further information, contact **Dr. Chad Stebbins, Director, Institute of International Studies**

Webster Hall 337A | 417-625-9736 | Stebbins-C@mssu.edu

Or, visit the Institute of International Studies website: mssu.edu/international-studies/index.php



SECTION FIVE

You and the University:
A Community of Active Learners

ADVISING, COUNSELING, AND TESTING SERVICES (ACTS)

Hearnes Hall 314 | 417-625-9324 | ACTS@mssu.edu | mssu.edu/acts

The ACTS department at Missouri Southern State University offers support services designed to encourage and assist all students. We believe that excellence at MSSU can be achieved by encouraging good decision-making and assisting students in reaching their fullest academic, social and personal potential.

Mission: The Advising, Counseling and Testing Services (ACTS) department guides, supports, and promotes students overall academic, career, and personal well-being.

Experienced professional staff including licensed professional counselors provide a wide range of services including academic advising, academic coaching, career counseling, and free time-limited confidential mental health counseling and referral services.

ADVISING SERVICES

Mission: Advising Services facilitates students' major exploration and their development of decision-making skills for a timely and cost-efficient degree completion.

Vision: Advising Services will foster intentional and purposeful engagement of major exploration activities and guide students to declare a major by the end of their general education requirements, while encouraging students to take advantage of the opportunities the university provides. Additionally, advising services will continue to promote their support for students of all populations.

Professional academic advisors work with students under the guidance of the MSSU Academic Advising Syllabus annually updated by the Academic Advising Council.

Advising Services Goals

- To assist undeclared/undecided students to declare major by the completion of the General Education requirements.
- To assist Bachelor of General Studies, and Bachelor of Applied Science students to graduate in the timeliest and cost-effective manner.
- To assist any student or prospective student with general academic advising and enrollment needs

Student Learning Objectives

1. Know your academic advisor by name, office, and how to contact them.
2. Recognize your advisor as a mentor and resource person to help you achieve your career goals
3. Utilize the various advising and enrollment processes to appropriately enroll during your priority enrollment period.
4. Utilize the university's diverse student support resources for your success.
5. Be able to access the MSSU catalog and familiarize yourself with the academic and other institutional policies for graduation.
6. Be able to access and interpret your Degree Works audit as a tool for accurate enrollment toward graduation.

Strategies for Completing Learning Objectives

- Learn how to access and utilize MSSU Catalog/Acalog.
- Learn how to interpret course numbers, sequencing of courses and pre-requisites
- Become knowledgeable about MSSU academic policies and resources
- Learn how to fully utilize LionNet for advising purposes (video tutorials and/or handouts)
- Learn how to self-enroll
- Learn how to access and understand your Financial Aid information
- Learn how to access your Academic records
- How to view, read and utilize Degree Works (degree audit) (video tutorial and handout)
- Learn how to know when and where to get help
- Learn how to communicate and work with faculty, tutors, and other support staff.
- Commit to and intentionally engage in activities to declare a major if undeclared by engaging in all or some of the following activities
 - Completing UE 105 class.

- Complete “TruTalent” personality assessment, write an associated reflection paper, and discuss profile with a Career Counselor or your advisor.
- Attend and engage in Major/Minor fairs to the fullest by visiting with faculty from different major. Engage in job shadowing in majors of interest.
- Conduct Career Interviews with people in the fields of the majors you may be interested in.
- Attend meetings of or join clubs or organizations of majors you are interested in.
- Explore other career exploration activities as assigned or discussed with your advisor.

Services provided include:

Working with Undecided, Exploring Students or students pursuing Bachelor of General Studies

Students who have not declared an academic major area of study or students pursuing Bachelor of General Studies are assigned an advisor from the ACTS professional advisors. Advisors work closely with students in exploring their educational and degree options. The responsibility for satisfying all requirements rests with the student.

Working with Students with Declared Majors

ACTS Advisors are available to provide supplemental or general advising in the absence of faculty advisors or as needed by the student.

Career Exploring

Students who are uncertain of their major are encouraged to explore majors and careers by:

- Completing UE 105 Career Exploration and Planning course
- Complete “TruTalent” personality assessment, write an associated reflection paper, and discuss profile with a Career Counselor or your advisor.
- Attend and engage in Major/Minor fairs to the fullest by visiting with faculty from different major. Engage in job shadowing in majors of interest.
- Conduct Career Interviews with people in the fields of the majors you may be interested in.
- Attend meetings of or join clubs or organizations of majors you are interested in.
- Explore other career exploration activities as assigned or discussed with your advisor.
- Meet individually with an advisor in the ACTS office to identify, understand and explore academic/career related concerns.

Major/Minor Fair

Advising Services hosts an annual Major Minor fair, a centralized fair where faculty from various programs showcase their programs and students are able to visit with them to investigate various curricular and career options.

Academic Support to Student Athletes

Academic Advisors are available to provide the unique academic support required by student athletes.

Advising support for Distance Learning Students

Advisors provide advising support to students who are taking all their classes online by providing online forms to address enrollment and single course withdrawal requests, addressing general advising questions or challenges, connecting them with their declared advisor or staff in their declared major.

Path to Academic Success (PASS)

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

Lion Alert

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

Academic Coaching

Academic coaching is a partnership between an academic coach and student to improve study strategies, examine academic concerns, and overcome perceived barriers to success.

COUNSELING SERVICES

Counseling Services promotes the personal growth and success of MSSU students by fostering their intellectual, personal, and psychological well-being.

Types of Services

Counseling Services provides free, individualized, confidential, time-limited counseling sessions for currently enrolled MSSU students. All sessions are conducted by a licensed professional counselor and/or an intern under the supervision of a licensed professional counselor. These sessions are geared toward helping students meet the challenges that stand in the way of success. Members of the counseling staff are also available for consultation to students who may have concerns about another student, friend, or particular situation. We can also assist in making referrals to off-campus professionals when specialized or long-term services are needed.

What to Expect

Each session will typically last 50 minutes. The first session will focus on gathering information and understanding the nature of the concern. Usually by the end of the first session an agreement is reached regarding the next steps to take. This could include more sessions at MSSU Counseling Services or referrals to additional resources as needed.

Confidentiality

All sessions with the counseling staff are confidential. No client information is released to anyone outside the department, other college offices, faculty, or parents without the client's written consent. Counseling records are not part of the student's university educational records.

There are limits to confidentiality, counselors are required by law to report cases of suspected child or elderly abuse. They may disclose information when it is necessary to protect a client or others from immediate or imminent danger.

Information may be disclosed when required by court order. Counseling staff members also reserve the right to share information with each other for consultation and training purposes.

Why do students seek Counseling?

Many students experience emotional distress during college. This can interfere with their academic performance. Overall, the most commonly identified problems are self-esteem, identity, relationships, anxiety, stress, grief, depression, and family issues, yet there is a wide range of other issues that students cope with as well. All student concerns are welcome.

Emergencies After Hours

Please contact the University Police Department at 417-626-2222 or 911 for immediate assistance.

You may also contact the Ozark Crisis Center at 417-347-7070 or for support via Text Message text "REGISTER" to 720-7-TXTOZK. Crisis Line:1-800-247-0661

Wellness/Prevention Outreach

Counseling Services coordinates with Wellness and other campus departments in planning on-going activities and events that support wellness as it relates to such issues such as self-esteem, relationships, stress-reduction, alcohol and drug abuse, suicide prevention, eating disorders, etc.

For More Information

Contact Counseling Services; Advising, Counseling and Testing Services, Hearnes Hall 314
CounselingServices@mssu.edu 417-625-9559

Psychoeducational Online Resources



www.ulifeline.org



www.asklistenrefer.org/mssu



bodyu.org



TESTING SERVICES

Testing Services Mission Statement

The Missouri Southern State University Testing Center provides high quality testing services in compliance with the National College Testing Association's (NCTA) Professional Standards and Guidelines. Missouri Southern is a national/regional testing center for the following examinations:

- ACT (Placement test for college entrance and entrance into Teacher Ed. Jr. block)
- ACCUPLACER (Placement test for English and History)
- TEAS (Admission into Radiology, Respiratory, and Dental Hygiene Programs)
- HiSET (Missouri high school equivalency test)
- MAT (Miller's Analogy Test for graduate school)
- CLEP (College Level Examinations Program) - For a complete list of available exams and more detailed information please see the testing website: <https://www.mssu.edu/student-affairs/advising-counseling-testing-services/testing-introduction.php>
- TOEFL (English Language Proficiency)
- MoCA – Missouri Content Assessment for Missouri Teacher certification)
- LSAT (Placement test for law school)
- WorkKeys (an exam to obtain 3 - 100 level elective credit hours for a small fee)

MSSU Online Course Exams

Testing Services proctors exams for many online courses, (your instructor will indicate if this is an option). They also provide proctoring services for other institutions for a minimal fee.

Prior Learning Assessment (PLA) by Portfolio:

Credit may be earned for career and professional experiences that are documented through the portfolio process. The availability of credit depends on the relevance of the students' experiences to their major as determined by the department and the school dean.

Refer to the Testing Services website at <https://www.mssu.edu/student-affairs/advising-counseling-testing-services/testing-introduction.php> for additional information on testing fees, processes, dates, etc.

For information contact:

Testing Services at testingservices@mssu.edu. Phone: 417-625-9577. Location: Webster Hall 117/118.





MISSOURI SOUTHERN ALUMNI ASSOCIATION

Ralph L. Gray Alumni Center | 417-659-5466

The Alumni Association actively supports the mission, tradition, and pride of Missouri Southern State University by uniting the Southern Family with a "Connection for Life."

As you embark on your journey at Missouri Southern, you will begin to build lasting networks and great friendships.

Upon graduation many miles may separate you, but why lose touch with the people whom you have spent the last four years?

Every graduate is an automatic member of the Alumni Association at Missouri Southern, where you will stay connected with not only friends, but teachers, other supporters of the University and other alumni.

The Alumni Association at Missouri Southern is comprised of graduates from the University. It is a means of keeping in touch with fellow graduates, receiving information about the University, and obtaining special benefits to help Missouri Southern improve day by day.

As a member you will receive mailings to keep you up-to-date on the happenings at MSSU, invitations for events on campus and regionally, be able to use the pool and racquetball court, Career Services and Spiva Library, as well as have the opportunity to join the Beimdiek Recreation Center and become a Lionbacker.

We look forward to seeing you back on campus, at events on the road, and having you as a lifelong member of the Lion family.

BURSAR'S OFFICE

Hearnes Hall 105 | 417-625-9381

Looking for tuition information and payment options or other information about the Bursar's Office?

Visit the Bursar's Office website: mssu.edu/bursar

100% of the total student account balance (tuition, residence halls, charges, etc.) is due, in full, prior to 5:00 p.m. on the seventh day of classes for Spring and Fall semesters.

In the summer, the due date is 5:00 p.m. on the Thursday of the first week of classes.

The due date can always be found on the Bursar's Office website (mssu.edu/bursar) and in the Schedule of Classes.

On the due date, one or a combination of the following must be in place:

- 100% of your student account balance (tuition, residence halls, charges, etc.) must be paid in full.
- Actively enrolled, current on payments and properly budgeted with the payment plan
- Authorized financial aid that is sufficient to cover the remaining balance on your student account

How do I make a payment?

Payment is accepted:

- In person at the Cashier's Window – Hearnes Hall 1st Floor: cash, check, Visa, MasterCard, and Discover
- Online via LioNet and mssu.edu/paymybill: check, Visa, MasterCard and Discover
- Checks can be mailed to: MSSU, Attn: Bursar's Office, 3950 E. Newman Road, Joplin MO 64801

*Please make checks payable to MSSU and include your student ID number in the memo of the check
A 2.85% (minimum \$3.00) applies to all credit/debit card transactions.*

Can I make payments on my account balance?

Absolutely! Current semester account balances can be set up on a payment plan. Signing up for a payment plan allows a student to make monthly payments on their student account balance during the semester. Sign up early! The earlier you sign up each semester, the more payments you can make.

For more information about the payment plan:

- Visit the Bursar's Office website mssu.edu/bursar
- Contact the Bursar's Office

Other Helpful Information

- Paper bills are mailed. However, for your up-to-date account balance, please view your account in LioNet.
- It is extremely important to keep addresses and telephone numbers up-to-date. Contact the Registrar's Office immediately if your address or phone number changes.
- Book rental is charged to a student's account one business day after books are rented.
- If you have excess financial aid that is to be sent to you, you can sign up for electronic refunds if you choose (otherwise you will be mailed a paper check). To have your refund automatically deposited into the checking account of your choice, select the eRefunds option after logging into the student payment portal (mssu.edu/paymybill) and follow the steps.
- Special course charges may be assessed by a specific course, each charge is noted in the Schedule of Classes.
- Check your MSSU email and LioNet announcements frequently – so you stay in the know!
- If you have questions, ask – that's why we're here!

CAREER SERVICES

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

The Career Services office helps MSSU students and alumni to prepare for and succeed in the job market. Visit the Career Services webpage to view resources, a complete list of events, and access online programs.

Students and alumni can schedule appointments online, at their convenience!

MSSU Career Services Online Scheduling Tool provides a quick and easy process of scheduling an appointment with us through their phone, laptop, or desktop.

