

# General Information

## Fees

*"The University reserves the right to modify by increase or decrease the fees charged for attendance and other services at the University, including but not limited to educational fees, at any time when in the discretion of the governing board the same is in the best interest of the University, provided that no increase can or will be effective unless approved by the governing board not less than thirty (30) days prior to the beginning of the academic term (semester, etc.) to which the fees are applicable with all modification of fees to be effective irrespective as to whether fees have or have not been paid by or on behalf of a student prior to the effective date of the modification."*

## Electronic Billing Statements

Electronic billing is the official billing method for currently enrolled students at Missouri University of Science and Technology. Students will be notified by e-mail at their Missouri S&T e-mail account when monthly billing statements are available. Currently enrolled students will be able to view, print, and pay their student fee bill online at Joe'SS.

Currently enrolled students can also authorize others (parents, grandparents, guardians) to view and pay their student fee bill. Authorized users can be established and maintained on Joe'SS under Campus Finances, Billing Authorized Users. Authorized users have access to electronically view and print the monthly billing statement and make payment online. They are also notified when the statement is available at the e-mail address entered by the student during set-up. For further information, visit the Missouri S&T Cashier's Office web site at: <http://cashier.mst.edu>.

## Educational Fee

All students enrolled at Missouri S&T are required to pay an educational fee.

## Educational Fee per credit hour

Missouri Resident	Non- Residents	Engr. Education <u>Center of St. Louis</u>
\$298.70	\$771.20	\$773.80

Courses audited and courses taken for reduced credit will be counted at their normal credit value in computing the amount of fees to be paid. Students enrolling in zero credit courses are required to pay fees according to the equivalent credit for the course.

The difference between the educational fee for nonresident and Missouri students is waived for a graduate or first professional degree student who is a teaching, research, or extension assistant holding a .25 or more FTE (full-time equivalent) appointment.

The difference between the educational fee for nonresident and Missouri resident students is waived for a

graduate or first professional degree student holding a fellowship that does not include payment of required fees.

## Information Technology Fee

All students enrolled at Missouri S&T (which includes the Engineering Education Center of St. Louis) are required to pay an Information Technology Fee of \$12.20 per credit hour.

## Supplemental Fees

An additional Supplemental Fee will apply to the following and will be charged per credit hour:

An Engineering Supplemental Fee of \$54.50 per credit hour will be charged to all students enrolled in engineering courses, except for courses offered by the Department of Geology & Geophysics. Co-listed courses are subject to the Engineering Supplemental Fee.

A Science Supplemental Fee of \$54.50 per credit hour will be charged to all students enrolled in Computer Science, Biological Sciences, Chemistry, Geology, and Geophysics courses. Co-listed courses are subject to the Science Supplemental Fee.

A Science Supplemental Fee of \$27.30 per credit hour will be charged to all students enrolled in Physics courses. Co-listed courses are subject to the Science Supplemental Fee.

A Business, IS&T, and M&IS Course Fee of \$27.30 per credit hour will be charged to all students enrolled in Business, IS&T, and M&IS courses. Co-listed courses are subject to the Business Supplemental Fee.

## Student Activity/Facility Fee

A Student Activity/Facility Fee is charged to students each semester to pay for a variety of activities, services, and bonded debt on student fee funded buildings. The activity/facility fee is determined and approved by the Student Council. The activity/facility fee includes fees for the Havener Center, intramural and recreational facilities and programs, campus events, the student newspaper, radio station and yearbook, and funding for a variety of student organizations. The activity fee for the fall semester is \$296.50, for the spring semester \$296.50, and for the summer semester is \$124.35. The Rollamo Yearbook fee of \$10.00 will be charged to all undergraduate students enrolled for seven or more hours and will remain optional for all undergraduate students enrolled for less than seven hours and all graduate students. Graduate student pay \$3.20 to fund the Council of Graduate Students.

The activity/facility fee is prorated for students enrolled in less than 10 hours. The activity/facility fee is charged to all students, undergraduate and graduate. Students attending the Engineering Education Center in St. Louis pay the designated UMSL student activity fee.

Additional information concerning the Missouri S&T Student Activity/Facility Fee is available at: <http://cashier.mst.edu>.

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### Health Service Fee

The Health Service Fee is charged to all students, graduate and undergraduate (full or part time enrolled). This fee does not apply at the Engineering Education Center of St. Louis.

Fall/spring session: \$79.00 per session  
Summer session: \$39.50

### Time of Payment of Fees

All fees must be paid in full, or payment arrangements made, at the time of registration at the opening of each semester or term as a condition of admission to classes. Registration is not complete until all fees are paid. Consult the academic calendar for date of registration and payment of fees.

### Minimum Fee Payment Plan

The student's account (to include fees, housing, telephone, traffic violations, etc.) will be billed for the full amount each month with a minimum payment allowed. The minimum payment is derived by dividing the full account balance by the number of scheduled payments remaining in the semester. If a student chooses to pay the minimum payment amount, a 1% per month interest charge will be assessed on the remaining unpaid account balance.

### Late Payment Fee

Student fee accounts will be subject to a late fee of \$10.00 for unpaid amounts billed when payment is not received by the scheduled due date as communicated on the student's monthly billing statement. If the minimum payment or billed balance due is paid on or before the scheduled due date, as it appears on the student's monthly billing statement, no late fees will apply.

Past due amounts owed the University must be satisfied by payment in full. Failure to pay may result in transcripts or diplomas being withheld. The University will pursue appropriate collections practices which may include referrals to a collection agency for accounts that remain past due. The account may be assessed an additional collection charge of up to 50% of the balance if referral to a collection agency becomes necessary.

### Fall Semester Payment Due Dates

Preregistered students: five installments due July, August, September, October and November 15th. Regular registration students: four installments with the first one due at registration and the remaining due September, October and November 15th.

### Spring Semester Payment Due Dates

Preregistered students: five installments with December, January, February, March and April 15th. Regular registration students: four installments with the first one due at registration and the remaining due February, March and April 15th.

### Summer Term Payment Due Dates

Preregistered students: 50% of fees due May 15th and 50% due June 15th. Regular registration students: total fees due at registration.

### Financial Aid

Approved financial aid is applied directly to a student's account. The entry will appear as a credit on the billing statement and will reduce the current term balance due. The balance remaining after application of financial aid will be billed to the student and will be subject to the minimum payment process and interest charge calculation.

### Personal Checks

Personal checks will be accepted only for the amount due from the student. A late registration fee will be assessed if a check presented in payment of student fees is returned unpaid and remains unpaid after the close of regular registration.

### Credit Card Payments

The University of Missouri Cashier's offices do not accept Visa-branded credit cards for payments to the student account. If you choose to make payments on the student account using MasterCard or Discover cards, the third-party vendor will add a service charge of 2.75% to the transaction. To avoid the service charge, students are able to make payments directly from any checking account by using the web payment option (Electronic Funds Transfer) through Joe'SS, simply by entering the bank/financial institution routing and account number information at the time of online payment. The student will need his or her single sign-on and password in order to make payment. The student is the only one that would have this information. Parents are able to make a credit card payment by going to the cashier's office web site at <http://cashier.mst.edu> and clicking on the "Make a Parental Credit Card Payment." This option requires only the student ID number and the birth date of the student. Currently enrolled students can also authorize others (parents, grandparents, guardians) to view and pay their student fee bill. Authorized users have access to electronically view and print the monthly billing statement and make payment online. Because of FERPA laws, financial information is not shown. The 2.75% service charge will apply to any credit card payments made.

### Late Registration Fee

A student who registers later than the regular registration day for a semester will be charged the late-registration fee of \$245.60. Also, by registering late a student may find certain sections or entire courses closed to registration. Each school reserves the right to close sections or courses, or even to close enrollment in a department, when the capacity of the class is reached.

**International Student Sponsored Student Program Fee**

A full range of services for sponsored international students is provided through the Office of International Affairs. International students sponsored by international agencies receive special services and pay a \$250 administrative fee per semester. Individual students desiring to take advantage of these special services may apply for them.

Details on the current sponsored student program and costs are available upon request from the Office of International Affairs, 103 Norwood Hall, Rolla, Missouri 65409-0160.

**Mandatory Health Insurance for International Students**

All international students, as a condition of their enrollment, are required to purchase mandatory health insurance. This includes all F-1 and J-1 visa students. In addition, J-1 visa students whose spouse and/or children are living in the U.S. are required to carry health insurance. An independent carrier, working through the International Affairs (IA) office, provides an insurance policy at a reasonable cost. Premiums must be paid within two weeks of the beginning of the Fall and Spring semester. (Summer premiums are included in the Spring Semester.)

For more information on the mandatory health insurance requirements for international students, contact the International Affairs Office, 103 Norwood Hall, 573-341-4208.

**Offset of Missouri Income Tax**

For those non-residents who pay Missouri income tax, the non-resident educational fee shall be credited in an amount equal to the actual Missouri income tax paid for the previous calendar except that the remaining obligation shall not be less than the amount of the resident education fee. Unemancipated minor or adult dependent students are eligible for reason of payment of Missouri income tax by the non-resident individual or individuals having legal custody of said students. Students entering in January shall be regarded as entering in the fall for purposes of determining previous calendar year. For students entering after January, previous year means immediate past calendar year.

For those non-resident student's who have non-resident scholarships, the amount of this scholarship will be deducted first from their non-resident fee. If a student qualifies, the remainder of the non-resident balance may be offset by Missouri income taxes paid. (See above.)

To effect an offset, the student shall furnish to the Cashier satisfactory evidence that the tax was paid, the date of payment, and that the student is entitled to an offset. Ordinarily, evidence of payment and the date thereof will be confirmed by exhibiting to the Cashier a copy of the state Income Tax return, together with cancelled checks (if any) or photo copies thereof: or if all taxes were withheld, the MO-WH-2 form, or photo copy

there of, showing amount of tax withheld must be presented. After reviewing the evidence submitted, the Cashier may request other evidence of payment of tax.

Tax credit thus established may be used only once as an offset against the non-resident Educational Fee, but any tax credit not used in a given term may be carried forward to be used in a subsequent term, subject to the time limitation stated above. If several students from the same family claim allowable tax credit, the tax credit shall be applied as the taxpayer directs. If the taxpayer does not direct application, the Cashier shall make such application. Tax credit may be offset against the Non-resident Educational Fee only, and may not be offset against any other fees or obligations.

**Refund of Fees**

Fees subject to refund include: educational fees, information technology fees, engineering, science, and business supplemental fees, student activity/faculty fees, health service fees and any instruction-related miscellaneous fees that may be assessed.\* Students who have registered for credit courses, and made payment of fees, and whose registration is subsequently canceled, or who withdraw from the university or reduce their course load, will, subject to certain exceptions and upon written request to the Cashier's Office, receive a refund of the fees in accordance with the following schedule: class day of cancellation, withdrawal, or change of course load. The official Missouri S&T refund policy can be found from the Chancellor's Policy Memorandum site at: <http://chancellor.mst.edu/documents>.

**Fall/Spring Semester - 16 weeks**

Before the first day of classes, 100% refund, less an enrollment cancellation fee of \$20.00.  
Class days 1-5 ..... 90% refund  
Class days 6-10.....70% refund  
Class days 11-25 ..... 50% refund  
After class day 25..... NO REFUND

**Summer Session - 8 weeks**

Before the first day of classes, 100% refund, less an enrollment cancellation fee of \$20.00.  
Class days 1-3 ..... 90% refund  
Class days 4-5 ..... 70% refund  
Class days 6-13..... 50% refund  
After class day 13..... NO REFUND

Class days are counted by excluding Saturdays, Sundays, and holidays.

