

PART-TIME FACULTY HANDBOOK



MONTANA
STATE UNIVERSITY
BILLINGS

Access & Excellence



I. INTRODUCTION

Established March 12, 1927, Montana State University Billings was founded to meet the needs of eastern Montana since, at that time, all of the institutions of post-secondary education were located in western Montana. The University, then Eastern Montana State Normal School, was authorized to prepare teachers for the elementary schools. In 1966 the name was changed to Eastern Montana College, and then in 1994 to Montana State University Billings. Dramatic change has followed its founding and Montana State University Billings has grown, with the city of Billings and Yellowstone County, into a comprehensive regional state university and into the major post-secondary education center serving eastern Montana.

Montana State University Billings is a student-centered learning environment that is enhanced by its commitment to Continuous Quality Improvement (CQI). This dedication to CQI means that the University faculty and staff continually review programs and services to our students to provide an optimal educational experience. This persistent pursuit of quality improvement to assure excellence involves our students, staff, faculty, administration and our community.

The University includes five colleges: the College of Allied Health Professions, the College of Arts and Sciences, the College of Business, the College of Education, and City College. MSU Billings' institutional character continues to evolve and the University's geographic location presents many challenges and opportunities for innovation in the development and delivery of new academic programs and services designed to address the needs of its urban and rural geographic service area.

Excellence in instruction combined with the promotion of the scholarly pursuits of both faculty and students serve as focal points for the institution. All full-time faculty members are expected to engage in research or creative activity. In addition, the University participates in a number of ongoing state, regional, and national research projects. The majority of the research is applied and relates directly to the University's instructional programs and mission.

Public service is integral to the mission of the University and is conducted in a manner consistent with MSU Billings' role. The University's two primary public service entities are public radio station KEMC-FM in the Joseph P. Sample Studios at MSU Billings, and the Montana Center for Inclusive Education. KEMC-FM is affiliated with National Public Radio and broadcasts news, public affairs, classical music, jazz, folk music, the spoken arts, humanities and science. The Montana Center for Inclusive Education is a comprehensive education center serving Montana's citizens with disabilities, their families and service providers.

Montana State University Billings emphasizes curricular development in the areas of undergraduate and graduate teacher education; provides a wide complement of undergraduate and graduate degree programs in the arts and sciences; and advances a strong undergraduate program in business.

MSU Billings has responded to the dramatic increase in demands for specialized academic programs by the medical and allied health professionals serving the Billings medical community. Programs in special education, rehabilitation and mental health counseling, health care administration, and human services exist to meet these needs.

MSU Billings is also responding to the call for research, technical assistance, and support from the major industrial groups comprising the economic base for Billings, Yellowstone County, and eastern Montana.

WHO'S WHO AT MONTANA STATE UNIVERSITY BILLINGS

Officers of the Administration

Chancellor	Dr. Mark Nook	657-2300
Provost/ Vice Chancellor for Academic Affairs	Dr. Robert Hoar	657-2367
Vice Provost for Academic Affairs	Dr. Matthew Redinger	657-2204
Vice Chancellor for Administrative Affairs	Ms. Terrie Iverson	657-2155
Vice Chancellor for Student Affairs	Dr. Joseph Oravec	657-2307
Dean of Student Life & Auxiliaries (Interim)	Ms. Kathy Kotecki	657-1660
Dean-College of Allied Health Professions	Dr. Diane Duin	896-5833
Dean-College of Arts and Sciences	Dr. Christine Shearer	657-2177
Dean-College of Business	Dr. Barbara Wheeling	657-2326
Dean-College of Education	Dr. Mary Susan Fishbaugh	657-2286
Dean-City College	Dr. Clifford Coppersmith	247-3009
Director-Extended Campus	Mr. Kevin Nemeth	896-5871
Director-International Studies & Outreach	Dr. Paul Foster	657-1705
Director-Library Services (Interim)	Ms. Megan Thomas	657-1655
Director-Honors Program	Dr. David Craig	657-2908
Director-eLearning	Dr. Sue Balter Reitz	657-2214
Chief Information Officer	Dr. Michael Barber	657-5750

Colleges and Departments

College of Allied Health Professions

Health Administration Program	Ms. Deborah Peters	896-5832
Department of Health & Human Performance	Dr. Kathe Gabel	657-2927
Department of Rehabilitation & Human Services	Dr. Terry Blackwell	896-5830

College of Arts and Sciences

Department of Art	Dr. Patricia Vettel-Becker	657-2980
Department of Biological & Physical Sciences	Dr. Kurt Toenjes	896-5940
Department of Communication & Theatre	Dr. Stephen Coffman	657-1726
Department of English, Philosophy & Modern Languages	Ms. Tami Haaland	657-2948
Department of History	Dr. Keith Edgerton	657-2895
Department of Mathematics	Dr. Mark Jacobson	657-2203
Department of Music	Ms. Dorothea Cromley	657-2042
Department of Social Sciences & Cultural Studies	Dr. Joy Honea	657-2996
Department of Psychology	Dr. Matthew McMullen	657-2958