Online Scheduling tool: <http://bit.ly/mssucareerappointment>

Personalized Career Advisement

- Resumes and cover letter writing
- Major and career exploration
- Internship identification and job shadowing
- Preparing for and navigating the job market
- Networking and navigating employment situations

Online Resources

- Hire a Lion: Online job network that offers full-time, part-time, internship, and volunteer opportunities
- Optimal Resume: Web-based system designed to create resumes, cover letters, and mock interviews

Job Shadowing

- Connects students with community professionals to gain first-hand knowledge about career paths and work environments

Mock Interviews

- Offers online and in-person mock interviews to assist students in preparing for a variety of interview scenarios

Career Events

- Hosts a variety of events throughout the year to improve leadership skills, connect with employers, provide professional development, and prepare for the job market

Southern Leadership Academy

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

IT IS NEVER TOO EARLY TO PREPARE FOR YOUR CAREER!



STUDENT DISABILITY SERVICES

Hearnes Hall 301 | 417-659-3725 | mssu.edu/disability-services

Our Mission:

The mission of Student Disability Services is to provide individuals with disabilities support services that will allow them to access programs, services and facilities, and activities of the University.

Our Commitment:

It is Missouri Southern State University's policy to provide access to its programs and facilities to all students so that no one shall, solely by reason of a disability, be denied access to, participation in, or the benefits of any program or activity. Students shall receive reasonable accommodations to provide equally effective access to educational opportunities, programs, and activities in the most integrated setting appropriate unless provision for reasonable accommodation would constitute an undue hardship on the University or would substantially alter essential elements of the academic program or course of study or would otherwise compromise academic standards. This policy shall apply to all programs, services, and activities of the University, including but not limited to recruitment, admissions, registration, financial aid, academic programs, advising, counseling, student health, housing and employment.

This policy is intended to be consistent with Section 504 of the Rehabilitation Act of 1973, which states that no recipient of federal financial assistance may discriminate against qualified individuals with disabilities solely by reason of disability. This policy is also intended to be consistent with Title II of the Americans with Disabilities Act of 1990 and the Missouri Human Rights Act. To the extent it is inconsistent with said laws, the legal requirements and 51 standards shall govern. (MSSU Policy 1.00)

Our Staff:

The Office of Student Disability Services consists of professional and para-professional staff members. Paraprofessionals such as note takers, scribes and sign language interpreters are hired as needed. For additional information, prospective and current students can visit our website at mssu.edu/disability-services.

What We Offer:

Accommodations are individualized based on the needs of each student as identified in documentation of the student's disability. Examples of what we can do include:

- Review of documentation to establish eligibility for services
- Letters to faculty identifying appropriate classroom accommodations
- Classroom and course requirement accommodations
- Materials in alternative formats
- Academic aides (note takers, sign language interpreters, readers, scribes, etc.)
- Equipment loan related to academic needs
- Advocacy

What Missouri Southern State University does not offer:

- A reduced standard for academic performance
- Special admissions standards
- Special, disability-based classes
- Mentors, coaches, trainers
- Special, disability-only tutoring programs
- Personal Care Attendants
- Retroactive consideration if services are requested after the semester begins. Services only affect the remainder of the semester.
- Substitution of a required courses without specific documentation to support the request and generally, only after an attempt using appropriate accommodations has been made

FINANCIAL AID

Hearnes Hall 109 | 417-625-9325

1. All FAFSAs must be received in the Financial Aid Office by February 1st each year to meet Missouri Southern's priority filing deadline. All requested documentation (tax transcripts, worksheets, etc.) must be received in the Financial Aid Office by March 1st each year to ensure financial aid award packages are complete prior to classes starting. The February 1st priority deadline coincides with the state of Missouri priority deadline.
2. Free Application for Federal Student Aid (FAFSA): All students applying for financial aid must complete the online application each academic year at www.fafsa.gov. Students need the following items to complete the FAFSA: tax returns for the prior-prior tax year, their FSA ID, parent's FSA ID, and parent tax and personal information if applicable. If possible, students and parents should use the IRS Data Retrieval Tool when completing the FAFSA. This function will transfer tax information to the FAFSA directly from the IRS database and greatly reduces the possibility of errors on the FAFSA.
3. When completing the FAFSA, students should use Missouri Southern's federal school code- 002488.
4. After the FAFSA is submitted, students receive confirmation via email upon receipt and again when processed. If any information is incorrect, students can make corrections at www.fafsa.gov. Please note that the Department of Education does not process aid awards—Missouri Southern will determine award amounts for each student applicant.
5. Students should use LioNet to check for unsatisfied requirements (missing documents) and to Accept Aid Awards. This financial aid information will be visible on LioNet after the aid application is processed. Students will NOT receive a hard-copy award notification so please check LioNet information regularly. First time students will also be mailed a hard-copy award notification.

Unsatisfied requirements may exist if students are missing documents needed to process financial aid (such as an academic transcript, tax return, or social security card) or if they are missing documents needed to have aid applied towards their student account (such as loan promissory note or pre-loan counseling). These requirements will be updated by the Financial Aid Office once the items are received.

6. If students accept a student loan, all first-time borrowers or transfer students are required to complete pre-loan (entrance) counseling and a promissory note. Once a loan is accepted, the student will see a requirement pending to complete the items online. There may be instances where the student's financial aid will be insufficient to pay the balance due. Other payment options include the monthly tuition payment plan or a federal Parent Plus Loan. The application for a Parent Plus Loan can be obtained from the MSSU Financial Aid Office.
7. All financial aid (federal, state, and institutional) is applied to tuition and fees at Missouri Southern. There is no guarantee that financial aid amounts will cover all costs—please review your charges on LioNet prior to each semester's payment due date. If your financial aid is greater than your amount due, the Bursar's Office will issue refunds to students approximately three weeks after classes begin.
8. Students are encouraged to complete Scholarship Applications by December 15th each year to ensure priority consideration. These forms are available in the Scholarship Office and online at mssu.edu/foundation-scholarships
9. Even if an information release is on file with the Registrar's Office, this does NOT apply to financial information—only academic information. Financial information will not be disclosed to any party over the telephone or to parties who do not present a photo ID when they inquire in person.
10. Please ask if you have any questions, or if your financial situation changes. We are here to help you!

Sign on to LioNet

- Under Student Links, click on Financial Aid
- Click Eligibility
- Click Student Requirements
- Choose Aid Year, as appropriate
- All Satisfied and Unsatisfied Requirements are displayed. Click the links for all unsatisfied requirements.

How to review your awards on LioNet

When financial aid awards are posted, students can review aid in LioNet.

Sign on to LioNet

- Under Student Links, click on Financial Aid
- Click on Award
- Click Award for Aid Year
- Choose Aid Year, as appropriate, click submit
- Award Overview tab

How to accept awards on LioNet

Upon review, you select the aid awards to accept/decline/reduce. Pell grants and state grants are automatically accepted and require only completing of Terms and Conditions. If you want loans or other types of aid, see below. Student loans are offered to you, and you must decide if you want to borrow these funds. If so, accept the amount you want. Or, you may choose to reduce the amount or decline the loan. You have to make a decision on a loan and complete required promissory notes/pre-loan counseling in order for loan funds to be applied to your student account.

Sign on to LioNet

- Under Student Links, click on Financial Aid
- Click on Award
- Click on Award for Aid Year
- Choose Aid Year, as appropriate, click Submit
- Terms and Conditions tab
- Then, Accept Award Offer tab

Options for Accepting Award Offers include:

1. Accept all awards by selecting Accept Full Amount of All Awards, or
 2. Decline or Accept for each type of award as listed, or
 3. Reduce amount by entering the amount you wish to accept in the Accept Partial Amount Field
- Remember, awards are shown for one academic year. Fifty percent will be disbursed for the fall semester and 50% during the spring semester.
 - Financial Aid is initially offered to students at full-time enrollment status. If you decide not to enroll as a full time student, some awards may be adjusted or removed due to specific awarding criteria (such as Pell grants, state scholarship or state grant funds, and Missouri Southern scholarships).
 - If students utilize their full academic year award amounts during the fall and spring semesters, they may not be eligible for certain types of aid during the summer term. Please keep this in mind when accepting aid. Please check with the Financial Aid Office for more information about your specific award criteria and continued eligibility.

MSSU WILLCOXON HEALTH CENTER

Phone: 417-625-9323 | Fax: 417-659-4376

Office Hours: Monday - Friday 8 a.m. - 5 p.m. *Hours and times vary during holiday and summer schedule

Staff:

Julie Stamps, FNP - Director

Dr. William S. Hughes - Campus Physician

Renae Peine, RN - Nurse

Susan Doty, LPN - Nurse

Janelle Hall - Office Assistant

REQUIREMENTS OF ALL MSSU STUDENTS

There are 3 requirements for all students. If you are living in campus housing, there is an additional requirement for a total of 4.

1. Medical History

Please attach copy of Immunization Record to medical history form. Write your name, date of birth and student ID number on each page of your vaccine record. If you submit your vaccine record to another department (athletics, admissions or health related profession), it is your responsibility to also submit a copy to the Health Center.

A one-page form (front and back) included in your enrollment packet, online at Health Center webpage mssu.edu/health or at the Willcoxon Health Center.

If you are under the age of 18, a parent or legal guardian will complete the section granting permission to the medical staff of the MSSU Health Center to carry out necessary medical treatment.

2. Proof of 2 MMR (Measles, Mumps and Rubella) vaccinations, immune titers or born prior to 1957

MMR vaccines are given in childhood, the first step is to check your childhood vaccine record. Check with your parent/guardian, high school, health department or pediatrician's office. If unable to provide proof of 2 MMR, a blood test called a titer is needed.

This test is available at the Willcoxon Health Center for a fee. Insurance rarely covers screening tests.

If non-immune, vaccination will be required at your expense and further instruction will be given.

If you were born prior to 1957 and entering a health related profession, a titer may be required.

Contact the Willcoxon Health Center for medical or religious exemption information.

***In an event of a campus outbreak of measles, mumps or rubella, students who do not meet the above requirements (and have them on file at the Health Center) may be held out of classes.*

3. Log on to LioNet and complete a TB (Tuberculosis) Risk Assessment

The Risk Assessment inaccessible on LioNet until the semester starts, you cannot complete it online early. Depending on your assessment, you may be required to have further TB testing.

This test is available at the Health Center for a fee or discuss with your primary care physician.

If you have had a recent TB test, please attach copy to your medical history form.

Proof should include date administered, date read and measurement.

No TB tests from outside of the United States will be accepted.

4. Proof of Meningitis vaccination

The state of Missouri passed legislation in July 2015 requiring all students living in university campus housing to have a current meningitis vaccine. There are different types of meningococcal vaccines: MCV4 (serogroups A, C, W and Y) and MenB (serogroup B). MSSU requires the quadrivalent vaccine MCV4 which protects against the four

most common serogroups. The MCV4 vaccine is manufactured under the names Menveo, Menactra and Menomune. MCV4 is given to preteens and teens at age 11 or 12 years. A second dose is needed at 16 years. MSSU requires MCV4 at age 16 or older to move into campus housing. There is another vaccine called MenB that protects against serogroup B. MenB vaccine is recommended, but not required by MSSU and does not take the place of the required MCV4. MenB is manufactured under the name Bexsero and Trumenba.

The first step is to review your vaccine record. Check with your parents or guardian to see if they have your immunization record, call the high school you attended, call your primary care physician's or pediatrician's office, or call your local health department (if you were immunized at the health department). Several words may be used to describe the meningitis vaccine.

MSSU requires: Menveo, Menactra, Menomune, MCV4.

If the only meningitis vaccine you have had is Bexsero or Trumenba, you will also need a MCV4 to meet the university housing requirement.

If you see you have had a MCV4 vaccine, the next step is to check the date you were vaccinated.

If proof of vaccine \geq 16 yrs old – you do not need vaccinated again. Submit documentation.

If no proof, or your vaccine age is $<$ 16 yrs old – you need a second dose to meet the requirement.

Our nursing staff will be happy to review your records with you. Mail or fax your record, and then contact our office to ensure it was received and is compliant.

If you do not have vaccine records, you've never had a meningitis vaccine or you need a second dose:

Check with your physician's office to see if they can vaccinate you. Another option is to get vaccinated at a pharmacy. In the state of Missouri, specially trained pharmacists can administer vaccines. Most major pharmacies like Walgreens, Walmart, CVS, or Target keep the vaccine in stock and can bill your health insurance. If you live in another state, check to see if your pharmacy administers vaccines. Go to a pharmacy with your insurance card and request the MCV4 meningitis vaccine. If you are cash pay or your insurance won't cover the vaccine, you have a few options. You can contact your local health department to see if a meningitis vaccine program is available. Vaccine programs vary depending on location. You can also cash pay at a pharmacy. Simply go to a Pharmacy, and request the meningitis vaccine. Attach documentation to your medical history form and return it to the Health Center, bring it with you on check-in day, or bring to a Southern Welcome.

For students NOT living in campus housing - Meningitis vaccine is recommended, but not required.

Contact the Willcoxon Health Center for medical or religious exemption information.

COST

There is no charge for a consultation with our providers. Following is a list of some services that have a cost associated: TB test, vaccination, titer, pre-employment and program physicals, women's services, STI testing, UTI testing and more. Students may pay charges at the time of service using cash, check, LionBucks or charges can be billed to their Student Account. Faculty/Staff charges are due at the time of service.

APPOINTMENTS

Please call 417-625-9323 or stop by the Health Center to schedule an appointment.

Appointments are necessary. We operate like a regular doctor's office with limited walk-in availability.