\*Deductions may be made from any refund of fees for any financial obligation due the university.

**Cap and Gown Fee**

Candidates for a master's degree pay a charge of \$49.90 for the purchase of a cap, gown, hood, and tassel for commencement exercises.

Candidates for doctoral degrees pay a charge of \$65.90 for rental of a cap and gown, hood, and a gold tassel. The hood for a doctoral candidate may be

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purchased by the student for \$109.00. The above prices are current and subject to change. Candidates wishing to purchase all doctoral regalia to own must place an order at the Missouri S&T Bookstore at least eight weeks prior to commencement. Additional information is available at the Bookstore or view the Registrar's website at: <http://registrar.mst.edu/commencement/index.html> .

### Examination Fee

A candidate for a graduate degree who, before the end of a semester, has submitted to the Office of Graduate Studies his/her thesis/dissertation, may enroll during the intersession for the final examination only (course 493) for no hours credit and pay the examination fee of \$298.70. If the submission of Graduate Form 2/7 and library copy of the thesis/dissertation are not completed before the next semester begins, the student may register in one hour of research (490) good through the end of the fourth week of the semester or second week of a summer session. If the submission of graduate Form 2/7 and library copy of the thesis/dissertation are not completed by then, the student must enroll in a minimum of three credit hours for the semester. The one hour of 490 should be approved by the advisor, department chair, and the Vice Provost of Graduate Studies (following the same approval process as 493). A candidate for a graduate degree beyond commuting distance of campus who returns to defend his/her thesis/dissertation may enroll for the final examination only (Course 493), for no hours credit and pay the examination fee of \$298.70.

## Financial Assistance

### Our Mission

The Student Financial Assistance Office is dedicated in helping families obtain financial funding to pay for college education at the Missouri University of Science and Technology. The Student Financial Assistance Office also has the responsibility to coordinate many federal, state, and agency sources, facilitates a vast number of university awards based on performance, and provide, debt management and credit card counseling to interested parties.

The Student Financial Assistance office continually strives to provide high quality service to all students, families, faculty, and staff while using automated systems for timely delivery of financial aid funds.

To apply for federal financial aid, (loans and work study), you must complete a need analysis form (i.e. Free Application for Federal Student Aid). Preference will be given to those students whose FAFSA has been received by March 1. If you apply for federal financial aid at any other time of the year, Missouri S&T will attempt to fill your financial needs to the extent that funds or opportunities are available.

The Student Financial Assistance Office strongly encourages students to keep their expected graduation date current. Having an incorrect expected graduate date could affect a student receiving financial aid for a given

semester. Contact the Registrar's Office if you wish to change your expected graduation date.

## Fellowships, Research Assistantships, Teaching Assistantships and Graduate Assistants

Financial assistance of five types is available to graduate students at Missouri S&T: graduate teaching assistantships, graduate research assistantships, graduate assistants, graduate instructorships, and fellowships.

### Chancellor's Fellowships

A limited number of these fellowships are available to highly qualified graduate students to encourage them to begin and complete a Ph.D. course of study at Missouri S&T. Non-thesis master's students are not eligible. Students apply for these fellowships through their department chair. The fellowship shall consist of a waiver of the resident and applicable non-resident fees, and may be renewed for as many as six semesters (and intervening summer sessions) as long as the graduate student maintains a 3.50 cumulative GPA. The Chancellor's Fellowships are administered by the Vice Provost of Graduate Studies.

### National Science Foundation Fellowships

NSF Fellowships are awarded to the successful applicants directly. NSF pays the fees of the fellows. Part-time teaching by NSF fellows may increase the appointment; some departments require this teaching experience.

### Graduate Teaching Assistantships

Part-time teaching is mandatory in some departments, to help students achieve professional experience and self-development. Departmental policies on this matter vary and inquiry should be made to the appropriate chair. Permissible schedules for graduate students holding part-time teaching appointments are described under "Permissible Schedules." Remuneration varies according to the number of academic hours taught. Half-time assistantships at \$16,650 for the academic year require 20 hours per week of effort. In-state student status for fee purposes is awarded to all graduate assistants employed 25 percent time or more.

### Graduate Research Assistantships

Graduate research assistantships are offered in all departments. Half-time graduate assistant stipends pay up to \$16,650 per academic year. Holders of assistantships devote approximately 20 hours per week to laboratory effort and are, therefore, limited to a maximum of 12

credit hours of academic study per semester. Graduate instructorships require full-time teaching effort and are appointed only under exceptional circumstances. Research credits toward a degree may require effort beyond that required of the appointment. A number of positions are available during the summer months. In-state student status for fee purposes is awarded to all graduate assistants employed 25 percent time or more.

### **Radcliffe Graduate Scholarships**

The Geology and Geophysics program offers the Radcliffe Graduate Scholarship to qualified M.S. and Ph.D. students. To be considered for this scholarship, students should have a minimum grade point average of 3.0/4.0, high GRE scores (1100 quantitative + verbal; 3.5 analytical) and a minimum TOEFL score of 550. International students should see International Student Admission requirements. The deadlines for application are Feb. 15 and Oct. 15 for admissions in the fall and spring semesters, respectively.

### **State and Federal Fellowships**

Missouri S&T receives grants from various agencies.

### **United States Department of Education Fellowships**

Under a cooperative agreement between the United States Department of Education and Missouri S&T, fellowships are offered for graduate study leading to a doctor of philosophy degree. DOE fellows receive a yearly stipend of \$15,000. DOE pays the fees for the fellow.

### **Stephen P. Gorman Graduate Fellowships**

Several fellowships of \$6,000 are provided each year by the Gorman Foundation for new graduate students who attended St. Louis city high schools. These fellowships may be held in addition to other fellowships and assistantships. Need is a factor. Application is to be made through the chair of the department concerned. Information also may be obtained from the Student Financial Aid Office at Missouri S&T.

### **Industrial Fellowships**

Several industrial fellowships are available, the number varying with the problems and support given by the industry. Industrial fellowship holders are required to work part time on the project to which they are assigned. The exact amount of time is governed by the character of the project and its applicability to thesis requirements. The stipend for industrial fellowships is variable, depending on support from industry, but appointments are ordinarily effective for a year at a time. Both academic and research work may be applied as credit to fulfill the requirements of the master of science or doctor of philosophy degrees. Complete information concerning the fellowships currently available may be obtained from the chair of the department concerned.

### **Student Diversity Programs Minority Engineering and Science Scholarship (MEP)**

The MEP Programs are designed to promote and support under represented minority (African American, Hispanic American, and Native American) and women students who are pursuing engineering or science degrees.

The MEP Office also provides opportunities for professional development activities, networking events, and opportunities to participate in regional and national conferences. Missouri S&T is also a member of the National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc. (GEM). To learn details about these opportunities contact: Director, Minority Engineering and Science Programs, 212 ERL, (573) 341-4212, mep@mst.edu, sdp.mst.edu, or wli.mst.edu.

### **Miscellaneous Grants and Awards**

Several miscellaneous awards also are available for graduate students in various disciplines. Research programs are carried on in a variety of fields and are sponsored by such donors as the National Science Foundation, various government agencies, and industrial companies. The periods of award and the amounts of the stipends vary according to the qualifications of the applicant and the funds available.

All graduate teaching assistants, graduate research assistants, graduate assistants, fellows, and holders of industrial fellowships must pay the regular fees required for enrollment as graduate students at Missouri S&T. However, many of the fellowships do provide for payment of these fees from fellowship funds and waive out-of-state fees.

### **Research Assistantships**

A number of research projects sponsored by federal agencies or other donors carry graduate research assistantships. The stipends and tenures vary according to the particular grant, but they are usually comparable with other assistantship figures. Specific information can be obtained from the department involved. Recipients work on a specified research program under the supervision of a member of the professional staff.

### **Other Research Assistantships**

A number of research assistantships are offered each year in conjunction with Missouri S&T research centers. The research performed may supplement other credited research in the preparation of theses and dissertations.

Applicants must have a bachelor of science degree or its equivalent, have had the proper training in engineering or science, and be qualified for admittance to graduate standing while doing research work. Fellows must register as candidates for one of the advanced degrees (master of science or doctor of philosophy).

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### Career Opportunities Center (COC)

The Career Opportunities Center (COC) is located on the third floor of Norwood Hall and provides a variety of services to assist Missouri S&T students and alumni in their search for employment.

#### Employment Opportunities:

*On-campus Interviews-* Hundreds of employers interview each semester for full-time, co-op and summer positions in our professional interview suites. The interview scheduling system, InterviewTRAK, is on-line and includes electronically submitting resumes to job postings and signing up for an interview with those employers who are conducting on-campus interviews.

*Career Fairs-* Two career fairs are held each year where students and alumni meet recruiters face-to-face to distribute resumes.

*Resume Referrals-* Thousands of resumes are forwarded each year to employers. The employers directly contact the students they are interested in for interviewing.

*Resume Drop-* Some employers do not plan to interview on-campus, but will post positions in InterviewTRAK and request a "Resume Drop" from interested students. Employers will contact students directly.

*Alumni Services-* Alumni resume referral system, the password into InterviewTRAK and MonsterTRAK job listings are available for a \$40.00 annual fee. Alumni upload their resumes into the database to be referred to requesting employers. Entrance into the career fairs and cover letter and resume critiquing and advising are free of charge to Missouri S&T alumni.

#### Advising Services:

*Workshops-* A variety of workshops are presented every semester to help students prepare for employment. All workshops are held at the COC in 305 Norwood Hall.

*Appointments-* Appointments with an advisor are available for one-on-one assistance in writing an effective cover letter and resumes or to discuss any job search concern.

*Practice Interviews-* Videotaped practice interviews are available with a career advisor to improve your interviewing skills.

*Etiquette Dinners-* A special 5 course dinner to teach you sensible strategies on dining and business etiquette is available for sophomores through graduate students. Reservations are required and there is a \$10.00 charge.

*CCAN-* A network of alumni is available to assist students in their pursuit of employment and can provide information about their profession, employer or location. Contact information is available on the COC website by logging into InterviewTRAK.

*Employer Seminar Series-* A series of workshops that host Professionals from industry speaking on various career related topics.

*Life After Missouri S&T Seminar Series-* A series of workshops that help seniors prepare for the "real world" upon graduation. Topics include "Tips for buying your first home" and "Investing options."

*Interview Evaluations-* Student interview evaluation, forms may be filled out by recruiters to assess students interviewing skills. These evaluations are an invaluable tool indicating areas of strength and needed improvement.

### Council of Graduate Students

The Council of Graduate Students (CGS) is the authorized governing body for the graduate students on the Missouri S&T campus. As such, it provides a liaison between the school administration and the graduate student population. Representatives of the council serve on various committees on the campus and represent the graduate community to advocate their opinions and concerns on various campus policies. CGS deals with the procedural matters on campus and exists to share and discuss the information pertinent to all Missouri S&T graduate student. The Council of Graduate Students maintains open lines of communication with all the other governing bodies at Missouri S&T and other UM System campuses. CGS strives to maximize the quality of life, develop leadership skills and foster higher academic standards for graduate community at Missouri S&T.

