

UNIVERSITY SERVICES

ACADEMIC OUTREACH AND DISTANCE LEARNING

Academic Outreach works with the academic departments and colleges to provide a variety of off-campus opportunities. Courses are taught on-site at the Joplin Graduate Center on the Missouri Southern campus and on the Missouri State University West Plains campus. Many outreach courses are delivered via BearNet, the interactive video network with sites at Crowder College in Neosho, the Joplin Graduate Center, Nelson Education Center at Lebanon, the Nevada TeleCenter, and the Missouri State University Mountain Grove and West Plains campuses.

Joplin graduate students can complete a Master of Science in Education (Elementary), a Master of Business Administration, a Master of Accountancy, or a Master of Social Work through the Joplin Graduate Center. A Master of Arts in Teaching is also available in Joplin in coordination with Missouri Southern State University. The entire MBA is offered through BearNet in Lebanon and West Plains. Additionally, Nevada, Neosho, Lebanon, and West Plains graduate students can complete courses that apply toward the Master of Science in Education (Elementary), and Master of Science in Educational Administration. The Specialist in Education is offered in several high schools throughout Southwest Missouri. Please contact Academic Outreach for the location and when classes will begin.

The Academic Outreach department is continuing its tradition of excellence in distance learning through the Missouri State online program which provides courses entirely via the Internet.

Missouri State Online is a campus without walls: an asynchronous anytime, anyplace learning environment accessed by both the student and instructor via the Internet. Missouri State Online students can achieve educational goals via this interactive "education-on-demand" learning environment which is flexible, convenient, and affordable. So how does it work? In an online course, students and instructors are linked through a computer connection by the use of a special course management system for communication. Limits of time and space virtually disappear, saving commuting time and eliminating scheduling conflicts. For a listing of online programs, visit: <http://access.missouristate.edu/online.html>.

For more information, contact the Academic Outreach department at 417-836-4128 or at the Academic Outreach Center located in the Alumni Center, or by visiting <http://ec.missouristate.edu/outreach/>.

ALUMNI ASSOCIATION

The principal organization through which students continue their affiliation with the institution once they leave campus is the Missouri State University Alumni Association. One of the primary goals of the Alumni Association is to maintain current records of all Missouri State University alumni. At present, the alumni population of record includes more than 85,000 graduates and former students. The Alumni Association communicates with alumni on a regular basis through publication of the *Missouri State Magazine*. Each issue provides a wide variety of articles about people and programs on the Missouri State University campus, as well as updates about fellow alumni. The *Missouri State Magazine* is mailed three times annually to all alumni with a current address in the Office of Alumni Relations.

Throughout the year, the Alumni Association makes available an assortment of programs and activities to help alumni stay in touch with the University, including chapter meetings, Homecoming, class and special reunions, promotional events, the Flying Bears travel program, the collegiate license plate program, a monthly electronic newsletter, and a special MasterCard. Additionally, the Student Alumni Association (R.E.A.L. Bears) allows current students an opportunity to become aware of the programs of the Alumni Association and to participate with alumni in a variety of activities.

The Missouri State University Alumni Association is a non-dues-paying organization, and all alumni are viewed as members. However, all graduates and former students are encouraged to support their alma mater by making a contribution to the Annual Fund. The Alumni Association offices are located in the Kenneth E. Meyer Alumni Center, 300 South Jefferson, (417) 836-5654. Visit the website at <http://alumni.missouristate.edu>.

BOOKSTORE

The University owned and operated bookstore is a self-service bookstore where students can purchase textbooks as well as all course related material; reference books; trade books; and academically priced hardware, software and peripherals. Services include a computerized textbook system to provide any enrolled student with a list of the required textbooks for his/her classes, a textbook reservation program, on-line textbook orders, and textbook payback. The bookstore also carries art, drafting, science and other classroom supplies in addition to health-related items, a variety of official Missouri State University (as well as remaining SMSU items) clothing, and a full service Clinique counter. Cash, checks, ZipCard, American Express, Discover, MasterCard and VISA are accepted as

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well as charges to the Deferred Payment Plan. An automated teller machine of a local bank located at the front entrance to the bookstore provides 24-hour service.

BearHouse Tech Center. The Bear House Tech Center, an affiliate of the University Bookstore located on the second floor of the Plaster Student Union, provides computer hardware, peripherals and supplies, gaming systems and accessories, electronics, and a wide selection of current PC and console video games, CDs and DVD's. Bear House also offers the latest in wireless technology. Stop by for all the latest specials. Cash, checks, ZipCard, American Express, Discover, MasterCard, and VISA are accepted as well as charges to the Deferred Payment Plan Account.