If you experience or witness a medical emergency, you should call dial 911 for fire/EMS.

There is a charge for some services.

- Physicals: daycare, nursing and other health related programs, police academy
- Tuberculosis (TB) test
- Screening and treatment for sexually transmitted infections (STI)/pregnancy
- Urine test for urinary tract infection
- Women's health including birth control
- Titers (blood test to check for immunity)
- Smoking Cessation (no charge)
- Vaccinations: Influenza, Hepatitis B, Tdap, (If other vaccines are needed, please call for appointment to discuss with nursing staff.)
- Travel consultations (no charge)

OVER-THE-COUNTER

The Health Center has over-the-counter medications and first-aid supplies available at no cost and without an appointment. We have a variety including: cough/cold, pain reliever, antihistamine, cramps, indigestion, anti-itch cream, condoms, feminine hygiene products and more.

ACUTE CARE

Think of the Health Center as an Acute Care Clinic. Like a doctor's office, appointments are necessary. Please call or come by to schedule an appointment. We offer treatment for many acute illnesses: upper respiratory infection, muscle strain, ear infection, physicals, gastritis, skin rashes and more. If you have a chronic health condition, we recommend establishing care with a Primary Care Physician. Contact our office for a list of Community Resources.

LABORATORY

The Health Center offers a variety of lab tests including titers, urine analysis and others. If you need lab work for a program, let us know when you are scheduling an appointment what program you will be entering. At this time, we do not bill health insurance. If you have a lab order from another provider, contact your insurance company for a list of preferred lab providers. For questions, please contact our nurse at the Health Center.

IMMUNIZATIONS

The Willcoxon Health Center offers a variety of vaccinations for a fee including: Hepatitis B, Tdap (tetanus, diphtheria and pertussis), and Influenza. Prices are reasonable and vary depending on the vaccine. The Health Center does not bill insurance. If your insurance covers vaccinations, consult a pharmacy for vaccination, and if a prescription is needed for the vaccine, contact the Health Center. Students needing vaccines should contact the Health Center for an appointment.

INSURANCE

Joplin has 2 hospitals: Freeman and Mercy. It is your responsibility to know which hospital is in your insurance's network. Call the toll-free customer service number on your insurance card and ask which hospital is in network for Joplin, Missouri. If you go out of your network, you will often pay more. This will help you know where to seek treatment in case of emergency or for primary care/specialists. For chronic health conditions and certain prescriptions, we recommend you establish care with a primary care physician.

MSSU DENTAL HYGIENE CLINIC

Health Science Building Room 119 | 417-625-9711

**Enter the W. Robert Corley Dental Hygiene Clinic through the doors on the north side of the building*

**A small fee is required - Students receive a discount for treatment with presented ID*

Clinic Hours: Tuesday and Thursday 8 a.m. - 4 p.m.

What we offer:

- Cleanings and X-rays
- Oral Cancer Screenings
- Tobacco Cessation
- Fluoride Treatments
- Sealants
- Nutritional Counseling
- Hypersensitivity Treatments
- Treatment of Gum Disease



STUDENT SUCCESS CENTER

Hearnes Hall Suite 301 | 417-659-3725 | mssu.edu/student-success-center

Monday - Friday 8 a.m. - 5 p.m. *Hours vary during holiday and summer schedule

The Student Success Center's mission is to assist students in becoming more independent, self-confident, and efficient learners. We offer a variety of services highlighted here to assist students.
We are ready to be...Partners in Your Success!

Courses Offered

College Academic Skills (UE 150)

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

Tutor Training (UE 205)

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

Services for Students with Disabilities

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

- Early Registration
- E-Text
- Alternative Testing
- Sign Language Interpreter
- Adaptive Equipment Loan

Computer Lab

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

Tutoring

Peer tutors are available. Tutoring is offered on a drop-in basis and also by appointment. Both short and long-term assistance is provided in:

- Math
- Biological Sciences
- Physical Sciences
- General Studies
- Social Sciences

Writing tutoring is provided by peer tutors who help students improve their writing by:

- Helping students generate ideas and develop plans for papers
- Responding critically to drafts and suggesting revisions
- Teaching research strategies and documentation formats
- Teaching correct grammar, usage, mechanics, syntax, and spelling

Tutoring for other courses is available as demand dictates.



GEORGE A. SPIVA LIBRARY

417-625-9362 | mssu.edu/library

HOURS

Spring and Fall

Monday - Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 4:00 p.m.
Sunday	2 p.m. - 10:00 p.m.

Summer

Monday - Thursday	7:00 a.m. - 9:00 p.m.
Friday	CLOSED
Saturday	CLOSED
Sunday	1 p.m. - 9:00 p.m.

**Hours subject to change*

LOCATIONS

1st Floor

- Archives and Special Collections Department and Collection
- Circulation desk #2
- Check-out/return materials
- Director's office

2nd Floor

- Career Services (x9343)
- Main collection
- 12 computers
- 1 color and B&W printer
- Recreational reading collections
- Private study rooms
- Study areas

3rd Floor

- 42 computers + 1 scanner workstation
- 1 Color / B&W printer
- Main circulation desk
- Pickup interlibrary loans
- Checkout reserve materials
- Checkout study rooms
- Periodicals (journals/magazines/newspapers)
- Reference desk
- Research assistance
- Help with copier, printers, etc.
- Reference collection
- 1 B&W and 1 color copier

4th Floor

- Audio visual curriculum and government documents
- Education/curriculum collections
- Juvenile and young adult collections
- Law collection and microforms
- 12 computers including 1 scanner workstation
- 1 color and B&W printer
- TV viewing rooms
- Relay video phone for deaf and special needs software
- Private study room and testing rooms
- Belk quiet room and faculty reading room

SERVICE AREAS

Library Director

James Capeci
417-625-9386 | Capeci-J@mssu.edu

Assistant Library Director (Marketing and Outreach Librarian)

Amber Carr
417-625-3124 | Carr-A@mssu.edu

Library Collections and Content

Melissa Forsythe
417-659-4039 | Forsythe-M@mssu.edu

Archives and Special Collections

Whitney Hamm
417-625-9552 | Hamm-W@mssu.edu

Library Part-time Administrative Assistant

Renee Stockton
417-625-9386 | Stockton-R@mssu.edu

Cataloging

DeAnn Isenhowe
417-625-9794 | Isenhowe-D@mssu.edu

Circulation and ILL

417-625-9362

Reference/Instruction

417-625-9386

Serials/Reference

417-625-9386

Systems

Kayla Reed
417-659-4036 | Reed-K@mssu.edu

Technical Services (Audio Visuals/Curriculum/ Government Documents)

417-625-9770

The library has an all-in-one featured search box available on the library homepage (mssu.edu/library) that allows users to search all of our owned content – print books, eBooks, journal articles, government documents, DVDs, archival materials and more – from one place: Full Search. It is like searching Google but for library content that is mostly scholarly in nature.

FIND BOOKS/ EBOOKS IN SPIVA LIBRARY

1. Go to the library homepage: mssu.edu/academics/library
2. Scroll down to the Search box

George A. Spiva Library

Full Search | Journal Search | Books/Media Search | Research and Course Guides

Keyword Search Missouri Southern State University Library Search

[What is Full Search?](#) , [A-Z Database List](#) , [Off-Campus Searching](#)

3. Type your topic in the Search Box. Then click on 'Search'.
4. After hitting the 'Search' button an MSSU Summon results page will appear like the one below.

MISSOURI SOUTHERN STATE UNIVERSITY

Presidential Elections

Full Text Online
Scholarly & Peer-Review
Peer-Review
Library Catalog

CONTENT TYPE
Newspaper Article (3,950,360)
Book / eBook (355,176)
Journal Article (183,991)
Magazine Article (134,594)
Web Resource (39,746)
More...

SUBJECT TERMS
presidential elections (738,598)
political campaigns (293,524)
candidates (267,647)
political parties (216,857)
politics (205,662)
More...

DISCIPLINE
history & archaeology (172,429)
political science (141,537)
economics (82,149)
business (74,967)
government (64,000)
More...

PUBLICATION DATE
from to
Last 12 Months
Last 3 years
Last 5 years

LANGUAGE

LIBRARY LOCATION

Back to top

- 1 **Presidential elections: strategies of American electoral politics**
by Polsby, Nelson W.; Wildavsky, Aaron B
1984, Sixth edition.
Book: [Check Availability](#), JK528.P63 1984
Preview
- 2 **Presidential elections, 1789-2004**
by Congressional Quarterly, Inc
2005
Book: [Check Availability](#), JK524.P6783 2005
Book: [Citation Online](#)
Preview
- 3 **Presidential elections, 1789-1996**
by Congressional Quarterly, Inc
1997
Book: [Check Availability](#), JK524.P6783 1997
Preview
- 4 **United States presidential elections, 1788-1860: the official results by county and state**
by Dubin, Michael J
2002
...Table of Contents TABLE OF CONTENTS Introduction ix The Choosing of **Presidential** Electors xi Sources xiii Party Abbreviations xvi
Election Dates xvi County...
Book: [Check Availability](#), JK524.D778 2002eb
Book: [Check Availability](#), JK524.D778 2002eb
eBook: [Full Text Online](#)
Preview
- 5 **Ballots, bullets, and bargains: American foreign policy and presidential elections**
by Armacost, Michael H
2015
... **presidential election** system influence the content and conduct of American foreign policy. He examines how the nomination battle
impels candidates to express difference...
Book: [Check Availability](#), E183.A68 2015
Book: [Check Availability](#), E183.A68 2015eb
eBook: [Full Text Online](#)
Preview
- 6 **Predicting presidential elections and other things**
by Fair, Rev C
2012, 2nd ed.
Book: [Check Availability](#), HM901.F35 2011eb
Book: [Check Availability](#), HM901.F35 2011eb
Preview

5. To find a print book in the library click on the title of the book to see the full bibliographic record in our online catalog.

Title **Presidential elections, 1789-2004.**
 Imprint Washington, DC : CQ Press, ©2005.

Description viii, 277 pages : illustrations, maps ; 28 cm
 Bibliography Includes bibliographical references (pages 261-262) and index.
 Contents Chronology of presidential elections -- Presidential primaries -- Popular vote returns for president -- The electoral college -- Electoral votes for president, 1789-2004 -- Biographical directory of presidential and vice-presidential candidates.
 Subjects **Presidents -- United States -- Election -- History -- Statistics.**
 Added Author **Congressional Quarterly, Inc.**
 ISBN 1568029837 (pbk.)
 OCLC # 62557724

LOCATION	CALL #	NOTE	STATUS
MSSU Main Collection	JK524 .P6783 2005	Browse nearby	AVAILABLE

 [Text item location](#)

 [Persistent link for bookmarking](#)

The **LOCATION** indicates the collection to which the book belongs. The collection will determine which floor in the library the book will be located. The **CALL NUMBER** is the unique identifying number of the book and how the book is filed on the shelf. The **STATUS** will let you know if the book can be checked out of the library or if someone else may have checked it out.

In the example above, the book is a Main Collection book (located on the 2nd floor) with call number JK524 .P6783 2005. The call number is what you will need to write down or text to yourself to locate the book within the Main Collection. If someone had already checked it out, the status would have the date it was due back. (*Our Reference books do not check out of the library. Therefore, if this were in the Reference Collection, the status would be LIB USE ONLY.*)

COLLECTIONS LOCATION GUIDE

Archives	1 st Floor
Audio Visuals	4 th Floor
DVDs - Fiction	3 rd Floor
DVDs - Non-Fiction	2 nd Floor within Main Collection
Education and Curriculum Materials	4 th Floor
Journals	3 rd Floor
Juvenile and Young Adult Books	4 th Floor
Government Documents	4 th Floor
Law	4 th Floor
Main Collection	2 nd Floor
Microforms	4 th Floor
Music CDs	3 rd Floor
Newspapers	3 rd Floor
Recreational Reading (General Magazines and Fiction Books)	3 rd Floor
Reference	3 rd Floor - Near Reference Desk
Reserves	3 rd Floor - At Circulation Desk

- To view an eBook, simply click on any title that indicates that it is available Full Text Online

eBook: [Full Text Online](#)

To learn more about our ebrary eBooks collection see our ebrary LibGuide:
libguides.mssu.edu/index?b=s&group_id=20634

FIND BOOKS/ EBOOKS IN SPIVA LIBRARY

If a print book exists that we do not own AND it's not available from another MOBIUS library, we can have it sent to us from another library and you may check it out with your Missouri Southern ID.

You may request a book yourself by following the instructions below or contact our circulation department:
417-625-9362 | LibrCirc@mssu.edu

- To request a book yourself, go to the library homepage: mssu.edu/academics/library
- On the left hand side of the page, click on 'Library Services'
- Then select 'Request Items'
- On the Request Items page, select: 'Request Books'
- Fill out the Book Request Form

Book Request Form

Missouri Southern State University faculty, students, alumni, staff and community card holders can obtain materials not available at Spiva Library. If you need books or articles that Spiva Library does not have, we can request it from another library.

You must be a registered user in good standing to be eligible for this service. In addition each individual may request no more than 10 items per 7 day period. Also, there is a \$4.00 per request fee for Community Borrowers.

Before you place a request for a book, be sure to check [MOBIUS](#). Books available through MOBIUS libraries can be requested by MSSU students, faculty and staff from the MOBIUS page. Community card holders must use the online form below or a print form available at either Circulation desk or the Reference desk.