All graduate students who are in good academic standing at Missouri S&T are automatically the members of Council of Graduate Students. The Executive Board of CGS is elected through student voting and holds office for a year. The board consists of the president, vice-president, secretary and treasurer. The department representatives are elected from each graduate degree-granting department. One representative serves for each 25 graduate students in a single department. The information on department representative and the executive board can be obtained from CGS website <http://cgs.mst.edu/>.

The Office of CGS is in University Center – East in room # 212. You can email your inquiries to [cgs@mst.edu](mailto:cgs@mst.edu) or contact Mr. Rakesh Gudavarthy (President). Please visit CGS website <http://cgs.mst.edu> to learn more about the organization's mission and its activities.

### Counseling and Disability Support Services

The Counseling Center offers a variety of services to the Missouri S&T campus community, including individual, group, and crisis counseling; consultation; programming for organizational development; presentations on many topics; the Van Matre Resource Center of self-help materials; and the Faculty and Staff Assistance Program. Missouri S&T's Disability Support Services ensure that students with disabilities have equal access to academic classrooms and curricula by

coordinating services and academic support. Accommodations can make a difference in academic success.

Personal, academic, and career counseling is provided on a time-limited basis to Missouri S&T students and benefit-eligible employees. Services, which are provided by professionally trained counselors and/or psychologists, are free and confidential within ethical and legal limitations. Concerns commonly addressed in personal counseling include self-exploration, college adjustment, family issues, feelings of depression and anxiety, interpersonal issues, communication skills, and self-esteem. Relaxation strategies and methods to cope with the many stressors of daily living may also be addressed. Individuals wondering about their majors and career options may benefit from career counseling, which typically explores personal and professional goals and how to achieve them. Academic counseling involves assistance with test anxiety, time management, and other skills related to success at Missouri S&T.

Group counseling is an interactive, supportive, and interpersonal form of therapy. Counseling Services offers several groups based on campus need and interest. Some current and past groups are Family Issues, Graduate Student Support Group, and Career Exploration.

The Counseling Center actively promotes student learning and professional development through its learning enhancement and outreach programming services. The staff offers programs to campus groups on topics such as teamwork, stress management, academic success, test anxiety, conflict resolution, and time management.

The Van Matre Resource Center, a self-help library, contains excellent audio, video, and reading materials. Topics range from communication skills to parenting, career exploration issues to dealing with depression, anxiety, and abuse. Materials are available for checkout.

The Faculty Staff Assistance Program (FSAP) offers a variety of services such as counseling, consultation, organizational development, and programming for faculty and staff. For more information, visit <http://counsel.mst.edu> and <http://dss.mst.edu> or call 573-341-4211.

## **Disability Support Services**

This policy statement relating to otherwise qualified persons with disabilities outlines the roles and responsibilities of students, faculty, staff and the Coordinator of Disability Support Services (Coordinator/Advisor) in making Missouri University of Science and Technology programs and services available to all persons. The University places specific emphasis on accommodating the needs of matriculated students with a disability, providing related services, and ensuring the academic integrity of Missouri S&T. This policy statement is in accordance with Section 240.040 E, Policy Related to Students with Disabilities, Collected Rules and Regulations of the University of Missouri, the Missouri Human Rights

Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

### **I. Confidentiality**

- A)** In accordance with the requirements of the Family Educational Rights and Privacy Act, medical information concerning a disability will be treated with utmost confidentiality. It will be:
- 1)** treated like other medical information,
  - 2)** maintained in secure files under the jurisdiction of the Coordinator/Advisor, and
  - 3)** released only on a need-to-know basis within the university community.

### **II. Responsibilities of the Student**

- A)** All disabled students seeking reasonable accommodations and provision of disability-related services must:
- 1)** identify himself or herself to the Coordinator/Advisor as desiring accommodations
  - 2)** provide current and adequate documentation of his/her disability and of appropriate accommodations to the Coordinator/Advisor, and
  - 3)** request needed classroom accommodations and related services of the Coordinator/Advisor.
- B)** All of the above requirements must be met by the student in a timely manner to ensure full resolution of accommodations and related services prior to the student's entrance into the program or course of study. The student should provide the necessary documentation at least six weeks prior to the first semester for which accommodations are being requested and should provide the Coordinator/Advisor with a copy of his/her class schedule as soon as it is available for each semester during which s/he is seeking accommodations. Waiver of these deadlines may be made by the Coordinator/Advisor on a case by case basis. Failure to meet the specified deadlines and requirements may result in a denial of accommodations.

### **III. Documentation Procedure**

- A)** Documentation of a specific disability provided to the Coordinator/Advisor must be adequate and up to date. Diagnosis and evaluation costs shall not be the responsibility of the university.
- 1)** Current medical or other diagnostic documentation of a disability must be provided by a qualified physician or other qualified diagnostician.
  - 2)** Current documentation of the need for reasonable accommodations and related services must also be provided to the Coordinator/Advisor.
  - 3)** If existing documentation is incomplete or outdated, the Coordinator/Advisor may require the student to provide additional documentation at the student's expense.

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### IV. Collaborative Responsibilities of the Coordinator, Faculty, and Staff

- A) The Coordinator/Advisor shall review the documentation provided by the student and discuss the accommodation and related services requested.
- B) The Coordinator/Advisor shall make an initial determination as to whether requested accommodations and related services are required.
- C) The Coordinator/Advisor shall provide the student with a letter describing recommended accommodations and related services.
- D) The faculty or staff member responsible for a specific class, program, or service shall then determine accommodations of the disability and provision of related services in consultation with the Coordinator/Advisor if necessary.
- E) Any disagreement relating to accommodations shall be described in writing and submitted to the Chancellor or his/her designee for resolution in a prompt manner. This appeal must specify why the accommodation request is considered unreasonable or unworkable.
- F) In any disagreement related to IV.E, the Chancellor or his/her designee shall take into consideration all relevant factors including but not limited to:
  - 1) current documentation of the specific disability,
  - 2) the need for the requested services or accommodations,
  - 3) the essential elements of the academic program or course of study being pursued, and,
  - 4) the fact that no applicable law requires Missouri S&T to substantially alter essential elements of its academic program or course of study or to otherwise compromise its academic standards.
- G) The written judgement of the Chancellor or his/her designee shall be presented to the faculty member or department administrator within ten working days following receipt of the written notice of disagreement.

### V. Specific Responsibilities of the Faculty

- A) It is the responsibility of the faculty to:
  - 1) establish curriculum requirements and uphold the academic standards of Missouri S&T,
  - 2) determine that the essential elements of these curricula, as well as those of an individual course are being fulfilled,
  - 3) work with the Coordinator/Advisor to determine the provision of reasonable accommodations and related services for disabled students when requested by the Coordinator/Advisor and,
  - 4) follow applicable rules with respect to individual privacy and confidentiality.
- B) If the faculty member concerned opposes the determination made by the Coordinator/Advisor, s/he should proceed as follows:
  - 1) S/he initiates a review of this determination with the Coordinator/Advisor.
  - 2) If after this review the faculty member or department administrator still does not agree with the Coordinator's/Advisor determination, s/he may

have recourse to the procedures outlined by Section IV, subsections E and F.

### VI. Grievance & Complaint Process

- A) A student who believes that the determination of the Coordinator/Advisor for the provision of reasonable accommodations and related services is not being fulfilled by a faculty or staff member must contact the coordinator in a timely manner to discuss the concerns.
- B) A student who is not satisfied with the accommodation plan or the initial determination of the Coordinator/Advisor may file a grievance under the University of Missouri Discrimination Grievance Procedure for Students (Section 370.010). A copy of this policy can be obtained from the following sources:  
The UM system web page at <http://www.umsystem.missouri.edu> and,
  - 1) The Affirmative Action/EEO office in 106 Harris Hall (573) 341-6314
  - 2) Office of the Vice Chancellor for Student Affairs 106 Norwood (573) 341-4292.

#### Contact Information

Coordinator/Advisor of Disability Support Services:  
Counseling & Disability Support Services  
204 Norwood Hall  
Phone: (573) 341-4211; TTY: (573) 341-6645  
Fax: (573) 341-6179  
E-mail: [dss@mst.edu](mailto:dss@mst.edu) Web: <http://counsel.mst.edu>

## Distance and Continuing Education

Distance and Continuing Education is a campus-based department located in 216 University Center that administers and coordinates a wide variety of credit and non-credit programs for Missouri S&T students and other local, national, and international audiences. Programming is available both live or on-line using the internet and streaming video technology and provides access to programs at a time convenient to the users.

Credit courses can lead to a Certificate of Completion in a specific area of interest. Certificates can also serve as a way to qualify for subsequent admission to an appropriate Master's degree program.

Credit courses are supplemented by a wide variety of activities and educational opportunities through non-credit short courses, conferences, and technical seminars. Descriptions of currently available programs may be found on the web site at <http://dce.mst.edu>. For further information, contact:

Distance and Continuing Education  
Missouri University of Science & Technology  
216 University Center  
300 West 13th Street  
Rolla, MO 65409-1560  
Phone: (573) 341-6222 FAX: (573-341-4992)  
e-mail: [dce@mst.edu](mailto:dce@mst.edu)



# Information Technology (IT)

## Getting Started

Missouri S&T's Information Technology (IT) Department provides a variety of computing tools and resources to assist with academic and administrative work done at the University. Faculty, staff and students use computers daily to register for classes, communicate with friends, send e-mail, collaborate on group projects and research, publish web pages, write reports, and find course schedules.

## Computer Accounts

Computer accounts are assigned to students and are used to access various resources at Missouri S&T, such as the computing network and the computers and software in Computer Learning Centers (CLCs). Most Missouri S&T IT services require an authorized computer account (User ID and password) to gain access. The following services are available through IT computer accounts.

- E-mail
- Network file storage
- Personal website storage folders
- Access to the campus network, including wireless networks on campus

## Setting Up Computer Accounts

New computer accounts can be activated by visiting the Help Desk website at <http://helpdesk.mst.edu> and clicking the 'New Students' menu.

## Leaving Missouri S&T

Assigned computer accounts remain active and available for use as long as a student is enrolled in classes at Missouri S&T. Additional information regarding account maintenance may be found at <http://it.mst.edu/policies/index.html> and then clicking the "User ID Maintenance" link.

Students who leave Missouri S&T still retain access to their university e-mail accounts for twelve months. Students who leave the university should notify all e-mail contacts of their pending Missouri S&T e-mail account deactivation.

## Systems and Software

Missouri S&T IT provides a wide variety of computing and networking facilities and support. These facilities include, but are not limited to the following:

- Windows-based PCs
- Macintosh systems
- Linux systems
- Computer Learning centers (CLCs)
- General Purpose Cluster computing

## Computer Learning Center

Computer Learning Centers (CLCs) are computing sites provided to support academic computing and teaching methodologies. More than 40 CLCs are located in various buildings around campus. Use of computers and technology in these locations is restricted to Missouri S&T faculty, staff and students.

Additionally, IT provides maintenance and support for classrooms that use other types of specialized learning technology, such as smart boards, cameras and clickers.

A list of CLC locations, hours of operation and equipment is available online at <http://helpdesk.mst.edu/generalinfo/about/tlss.html>.