Convenience Stores. Stores are affiliates of the University Bookstore and are staffed by students. Cash, checks, ZipCard, American Express, Discover, MasterCard, and VISA are accepted as well as charges to the Deferred Payment Plan. BearNecessities, located in Plaster Student Union and ETC, located in Hammons House, provide snacks, school supplies, and sundry items.

CAMPUS VOLUNTEER CENTER

The Campus Volunteer Center, housed in Student Employment Services, is the designated office which coordinates university volunteer services. The CVC provides a clearinghouse of volunteer opportunities in Springfield and surrounding areas. For more information, visit Student Employment Services located in Shannon 113, or call (417) 836-JOBS (5627) or visit <http://www.missouristate.edu/studentemp/cvc/>.

COMMUNICATION SCIENCES AND DISORDERS SPEECH-LANGUAGE AND HEARING CLINIC

All students attending Missouri State University may request services to address concerns related to hearing and communication. Some of the services offered include hearing screening/evaluations, hearing protection, hearing aid fittings and repair, speech-language screening/evaluation, speech-language therapy and early intervention for children who are deaf or hard-of-hearing. Services are delivered by graduate students in the Communication Sciences and Disorders Department and are supervised by licensed/certified audiologists and speech-language pathologists and teachers of deaf and hard-of-hearing. Fees are determined based on type of service requested; a sliding fee scale is available. No referral is necessary.

Speech-language therapy may benefit individuals with developmental and/or acquired disorders such as language disorders/delays, articulation disorders, stuttering, voice

disorders, swallowing disorders, as well as complications resulting from stroke, head injury, cerebral palsy, cleft palate, or autism. Treatment for addressing accent reduction and other non-disorder speech-language concerns is available on a limited basis. Hearing aid consultation and fittings as well as aural rehabilitation and auditory training are available by appointment.

For more information, or to request service, please visit Professional Building, Room 120, call (417) 836-5275 or visit <http://clinic.missouristate.edu>.

FACULTY CENTER FOR TEACHING AND LEARNING

The Faculty Center for Teaching and Learning promotes enhanced teaching effectiveness and improves student learning by providing opportunities and support for the Missouri State instructional community. The Center provides workshops, development opportunities, instructional technology laboratories, orientation and training, and funding opportunities. For more information, visit <http://www.missouristate.edu/fctl/>.

HEALTH SERVICES

Taylor Health and Wellness Center
Morris Hall; 417-836-4000
<http://health.missouristate.edu>

Students enrolled at the university are provided the following health services, Monday through Friday except during university holidays: primary clinic for diagnosis and treatment of illnesses and injuries, women's health care, nursing treatment (including allergy injections, travel medicine and immunizations), a full-service pharmacy with both prescribed and over-the-counter medications, diagnostic laboratory testing, radiological procedures and interpretations, and wellness programming which emphasizes positive life-style choices. Consultation services also are provided in orthopedics, internal medicine, gynecology, dietetics, diabetic education, radiology and psychiatric care. Health services are provided by a staff of physicians, nurses, pharmacists, technicians and support staff.

Included in the university required fees is a health fee. Students receive unlimited prepaid basic office visits each semester when seeing a clinic physician. Charges are incurred for extended office visits, consulting physician office visits, laboratory tests, x-rays, pharmacy and certain other procedures. There also is a charge for seeing a consulting physician. Services may be paid by cash, credit card, debit card, or charged to the student's university account.

A student group health and accident insurance plan is available to all registered undergraduates taking six or more hours of credit and to graduate or professional students enrolled in a graduate or professional degree program, taking at least one graduate level course, in good academic standing and making appropriate progress toward graduation. Students should assess their family health coverage to determine if this policy will benefit them.

Student Health Insurance

A student group health and accident insurance plan is available to all graduate students or professional students who are enrolled in a graduate or professional degree program, taking at least one graduate-level course, in good standing and making appropriate progress toward graduation. This supplementary insurance helps cover part of the costs of hospitalization, surgical treatment, nursing service, ambulance, anesthetist, and other types of medical care. Students are advised to evaluate their health coverage program(s) before starting school to determine if this comprehensive plan would benefit them. Dependent coverage is also available.