*Title:	<input type="text"/>
*ISBN#:	<input type="text"/>
*Author:	<input type="text"/>
*Edition:	<input type="text"/>
*Publication Date (mm/dd/yyyy):	<input type="text"/>
*Your name:	<input type="text"/>
*MSSU S#:	<input type="text"/>
- If you are a community member, please provide the last 4 digits of your SS#	
*Telephone:	<input type="text"/>
*E-mail Address:	<input type="text"/>
*Deadline Date (mm/dd/yyyy):	<input type="text"/>
*Maximum Cost:	<input type="text"/>

- Please submit the maximum amount you are willing to pay. Type the word 'none' in the field if you are unwillingly to pay any amount.

WARNING CONCERNING COPYRIGHT RESTRICTIONS:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not "used for purposes other than private study, scholarships or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if in its judgment, fulfillment of the order would involve a violation of copyright law.

Finish

If you have any questions or problems with submitting a book request form, please contact our circulation department: 417-625-9362 | LibrCirc@mssu.edu

FIND JOURNAL AND NEWSPAPER ARTICLES

1. Go to the library homepage: mssu.edu/academics/library
2. Scroll down to the 'Summon @ MSSU' search box.
3. Type your topic in the Search Box. Then click on 'Search'
4. After hitting the 'Search' button, an MSSU Summon results page will appear like the one below.
5. To be sure that only journal and newspaper articles appear in the results; hover over the options under 'Content Type' on the left-hand side, click the  buttons on all other options to remove these types from your results (all options other than 'Journal Article' and 'Newspaper Article' should be crossed out)

CONTENT TYPE

Newspaper Article (30,651,458)

Journal Article (10,483,769)

~~Book Review (4,275,735) ~~

~~Book / eBook (3,315,293) ~~

~~Magazine Article (3,084,926) ~~

~~Book Chapter (0) ~~

~~Dissertation/Thesis (0) ~~

[More...](#)

6. To view the full-text of a journal/newspaper article online, click on either the title of the article or the 'Full Text Online' link.

Nursing care for bariatric surgery patients
by [Lin, Li-Chun](#); [Chi, Shu-Ching](#); [Pan, Kuei-Ching](#); [More...](#)

Hu li za zhi The journal of nursing, 10/2010, Volume 57, Issue 5

.... **Bariatric surgery** has been demonstrated an effective treatment for morbid obesity. Special **nursing care** considerations for **bariatric surgery** include providing wider...

Journal Article: [Full Text Online](#)

Most often this will open up the full text directly. However, sometimes it will open a bibliographic record of the article with an abstract and further links to the full text.

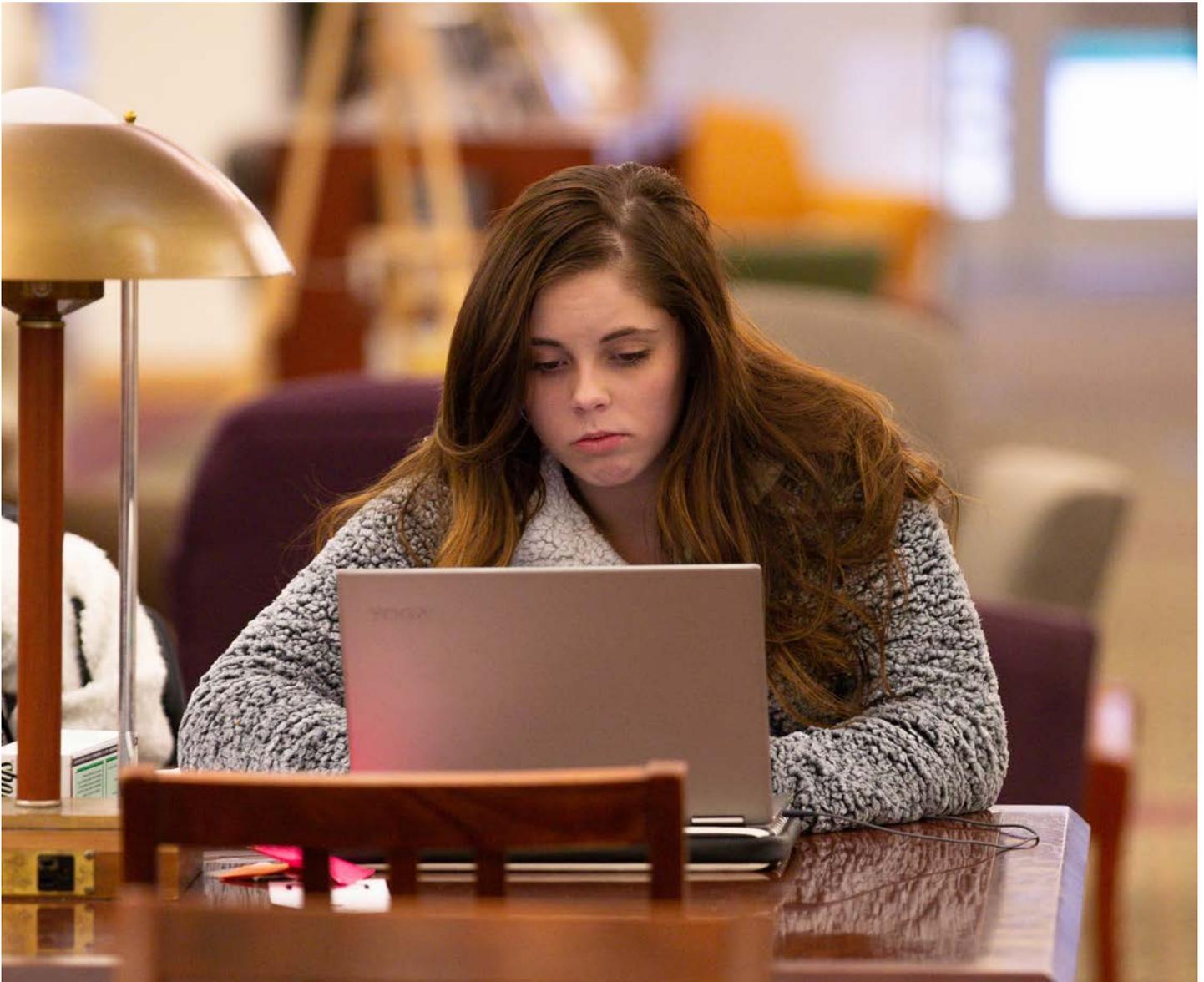
REQUEST A COPY OF A JOURNAL ARTICLE FROM ANOTHER LIBRARY

If you have a citation to an article that is not available full-text online or in print in the library, we can have a copy sent to us from another library for your use.

You may request a copy of an article yourself by following the instructions below or contact our circulation department: 417-625-9362 | LibrCirc@mssu.edu.

1. To request a copy of an article yourself, go to the library homepage: mssu.edu/academics/library
2. On the left hand side of the page, click on '**Library Services**'
3. Then select, '**Request Items**'
4. On the Request Items page, select: '**Request Articles**'
5. Fill out the Article Request

If you have any questions or problems with submitting an article request form, please contact your circulation department: 417-625-9362 | LibrCirc@mssu.edu.



VIEW YOUR LIBRARY ACCOUNT

1. On the library homepage (mssu.edu/academics/library), click on the 'Your Library Account' link under the 'Library Services' tab on the left
2. Enter the information asked for on the resulting page

Login

Please enter the following information:

Your Name:

For example, type "Jane Smith" and press TAB

ID followed by your institution code:

For example, "123654185SBU"

Please enter your password:

Type your password. Contact Circulation for help.

[? Forget your password?](#)

Callout 1: Your assigned S# followed immediately by MSSU (all capital letters and no space)

Callout 2: A PIN is not needed to create a library account. It is not assigned by the University or the library. It must be at least 6 characters long. You will create the password after you login.

3. Click the '**Submit**' button
4. Once in your account, you will be able to do such things as: view any books you have checked out, renew books online, view the status of Holds requests, and check for overdue fees and fines by clicking on the appropriate button as seen to the right.

For additional assistance with accessing your library account stop by the Reference Desk located on the 3rd floor of the library or call 417-625-9342.

Spiva, George

0 requests (holds).

[Modify Personal Information](#)

[# Modify PIN](#)

[Preferred Searches](#)

[My Record Feeds](#)

Sort by Due Date Renew All Renew Marked

4 ITEMS CHECKED OUT				
RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	Providing library services for distance education students : a how-to-do-it manual / Carol F. Goodson.	31923004655375	DUE 05-10-13	Z675.U5 G58 2001
<input type="checkbox"/>	Hands-on Information literacy activities / Jane Birks and Fiona Hunt.	31923004777773	DUE 05-10-13	ZA3075 .B575 2003
<input type="checkbox"/>	Teach beyond your reach : an instructor's guide to developing and running successful distance learning classes, workshops, training sessions, and more / By Robin Neidorf.	31923005236449	DUE 05-10-13 Renewed 4 times	LC5800 .N45 2012
<input type="checkbox"/>	Attracting, educating, and serving remote users through the Web : a how-to-do-it manual for librarians / edited by Donnetyn Curtis.	31923004776833	DUE 05-10-13	Z674.75.I58 A87 2002

Sort by Due Date Renew All Renew Marked

ASK A LIBRARIAN - LIBANSWERS - LIBCHAT

In Person

Stop by the Reference desk on the 3rd floor.

Virtually with LibAnswers

libanswers.mssu.edu

What is LibAnswers?

A knowledgebase (KB) of frequently asked questions (FAQs) and their answers.

Where do I find LibAnswers?

On the library homepage: mssu.edu/academics/library click, LibAnswers-FAQs link.

This link will take you to the LibAnswers homepage. Users can see popular or featured questions, or ask their own question. If the question has been asked and answered before, the user will be taken to that answer page.

If the question hasn't been asked and answered before, the user will have the option to submit the question via an email form.

Submit Your Question ×

Please give an e-mail address so we know where to send your answer. We will not share it.

Your Question

Question

More Detail/Explanation

 Click to choose files or Drag them here.
Maximum file size: 20.0 MB Clear files

Your Info

Email *

Name

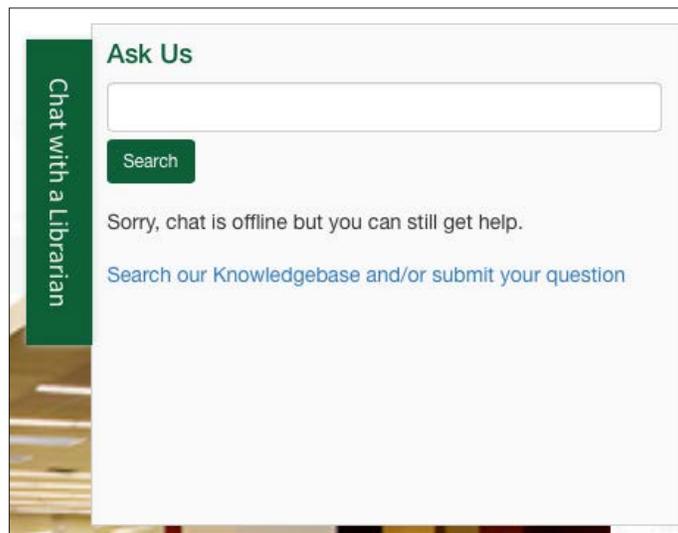
Fields marked with * are required.

Virtually with Chat

Click the 'Chat with a Librarian' button on the right side of the library homepage

When chat is being monitored, clicking the 'Chat with a Librarian' button results in a live chat box

When chat is not being monitored, clicking the button results in a question box.



Ask Us

Search

Sorry, chat is offline but you can still get help.

[Search our Knowledgebase and/or submit your question](#)

ADDITIONAL WAYS TO CONTACT US

Call Us: 417-625-9342

Text Us: 417-720-2079

Email: LibrRef@mssu.edu

Tweet Us: [@MSSULibrary](https://twitter.com/MSSULibrary)

Follow us on Facebook: Missouri Southern Spiva Library





PROJECT STAY

Hearnes Hall 308 | 417-625-9830 | mssu.edu/project-stay

Project Stay is here to help students by providing comprehensive resources to ease the transition to college.

Project Stay works specifically with students who are first in their families to go to college, meet an income guideline or have a disability. In order to qualify, students must also have a 2.2 GPA, demonstrate good class attendance and course work completion, and be able to graduate within 6 years of beginning the program.

Services provided by Project Stay:

- One-on-one academic advising
- One-on-one tutoring assistance
- Early enrollment
- Career counseling and job shadowing opportunities
- Personal counseling
- Assistance with completing financial aid forms and scholarship applications
- Opportunity to receive grant aid for freshman and sophomores (competitive awards)
- Assistance with applying to graduate school
- Cultural trips and graduate school visits

To find out more information please call the office at 417-625-9830. To apply, please visit the website at mssu.edu/project-stay. Our office is located in Hearnes Hall, room 308.

(Project Stay is a federal TRIO program funded by the United State Department of Education at an annual cost of \$294,701.)



MSSU PD Building | Service: 417-626-2222
Emergency: 911 | Non-Emergency: 417-623-3131

SERVICES PROVIDED BY UPD OFFICERS

Performing directed and random patrols on campus

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

Answering calls for service

UPD Officers will respond to calls for service on campus, i.e., disturbance, trespassing, property destruction, theft, accident, etc. They will intervene in disturbances and investigate reported crime on campus. They will contact emergency services when needed and will investigate all criminal activity, including submitting cases to the Jasper County Prosecutor's office for the filing of charges. In addition to police functions, the officers are trained as first responders to deal with injuries and/or serious illness on campus through training in basic first aid, CPR and the use of the Automatic External Defibrillator.