## Privileges and Responsibilities

Missouri S&T IT provides access to computing, networking and information resources in support of teaching, research and other official duties of the university. Access to the computing resources and facilities is a privilege, not a right. The "Missouri S&T Computing and Network Facilities Acceptable Use Policy" describes the ethical and legal responsibilities regarding computing resources.

Other computing policies and procedures, including the University of Missouri policies, can be found at <http://it.mst.edu/policies/index.html>.

## Individually Owned Computers

Missouri S&T IT, in conjunction with the Missouri S&T Bookstore, provides recommendations for supported hardware and software to those wishing to purchase for personal use.

Academic discounts are available for personally owned computers and software purchased through the Missouri S&T Bookstore. Software on university-owned machines is provided through licensing agreements with various vendors.

Missouri S&T IT provides Microsoft Outlook to students free of charge (available from the IT Walk-In Center on the first floor of the library). McAfee Anti-Virus is also available for free download at: <http://helpdesk.mst.edu/generalinfo/security/antivirus.html> (login required).

Please visit <http://www.mstbookstore.com> and click MinerTech for more information on supported technology and recommended systems.

## Connecting to the Network

Computers in campus residence halls and fraternities or sororities connect to the network through an Ethernet connection or via wireless connection. Wireless coverage currently extends to over 70 percent of the campus (including the Residential College), providing great flexibility and convenience for members of the campus community.

To register a machine on the campus network, simply plug-in to an available Ethernet jack and open a web browser. An online registration page will load. Complete the online form and you are ready to access the network. Detailed instructions on connecting to the network, using either wired or wireless Ethernet, are available at

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<http://helpdesk.mst.edu/generalinfo/networkingindex.html>.

Virtual Private Network (VPN) connections are available, which allow members of the campus community to connect to the network while away from campus or traveling.

Special usage policies apply to network connections. For more information, see the "Policies and Procedures" web page at <http://it.mst.edu/policies/index.html>. In addition, Ethernet cards (both wired and wireless) and cables may be purchased through the Missouri S&T Bookstore, located in the Havener Center.

### Emergency Alert System

Missouri S&T has a system in place to alert the campus community in the event of a campuswide emergency. An e-mail is automatically sent to every university e-mail account, but students, faculty and staff can enter additional contact information and register to receive emergency alerts via cell phone voicemail or text message.

For more information, or to register for the Emergency Alert System, visit: <http://it.mst.edu/generalinfo/emergencyalert.html>.

### Getting Help

The Missouri S&T IT Help Desk and the IT Walk-In Center are available to assist the students, faculty and staff of Missouri S&T in using the different computing systems on campus.

Help is available on a wide range of items, including Windows-based PCs, Macintosh systems, and Linux workstations, and the supported software on these systems.

Members of the campus community may call 573-341-HELP or access the online Help Request system at [helpdesk.mst.edu](http://helpdesk.mst.edu). Hours of operation are available by visiting <http://helpdesk.mst.edu/generalinfo/about/index.html>.

### Internet Resources

- IT Press Blog (breaking IT news, updates, etc.) – <http://itpress.mst.edu>
- Online Help Request – <http://help.mst.edu>
- Missouri S&T campus gateway- <http://www.mst.edu>
- IT Help Desk – <http://helpdesk.mst.edu>
- IT Department Homepage – <http://it.mst.edu>
- IT Security - <http://helpdesk.mst.edu/generalinfo/security/index.html>
- Campus Library – <http://library.mst.edu>
- Joe'SS (student web portal) – <http://joess.mst.edu>

### University Communications to Students

Each student, once initially registered for classes, will be issued a Missouri S&T e-mail account with an address on the mst.edu domain. This is the account used for official University business and official University communications to students. Students are expected to check their Missouri S&T e-mail account regularly for University communications and are responsible for communications sent to this account. Therefore, communications sent to this account will be considered to have fulfilled any University obligation

for notification.

## International Affairs

The Office of International Affairs (IA), located at 103 Norwood Hall, coordinates international activities, administers all matters involving immigration for international students and scholars, and provides advisement services to the University's international population.

The Office of International Affairs is responsible for the recruitment of international students and serves as a direct contact with U.S. government agencies, embassies, consulates, and the private sector concerning international activities. The office serves as the campus home for international student exchange programs and the majority of study abroad programs (see section on Study Abroad Programs). In addition, the Office assists faculty wishing to travel or work overseas, and offers educational and training programs, both domestically and abroad.

The Office of International Affairs coordinates and administers Missouri S&T's Applied Language Institute which houses the Intensive English Program. The Office of International Affairs is responsible for the organization of international protocol activities, and monitors the status of Missouri S&T's international linkage agreements.

### International Student Sponsored Student Program

A full range of services for sponsored international students is provided through the Office of International Affairs. International students sponsored by international agencies receive special services and pay a \$250 administrative fee per semester. Individual students desiring to take advantage of these special services may apply for them.

Details on the current sponsored student program and costs are available upon request from the Office of International Affairs, 103 Norwood Hall, Rolla, Missouri 65409-0160.

### Mandatory Health Insurance for International Students

All international students are required to purchase Missouri S&T international student health insurance as a condition of their enrollment. This includes all F-1 and J-1 visa holders. In addition, the J-2 dependents of the J-1 visa holders are required to purchase international student health insurance. Student insurance premiums are charged to the student's Missouri S&T Cashier's account.

For more information on the mandatory health insurance requirement, contact the Office of International Affairs, 103 Norwood Hall, 573-341-4208.

### Study Abroad Programs

The Office of International Affairs coordinates a variety of study abroad opportunities for Missouri S&T students ([http://international.mst.edu/study\\_abroad/index.html](http://international.mst.edu/study_abroad/index.html)).

Credit earned at these foreign universities may transfer back to Missouri S&T degree programs, as long as the student receives approval in advance. Some scholarships are available. Some of the many foreign institutions with which Missouri S&T has current study abroad agreements are:

- Hautes Etudes Commerciales Liege (Belgium)
- Ecole Supérieure d'Ingénieurs (ESIGELEC) (France)
- Hogeschool Zuyd (The Netherlands)
- Universidad de la Serena (Chile)
- Satakunta Polytechnic (Finland)
- Freiberg University of Mining & Technology (Germany)
- Fachhochschule Aachen (Germany)
- University College Dublin (Ireland)
- Universidad Autonoma Metropolitana Unidad Iztapalapa (Mexico)
- University of Regiomontana (Mexico)
- Akaki Tsereteli State University (Republic of Georgia)
- Kutaisi State Technical University (Republic of Georgia)
- University of the Western Cape (South Africa)
- Bilkent University (Turkey)

Graduate students interested in studying abroad should make an appointment to consult with a specialist in the Office of International Affairs (<http://international.mst.edu> or call 573-341-4208).

### Intensive English Program (IEP)

The Intensive English Program (IEP) at the Missouri University of Science & Technology provides intensive instruction in the English language for international students whose proficiency in the language is insufficient for admission into course work at the University.

The IEP offers 20 hours of non-credit course work per week in all aspects of language learning: pronunciation, reading comprehension, vocabulary development, grammar, writing, listening comprehension, speaking interaction, and note-taking. The program provides instruction at four proficiency levels: Beginning English, General English, Introduction to Academic English, and English for Academic Purposes.

All international students who have not satisfied the University's language proficiency requirements are required to complete IEP's assessment testing, which is comprised of four parts:

**Michigan Test of English Language Proficiency (MTELP)** A standardized test that evaluates abilities in grammar, reading comprehension, and vocabulary.

**Test of Writing Proficiency (TWP)** A locally developed test that evaluates abilities to write clear, well organized English based on nationally developed guidelines.

**Oral Proficiency Evaluation (ORE)** A locally developed test that evaluates abilities to speak English clearly, based on nationally developed guidelines.

**Test of Listening Proficiency (TLP)** A locally developed test that evaluates abilities to understand spoken English, especially in a classroom setting.

Students who perform well on all tests may be approved immediately for academic course work at the

University. Other students are enrolled in IEP course work and may then complete the series of tests again at the end of the semester. Recommendations for promotion into a higher level of the IEP or for advancement into university course work are made by the IEP's academic coordinator based on student testing and faculty input.

Students who enroll in the IEP must complete that program to the satisfaction of its director and academic coordinator (i.e. satisfy all completion requirements) before being allowed to enroll full time in university course work. A student may enroll in a reduced university load (in conjunction with IEP course work) with the approval of both his/her academic department and the director of the IEP.

Ordinarily, the IEP is open only to students who intend to pursue study at Missouri S&T, and who have been conditionally admitted to the University. If space exists, international students already admitted to Missouri S&T and already taking course work may enroll in IEP courses to improve their English. In addition, international persons with no academic affiliation with the University may be considered for admittance for Intensive English Studies only.

Testing fees and program costs can be obtained by contacting the number below. For more information on the IEP, contact the Office of International Affairs (IA), 103 Norwood Hall, Missouri University of Science & Technology, Rolla, MO 65409-0160. Phone: (573) 341-6328 Fax: (573) 341-6356. E-mail is [ia@mst.edu](mailto:ia@mst.edu) or visit our website at: <http://international.mst.edu>.

### Curtis Laws Wilson Library: Gateway to Information

As the primary learning resource center for the Missouri S&T Campus, Wilson Library provides services and materials to support the University's academic programs. In addition to providing students with access to research resources, the library is a place where students can develop the information seeking and management skills that are necessary to excel in an information-based society.

Missouri S&T is known as Missouri's premier technological research university; Wilson Library is equally well known for its strong science and technology collection. In addition, the humanities and social science collections have grown to support programs in these areas. The print collection consists of approximately 467,000 volumes and subscriptions to over 760 scholarly and popular journals. Print resources are supplemented by many other materials, including DVDs, videos, CDs, and CD-ROMs. Numerous online resources are also available via the Web from the library homepage. Professional reference assistance is available in choosing and using all library resources.

Wilson Library makes every effort to provide MS&T students with access to state-of-the-art library technologies. In 1983, Missouri S&T was the first campus in the University of Missouri system to implement an online public access catalog. The current catalog, called MERLIN,

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shows the library holdings and links to electronic full-text items. The library catalog not only lets students look at Missouri S&T's holdings but also allows them to search, view, and borrow from the collections at the three other University of Missouri campuses. In addition, patrons can access MOBIUS (Missouri Bibliographic Information User System), in which they are able to browse and borrow from over 60 other Missouri libraries. A daily courier service links all MOBIUS libraries and speeds the exchange of materials within the consortium. These catalogs are complemented by databases that cover a wide range of subject areas and are available through the library's webpage or in the library.

In the library's Multimedia Center, which was made possible by a grant from the Emerson Electric Company, the library ceases to be a repository for information and becomes a laboratory where students are active participants in the creation and manipulation of information. Students have access to state-of-the-art technologies, including non-linear video editors, scanners, illustration packages, graphics manipulation programs, and poster printing and laminating.

Missouri S&T is a selective depository for United States and Missouri government documents. The library receives a wide selection of print, microform, and electronic materials from the Government Printing Office and other agencies. A large percentage of all new government publications are now available online. Links to government sources can be found on the library's government publications web page. The full text of many online government documents is also accessible through the library catalog.

Through interlibrary loan, the Missouri S&T collection is supplemented by materials owned by other libraries throughout the United States. Wilson Library is able to borrow most materials needed by students from other libraries.