F-1 or J-1 status students are automatically charged for student health insurance at the time of registration for classes. These charges are not paid by the stipend or fee-waiver if the student is a graduate assistant. Please note that if you are a student under an F-1 or J-1 status, no other health insurance may be substituted for the University endorsed student health insurance plan. Eligible dependents of International students may enroll in the plan by submitting their enrollment card directly to the insurance company.

Medical History

A self-completed medical history is required of all students. The health form is sent to new students after they are admitted. Copies may also be obtained at the Taylor Health and Wellness Center or online at health.missouristate.edu/history.htm. A completed form must be on file at the Center before the student is eligible for medical care.

A pre-entrance tuberculin skin test is strongly recommended for all students and should be performed by the student's family physician or some other licensed physician or county health department. The report of the results may be placed on the self-completed medical history by the persons performing the test. International students from certain countries designated high risk by the World Health Organization must have a pre-entrance tuberculin skin test and participate in an annual follow-up screening. The list of countries changes frequently. Contact Taylor Health and Wellness Center for a current list of countries.

Wellness Program

Health Education and Wellness Department

Taylor Health Center; 417-836-4045

To help the campus community reach its optimum level of health, the Center offers many health education and wellness opportunities. These include immunizations, CPR and First Aid training, nutrition and weight management, stress management, sexual health information, alcohol and other drug awareness and prevention programs, Student Health Advisory Committee (SHAC), as well as many other health and wellness information resources. SHAC is a student organization that acts as a liaison between Taylor Health and Wellness Center and the students of Missouri State University. This committee also helps to ensure that students continue to receive excellent health and wellness care. SHAC assists in the delivery of information about Taylor Health and Wellness Center's varied services, promotes healthy lifestyles, and participates in health promotion activities. For more information, contact the Wellness Office at (417) 836-4045.

INTERNATIONAL STUDENT SERVICES

International Student Services, 301 S. Jefferson, Suite 101, Morris Center for Continuing Education, (417) 836-6618, provides assistance and support to international students. Services offered include recruitment, admission (graduate, non-degree, and English Language Institute), orientation programs, special activity programming, and assistance with immigration matters.

OFFICE OF ENVIRONMENTAL MANAGEMENT

Environmental protection is an important goal for the University in conducting its educational mission that involves a multitude of teaching, research, and operational projects. The Office of Environmental Management has oversight responsibility for management of environmental hazards, including the use and transportation of hazardous materials and disposal of hazardous wastes. This office works with all academic and administrative units to be in compliance with federal, state, and local environmental laws and applicable regulations. It also is a goal of the unit to promote environmentally friendly practices such as waste reduction, recycling, and measures that enhance water and air quality. Contact 417-836-8334 if you have questions or concerns about these issues.

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OFFICE OF SPONSORED RESEARCH AND PROGRAMS

The Office of Sponsored Research and Programs (SRP) supports faculty, staff, and students seeking external support for research, educational, and service programs. Services include identification of potential funding sources; assistance in developing proposals and project budgets; training for faculty, staff, and students interested in developing competitive proposals; and assistance in implementation and administration of funded programs. Missouri State University personnel and students can access electronic databases of funding opportunities via the SRP web site (srp.missouristate.edu).

The Office also is responsible for coordinating the following University Committees: Institutional Animal Care and Use Committee, the Institutional Biosafety Committee, and the Institutional Review Board for the Protection of Human Subjects. In compliance with federal and University policies, University employees and students must complete on-line training programs, before undertaking projects in any of the areas covered by these committees. These training programs can be accessed through the SRP web site.

For additional information on funding sources and all services, visit the Office of Sponsored Research and Programs, Carrington Hall, Room 407 at (417) 836-5972 or e-mail SponsoredResearch@missouristate.edu.

PLASTER STUDENT UNION

The Plaster Student Union builds community on the Missouri State University campus and provides opportunities for student growth and development. Many students see the Union as a place for food and refreshment, meeting friends, hanging out between classes, watching TV, and surfing the Internet.

The Student Union has numerous comfortable lounges, large and small conference rooms, a ballroom, an arcade and bowling center, a bank, hair salon, post office, copy center, a ticket box office, theater, convenience store, technology store, and a food court. It provides many educational, recreational, and co-curricular activities for the campus community. Rooms and equipment can be reserved by contacting the Conference Services Office in the Union at 836-5653.

Departments housed in the Student Union include: the Dean of Students Office, Judicial Affairs, SOAR (Student Orientation Advisement and Registration), Disability Services, SOFAC (Student Organization Funding Allocation Council), Plaster Student Union Administrative Offices,

Campus Recreation, Student Activities, Zip Card Office, Multi-cultural Resource Center, Citizenship and Service Learning Center, and Sodexo Catering Services.