Compiling reports for incidents and accidents

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

Enforcing all traffic and parking regulations on campus

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

Providing security for sports events, concerts etc., on campus

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

Checking buildings to insure that they are secure

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

Monitoring activities in the residence halls

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

Providing courtesy services for students

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

Green Dot

Across the country, too many individuals are experiencing power-based personal violence during their time at college. Green Dot is a program dedicated to making a real culture change and substantially reducing the number of those being hurt by stalking, domestic violence, and sexual assault.

Imagine a map of our campus with red dots that represent each time a person was the victim of power-based personal violence. Now imagine that each time a student or faculty/staff member stepped up and prevented or stopped that violence – a green dot was placed on the map. The goal is to have many more green dots than red dots.

Each semester, new MSSU students learn how to become actively involved in the program and begin to make the decision to step up and either “direct, distract, or delegate” to diffuse a potential red dot situation. Hopefully this program has resulted in a real and sustainable change to the culture on our campus.

Providing Timely Warnings

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

Missing students will be immediately investigated by a number of individuals in key positions with the University. Any time a student is suspected of being missing, the UPD should be contacted at 417-626-2222.

Student Training

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

The University Police Department uses the A.L.I.C.E. (Alert/Lockdown/Inform/Counter/Evacuate) training to teach students how to survive if they were to be confronted by a violent person with a weapon in a group setting. The “swarm” method (a technique for distracting and securing an attacker) is only used as a last resort when students are trapped and escape isn’t possible.

Providing safety information to students

UPD Officers provide literature regarding ways to be safe on and off campus, as well as how to keep property from being stolen. Those types of materials can be picked up at the UPD Office at the West end of the campus. To ask questions about the University Police Department, please call the University Police Chief at 417-625-9741.

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

REGISTRAR'S OFFICE

Hearnes Hall 101 | 417-625-9389 | Registrar@mssu.edu

The Registrar's Office maintains all student academic records, certifies graduation requirements, issues transcripts, and provides degree audits, transfer evaluations, enrollment certifications and registration information. The Registrar's Office is located in Hearnes Hall. Many forms can be found and completed online at: mssu.edu/student-affairs/registrar/index.php

The Registrar's Office is responsible for:

- Issuing academic transcripts
- Name or address changes
- Entering major changes
- Enrollment certification
- Individual course withdrawal requests (Single Course Withdrawal slips) and course reinstatement
- Managing the Degree Works degree audit system
- Distributing graduation applications
- Evaluating credits from another college for credit at MSSU
- Processing AP, CLEP, and IB credits
- Processing Change of Grade forms
- Degree conferral

ACADEMIC TRANSCRIPT

A transcript is the record of your academic work while enrolled at MSSU. The Registrar's Office issues two types of transcripts. Both types of transcripts contain identical information, but the format and use for each is different:

Official – These transcripts are issued on secure transcript paper that bears the school's seal and the Registrar's signature. Official transcripts are typically needed when transferring to other colleges or universities or applying for jobs. Official transcripts may either be mailed to a third party or given directly to the student in a sealed envelope. Once the sealed envelope is opened, the transcript is no longer official.

Unofficial – These transcript are available through your student portal, LioNet. They are free of charge.

To request an official transcript, complete the form located at the following link:

mssu.edu/student-affairs/registrar/transcripts.php

Note, the Registrar's Office cannot release a transcript if there is a financial hold on your account.

You can also view and print your unofficial transcript through LioNet.

1. Under Quick Links, click on Student Menu
2. On the Student menu, click on Student Records
3. On the Student Records menu, click on Academic Transcript
4. Under most circumstances, you will want to view all levels. Click on Submit to select the default settings.

FAQ'S ABOUT YOUR TRANSCRIPT

What are grades that have an "S" in front of them?

These are grades for "support" courses that are not applicable to a bachelor's degree. At MSSU, examples of these courses include MATH 0020, 0030, ENG 0080, and ESL courses. The "S" stands for "support" and the letter following the "S" is your grade. This grade is used to meet prerequisites for subsequent courses, but the grade is not calculated in your GPA and the hours do not count toward a bachelor's degree.

What is the difference between Attempted, Passed, Earned, and GPA hours?

- Attempted hours include all courses that appear on your transcript – courses in which you earned a passing grade (A-D), courses that you failed, courses that you have repeated, courses that were taken for credit/no credit, courses that are incomplete, support courses, and courses from which you have withdrawn.
- Passed hours include courses in which you earned a passing grade (A-D), support courses in which you earned a passing grade and courses that have a grade of "CR" for credit.
- Earned hours include courses in which you earned a passing grade (A-D) and courses that have a grade of "CR" for credit. When calculating the number of hours required for a degree, count your earned hours.
- GPA hours include courses in which you earned a passing grade (A-D) and courses that you failed. To calculate your GPA, your total Quality Points are divided by your GPA hours.

I took dual credit in high school, why aren't those courses showing on my transcript?

MSSU cannot accept dual credit from high school transcripts. We must have an official transcript from the college or university that granted the credit. Contact that school and follow their transcript procedures to request a transcript to be sent to MSSU's Admissions Office.

I have AP or CLEP credits that are not showing on my transcript, why not?

MSSU must have an official score report from the College Board in order to post these credits. You can request a copy to be sent to the Registrar's Office at www.collegeboard.com/testing/. In order to receive credit, you must have taken one of the exams that MSSU accepts and receive minimum scores determined by each department.

MAJOR CHANGE

You may change or declare your major online using your Student ID and PIN at mssu.edu/student-affairs/registrar/online-forms.php. For a complete listing of major codes, refer to the schedule booklet.

ADDRESS OR NAME CHANGE

You can change your address online using your Student ID and PIN at mssu.edu/student-affairs/registrar/onlineforms.php.

Address Change

- You can verify your address by logging on to LioNet and clicking on Self Service Menu (under the Quick Links), View Addresses and Phones
- The address on file in the Registrar's Office is your official mailing address. MSSU will use this address for official mail correspondence, such as financial aid refund checks and academic probation and suspension letters.
- If you are employed on campus (work study or student help), you MUST change your address in Human Resources, located in Hearnes Hall, Room 217.
- You must provide photo identification to change your address, but the address on your ID does not need to match the new address you are submitting.

To change your name, you may complete the Name Change form found on the Registrar's website at:

mssu.edu/student-affairs/registrar/forms.php. Legal proof of your new name must be submitted with the form.

Name Change

- If you are employed on campus (work study or student help), you MUST change your name in Human Resources, located in Hearnes Hall, Room 217.
- All name changes must include supporting documentation such as a marriage certificate, divorce decree, or court order.
- You must provide photo identification to change your name. A driver's license with the new name may also serve as supporting documentation.
- Changing your name will result in the generation of a new MSSU e-mail address.
- Changing your name with the Registrar's Office will NOT change your name in Blackboard. Please be sure to notify your professors of the name change so that they recognize your new name when submitting grades.

ENROLLMENT CERTIFICATION

The Registrar's Office maintains your official enrollment record. You should log into LioNet and verify your enrollment periodically during the first few weeks of classes to verify that you have not been dropped from courses for nonattendance or nonpayment. To view your current enrollment:

1. Under Quick Links, click on Student Menu
2. On the Student menu, click on Registration
3. On the Registration menu, click on Concise Student Schedule

If your Concise Student Schedule is blank or is missing courses, contact your advisor or the Registrar's Office immediately to begin the reinstatement process.

Obtaining Enrollment Certification

Enrollment can only be certified for the current term after the semester has started. About the third week of class, you can obtain an official enrollment certificate through LioNet. This certificate can be printed and mailed to a health insurer or other company that requests proof of your enrollment. To print an enrollment certification through LioNet:

1. Under Quick Links, click on National Student Clearinghouse
2. The first option allows you to obtain an enrollment certificate. Select the appropriate button
 - Current enrollment – includes only the current semester
 - All enrollment – includes all dates of enrollment at MSSU
3. Click on Obtain an Enrollment Certificate to view and print your certification

This website also allows you to view the student loan deferment notifications that have been sent to your student loan

lenders and guarantors. As long as this information reflects correct notification, it is not necessary to submit a hard copy deferment form.

Special Forms

In most cases, the enrollment certificate printed through LioNet will be the only information you need to provide. However, there are some forms that require additional information. An example is a form asking for GPA verification, such as a good student auto insurance discount. You must bring these forms to the Registrar's Office with a student ID, driver's license, or other government issued photo ID. Please be sure that you bring the form and a copy of the criteria for the discount.

WITHDRAWALS AND REINSTATEMENTS

The Schedule of Classes booklet published each semester contains important dates regarding course withdrawal and course reinstatement. Both of these processes take place in the Registrar's Office.

Withdrawing From a Single Course

- Obtain a course withdrawal request form from the Registrar's Office. Students are responsible for withdrawing from a course. No one else may complete this form or obtain signatures on your behalf.
- Complete the top section of the form that asks for your information and information regarding which course you are dropping.
- Obtain the signatures of your advisor or instructor, financial aid, and the bookstore. You must obtain all four signatures, even if you do not have financial aid or books for the course.
- If you are a veteran, athlete, international student or a member of Project Stay or the Honors Program, you also need to obtain a signature from the appropriate office.
- Return the form to the Registrar's Office by 5:00 p.m. on the published deadline.

The Registrar's Office processes withdrawals from single courses only. If you are withdrawing from ALL of your courses, the process begins in the Financial Aid Office.

Please note that your official enrollment status will be reflected in LioNet. Once the single course withdrawal has been processed, LioNet will show a "WC" for a single course withdrawal.

Blackboard may continue to show your enrollment in the course unless your instructor removes you manually. Blackboard does not affect your official enrollment status.

DEGREE WORKS

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

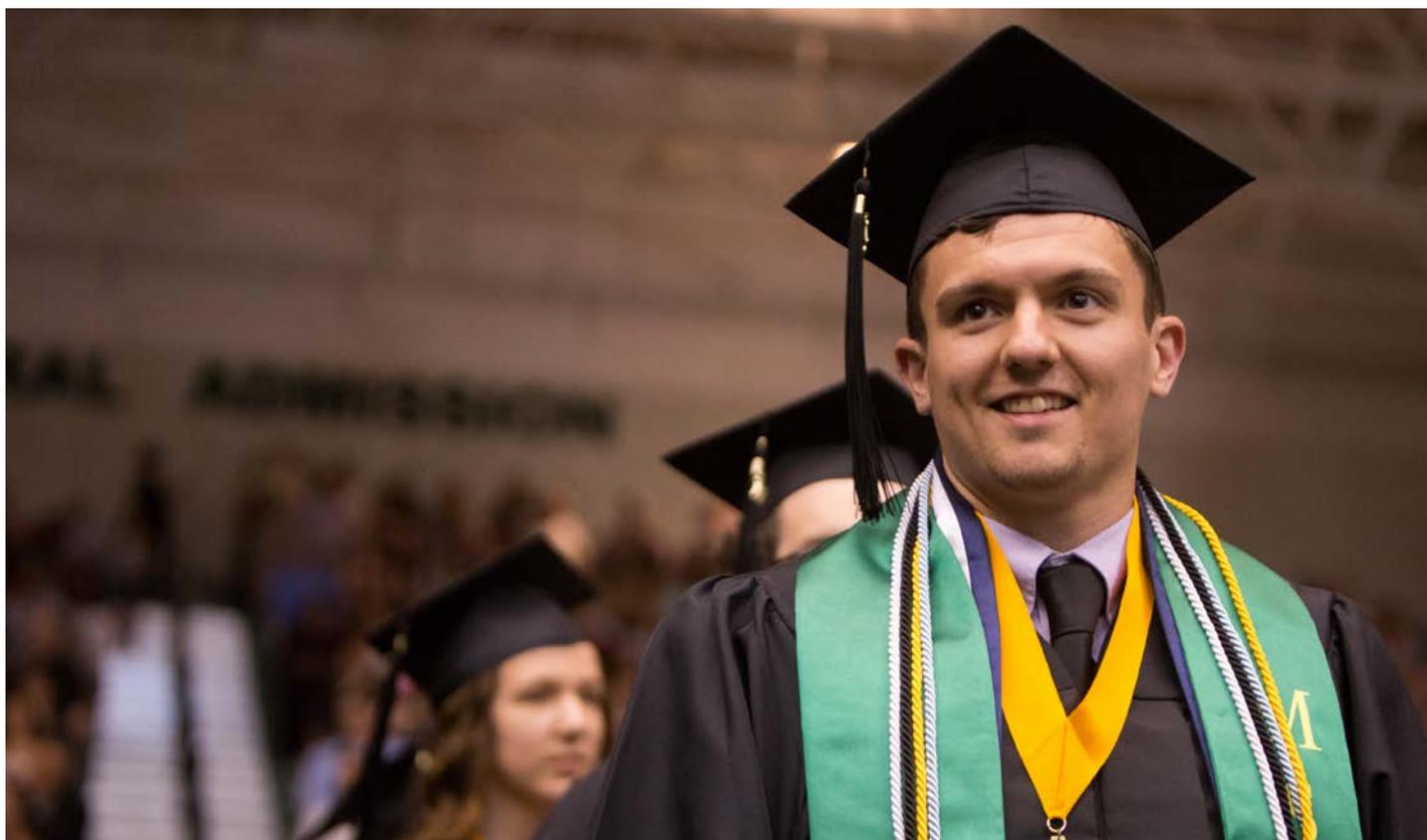
A sample audit is shown on page 74.