Yesterday's library was a collection of books, and the information universe was fairly static. Today's library has become a dynamic resource center, where books and journals coexist with online databases and Web-based resources. The information universe is no longer limited to Missouri S&T's physical campus. As student and faculty information skills become ever more critically important, Wilson Library will continue to be Missouri S&T's gateway to the ever-expanding world of information. Students are encouraged to explore the library's homepage at <http://library.mst.edu/>.

## Nuclear Reactor

The Missouri S&T Nuclear Reactor is a Nuclear Regulatory Commission (NRC) licensed 200 kilowatt pool-type reactor that is used to support the engineering and science activities on campus. Using the facility, the reactor staff provides hands-on laboratory, research & development and project opportunities. The reactor itself uses uranium fuel and is cooled by natural convection in a pool containing approximately 30,000 gallons of water. The re-

actor generates a brilliant blue glow (Cerenkov radiation) when operated at higher powers.

The open pool design allows access to the reactor core where experiments and samples to be irradiated can be positioned. The facility is equipped with a pneumatics sample irradiation system, a neutron beam port that provides a collimate neutron beam, a thermal column that provides a diffused thermal neutron source, gamma spectroscopy system, and computer data acquisition and control systems.

The reactor is open to the greater campus community and offers an active (operations) licensure program for interested students and others. The facility hosts numerous projects that actively engage students of various backgrounds: some recent projects include activities in: 1) applied robotics, 2) applied biometrics, 3) photolytically-induced material development, 4) radiation tolerance of electronic chips, 5) instrumentation and sensors, 6) convective heat transfer and multiphase flows and so on. We encourage you to contact the facility for additional information.

## Oak Ridge Associated Universities (ORAU)

Since 1981, students and faculty of the Missouri University of Science and Technology have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 91 colleges and universities and a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunity for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the number of under represented minority students pursuing degrees in science- and engineering- related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found at: <http://www.oraugov/orise/educ.htm>, or by calling either of the contacts below.

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry, and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards,

the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research, and support programs as well as services to chief research officers.

For more information about ORAU and its programs, contact: K. Krishnamurthy, Vice Provost Research, Sponsored Programs, ORAU Councilor for Missouri University of Science and Technology (573) 341-4154; Monnie E. Champion, ORAU Corporate Secretary (865) 576-3306; or visit the ORAU Home Page (<http://www.orau.org>).

## Office of the Registrar

### Mission Statement

The primary mission of the Office of the Registrar is to insure the accuracy, integrity, and security of the academic records of the Missouri University of Science and Technology. In addition, the Office will strive to provide quality service to students, alumni, faculty, staff, and other constituents of the University. To this end, the Office will attempt to utilize available technology to deliver services and information in an efficient manner. Further, the Office will seek to interpret and apply the academic policies and regulations of the University for the benefit of the institution and its constituents.

### Absence from Class

Work missed due to absence from class must be made up to the satisfaction of the instructor concerned. Excessive absences from class may result in the student being dropped from the course at the request of his or her instructor.

### Application for Graduation

Students planning on graduating must do the following:

- Fill out an Application for Graduation form at the Registrar's office.
- Submit to Registrar's Office for processing.
- Check application deadlines for semester in which you are applying for graduation.

### Certification of Enrollment Status

Certifications of enrollment status to lending agencies should be requested through the Registrar's Office either by visiting 103 Parker Hall or using the form located at: <http://registrar.mst.edu/documents/certlet.pdf>. Certification of full-time or half-time status is based on the number of credit hours for which the student is enrolled and includes courses in which the student is enrolled as a hearer, with one exception. Hearer courses are not included for international student status, as defined by SEVIS.

For graduate students, full-time is based on at least nine credit hours; half-time is at least three credit hours in a regular fall and spring term. For the summer term: full-time is three credit hours and half-time is at least two credit hours.

## Confidentiality Policy: The Family Educational Rights and Privacy Act of 1974 (FERPA)

These statements are set forth as guidelines and procedures to implement the University of Missouri Policy on student records developed from The Family Educational Rights of Privacy Act 1974.

The Missouri University of Science and Technology as charged in the Act will annually inform its eligible students by including in the Academic Regulations and the General Catalog the following information:

- 1) "Educational Records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by the university. Those records made available under The Family Educational Rights and Privacy Act of 1974 are student financial aid, the student's mutative advisement file, student health records, disciplinary record, the admissions file and the academic record. The Missouri University of Science and Technology "Educational Records" do not include:
  - A) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereof which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
  - B) The records and documents of the University of Missouri Police Department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction.
  - C) In the case of persons who are employed by the university but are not in attendance at the university, records made and maintained in the normal course of business which relate exclusively to such person and person's capacity as an employee where the records are not available for any other purpose.
  - D) All records on any university students which are created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.
- 2) The Missouri University of Science and Technology recognizes "Directory Information" to be the student's name, e-mail address, address, telephone listing (including local and permanent address), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and

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height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by a student, student level, and full- or part-time status. All students must inform the Registrar's Office before the end of the two-week period following the first day of classes that this information should not be released without the student's prior consent. The information listed above will become directory information as of the first day of classes following the end of the one-week period during the summer session.

- 3) Missouri University of Science and Technology students have access to the educational records identified in Paragraph 1 above. In accordance with Pub. L. 93-380, as amended, the Missouri University of Science and Technology will not make available to students the following material:
  - A) Financial records of the parents of students or any information contained therein.
  - B) Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for the purpose other than those for which they were specifically intended.
  - C) Confidential recommendations respecting admission to the university, application for employment, and receipt of an honor or honorary recognition, where the student has signed a waiver of the student's rights of access as provided in 6.0404 the University Policy on Student Records.
- 4) The director of financial aid, the appropriate academic department chair, the director of the student health service, the vice chancellor for student affairs, the director of admissions, and registrar are the officials responsible for the maintenance of each type of record listed in Paragraph 1.
- 5) Any student may, upon request, review his or her records and if inaccurate information is included, may request the expunging of such information from his or her file. Such inaccurate information will then be expunged upon authorization of the official responsible for the file.
- 6) Students desiring to challenge the content of their record may request an opportunity for a hearing to challenge the content of his or her educational record in order to ensure that the record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation respecting the content of such records.
- 7) The university official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of the university's educational records through informal meeting and discussions with the student.
- 8) Upon request of the student or the university official charged with custody of the records of the student, a formal hearing shall be conducted, as follows:
  - A) The request for a hearing shall be submitted in writing to the campus chancellor who will appoint a hearing officer of a hearing committee to conduct the hearing.
  - B) The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. The parties shall be entitled to 10 days prior written notice of the item and place of the hearing.
  - C) The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.
  - D) The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.
  - E) Either part may appeal the decision of the hearing official of officials to the campus chancellor. Appeal from the chancellor's decision is to the president is to the Board of Curators.
- 9) The Missouri University of Science and Technology may permit access to or release the educational records without the written consent to a school official with legitimate educational interest. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his or her position or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- 10) If any material or document in the educational record of a student includes information on more than one student, they may inspect and review only such part of such material or document as relates to him or her or to be informed of the specific information contained in such part of such material.
- 11) Students desiring reproduction of copies of educational records will be charged \$.10 per page. Official copies of transcripts are \$7.00 per copy for currently enrolled students and alumni.

### University Communications to Students

Each student, once initially registered for classes, will be issued a Missouri S&T e-mail account with an address on the mst.edu domain. This is the account used for official University business and official University communications to students. Students are expected to check their Missouri S&T e-mail account regularly for University communications and are responsible for communications sent to this account. Therefore, communications sent to this account will be considered to have fulfilled any University obligation for notification.

**Missouri S&T**  
**Grade Reports on the Web**

Students may obtain their grades on the Web through Joe'SS. Students who desire a paper copy of their grade report should contact the Registrar's Office.

**Grading System**

The following system of grades is used:  
A-Excellent.....4 Grade Points per Credit Hour  
B-Superior.....3 Grade Points per Credit Hour  
C-Medium.....2 Grade Points per Credit Hour  
F-Failure.....0 Grade Points per Credit Hour  
I-Incomplete

**S-Satisfactory** (Indicates credit has been earned for course scheduled)

**U-Unsatisfactory** (Indicates credit has not been earned for course scheduled)

Grades of "S" and "U" are used for research (490), internship (491) and continuous registration (495). For ongoing research, a delayed grade (DL), can be used. Grades of S and U are also permitted for special problems (300 and 400) and seminar (310 and 410).

Graduate students cannot take courses with a pass/fail grading option. "D" grades are not permitted for graduate students.

Effective Winter of 2001 the incomplete grade time limit will require the student to complete the course work in which they are deficient within one calendar year from the close of the semester in which the "I" grade was recorded. Incomplete grades recorded prior to Winter Semester 2001 must be removed by the tenth week (five weeks of summer school) of the next term enrolled or they will be changed to "F" grades by the Registrar's Office.

**Schedule of Classes**

The most current information regarding the Schedule of Classes is located at: [http://registrar.mst.edu/class\\_offerings/index.html](http://registrar.mst.edu/class_offerings/index.html).

**Course Information**

The number in parentheses following the name of the course indicates the number of credit hours given for successfully completing the course. It also reflects the section type; for example, (LEC 3.0) designates a lecture course of three hours credit; (LAB 1.0) designates a laboratory course of one-hour credit and (IND 0.0-15.0) designates independent study or research with variable hours. A lecture credit hour is usually the credit granted for satisfactorily passing a course of approximately 15 classroom hours. A laboratory course of one-hour credit would normally meet three classroom hours per week for 15 weeks.

Three credit hour courses normally meet 50 minutes three times per week, or 75 minutes twice a week, for 15 weeks. The time in class is the same in each case. If you have two classes in succession, there should be at least 10 minutes between classes. Classes meeting Monday-

Wednesday-Friday will normally begin on the hour. Classes meeting Tuesday-Thursday will normally alternate between the hour and half hour, beginning at 8:00 a.m. In addition, there is an Academic Free hour 12:00-1:00 on Monday, Wednesday, and Friday.

Students must have completed the stated prerequisite(s) for the course for admission to the course or obtain the 'Consent of the Instructor' of the course.

**Residential Life**

The Missouri S&T Residential Life housing is composed of three separate residence hall complexes, Thomas Jefferson Hall, the Quadrangle Complex, and the Residential College, and one apartment complex, Nagogami Apartments. The Residential Life Department's intention in operating all of these facilities is to provide students with a living environment that is best designed to meet the academic and personal needs of the individual student. Each residence hall complex is administered by a professional live-in resident director and is staffed by paraprofessional students called resident assistants (RAs). The apartments are administered by an apartment manager. All residence hall staff members work to develop academic living environments and are trained to help students cope with the challenges associated with college. Their efforts are supervised by the Residential Life staff and they work closely with the Counseling Center staff and other members of the Student Affairs Division.

The Residential Life Department strives to provide students with facilities and services that will best serve the lifestyle needs of Missouri S&T students. Various living arrangements are available to students, including quiet floors, specialized learning communities and interest area communities, upperclassmen housing, double rooms, suite-style housing, cooperative living units, and married housing. All rooms are furnished with beds, closets or wardrobes, desks, chairs, bookshelves, and study lamps. Students have the option of bringing personal items to give their room their own individual touch. Each community has its own study room and TV lounge. Other facilities in the residence hall include laundry facilities, computer learning centers, fitness rooms, meeting areas, game rooms, and vending machines, depending on the complex.