Normal operating hours are Monday through Friday, 7 a.m. to 11 p.m. Saturday/Sunday hours are 11 a.m. to 11 p.m. Operating hours vary among retail operations and are limited during holiday and summer breaks.

SAFE WALK

The Safety and Transportation Department provides an on-campus walking service seven days a week during the hours of darkness. The use of the Bear Line Shuttle is encouraged. An office will be radio-dispatched to the caller's location. No more than two students will be escorted from the same point of origin to the same campus property destination. Depending on the availability of an officer, safe walks may be delayed at times. For complete information about the Safe Walk Service, contact the Safety and Transportation Department at 8365509.

STUDENT ACADEMIC SUPPORT SERVICES

Career Center

The Career Center provides career information, individual career planning assistance, experience through internships, job shadowing, and assistance with creating job-search materials and conducting job searches. Staff members help students identify, understand, and explore topics related to career development.

Using assessments such as the Self-Directed Search, Meyers-Briggs type indicators, and FOCUS, career counselors help individuals learn more about themselves; identify their skills, values, and interests; and explore majors and career options. Researching working conditions, employment outlook, salary surveys, and education or training requirements can help individuals make important academic and career decisions. Staff members can show students how to locate resources to research occupations and employers.

Internships or part-time positions in their academic areas enable students to gain valuable work experience in their career, learn the skills required in their professions, receive academic credit, and possibly earn a salary. Types of internships include parallel, where students work part-time while attending classes full-time; alternating, where students work full-time one semester, then take classes full-time the next semester; and summer, which involves either full-time or part-time work.

The Career Center offers professional advice on preparing résumés, writing letters, researching employers, preparing portfolios, conducting a successful job search, and preparing for graduate school. To learn and practice effective interview techniques, students may schedule a mock interview with a Career Center staff member or do a “virtual” interview on the Web with InterviewStream. Students who are planning to attend graduate or professional school may receive preparation assistance, such as aid in preparing their statements of purpose (SOPs).

Students can receive employer contact through on-campus interviews, career fairs, and job postings from employers. Students may browse online job listings at no charge with JobTracks. For more information on services, or to schedule an appointment, contact the Career Center, Carrington Hall, Room 309 or Glass Hall, room 103, (417) 836-5636 or visit <http://careercenter.missouristate.edu>.

Counseling and Testing Center

The primary goal of the Counseling and Testing Center is to promote personal development and psychological well-being. Services are provided for individuals with personal-social concerns. Experienced mental health clinicians and qualified graduate students assist clients in resolving conflicts which may interfere with their progress in the University. For more information, call (417) 836-5116 or visit <http://counselingandtesting.missouristate.edu>.

The Counseling and Testing Center adheres to the American Counseling Association (ACA), the American Psychological Association (APA), and the National Association of Social Workers (NASW) professional codes of ethics in providing all services. Such services are strictly confidential, in accordance with state and federal laws. No information, including whether an individual has received counseling, will be released without the informed written consent of the client except in certain emergency situations.

Assessment: An initial screening is provided immediately after an individual completes an information form. The purpose of this first meeting is to explore the client’s concerns and to make decisions about the types of resources that may be most helpful. For an initial interview, students may come to the Counseling and Testing Center in Carrington Hall, Room 311 between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Individual/Couple: Individuals or couples may work with a clinician in order to identify, understand, and resolve personal and relationship difficulties.

Group: At times, issues are most effectively dealt with in a supportive environment where interaction with others occurs. Groups are structured to promote personal growth and skill development by focusing on particular concerns such as adjustment to university life; balancing work, family, and academics; and establishing and maintaining meaningful relationships.

Emergency: Crisis intervention is provided to deal with situations which require immediate attention.

Outreach: Special programs and workshops designed to define and/or prevent problems and improve the quality of the University experience are presented on a regular basis as well as by request. These offerings provide information, techniques, and strategies relevant to specific topics of interest such as stress management and communication skills.

Consultation and Referral: The Counseling and Testing Center’s staff is willing to share its expertise with University administration, faculty, staff, and students. If assistance from other departments, professionals, or agencies is indicated, the staff will facilitate such contacts.

Testing: Interest tests and personality inventories are used to clarify personal strengths and concerns. In addition, more than 30 testing programs are available including the American College Testing Program (ACT), Miller Analogy Test (MAT), General Education Development (GED), the PRAXIS, College Basic Subject Examination (CBASE) the Scholastic Aptitude Test (SAT), and the Law School Admission Test (LSAT).