Degree Works offers:

- Green, red, and blue check boxes which indicate courses that are complete, not complete, and in-progress, making it easy for you and your advisor to quickly see which requirements are still outstanding
- The audit can be saved as a PDF, making the audit easy to save and/or attach to an email
- The Term History link allows you to view a semester by semester breakdown of the courses you have completed
- Your academic advisor can leave notes for you on your audit which will help you keep track of correspondence and important information
- Three GPA calculators to help you calculate your semester and overall GPA

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

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



MSSU Degree Audit

The Student Information Block contains key elements of your student record, such as classification, GPA, School, Major, and Minor.

Student View A000351Y as of 05/15/2018 at 08:14

Student		Level	Undergraduate	Sport	
ID		School	Plaster School of Business	Academic Standing	Continuing Good Standing
Classification	Junior	Academic Department	Finance, Economics and Int Bus (FEIB)	Special Population	
Advisor		Degree	FN10-Finance(BSBA)	Transfer Hours	56
Overall GPA	2.719	Major	FN10 - Finance (BSBA)	Earned MSSU Hours	33
Holds		Minor		Catalog Year	2017-2018

<input type="checkbox"/> Program in BSBA: Finance (FN10)	Catalog Year:	2017-2018	Credits Required:	120
	GPA:	2.719	Credits Applied:	102

- A minimum of 120 credits are required **Reason:** 120 credits are required. You currently have 102, you still need 18 more credits.
- 30 credits must be taken at MSSU
- You meet the 2.0 minimum overall GPA requirement

The Program Block is a summary of your requirements to graduate.

<input type="checkbox"/> General Education - Baccalaureate Degree Programs	Catalog Year:	2017-2018
	GPA:	3.064

- A. WRITTEN COMMUNICATION
 - College Composition I
 - Still Needed:** ENG 0101 College Composition I B 3 2015 Fall
 - Satisfied by: CORE1043 - Composition I - OUACHITA BAPTIST UNIVERSITY
 - Still Needed:** (1 Class in ENG 0102*)
- B. ORAL COMMUNICATION
 - Oral Communication
 - COMM 0100 Oral Communication B 3 2017 Fall
- C. MATHEMATICS
 - MATH 0129 or higher
 - MATH 0130 College Algebra A 3 2014 Fall
 - Satisfied by: MATH111 - College Algebra - CROWDER COLLEGE
- D1. LIFE SCIENCE
 - Life Science
 - BIO 0101 General Biology R (4) 2018 Fall
- D2. PHYSICAL SCIENCES
 - Physical Sciences
 - Still Needed:** (4 to 5 Credits in CHEM 0120* or 0151* or GEOG 0201 or GEOL 0120* or 0185* or GEOG 0201 or GEOL 0210* or 0212* or PHYS 0100* or 0125* or 0150* or 0151*)
- E1. SOCIAL & BEHAVIORAL SCIENCES
 - History
 - If you have already completed the requirement, a green check mark will appear to the left of the requirement.
 - Courses that you have not completed will show as "Still Needed".

The General Education Block will show all the classes you need to be able to finish your general education courses.

Courses in which you are currently enrolled (in-progress courses) will show with a blue wavy line.

If you have already completed the requirement, a green check mark will appear to the left of the requirement.

Courses that you have not completed will show as "Still Needed".

RESIDENCE LIFE

Blaine Hall, room 106 | 417-659-4261

Missouri Southern State University maintains five different living accommodations: Quad, Lion Village Suites, Lion Village Traditional East Hall Suites, and Apartment Style.

Quad Style

- Four bedrooms, four self-contained restrooms and showers
- Full kitchen with stove
- Washer and dryer units
- Living room with couch, chairs and multi-use tables

Lion Village Suites

- Four bedrooms, two self-contained restrooms and showers
- Full kitchen with stove
- Living room with modular seating and multi-use tables

Lion Village Traditional

- Two-person rooms
- POD Restrooms facilities on each wing (2 per floor)
- Beds, closets, 3-drawer chests, study tables and chairs
- Hard wire Internet port

East Hall Suites

- Two bedrooms, 4 persons per unit, wardrobe closets, desks and chairs
- Two self-contained restrooms and showers
- Living room with couch, lounge chairs and multi-use tables

Microwave and refrigerator

Apartment Style

- Two bedrooms, 4 persons per unit, wardrobe closets, desks and chairs
- Self-contained restroom and shower facility
- Living room with couch, lounge chairs and multi-use tables
- Kitchenette with microwave and refrigerator

All Units

- Heat/Air conditioning
- Residence Life cinema movie stream service
- WiFi



Room Assignments

Students have the ability to self-select their bed spaces through late July online in LioNet. Students who submit an application, but do not select a bed spaces will be assigned by the Residence Life staff. Information on room selection dates is provided through University e-mail when housing application is submitted.

Important Tips for Room Assignments

If you wish to live with specific person, please select them in the roommate group request section of the housing application. Students are not guaranteed to be assigned with requested individual. Housing contracts are valid for the entire academic year. The student should read through the housing contract to ensure that they know their total responsibility. The Missouri Southern Residence Life Department believes that a significant part of the college residential experience is gained through living and learning to live with students of varying backgrounds and experiences. To that end, we will endeavor to assist students with learning to negotiate personal relationships in that setting.

Individual Security and Safety

Missouri Southern strives to make a safe environment for our students. Individual safety is, and will continue to be, a foremost goal in our actions. The following are some specific steps that we have taken to ensure the safety of our students.

- Full-time, live-in Resident Directors
- Para-professional, student Resident Assistants
- Resident Assistants and one professional Residence Life staff on duty each evening
- Students are required to have record of meningitis and MMR II shots to protect against disease.

PLEASE NOTE: Individual responsibility must be practiced when securing personal belongings. Always lock vehicle doors and room. **NEVER** leave door open or loan keys to a friend. Specific crime statistics are available through the University Police Department.

Property Insurance

Missouri Southern recommends to its students to insure their personal property in the event of accident or theft. Insurance can be obtained through personal insurance agent.

Mayes Student Life

The Diane L. Mayes Student Life Center is a facility for use by Missouri Southern students (commuter and residents), faculty and staff. The bottom floor of the Mayes SLC has amenities such as an aerobics/dance studio, a movie lounge, billiards, table tennis, air hockey, video games, laundry and computer lab. The top floor is the dining hall.

Residence Hall Association

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

STUDENT ACTIVITIES

Billingsly Student Center 210 | 417-625-9346

Studies show that students who get involved and become an active participant in their college community are more successful than students who do not become engaged. Involved students tend to have higher grade point averages, are more likely to complete their degrees, and are more marketable to prospective employers. The Student Activities Office at Missouri Southern State University is committed to providing numerous opportunities for students to get involved. The office serves as the campus liaison to over 70 student organizations including the Campus Activities Board (CAB), Fraternity and Sorority Life as well as departmental, religious, and special interest clubs. There truly is something for everyone! If you would like more information on these organizations and upcoming events go to MSSU. Presence.io or stop by the office which is conveniently located next to the Lion's Den in the Billingsly Student Center.

- Asian Culture Club
- Biology Breakfast Club
- Chess Club
- Citellus Research Council
- College Age
- Collegiate DECA
- Criminal Justice Student Association
- Daggerhir Battle Games
- Delta Mu Delta
- Entrepreneurship Club
- Environmental Health and Safety Club
- Fellowship of Christian Athletes
- Finance and Economics Club
- Gamma Alpha Lambda Epsilon Chapter
- Honors Student Organization
- International Dance Club
- Kappa Delta Pi
- Kinesiology Club
- Koinonia Christian Campus Ministry
- Le'Art
- Lion Ambassador/ Rotaract
- Lions and Lairs
- Love Your Melon
- Missouri Southern Math Club
- Model Arab League
- MOSO Nerdy Nerfers
- MSSU Accounting Club
- MSSU Biology Club
- MSSU Caduceus Club
- MSSU Chapter of the Society for Collegiate Leadership and Achievement
- MSSU Chemistry Club
- MSSU CIS Club
- MSSU College Democrats
- MSSU French Club
- MSSU Gay-Straight Alliance
- MSSU International Business Club
- MSSU International Lions
- MSSU Mock Trial Team
- MSSU Model UN Club
- MSSU Pollinator Club
- MSSU Radiology Club
- MSSU Sociology Club
- MSSU Student Veteran's Organization
- MSSU Young Americans for Liberty
- MSSUnited
- Muslim Student Union
- National Association for Music Education- Collegiate Chapter
- New Community
- Omicron Delta Kappa- Golden Crest Circle
- Phi Alpha Theta
- Phi Eta Sigma
- Political Science Association
- Pop Culture Club
- PSB Deans Student Advisory Council
- Psi Chi International Honor Society in Psychology
- Psychology Club
- Public Relations Student Society of America
- Residence Hall Association
- Respiratory Care Club
- Revenant Warsports
- Saudi Students Club at MSSU
- Show-Me GOLD
- Sigma Tau Delta, International English Honor Society
- Social Work League of Lions
- Society of Manufacturing Engineers
- Society of Physics Students
- Southern Ambassadors
- Southern Black Student Union
- Southern Broadcasters Club
- Southern Clay
- Southern Concepts
- Southern Leadership Academy
- Southern Players
- Spanish Club
- Student American Dental Hygienists' Association
- Student Athlete Advisory Council
- Student Nat'l Education Association
- Student Nurses Association
- The Friendly Immigrant
- Women in Science (WIS) MSSU
- Yours to Lose Club

CAMPUS ACTIVITIES BOARD

Billingsly Student Center 210C | 417-625-9346

Studies show that students who get involved and become an active participant in their college community are more successful than students who do not become engaged. Involved students tend to have higher grade point averages, are more likely to complete their degrees, and are more marketable to prospective employers. The Student Activities Office at Missouri Southern State University is committed to providing numerous opportunities for students to get involved. The office serves as the campus liaison to over 70 student organizations including the Campus Activities Board (CAB), Fraternity and Sorority Life as well as departmental, religious, and special interest clubs. There truly is something for everyone! If you would like more information on these organizations and upcoming events go to MSSU. Presence.io or stop by the office which is conveniently located next to the Lion's Den in the Billingsly Student Center.

CAMPUS CARD SERVICES

Billingsly Student Center 109 | 417-659-5463

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

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

For your convenience, a Lion Bucks account has been created for you. Lion Bucks accounts are used for the purchase of campus goods and services using your Lion Card ID. The money on your account carries over each semester. No fees are charged for using the account and any remaining money is yours to withdraw when you graduate.

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

- Online - Login to LioNet and select the link "Manage My Lion Card"
- By kiosk machine located in the Library. The kiosk only accepts cash and does not give change.
- In person during office hours at the Campus Card Service Center located in Billingsly Student Center room 109 and the Bursar's Office located in Hearnes Hall room 105

Lion Bucks can be used to purchase goods and services at the following venues:

- MSSU Bookstore
- *Food Locations: Lion's Den and Mayes Dining Hall
- Willcoxon Health Center
- Office Services printing and shipping
- Printing at open campus computer labs including the Library

In addition to Lion Bucks purchases, the Lion Card controls access to privileges such as:

- Beimdiek Recreation Center access
- Willcoxon Student Health Center services
- Spiva Library resources

*(Account holders receive a 10% discount for using Lion Bucks at these locations)

Complete terms and conditions can be found online at mssu.edu/business-affairs/lion-card/terms-conditions.php.

Discounts are available to Lion Card holders at a variety of locations. For an updated list please visit mssu.edu/LionCard.

STUDENT SENATE

Student Affairs Office | Billingsly Student Center 347 | 417-625-9392

The Student Senate at Southern is concerned about the interest and welfare of all students. Students are encouraged to take an active part in student government by making their wishes and ideas known to their representatives. The MSSU Student Senate is an organization for the students, by the students, and of the students. Senate consists of an Executive Council: President, Vice President, Secretary, Treasurer, Parliamentarian (nonvoting), Committee Chairs-Capital Improvement, Finance, and PR and a General Senate Body.

There are three at large committees that Senators choose to be part: Capital Improvements, Finance, and Public Relations. Beyond these committees there are other smaller committees generated on an as needed basis. General Senate Body Meetings are held every Wednesday in the Billingsly Student Center Board Room at 5:30 p.m. On the other Wednesdays the large committees will meet to plan and discuss anything that needs to be done. Elections are held in the beginning of the school year for new reps. Contact the Student Affairs Office, Billingsly Student Center 347, 417-625-9392

FRATERNITY AND SORORITY LIFE

Greek Life on the campus of Missouri Southern is made up of three national/international fraternities and two national/international sororities. The fraternities include Kappa Alpha Order, Kappa Sigma, and Phi Delta Theta. The sororities are Alpha Sigma Alpha and Zeta Tau Alpha. Greeks on the Missouri Southern campus are truly leaders. Many are members and officers in other organizations; they participate in many community and campus service projects, and raise money for their national philanthropies. All groups participate in a formal recruitment period early in the fall semester and most will also hold an informal recruitment period in the spring. For more information on these groups or their recruitments, please contact the Student Activities Office 417-625-9669.