The residence hall communities are administered with input from students. Each complex has its own governing body and the Residence Hall Association (RHA) is a representative group of all residence hall students. These groups play a major role in defining the policies that govern the residence halls and sponsor a significant number of social, diversity, community service and educational programs. Representatives for these groups are selected in community or complex elections.

Being a residential university, Missouri S&T requires freshman and sophomores to reside in campus approved housing: the residence hall complexes, an approved fraternity house, an approved sorority house, or the Christian Campus Fellowship House. Exceptions may be granted for married students, students whose parents reside in the Rolla area, military veterans, and students

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over 21 years of age or other justified situations.

Thomas Jefferson Hall, the largest residence hall complex, is located at the north end of the campus. This is a co-ed facility that is capable of housing up to 720 residents in two high-rise towers. Although this community is comprised of a predominantly undergraduate population, graduates have also chosen to live in this area. Thomas Jefferson also houses the Voyager Learning Community.

The Quadrangle residence hall complex is located on the south end of the campus. It houses approximately 350 residents in four halls, McAnerney, Farrar, Holtman and Kelly. All of these halls are co-ed facilities with Farrar Hall providing cooperative living environments and Holtman Hall being designated to house students over age 21 in single rooms and students interested in the Holistic Community. The facilities and the environment in Holtman Hall are administered with the intent of trying to meet the unique needs of its special population.

The Residential College houses approximately 530 students and provides commons areas to host gatherings, teach learning communities, or showcase speakers. Additional amenities include faculty and staff residences, a reception and service area, and a computer learning center. Living accommodations will vary between four-person single-deluxe suites with a semi-private bath to four-person double suites with two semi-private half baths. To live in the Residential College complex, students must be enrolled in one of the eight courses directly connected to the Residential College Learning Community: Global Research, Entrepreneurial Scholars, Experimental Design, Women as Global Leaders, Achieving a Life of Art, Seeds of Success, Global Village, and Honors Academy.

Nagogami Terrace, located on the west side of the campus, includes 36 two-bedroom apartments that have outside exits that face directly into a courtyard setting. While both married and single graduate and undergraduate students are housed in this community, priority is given first to students who are married or with family, then to graduate students, and then to undergraduate students.

Meals are served in dining halls located in or near each complex. They offer full-meal service on the weekdays and partial-meal service on the weekends that school is in session. Throughout the year special meals are served to provide more variety in the cafeteria service. Seven meal plans are available that can be used at all on-campus retail and dining locations. These plans are designed to allow students the opportunity to select the meal plan that is best tailored to meet their needs. Students who live in the residence halls are required to contract for one of these seven plans. Students who live in the University's apartments or who live off campus have the option of purchasing a dining plan if they so choose.

### How to Apply

Applications and information regarding university housing are sent, beginning in October, to students who are accepted for admission. If you are interested in more information about university housing, contact the Residential Life Office, Missouri University of Science and

Technology, 1870 Miner Circle, Rolla, MO 65409-0510, e-mail [reslife@mst.edu](mailto:reslife@mst.edu), or visit online at <http://reslife.mst.edu> or call (573) 341-4218.

### Housing Expenses by Semester

#### Residence Halls

	<b>TJ</b>	<b>Quad</b>	<b>Res College</b>
Fall	\$3,517	\$3,317	\$4,066
Spring	\$3,517	\$3,317	\$4,066
Total	\$7,034	\$6,634	\$8,132

Several factors influence the cost of affiliating with fraternities and sororities. Consequently, the cost varies from chapter to chapter, but compares favorably with other types of student housing. To obtain the most accurate information, contact an individual fraternity or sorority or the Student Life Office. Meals are available by each fraternity or sorority and additional meal plans are available through Residential Life.

Additional information about the housing and food services offered by the University is available through the Residential Life Office, Missouri University of Science and Technology, 1870 Miner Circle, Rolla, MO 65409-0510, e-mail [reslife@mst.edu](mailto:reslife@mst.edu), visit online at <http://reslife.mst.edu/>, or call (573) 341-4218.

### Student Conduct

A student enrolling in Missouri University of Science and Technology assumes an obligation to behave in a manner compatible with the university's function as an educational institution. The University's "Standard of Conduct" and "Rules of Procedures in Student Conduct Matters" are printed in the "Student Handbook" and the "Student Academic Regulations" and can be found on the Web. Other departments and organizations, such as Residential Life and IT Communications & Resources, have specific policies and standards for their residents and/or users, as well as procedures for handling violations. See: <http://communitystandards.mst.edu/>.

### Student Diversity Programs (SDP)

The mission of Student Diversity Programs (SDP) is to actively recruit and retain academically talented students from ethnic populations that are historically under-represented in higher education. In conjunction with the university's mission, SDP's ultimate goal is to create an environment that provides the development/guidance and academic support needed to be successful at Missouri S&T's; while equipping our students with the knowledge and skills needed to transition effectively into society.

SDP, through its programs, partnerships and ongoing assessments of the learning, styles and personality traits will foster an academic environment that will ensure our students success. Through execution of these initiatives, the university will develop a pool of committed and gifted Missouri S&T's ambassadors that could be utilized to



recruit other underrepresented minority students to the campus.

Activities include (but are not limited to) academic recognition events, off and on campus recruitment programs, mentoring, leadership and professional development and scholarships. Such scholarships as the Minority Engineering and Science scholarships are to increase minority representation in math, engineering, science or technology degree programs.

For more information about SDP and its events, programs and scholarships, visit our website at: [www.sdp.mst.edu](http://www.sdp.mst.edu). Also, you may contact us directly at (573) 341-4212 or via e-mail at [asksdp@mst.edu](mailto:asksdp@mst.edu).

## Student Health Services

Any currently enrolled student can be treated at Student Health Services (SHS). The cost is supported by health fees paid each semester by all students. SHS offers a wide range of primary health-care services to meet students needs and is designed for care of acute and intermittent health problems. Insurance is recommended since hospital care and specialists are not covered by the SHS fee. An optional student group plan of accident and sickness insurance is available to all students. Information on this plan may be obtained at the Cashier's office.

## Measles and Rubella Immunization Policy

No incoming student born after 1956 shall be registered for classes at the Missouri University of Science and Technology without documented proof of two doses of live measles vaccine. Students matriculating only in off-campus or continuing education/extension courses are excluded.

The incoming student shall present acceptable documentation of immunization before registration to the Missouri University of Science and Technology is complete. Acceptable documentation shall be defined by the campus and may include a measles immunization record signed by a physician, or a health record from a high school or a branch of the military.

Students not in compliance with this policy will be notified of the need to provide acceptable documentation in order to register for classes. In addition, a hold will be placed on the records of students not in compliance.

Exemptions from immunization are permitted for medical, religious or philosophical reasons. Students who exempt themselves from immunization for religious, or philosophical reasons must sign the Missouri University of Science and Technology measles/rubella form (parents must sign for persons under the age of 18). For medical exemptions, the Missouri University of Science and Technology measles/rubella form must be signed by a physician. This form will be on file in the student health clinic or other office designated by the Chancellor. For their own protection, students who have an exemption may be required to leave campus in case of a measles or rubella outbreak.

## Meningitis Immunization

Beginning with the 2004-2005 school year and in compliance with State Law (SB 686) all students living in Missouri S&T approved housing shall provide documented proof of the meningococcal vaccine or be required to sign a waiver stating that the institution of higher education has provided the student, parent or guardian with detailed written information on the risks associated with the meningococcal disease and the availability and effectiveness of the meningococcal vaccine. These records will be maintained at the SHS and will be available to the Resident Halls, Greek Housing and other University housing. Proof of meningitis vaccine or a signed waiver must be provided by the student to SHS before they will be allowed to move into university approved housing.

## Other Immunizations

The following immunizations are recommended by the American College Health Association.

- Diphtheria/Tetanus (in past 10 years)
- Hepatitis B (series of 3 injections)
- Hepatitis A (series of 2 injections)
- PPD (tuberculosis test-in past year)
- Varicella (series of 2 injections)
- Human Papillomavirus Vaccine (HPV) (series of 3 injections)

## Policy for Tuberculosis Testing For Missouri S&T Students Adopted April 2004

Missouri University of Science and Technology campus takes reasonable steps to protect students from exposure to infectious diseases. Students from endemic areas account for about 95% of the risk of a tuberculosis (TB) outbreak on campus. Untreated TB can result in serious health problems for the student and for other people who come in contact with him or her. In order to ensure a healthy campus, beginning with the Fall semester 2004 and every semester thereafter, all international students shall be required to have a Mantoux skin test for tuberculosis administered in the United States and a reported reading in millimeters.

Testing with the Mantoux two step skin test must be done or verified, at no charge, at Missouri S&T Student Health. If a skin test is positive, a further test involving a chest X-ray must be administered to determine if active tuberculosis is present.

All students who test positive for tuberculosis shall be offered tuberculosis medication and must be directly observed taking their medicine at Student Health for the designated time period. Enrollment is contingent upon completion of TB testing and possible treatment as described above.

## Cultural Programs

Cultural Programs promotes and supports diversity and cultural education within the University and Rolla community. Our mission is to educate Missouri S&T students about differences and similarities. We provide

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advocacy for African American, Native American, international and other minority groups, bringing people of all races together and facilitating their participation in campus organizations and programs such as Student Council and the Student Union Board. Various inter-cultural programs are provided for the student body in celebration of diversity.

In addition, Cultural Programs contributes to student retention and satisfaction of customers with high quality co-curricular opportunities and excellent customer service. Our goal is to be an active and visible partner in the campus and community. Furthermore, we provide safe, clean and affordable facilities for student and campus events. Cultural Programs are part of the Office of Student Life in the Havener Center. Visit our website at: <http://culturalcenter/mst.edu>.

## Student Organizations

### Academic Departmental

American Association of Petroleum Geologists/C. L. Dake Society; American Ceramic Society; American Concrete Institute; American Foundry Society; American Indian Science & Engineering Society (AISES); American Institute of Aeronautics & Astronautics; American Institute of Chemical Engineers; American Nuclear Society; American Society for Engineering Management ; American Society for Quality Control; American Society of Civil Engineers; American Society of Heating, Refrigeration and Air-Conditioning Engineers; American Society of Mechanical Engineers; Architectural Engineering Institute; Association for Computing Machinery; Association for Computing Machinery-Women; Association of Engineering Geologists; Associated of General Contractors; Earthquake Engineering Research Institute; El Club de Espanol; Epsilon Mu Eta; FBLA-PBL; Financial Management; Helix Life Science Club; History Club; Institute of Electrical & Electronic Engineers; Institute of Transportation Engineers; International Society for Explosives Engineers; Mathematical Association of America at Missouri S&T; National Sand, Stone & Gravel Association; National Society of Black Engineers; Society of Exploration Geophysicists; Society of Hispanic Professional Engineers; Society of Manufacturing Engineers; Society of Metallurgical Engineers; Society of Mining Engineers; Society of Petroleum Engineers; Society of Physics Students; Student Missouri State Teachers Association; W. T. Schrenk Society; Water Environment Federation; Women in Mining.

### Governing and Programming

Associated Students of the University of Missouri; Council of Graduate Students; Interfraternity Council (IFC); Panhellenic Council; Residence Hall Association (RHA); St. Pat's Celebration Committee; Student Council (StuCo); Student Union Board (SUB).