UNIVERSITY CHILD CARE CENTER

The University Child Care Center is a parent-cooperative child care center originally established to serve student parents. The child care center functions as an independent not-for-profit organization with its own financial structure. The center provides developmentally appropriate care for preschool children when Missouri State University is in session. No evening care is provided. The center is professionally staffed with the support of students taking courses in child development, education, speech pathology, psychology, and recreation. The center provides a safe, wholesome environment for children while the parent is busy with his/her academic pursuits. For information regarding specific hours, fees, and policies for the University Child Care Center, located at 500 South Avenue, call (417) 866-0980 to make an appointment.

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UNIVERSITY LIBRARIES

The Missouri State University library system is comprised of the Duane G. Meyer Library, the Music Library, the Horace and "Pete" Haseltine Library (Greenwood), and the Paul G. Evans Library of Fruit Science (Mountain Grove). These libraries have collections of over three million items including more than 896,000 accessioned volumes; subscriptions to over 3,500 periodicals, newspapers and other serials; and extensive back files of journals and newspapers, many in microformat. Over 23,000 journals are available on-line with full-text. Total microform holdings amount to over one million items. More than 926,000 state, federal, and United Nations documents are held as a result of Meyer Library being a designated depository library for those areas. Meyer Library is the only UN depository library in the state of Missouri. A large collection of audio CDs is fully cataloged and available in the Music Library. Special Collections and Archives house a number of special groups of materials: the William J. Jones collections of Rimbaud and Butor French Literature; the Ozarks Labor Union Archives that document regional labor history; the Ozarkiana Collections covering life and culture in the Ozarks, and the University Archives which have been enhanced by several grants for organizing and processing these materials. The Curriculum Resource Center, features a children's literature collection, a textbook collection, curriculum guides, and special learning materials.

The statewide MOBIUS consortium, with a membership of 60 academic libraries, is simplifying access to regional holdings. The MOBIUS database of over 20 million items can be used by faculty, students and staff to borrow items with a 3-day delivery time from anywhere in the state.

Most of the bibliographic data for SWAN, the Libraries' online catalog, is created as materials are cataloged using the Online Computer Library Center, Inc. (OCLC), a database with more than 122 million bibliographic records. OCLC is also utilized for interlibrary loan and reference, with links to over 71,000 libraries in 112 countries. Electronic document delivery is commonly used for both borrowing and lending materials from and to other libraries. Electronic access is provided to reference resources, course reserve materials and licensed commercial citation and full-text databases through the Libraries' homepage at library.missouristate.edu. Over 130 electronic databases are

available to the Missouri State University community. In addition to citations from thousands of journals, newspapers, and books, these databases contain articles from over 23,000 full-text journals and newspapers. Access is available off-campus for current MSU students, faculty, and staff. The MSU Libraries also maintain a collection of Subject Guides which include lists of authoritative Web-based resources.

During the fall and spring semester, Meyer Library is open 100 hours a week. Librarians and/or support staff are available all hours of operation to assist patrons in person by phone and by e-mail. The new and renovated space for Meyer Library includes 12 large Group Study Rooms, 11 small ones, and 8 Research Carrels which are assigned to graduate students and faculty on a semester basis. There are four classrooms, a coffee shop and lounge, computer lab, media production facilities and a wide variety of study spaces available. There is wireless access throughout Meyer Library. A central feature of the Library and of the campus is the Jane A. Meyer Carillon with its 48 bronze bells.

UNIVERSITY LIVING

The Department of Residence Life and Services offers a wide variety of housing accommodations for all students. Residence halls are available in traditional room-style, suite-style, and apartment-style. Average cost per year for room-style is \$5,834 per person (including a 19-meal-per-week plan); suite-style costs average \$6,158 per person (including a 19-meal-per-week plan). Missouri State University has four apartment-style options, one for traditional students averaging \$3,760 per person (no meal plan), and three for married/graduate/non-traditional students for \$508-\$675 per month for a furnished apartment.

Several special interest living environments are available to students. Quiet lifestyle, honor student living, international experience, public affairs emphasis, and upper-class student living environments are available.

For more information, please call (417) 836-5536, (800) 284-7535, or TTY (417) 836-5503, or write Department of Residence Life and Services, 901 S. National, Springfield, MO 65897. You may also email questions to ResidenceLife@missouristate.edu or view the web page at <http://reslife.missouristate.edu>.