STUDENT EMPLOYMENT OPPORTUNITIES STUDENTEMPLOYMENT@MSSU.EDU

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

Students interested in working on campus must meet the following guidelines: must be enrolled at MSSU full-time, must have a minimum 2.0 GPA and must be in good academic standing with the university. Students working on campus typically work a maximum of 20 hours per week and are paid \$9.51 an hour.

For students to view all current on-campus job postings, contact the Student Employment Office to learn how to access Hire a Lion, the online campus job posting board.

DIVERSITY AND INCLUSION COMMITTEE

Diversity@mssu.edu | mssu.edu/diversity

MISSOURI SOUTHERN STATE UNIVERSITY DIVERSITY PHILOSOPHY STATEMENT

Mission

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

Vision/Goals

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

Objectives

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

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

Diversity Advisory Committee: (President Appointed Committee)

Role: The Diversity Advisory Committee will seek to foster an organizational culture that supports the value of diversity. Through this the DAC will encourage a conversation intended to address issues of diversity and advance an intentional, focus, campus-wide approach that creates and maintains teaching and learning environments that provide educational opportunities for diverse individuals and groups.

Initiatives

- Bi-annual Diversity forums in March and October to promote open conversation and discussions on various diversity and inclusion topics, ideas and concerns. Open to all students and employees.
- Supports campus diversity and inclusion related programming and activities
- Collaborates with other departments or organizations regarding diversity related programming and events

- Supports diversity-related student clubs and organizations
- Maintains Diversity website
- Responds to Diversity emails
- Hosts Dr. Martin Luther King Jr. Day events

Membership

- 11 faculty and staff serving indefinite terms
- 3 student representatives selected by the faculty and staff serving one year terms

Cultivating Diverse Campus Environment

Missouri Southern has clubs and organizations that help to cultivate a diverse environment on campus. For more information on these clubs and organizations you can contact the Student Activities Office by calling 625-9346. The Student Activities Office is located in room 210 of the Billingsly Student Center.

Safe Zone

The Missouri Southern Safe Zone program was created to have a network of knowledgeable faculty, staff, and students in order to create a safe and open environment for everyone. Safe Zone allies can be identified by the Safe Zone stickers which are located near their office doors. These allies are dedicated to increasing their knowledge of lesbian, gay, bisexual, transgender, and questioning (LGBTQ) issues and challenge homophobic and heterosexist comments or behaviors in an educational and informative manner. Safe Zone allies are able to provide assistance and can refer individuals to university counseling services.



For more information regarding the Missouri Southern Safe Zone program please visit mssu.edu/student-affairs/safe-zone. There you can find resources, terminology, contact information, and the locations of trained Missouri Southern Safe Zone.



BOOKSTORE

Billingsly Student Center | 417-625-9380

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

Course materials information for all classes can be found at mssubookstore.com. They can consist of rental books, purchase books, or digital course materials through the Inclusive Access program. **After enrolling, a student's booklist will be available on LionNet or on the MSSU Mobile App. The booklist will specify the needed materials requested for your classes. Financial aid can be used to purchase course materials, supplies, and merchandise during the first week of class. Inclusive Access charges are applied to student accounts the week prior to the start of classes. Charges for Bookstore purchases will appear on the student's university account the following business day.**

BEIMDEIK RECREATION CENTER

Billingsly Student Center | 417-625-9693

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

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

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

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

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

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

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

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

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



LION CO-OP



The Lion Co-op provides food and personal hygiene items to anyone in the MSSU family. This includes students, employees and Lion Cub Academy Families. The Lion Co-op provides items in a confidential, discreet and safe environment. The Co-op is located inside the Residential Life Emergency Shelter. Refer to our FB page for our hours each semester. Donations are appreciated.

Find us on Facebook: **Missouri Southern Lion Co-Op Food Pantry**
or contact **Dr. Andrea Cullers**, cullers-a@mssu.edu, 417-850-5213

TITLE IX AT MSSU

Tamika Harrel | 417-625-3022 | Harrel-T@mssu.edu
Billingsly Student Center 347G

Title IX of the Education Amendments of 1972 is a law passed in 1972 that requires gender equity in educational programs that receive federal funding, stating:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

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

STUDENT CODE OF CONDUCT

Samantha Quackenbush | 417-625-9531 | Quackenbush-S@mssu.edu
Billingsly Student Center 347F

The Office of Student Conduct supports Missouri Southern State University’s mission by promoting a just, safe, orderly, and supportive living and learning environment. The Office of Student Conduct is dedicated to supporting students by maintaining a conduct process that is educational, equitable, and just. We foster learning and growth by administering a process that teaches responsibility by holding students accountable for their behavior, encouraging the expression of diverse views and opinions, and promoting individual and community respect.

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

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

GREEN DOT

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

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



GLOBAL LEADERS

Ryan Orcutt | 417-625-3004 | Orcutt-R@mssu.edu
Billingsly Student Center 347F

mssu.edu/global-leaders



GLOBAL LEADERS

Purpose

In alignment with the MSSU Mission, the MSSU Global Leaders Program, established in 2021, is designed to enhance, cultivate and develop globally minded leaders through experiential learning. Students will have interdisciplinary and integrative field-based experiences that will enhance their personal, professional, civic and academic pursuits through a global lens.

Learning Objectives

1. Develop Knowledge and Understanding of Global Diversity

- a. Engage with differing perspectives and experiences while maintaining a sense of cultural perspective, including how culture informs beliefs and ways of thinking.
- b. Examine multiple and intersecting dimensions of cultural diversity.
- c. Expand ability to cross boundaries and bridge difference in order to collaboratively and equitably reach common goals.

2. Develop Knowledge and Skills to Practice Leadership and Create Positive Change In A Global Society

- a. Create strategies to identify biases, navigate relations, and continuously monitor intended and unintended consequences when addressing challenges as a leader.
- b. Apply knowledge, skills, and abilities to contribute to society at multiple levels - locally, regionally, nationally, and globally.
- c. Explore personal, academic, and professional opportunities.

3. Develop Increased Self-Awareness

- a. Examine personal strengths and weaknesses in leadership roles.
- b. Understand ways in which others react and respond.

Applicant Profile

The Global Leaders Program welcomes applications from highly qualified and motivated incoming freshmen students. Applicants must meet MOSO Merit Premier scholarship criterion to qualify as a potential Global Leaders candidate. The Global Leaders Program accepts 50 students to the program annually.

Stipend

Qualifying students that are admitted into the Global Leaders program will receive a \$4,000 stipend upon completion of their first 30 credit hours through MSSU. These funds are to be used on leadership experience with a global emphasis. Decisions on appropriating these funds will be made at the discretion of both the student and Global Leaders Director.

Graduation/Recognition

Students who complete the program will be recognized at commencement through the program and by a custom stole to be worn at the ceremony. Other forms of recognition, particularly those involving donors, will be organized by staff.



SECTION SIX

Lion Language:
Know it... Use it!

LION LANGUAGE

ACADEMIC ADVISOR: The faculty or staff person that provides academic advice to enrolled MSSU students.

ACADEMIC ADVISING: A collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, facilitating student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at Missouri Southern. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

ACADEMIC BANKRUPTCY: A student may petition the Academic Bankruptcy Committee to request one semester of academic work taken at MSSU be disregarded in computing the academic record. To be eligible for petitioning, a student must be in good standing, including financial, and must document the unusual conditions which justify the petition. The petition is initiated in the Office of the Registrar.

ACADEMIC PETITION: A procedure to request exemption from certain college policies and regulations. An example would be the converting of Continuing Education credit into regular college credit, such as waiving the Kinesiology 101 because of appropriate military service. Petitions must be signed by appropriate college personnel.

ACADEMIC PROBATION: Students falling below the minimum standard of progress will be placed on probation. This serves as a warning that students must raise their GPA to the minimum standard of progress during the following semester. If they are not successful in doing this, they will be placed on academic suspension. However, if a student improves their GPA, but not enough to reach the minimum standard of progress, they can petition academic suspension in the Registrar's Office. Retaking failed classes is the quickest way to raise a GPA.

ACADEMIC SUSPENSION: A student failing to meet the minimum standard of progress (as indicated in Satisfactory Academic Progress) during the probationary semester will be suspended from MSSU for one semester. Students who have completed their semester of suspension must reapply for admission through the Office of the Registrar.

ACADEMIC YEAR: The time during which a school, college or university holds classes. In most countries an academic year begins with the start of autumn and ends the following summer.

ALUMNI ASSOCIATION: An organization of graduates or former students of MSSU who support the school through contributions and continuing involvement.

AMERICAN COLLEGE TEST (ACT): An achievement test measuring English, math, reading and science reasoning that is used by MSSU for admission and placement purposes.

ASSOCIATE DEGREE: Completion of a minimum of 60 approved hours with a minimum grade point average 2.0. The Final 15 hours must be earned at MSSU.

BACCALAUREATE DEGREE: Completion of 120 approved credit hours with a minimum grade point average of 2.0. Thirty of the 36 hours must be earned at MSSU. Other degree programs may require a higher GPA.

BILLINGSLY STUDENT CENTER: Serves the total campus with a food court, dining area, recreation center, health center, bookstore, lounge area, conference rooms, ballroom, Student Senate Office, Student Services Offices and Student Activities/Campus Activities Board Office.

BLACKBOARD: An online learning site for web based education or classroom enhancement.

CAREER SERVICES: Includes services relating to career information, area job opportunities, maintaining and mailing of credentials, on-campus interviews and finding employment.

CATALOG: The official document describing the courses offered, listing the requirements for graduation in all curricula and presenting all important policies and regulations agreed upon by the University community. Addendums may be added to it before the expiration date.

CHART: The campus newspaper published by MSSU students once weekly during the fall and spring semesters.

CLASSROOM: This refers to the classroom that your classes are located in. Each class you take will be in a different room and possibly a different building.

CONTINUING EDUCATION HOUR: Similar in time to the regular credit hour. Some Continuing Education credit hours may be transferred to regular credit hours through academic petition with approval of the advisor and appropriate dean.

COOPERATIVE GRADUATE PROGRAMS: Graduate programs offered through MSSU in cooperation with another institution in Missouri.

COURSE ASSISTANT: A student selected by the First-Year Experience program to assist an instructor in teaching the UE 100 course. This person provides a first-hand experience to First-Year students about MSSU. If you are interested in being a course assistant go to mssu.edu/first-year-experience/index.php.

CREDIT HOUR: A one hour credit course is one that meets for one hour per week for one semester. A three credit hour course meets for three hours per week, etc.

CUM LAUDE: Honor awarded those students graduating with a baccalaureate degree and a 3.7 to 3.79 grade point average.

CURRICULUM: In formal education, a curriculum (plural curricula) is the set of courses, and their content, offered at a school or university.

DEAN: In academic administration, a dean is a person with significant authority over a specific academic unit, or over a specific area of concern, or both.

DEAN'S HONOR ROLL: To be placed in the Dean's Honor Roll, a student must be an undergraduate in regular standing and earn a minimum of 3.75 out of a possible 4.0 grade points on twelve or more semester hours during the fall and/or spring semester.

DEGREE WORKS: A Degree Works audit is an online version of a check sheet. It provides a review of past, current, and planned coursework, as well as information about completed and outstanding degree requirements.

DEPARTMENT: A division of a university or school faculty devoted to a particular academic discipline.

DEPARTMENT HEAD: The faculty designated in the academic department as the person in charge.

DUE DATE: The date in which a paper or assignment must be handed in to the instructor.

EXTENSION: Extra time that is given upon request for completion of an assignment. See your instructor to seek an extension. This is not guaranteed.

FINAL EXAM: A test given to students at the end of a course of study or training. The purpose of the test is to make a final review of the topics covered and assessment of each student's knowledge of the subject.

MODERN LANGUAGE PERFORMANCE AWARD: MLPA's are distributed by the Modern Languages Department each semester to majors and minors who meet the proper criteria.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA): All students applying for financial aid must file online at www.fafsa.gov. (PLEASE NOTE: a student may qualify for financial aid based on need, but may not qualify to actually receive the money unless he is accepted by the college as a regular student). Applicants may apply for financial assistance while in the process of completion of admission requirements, including approved ACT scores. For current information, consult the Financial Aid Office.

FULL TIME STUDENT: Enrolled in 12 or more credit hours during the fall and spring semesters and 6 hours or more during the summer term.

GENERAL EDUCATION REQUIREMENTS: A program of courses geared toward development of the whole person as an individual and as a member of society.

GRANT: A form of financial assistance based on the eligibility report of the FAFSA or Free Application for Federal Student Aid. A grant is not repaid.

HOMEWORK: Assignments that are to be done at home not during class time.

INTERNSHIP: A temporary position with an emphasis on on-the-job training rather than merely employment, making it similar to an apprenticeship.

INTERNATIONAL MISSION: In July 1995, Missouri Governor Mel Carnahan signed into law House Bill No. 442, which directed that Missouri Southern "shall develop such academic support programs and public service activities it deems necessary and appropriate to establish international or global education as a distinctive theme of its mission."

INTERNATIONAL STUDENT ADVISOR: Counsels with and advises the international student population.

INSTRUCTIONAL MEDIA CENTER: Houses the audio-visual aids and kits available for faculty and student use.

LAB: A classroom that provides hands-on learning. Some classes have labs along with in class lecture.

LioNet: This secure site provides students, faculty and staff with access to many of the online services provided by MSSU. This is where you can register for courses, check e-mail, get the latest campus news, engage in community groups, and so much more.