### Honor and Professional

Alpha Chi Sigma; Alpha Iota Delta; Alpha Nu Sigma; Alpha Sigma Mu; Blue Key; Chi Epsilon; Eta Kappa Nu (HKN);

Kappa Kappa Psi; Kappa Mu Epsilon (KME); Keramos; National Residence Hall Honorary (NRHH); Omega Chi Epsilon; Omicron Delta Kappa; Order of Omega; Phi Alpha Theta; Phi Eta Sigma; Phi Sigma; Pi Epsilon Tau; Pi Tau Sigma; Psi Chi; Sigma Gamma Epsilon; Sigma Gamma Tau; Sigma Tau Delta; Society of Women Engineers (SWE); Tau Beta Pi; Tau Beta Sigma; Upsilon Pi Epsilon.

### Inter-cultural

African Student Association; Association of Black Students (ABS); Chinese Students & Scholars Association; Chinese Students Association; India Association; International Students Club; Korean Students Association; Saudi Students Association; Thai Students Association; Turkish Students Association.

### Media and Publications

KMNR Radio Station (89.7 FM); Mineshaft; Missouri Miner; Rollamo; Southwinds.

### Recreation and Sports

Aikido; Ballroom Dancing Club; Chess Club; Cycling Club; Fencing Club; Freestyle Martial Arts; Gaming Association; In-Line Roller Hockey Club; Intramural Managers Association; Juggling Club; Lacrosse Club; Natural Path Meditation Group; Racketball Club; Rugby Club; Skydiving Club; Spelunkers Club; Table Tennis Club; TaeKwonDo Club; Tennis Club; Trap and Skeet Club; Ultimate! Club; Volleyball Club; Yoga Fitness Club; Youn Wha Ryu Club.

### Religious

Baptist Student Union (BSU); Catholic Newman Center; Chi Alpha; Christian Campus Fellowship (CCF); Common Call Campus Ministry; Fellowship of Christian Athletes; Koinonia (Student Fellowship of Church of Christ); Latter-Day Saint Student Association; Lutheran Student Fellowship; Muslim Students Association (MSA); Vine, The; Voices of Inspiration; Wesley House.

### Residence Halls

Quadrangle Hall Association (QHA); Residential College Association (RCA); Thomas Jefferson Hall Association (TJHA).

### Service

Alpha Phi Omega (APO); Circle K; Engineers Without Borders; Gamma Alpha Delta (GAD); Habitat for Humanity; Intercollegiate Knights (IK); Lambda Sigma Pi; Omega Sigma; Rotaract.

### Social and Special Interest

Academic Competition Team; Actuarial Science Club; BBQ Club; Black Man's Think Tank; Blue Sabres; College Democrats; College Republicans; Collegiate Eagle Scout Association; DaVinci Society; Delta Omicron Lambda; Fraternal Order of Leaders; Independents; John Marshall Society; M-Club; Military Aerospace Society; Perfect 10 Improv; Radio Club (Amateur); SCRUBS (health sciences); Show Me Anime; Society of Flight Test Engineers; STAT-

Students Today Alumni Tomorrow; Technical Innovators & Entrepreneurs; Toastmasters.

### Student Design Advanced

Advanced Aero-Vehicle Group; Baja Club; Concrete Canoe Team; Formula SAE Racing Team; Human Powered Vehicle Team; Material Advantage; Miners In Space; Robotics Competition Team; Solar Car Team; Solar House Team; Steel Bridge Team.

### Fraternities

Alpha Epsilon Pi; Alpha Phi Alpha; Beta Sigma Psi; Delta Lambda Phi; Delta Tau Delta; Kappa Alpha; Kappa Alpha Psi; Kappa Sigma; Lambda Chi Alpha; Phi Kappa Theta; Pi Kappa Alpha; Pi Kappa Phi; Sigma Chi; Sigma Nu; Sigma Phi Epsilon; Sigma Pi; Sigma Tau Gamma; Tau Kappa Epsilon; Theta Xi; Triangle.

### Sororities

Chi Omega; Phi Sigma Rho; Kappa Delta; Zeta Tau Alpha.

For more information contact the Department of Student Life 341-6771 or e-mail [stulife@mst.edu](mailto:stulife@mst.edu) <http://studentlife.mst.edu/>.

## University Police Office Parking

All student-operated vehicles in the Rolla area should be registered with the University Police Department and should have either a valid campus parking permit or student registration decal affixed properly to the vehicle. Missouri S&T Parking, Security and Traffic Safety Regulations, as adopted by the Parking, Security and Traffic Safety Committee and approved by the Chancellor, provide for the payment of established fees for parking privileges and set fees for violation of those regulations. The University Police Department has the responsibility of enforcing parking regulations at Missouri S&T.

The size of the student body, faculty, and staff, coupled with the fact that a large number of students live off-campus, leads to a relatively large number of motor vehicles on and near the campus. This traffic load, in turn, complicates parking for the campus citizen and creates a hazard for vehicles and pedestrians. The Committee has prescribed the rules governing the classification and use of parking lots, the qualifications for parking on those lots, and the rules for application, issuance, and use of parking permits.

Specific information on current regulations and other details pertaining to parking can be obtained at the University Police Department, G-10 Campus Support Facility, 341-4303. The regulations may also be found at: <http://police.mst.edu/parking/parking.html>.

## Missouri S&T Parking-Rules in Capsule Form

- 1) All parking on campus requires either a purchased permit or payment at a meter. Decals (permit and registration stickers) must be affixed to the outside of the rear window or bumper on driver's side of the vehicle. Temporary tags shall be affixed to the inside rear window on the driver's side of the vehicle.
- 2) All vehicles shall be parked **HEADING** into the parking spaces. (Do not back into or pull through the space.)
- 3) A visitor is anyone **OTHER THAN** an employee, student or member of their family.
- 4) Regulations pertaining to area permits and metered parking are enforced **YEAR ROUND** from 7:30 a.m. to 4:30 p.m. except on Saturdays, Sundays and Official University holidays. Other regulations are enforced at all times as noted below.
- 5) Permit and metered parking at Thomas Jefferson Residence Hall and the Multi-Purpose Building shall be enforced 24 hours a day 7 days a week.
- 6) Employees and students lending their vehicle to a visitor will be responsible for any violations occurring on campus.
- 7) Parking permit owners shall park only in the area to which the purchased permit allows access.
- 8) Employees and students without parking permits shall use only metered spaces.
- 9) Specially marked disabled parking, driveways, yellow curbs and zones, spaces marked for 24 hour enforcement, fire lanes, vehicle types and areas not designated as a parking area, etc. shall be enforced 24 hours a day 7 days a week
- 10) University driveways, yellow curbs and zones and any other area not specifically designated as a parking area shall not be used at any time.
- 11) The Director of University Police, with the concurrence of the Parking Committee Chair, shall have the authority to suspend all or part of the parking regulations for specific periods of time.

The full and complete set of Missouri S&T Parking Rules and Regulations can be found on our website: <http://police.mst.edu/parking/parking.html>.

## Lost and Found

The University Police Department is the central "Lost and Found" repository for the campus. Any lost and found items should be turned in to University Police for reclamation purposes. If an item is lost, information should be filled out with University Police, 341-4308, in case the item is turned in at a later date. There is a link on the Missouri S&T Police home page to report lost or found items. The web address is: [police.mst.edu/lost.html](http://police.mst.edu/lost.html).

## Campus Security

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement.

The Missouri University of Science & Technology is committed to the safety and welfare of the campus community. This annual security report is intended to

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heighten awareness of crime and security on campus. Campus safety and security at Missouri S&T is a shared responsibility.

Missouri S&T's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Missouri S&T; and on public property within the city limits of Rolla, MO. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by accessing the following web site at: <http://police.mst.edu/securityact/index.html> or by contacting University Police, G-10 Campus Support, Rolla, MO. 65409.

### University Police

The mission of the University Police, as a vital part of the administrative staff, is to support the academic and campus community in fulfilling its commitment to teaching, research, and service. The responsibilities of the University Police, as set forth in Chapter 172, Missouri Revised Statutes, are:

"To protect and preserve peace and good order in the public buildings and upon the campuses, grounds, and farms, over which they may have charge and controls."

Chapter 172 also provides University Police with:

"The same power to maintain order, preserve the peace, and make arrests as is now held by police officers."

Duties include, but are not limited to, crime prevention through active campus involvement, individual interactions, and public educational endeavors, preventative patrols, service to students and others in emergencies, maintenance of peace and order, special event coverage, control and supervision of traffic, the enforcement of state laws and university rules and regulations, and the investigation of crimes.

### University Police to be Notified

The University Police Department is to be notified as soon as practical of incidents involving alleged violation of state statutes that occur on campus property and other circumstances requiring police service, including health or safety emergencies.

The University Police shall be responsible for the maintenance of peace and order, and the investigation of crimes occurring on University property. To help insure that this accomplished, the campus community must report incidents in a timely manner.

The University Police Department shall attempt to monitor and record, in cooperation with local police agencies, criminal activity at off-campus student organizations with off-campus housing facilities.

The Student Affairs Division at Missouri S&T has developed a "Protocol for Responding to Survivors of Sexual Assault" for Student Affairs personnel that outlines the options for support and services available to the victim during a time of crisis caused by a sexual assault.

Reporting options include direct reporting, where the victim speaks directly with law enforcement officers,

whether it be Missouri S&T Police or Rolla Police. If the victim does wish to participate in the prosecution of the offender, direct reports are required and should be made as soon as possible.

Reporting by third party involves law enforcement being contacted by someone other than the victim, such as University personnel, who reports the details of the assault. This option should only be used when the victim is unwilling to report the assault directly. However, it is unlikely any prosecution of the assault will be made unless the victim agrees later to make a direct report.

Through an anonymous report the victim contact authorities and reports the details of the assault but does not disclose her/his identity. Again, although this type of reporting may be useful in preventing additional assaults on campus, it cannot be used for investigation and prosecution of the assault.

### Security of Campus

Accountability of the security of campus facilities originates with the department chair. Areas of responsibility include, but are not limited to, both interior and exterior entryways, exits, and windows, and items of value within the department. Areas not under a specific department shall be under the responsibility of the next higher level within the division.

The department chair is ultimately answerable for security problems existing within his/her area of control, but can designate a dependable and reliable individual(s) areas of security responsibility.

A particularly sensitive area in building access control is the issuance of keys by departments to faculty, staff, and students. Department key issuance and control shall comply with guidelines set forth in section 07-13, under the title, "Property & Capital Equipment, Keys To University Buildings (Missouri S&T)."

Buildings shall be secured during the evening hours at the earliest reasonable time. Any facility open for an extended period after normal operating hours for that building shall require a permit to be open for the hours specified on the permit.

During the academic year in which residence halls are open, those halls shall be secured during the evening hours according to Housing Department regulations. Faculty, staff, and students are encouraged to prevent access by unauthorized personnel, in both residence halls and other campus buildings, by verifying any door entered or exited has closed and locked.

Maintenance of campus facilities involving security problem areas, such as broken locks, windows, door, etc., shall involve reporting the security problem as soon as possible to the Physical Facilities department, who shall rectify the security breach within a timely manner.

### Notification of Agencies

Local law enforcement agencies (i.e., Rolla Police Department, Phelps County Sheriff's Office, State Highway Patrol) are routinely notified of violations of law and other incidents occurring on campus that may appear to affect the off-campus community.

The Director of University Police or his representative

will act as liaison between the University and local law enforcement agencies and make the determination as to when they should be notified of an incident occurring on campus.