LION'S DEN: Food court in Billingsly Student Center.

LOAN: Financial assistance to be repaid upon completion of academic work. See Financial Aid Office.

MAKE-UP POLICY: A policy provided by instructors to students who miss work. Some will have a makeup policy, some

will not. Consult your syllabus for more information or talk to your instructor.

MAGNA CUM LAUDE: Honor awarded those students graduating with a baccalaureate degree and a 3.8 to 3.9 grade point average.

MAJOR: An academic major or simply major is mainly a U.S. and Canadian term for a college or university student's main field of specialization during his or her undergraduate studies which would be in addition to, and may incorporate portions of, a core curriculum.

MASCOT: A term for any person, animal, or object thought to bring luck. Colloquially includes anything used to represent a group with a common public identity, such as a school, professional sports team, society, military unit, or brand name. Roary is the MSSU mascot.

MAXIMUM CREDIT HOUR LOAD: To enroll in more than 18 credit hours in the fall/spring, or more than 9 hours in the summer, a student must obtain prior written permission from the dean of his or her school. Music majors may take 20 hours without permission.

MIDTERM EXAM: Exam that covers half of the material taught in a semester. This exam is usually given in the middle of October/March. Consult your syllabus to learn more.

MINOR: A secondary emphasis chosen by students in college. A student can major in one subject and get a minor at the same time.

MOSO: Missouri Southern chant used to promote and demonstrate Lion Pride!

PART-TIME STUDENT: Students enrolled in less than 12 credit hours for the fall or spring semester.

PLAGIARISM: The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Within academia, plagiarism by students, professors, or researchers are considered academic dishonesty or academic fraud and offenders are subject to academic censure.

PELL GRANT: This grant is the foundation for all financial aid packages. See the Financial Aid Office.

PRACTICUM: A college course, often in a specialized field of study, which is designed to give students supervised practical application of a previously studied theory. Practicums are common for education majors.

PRE-REGISTRATION: Selecting courses with your advisor before enrollment is open. Pre-registration is by appointment with an academic advisor in the major department, or if undeclared, by appointment with an advisor in Advising, Counseling and Testing Services.

PREREQUISITES: These courses are required before taking more advanced courses. The catalog description of a course lists prerequisites, if any.

PRESIDENT: The title of the highest ranking officer within a university, within university systems that prefer that appellation over other variations such as chancellor or rector.

RAVE: Campus emergency text messaging system. Students are automatically enrolled in RAVE. Contact 626-2222 to un-enroll in this system.

REGISTRAR: College or university official responsible for registering students, maintaining their records, etc.

REGISTRATION: Selecting and enrolling in courses for the upcoming semester.

REPETITION OF COURSES: Students may only receive credit value for a repeated course once. Students may repeat courses in which grades 'F, D, C or B ' have been earned. When a course is repeated, the highest grade will be used when computing GPAs. Transfer courses may be repeated if Missouri Southern offers the same course. Once a degree is earned, a student is no longer eligible to exclude the grade of the first course in their GPA.

RESPONSIBILITY: A college degree is earned and each student has the responsibility of earning their degree. This is personal responsibility to attend class, study, complete assignments, treat others with respect, and act appropriately.

RESUME: A document that contains a summary or listing of relevant job experience and education. Typically the first item that a potential employer encounters regarding the job seeker, and therefore a large amount of importance is often ascribed to it.

SATISFACTORY ACADEMIC PROGRESS: Maintaining a 2.0 grade point average. If a student falls below this average, in order to make satisfactory progress, they must progress according to the timetable in the catalog for making up this deficiency.

SCHEDULE OF CLASSES: After enrollment you will have a schedule of your classes. These are the classes you will take during the semester.

SCHOLARSHIP: A specific gift of money or other aid, donated by patrons and supporters to help a student continue their studies.

SEMESTER: A division of an academic year. These divisions may be called 'terms', 'semesters', 'quarters', or 'trimesters', depending on the institution and the country.

STAFF: Employees of the University that are not designated to teach courses. They do not hold faculty status but are equally important to the business of the University. Many times they work in offices across campus and provide students services outside of the classroom.

STUDENT ACTIVITIES: Extra-curricular activities provided to students. This includes campus-wide programming and student organizations. Look for student activities throughout the year.

STUDENT EMAIL: Email addresses and inboxes provided by the University to be used for university and personal communication. This can be accessed through LioNet.

STUDENT GOVERNMENT: A student organization present in many colleges/universities that is often dedicated to social and organizational activities of the student body. The Student Government is elected by the student body.

STUDENT HANDBOOK: A handbook that describes expectations for behavior and conduct in the MSSU community and outlines the procedure to be followed when those expectations are not met. Available on the MSSU website at: mssu.edu/handbook

STUDENT ORGANIZATION: MSSU has numerous registered student organizations (RSO's), ranging from Chemistry Club to Student Alumni Association; you are bound to fit in with one (or two, or three) of them! If we do not have a club that is tailored to your interest, let us know and we will see if we can help you out! We WANT you to GET INVOLVED! Being involved in extra-curricular activities, such as RSO's, gives you the opportunity to meet people with similar interests, get to know your professors on a more personal level, and is a great supplement to your classroom lectures. Being active in an RSO shows potential employees that you are a team player, outgoing, and will go the extra step to get the job done. Organizations often invite guest speakers in, so it is also a great way to do some networking with

someone who works in the field. Missouri Southern's Student Organizations are overseen by the Student Activities Office.

STUDENT EMPLOYMENT: Exists in three categories: A) student help based on campus operational needs, B) work-study based on financial need and C) off-campus, all students. See Financial Aid Office.

STUDENT INSURANCE: A voluntary accident and insurance plan for MSSU students. Information is available in Student Affairs Office.

STUDENT AFFAIRS: Programs designed to complement and to extend the learning experiences offered in the classroom. This includes offices for health services, student activities, housing, food services, Campus Recreation and Wellness.

STUDENT TEACHING: A college-supervised instructional experience; usually the culminating course in a university/college undergraduate education or graduate school program leading to teacher education and certification.

STUDY ABROAD: The act of a student pursuing educational opportunities in a foreign country.

STUDYING: The process of learning, understanding, reviewing and mastering information.

SUMMA CUM LAUDE: An honor awarded to students graduating with a baccalaureate degree and a minimum grade point average of 3.90.

SUMMER SCHOOL: Courses that are offered during the summer term.

SYLLABUS: An outline and summary of topics to be covered in a course. It is often either set out by an exam board, or prepared by the professor who teaches the course, and is usually given to each student during the first class session. A syllabus usually contains specific information about the course, such as information on how, where and when to contact the lecturer and teaching assistants; an outline of what will be covered in the course; a schedule of test dates and the due dates for assignments; the grading policy for the course; specific classroom rules; etc.

TEXTBOOKS: A manual of instruction or a standard book in any branch of study. They are produced according to the demand of educational institutions. Required reading comes from textbooks.

TEXTBOOK RENTAL: A program offered at MSSU to offset the cost of textbooks. Some textbooks will be rental books, in which a small fee is paid to rent the book for the course. These books must be returned in the same condition at the end of the course. For more information, go to the Bookstore.

THEMED SEMESTER: This unique learning opportunity will provide a great connection for our students to the global society in which they live. Each year a different country is selected and programs are planned and implemented to provide unique learning opportunities regarding that country. See the Institute of International Studies for more information.

TRANSCRIPT: Official record of student academic work bearing the Registrar's signature and the college seal. Unofficial transcripts in LioNet are free. Official transcripts fee is \$10.

TUITION: A fee charged for educational instruction; especially at a formal institution of learning. Tuition is charged by educational institutions in some countries to assist with funding of staff and faculty, course offerings, lab equipment,

computer systems, libraries, facility upkeep and to provide a comfortable student learning experience. Tuition is determined by credit hour.

UNIVERSITY JAVA: Coffee shop on campus. Found in Spiva Library.

VITAE: An in-depth resume focusing on education, publications, and other accomplishments. Typically the first item that a potential employer encounters regarding the job seeker, and therefore a large amount of importance is often ascribed to it.

ACRONYMS COMMONLY USED:

ACT: A test given to high school students who plan to attend college, in order to test their knowledge base.

ACTS: Advising, Counseling and Testing Services.

CLEP: College Level Examination Program is an advanced standing examination available for students possessing proficiency in a certain area. Successful completion results in academic credit recorded on the transcript. See the Testing Coordinator in Advising, Counseling and Testing Services for more information.

FERPA: Family Education Rights and Privacy Act states that schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31): school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

GMAT: The Graduate Management Admission Test (GMAT, pronounced G-mat) is a computer adaptive standardized test for measuring aptitude to succeed academically in graduate business studies. Business schools commonly use the test as one of many selection criteria for admission into an MBA program. It is given at various locations in the United States, Canada and around the world.

GPA: Grade Point Average

GRE: Graduate Record Examination

HiSET: A non-high school graduate who is a resident of Missouri may qualify for a certification of high school equivalence by passing the General Educational Development (GED) Tests. Most colleges accept the certificate as meeting the entrance requirement and many employers require the certificate as a prerequisite to employment or promotion.

ISEP: International Student Exchange Program

LSAT: The Law School Admission Test (LSAT) is a half-day standardized test required for admission to all ABA approved law schools, most Canadian law schools, and many non-ABA-approved law schools. It provides a standard measure of acquired reading and verbal reasoning skills that law schools can use as one of several factors in assessing applicants. The test is administered four times a year at hundreds of locations around the world.

MCAT: The Medical College Admission Test is a computer-based standardized examination for prospective medical students in the United States and Canada. It is designed to assess problem solving, critical thinking, written analysis, and writing skills in addition to knowledge of scientific concepts and principles.

MICHIGAN: International students seeking undergraduate admission to MSSU must take the Michigan Test of English Language Proficiency if they do not have a sufficient TOEFL score of 535, or a minimum TOEFL computer score of 200. This test consists of three parts grammar, vocabulary, and reading comprehension. All tests questions are multiple choice. See Testing Calendar for test dates. To register for this test, contact Advising, Counseling and Testing Services.

MWF: Monday, Wednesday, Friday

MOCA: The School Leaders Licensure Assessment was developed to provide a thorough, fair, and carefully validated assessment for states to use as part of the licensure process for principals, superintendents, and school leaders. These assessment instruments reflect the most current research and professional judgment and experience of educators across the country. The test is based on both a national job analysis study and a set of standards for school leaders identified by the Interstate School Leaders Licensure Consortium.

PRAXIS II/ SUBJECT ASSESSMENT: Measure your knowledge of the subjects you will teach. They also measure your general and subject-specific pedagogical skills and knowledge.

RESIDUAL ACT: Residual testing is provided for participating colleges that wish to administer the ACT Assessment to their enrolled or admitted students. Results are reported only to the college administering the test. No student reports or high school reports are generated and no additional score reports will be generated to report scores to any other college. Students may not repeat residual testing until 60 days have passed since their previous testing on a non-national basis. Residual testing is not accepted for NCAA initial eligibility.

RSO: Registered Student Organization.

SAT: SAT Reasoning Test (formerly Scholastic Aptitude Test and Scholastic Assessment Test) is a standardized test for college admissions in the United States. Not required by Missouri Southern State University.

TOEFL: The Test of English as a Foreign Language (or TOEFLs, pronounced "toe-full" or sometimes "toy-ful") evaluates the potential success of an individual to use and understand Standard American English at a college level. It is required for non-native applicants at many English-speaking colleges and universities. Additionally, institutions such as government agencies, businesses, or scholarship programs may require this test. A TOEFL score is valid for two years and then is deleted from the official database. Colleges and universities usually consider only the most recent TOEFL score.

TR: Tuesday, Thursday

LOCATIONS TO KNOW

The Pit: Parking lot between Kuhn and Webster

The Oval: Grassy area between BSC, Reynolds, Library and back of Hearnes

Biology Pond: pond behind Plaster Hall which is used for Biology experiments, not for swimming or fishing. Also a popular site for photographs. Parking is located behind the Physical Plant

The Pavilion: Tent beside Biology pond and behind Plaster Hall, used for picnics and other gatherings

DO THE MATH ✓

**ATTENDING SCHOOL FULL TIME
DOESN'T MEAN YOU'LL FINISH ON TIME.**

12 CREDIT HOURS A SEMESTER = 5+ YEARS IN SCHOOL

15+ CREDIT HOURS A SEMESTER = 4 YEARS IN SCHOOL

Complete 15+ credit hours a semester.
Graduate on time.

15 to Finish
MISSOURI
dhe.mo.gov/15tofinish

This guide was prepared by the First-Year Experience Office, Hearnes Hall 315.
Special thanks to all services and departments who contributed.

ACADEMIC CALENDAR

FALL 2021 SEMESTER

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

2022 SPRING SEMESTER

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

2022 SUMMER SEMESTER

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

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



PRIORITY ENROLLMENT DATES:

SPRING/SUMMER 2022

October 18	Seniors, honors, athletes, etc.
October 25	Juniors
November 1	Sophomores
November 3	Transfer
November 8	Freshmen
November 15	Open enrollment

SUMMER/FALL 2022

March 28	Seniors, honors, athletes, etc.
April 4	Juniors
April 11	Sophomores
April 13	Transfer
April 18	Freshmen
April 25	Open enrollment

ROARY'S GUIDE 2021-22

First-Year Experience Office

Hearnes Hall 315 | 417-625-9731



MISSOURI SOUTHERN
STATE UNIVERSITY