### Police Reports

Police reports involving criminal activity will be turned over to the County Prosecutor for his/her disposition. The Director of University Police shall review each report and make every effort to establish a procedural relationship to permit campus disciplinary procedures to be implemented for minor infractions.

Certain University officials, because of the nature of their responsibilities, will be informed in cases involving students faculty, and staff. Information concerning student conduct not required is referred to the office of the prosecutor and will be forwarded to the University Student Conduct Officer.

### Compilation of Crime Statistics

The University Police will compile crime statistics and prepare annual reports for dissemination according to University, state, and/or federal guidelines. These annual reports shall be reviewed by the Director of Residential Life and, upon his review, be made available for public examination.

Timely reports shall be made to the campus community on crimes considered to be a threat to other students and employees. Those crimes include murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft.

### Missouri S&T Crime Statistics

The crime statistics for the Missouri University of Science and Technology can be found at: <http://police.mst.edu/securityact/index.html> or by contacting the University Police Department, 341-4300.

### Alcohol/Illegal Drugs Policies: Alcoholic Beverages

The use or possession of any alcoholic beverage is prohibited on all University property, except in the President's residence and the Chancellors' residences, and the sale, use, or possession may, by appropriate University approval be allowed in approved University Alumni Centers or Faculty Clubs, and for single events and reoccurring similar events in designated conference, meeting, or dining facilities provided by University food services, subject to all legal requirements. Further information pertaining to alcoholic beverages can be obtained from the S&T Alcohol Handbook.

### Illegal Drugs

University of Missouri regulations prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs by University students and employees on University-owned property and at University or supervised activities. Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit

drugs. Violation of the University of Missouri regulations and federal and state laws can result in disciplinary action up to and including expulsion for students and discharge for employees.

A variety of resources exist for drug and/or alcohol counseling, treatment, or rehabilitation program. For detailed information concerning University and community resources, students and employees may contact the Substance Abuse Prevention Program, 106 Norwood Hall, 341-4292. Confidential consultation, assessment, short term counseling, and referral services are available free of charge to faculty, staff, and students. A variety of prevention of education programs are also offered.

### Sexual Assault Programs and Procedures

#### Educational Programs

- Rape/sexual assault prevention
- Burglary/theft prevention
- Room or building security surveys
- Property engraving programs
- Campus watch
- Floor security programs
- Alcohol/liquor law programs
- Drug violation programs

There is no set agenda for giving these programs, but they are presented at least once a year and some of them numerous times during the school year. Any or all of them can be given upon request by any student, faculty, staff, or university related group. It is preferable that arrangements be made as far in advanced as possible to assure the program you may be interested in can be arranged at your convenience.

#### Possible Sanctions For Sex Offenses

Possible sanctions for rape, acquaintance rape, or other sex offenses following an on-campus disciplinary procedure includes disciplinary probation, suspension, or expulsion. Information involving any crimes committed on campus and investigated by the University of Missouri-Rolla Police Department will be submitted to the Phelps County Prosecutor for his or her disposition and possible prosecution of the alleged assailant(s).

#### Preserving Evidence if a Sex Offense Occurs

Receiving medical care immediately following a rape, attempted rape, or sexual assault is extremely important for the victim's well being. It is essential that the victim of the crime obtain:

- 1) an emergency medical exam if the victim has serious injuries;
- 2) a general medical exam to ensure that she/he hasn't obtained injuries that she/he's unaware of or unable to determine;
- 3) a medical/legal examination for the collection of evidence if she/he thinks there is any possibility she/he will want
- 4) testing for Sexually Transmitted Diseases, AIDS, and possible pregnancy (as part of follow-up treatment).

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For medical emergencies call Missouri S&T Police (341-4300) who will subsequently have an ambulance dispatched. It is strongly encouraged that a report to the Missouri S&T Police be made as soon as possible after the sexual assault. A report can be made at the hospital or the police department.

Successful apprehension and/or prosecution of the offender depends greatly on a rapid and accurate report of the crime. Information about the assault can assist law enforcement authorities in providing and improving prevention strategies for the protection of the victim and others in the community.

Making a report assists the police in protecting the community. While the actual prosecution of the offender is pursued by the Phelps County Prosecutor (not by the victim), prosecution is unlikely to occur without the consent and assistance of the victim. University Police services are **STRICTLY CONFIDENTIAL**, and in no way does contacting this support unit obligate the victim to take any further action.

If the victim is considering a medical/legal exam, the only resource in this area is the Phelps County Regional Medical Center Emergency Room. To obtain physical evidence that will be useful, the medical/legal exam must be conducted within 48 hours of the assault.

If the victim pursues this course of action the Missouri S&T Police and the Rolla Police will be contacted by Phelps County Regional Medical Center. The police will be notified by the Emergency Room personnel who will arrive at the hospital to begin their investigation upon completion of the exam. The Director of Residential Life will be contacted by Missouri S&T Police and informed of the assault and the identity of the victim. The Director of Residential Life is subsequently responsible for coordinating the University response to the assault.

Other sources of emergency medical exams for victims include Missouri S&T's Health Services, whose services are available 24 hours a day (341-4284), and Planned Parenthood, where appointments are required (364-1509).

### **Sexual Assault On-Campus Disciplinary Action Procedures**

There are two possible situations which may arise as a result of an accusation of sexual assault or rape. The policy/procedures for dealing with the situations are defined in the Collected Rules and Regulations of the University of Missouri, Section 200.020, Part C: RULES OF PROCEDURES IN STUDENT DISCIPLINARY MATTERS, approved by the Board of Curators. The situations which may arise are:

- 1) The victim has reported a rape or sexual assault to a law enforcement agency. The Director of Residential Life is then notified by the Missouri S&T Police.
- 2) The victim does not report the rape or sexual assault to a law enforcement agency, but wishes the University to take action against the alleged perpetrator under Section 200.010 of the Collected Rules and Regulations of the University of Missouri: **STANDARD OF CONDUCT**. The campus judicial officer will inform the victim that an investigation may take place, and that action may be

taken without the victim's consent, if it is deemed in the best interest of the University community.

The accused will be contacted by the judicial officer immediately after initial information has been gathered. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both will be informed of the outcome of any campus disciplinary proceeding involving a sexual assault complaint.

### **Counseling, Mental Health Services For Sexual Assault Victims**

The Missouri S&T resource for crisis intervention is the Missouri S&T Center for Personal and Professional Development (341-4211). Missouri S&T counselors are trained professionals who will assist victims of rape, attempted rape, or sexual assault in coping with the trauma or long standing victimization issues. There is no cost to the student for these services. The victim has the right to decline an immediate interaction with the Center for Personal and Professional Development. These services are **STRICTLY CONFIDENTIAL** and contacting this support service does not obligate the victim to take any further action. Other counseling or mental health services in the community include Central Ozarks Mental Health Services, 364-7551, and the Phelps County Regional Medical Center Stress Center, 341-2350.

### **Changing Academic, and/or Living Status After Alleged Sexual Assault**

If the accused and the victim may be in close contact with each other because of class schedules and/or living arrangements, two situations may arise:

1) The Director of Residential Life has the authority to give the victim and/or accused the option of changing living arrangements. If the victim and the accused refuse to change living arrangements, the Director has the authority to change the living arrangements of either person. Contact should be made with the Director of Residential Life office, 341-4218, for assistance in this area.

2) The judicial officer shall give the parties the option of changing class schedules to avoid contact. However, change of class schedules cannot be required until after disciplinary proceedings have concluded. Contact can be made with the judicial officer in the Student Affairs Office, 341-4292, for assistance in this area.

## **Video Communications Center**

The Video Communications Center located in G-8 Library offers a variety of video production services to the campus community. This is achieved through several specialized video-equipped classrooms, tele-conference rooms and a selection of recording and transmitting technologies.

For the student - especially those pursuing advanced degrees -- the VCC offers an array of communication tools

for extending the traditional classroom and laboratory out into "the real world." Services include:

- Multimedia classroom use for thesis defense and project presentation
- Tape, DVD or web-streaming video recording of the above
- Video teleconferencing for project presentation to sponsoring companies, for student organizations meeting between campuses, and for job interviews
- Conversion of video tapes to and from the several international formats so the tapes can be played in the US, or sent overseas
- Assistance in setting up, capturing, and converting research lab project videos for documentation and presentation
- Participation in advanced coursework carried over and stored on the Web for later access
- The opportunity to take courses "at a distance" while away from or after leaving Missouri S&T

For more information on these and other services, contact the Video Communications Center at (573) 341-4526; or e-mail: [vcc@mst.edu](mailto:vcc@mst.edu) or visit our website at: <http://vcc.mst.edu>.

## **Women's Leadership Institute (WLI) Women in Engineering and Science (WISE)**

The mission of the WLI/WISE program is to promote diversity and support the needs of female graduates entering our nation's engineering and science workforce, and to serve as an Educational and Professional Development Resource Center for all Missouri S&T students. The program provides a number of activities and programs for students to learn about leadership from the female perspective. Its goals encourage student involvement and strategic leadership in campus and community organizations through involvement in the following areas: Classes, Residential College Learning Communities, Guest Lecturers, Workshops, Scholarships, WISE, Student Organizations, Resource Center, Mentoring/networking programs, Social Activities.

For more information contact the WLI/WISE office at: 212 Engineering Research Lab, 573-341-7286, [wli@mst.edu](mailto:wli@mst.edu) or [wise@mst.edu](mailto:wise@mst.edu) or <http://wise.mst.edu>.

## **Writing Across the Curriculum**

The Writing Center, housed in the Dr. Beverley Bowen Moeller Writing Studio, is located in 113 Campus Support Facility. Professors and Graduate Teaching Assistants in any course may refer students to the Writing Center for help with writing in any field of study. The Writing Center is staffed with undergraduate peer tutors who help undergraduate students with general writing skills and with discipline-specific writing, such as proposals, technical memos, and laboratory reports. They see students both by appointment and on a drop-in basis. Tutors also maintain a collection of handbooks and other writing resources in both print and electronic media for students to consult. Open tutoring hours are posted early in the semester, and students can make tutoring appointments by phone or e-mail for a wide range of times. A Technical Editor is also on staff to serve graduate students' needs. The Technical Editor works with the full spectrum of documents, including theses/ dissertations, journal articles, and course work. Writing Tutors and the Technical Editor are available to students without charge.

The Center for Writing Technologies is located in 114 Campus Support Facility, connected to the Moeller Writing Studio. This is a Computer Learning Center linked to the campus network and specially equipped with writing, editing, and desktop publishing software, and with printers, a scanner, and a Smart Board. It is used for classes and workshops, and is available for general student use during Writing Center office and tutoring hours, when not being used for classes.

The primary purpose of the Writing Center and the Center for Writing Technologies is to support Writing Across the Curriculum, Missouri S&T's program to improve students' writing abilities. In addition to required and elective writing courses in the English Department, all departments at Missouri S&T are developing writing emphasized courses to give students experience writing in their academic and professional fields.

For more information about Writing Across the Curriculum services and facilities, contact the Director of Writing Across the Curriculum, 113 Campus Support Facility, Missouri University of Science & Technology, Rolla MO 65409; call (573) 341-4436; visit our website at: <http://writingcenter.mst.edu/> or e-mail [wac@mst.edu](mailto:wac@mst.edu).