College of Education

Department of Educational Theory & Practice with Programs in Elementary Education, Special Education, Counseling, Reading & Early Childhood Development	Dr. Ken Miller	657-2034
Montana Center for Inclusive Education	Ms. Marsha Sampson	657-2085

College of Business

Department of Business Administration	Mr. Michael Campbell	657-1651
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City College

Dean	Dr. Clifford Coppersmith	247-3009
Associate Dean	Dr. Florence Garcia	247-3010
Administrative Operations Director	Ms. Stacey Teague	247-3008
Academic Success Center Director	Dr. John Gillette	657-1714
Business, Construction & Energy Technology	Mr. Francisco Saldivar	247-3046
Transportation, Welding & Metal Fabrication	Ms. Kat Pfau	247-3044
Computer Technology	Mr. Craig McKenzie	247-3080
General Education	Ms. Elizabeth Fullon	247-3085
Developmental Education	Ms. Chairsty Stewart	657-2010
Nursing, Health & Public Safety	Mr. Lonnie Schrag	247-3074
Nursing Director	Ms. Susan Floyd	247-3073
Director-Student Services & Associate Registrar	Ms. Stephanie Cowen	247-3005

Special Areas

Academic Success Center	Dr. John Gillette	657-1714
Admissions & Records	Dr. Cheri Johannes	657-2880
Advising & Career Services	Dr. Becky Lyons	896-5829
Community Involvement	Mr. Jeff Rosenberry	896-5815
Disability Support Services	Ms. Trudy Carey	657-2283
E-Learning	Dr. Sue Balter-Reitz	657-2214
Facilities Services Director	Mr. Jason McGimpsey	657-2197
Financial Aid & Scholarships Director	Ms. Emily Williamson	657-1617
Graduate Studies (Interim)	Dr. Diane Duin	896-5841
Grants & Sponsored Programs Director	Dr. David McGinnis	657-2364
Associate Dean of Students (Interim)	Mr. Jeff Rosenberry	657-2376
Human Resources Director	Ms. Janet Simon	657-2278
Information Technology (CIO)	Dr. Michael Barber	657-5750
Jackets & Company Director	VACANT	657-2121
Library Director (Interim)	Ms. Megan Thomas	657-1655
MSU Billings ID Cards	Ms. Janice Ouldhouse	657-2023
Payroll	Ms. Jackie Ellsbury	657-1777
Student Health Services Director	Ms. Darla Tyler-McSherry	657-2153
Student Support Services Director	Ms. Kelly Buck	657-2162
University Police	Chief Scott Forshee	657-2298
University Relations & Communications Director	Mr. Aaron Clingingsmith	657-2243
Housing & Residential Life	Ms. Alison Adams	657-2333

PEOPLE TO KNOW

Montana State University Billings, like most colleges and universities, is organized to provide efficient and effective leadership of the academic programs. As a member of the part-time faculty, you will work with the following:

Mentor. A faculty member from the College and your academic department will be identified as a “mentor” to assist in acclimating you to accepted faculty procedures and processes at Montana State University Billings. Mentors will share with your agendas and minutes from the College and your academic department.

Department Chair. The Chair of the academic department is responsible for the overall quality of the educational program, and is the immediate supervisor. The Chair is responsible for creating an academic climate in which the part-time faculty member is able to teach and perform well. (S)He will work closely on all aspects of teaching and will help with administrative functions, payroll, supplies and materials.

Dean. The Dean is the chief academic officer of the College. Typically, the Dean works directly with the Department Chairs; however, because this is a relatively small University community, the Dean is easily accessible throughout the semester. Discuss any suggestions to improve the College with the Dean.

Provost & Vice Chancellor for Academic Affairs. The Provost and Vice Chancellor for Academic Affairs is the chief academic officer for the University. The Provost is responsible for all aspects of the academic programs and is concerned with the quality of teaching on campus. Contact with the Provost as a part-time faculty member may be limited.

II. DUTIES AND RESPONSIBILITIES OF PART-TIME FACULTY

Montana State University Billings part time faculty can teach a load of up to 9 credit hours per academic year. One credit is the equivalent of 3 hours, making a 3-credit course 9 hours. Two courses would be 18 hours a week which is under the 20-hour limit required by the Affordable Care Act coverage. However, it should be noted that if a PT Faculty member also wants to do a second job on any Montana University System campus, (example: tutoring) then those hours would also count toward the under-20 hours/week limit.

GENERAL RESPONSIBILITIES

Part-time faculty are required to fulfill a number of specific and essential responsibilities related to teaching. These responsibilities include:

- Instructing a course or courses
- Faithfully meeting all assigned classes
- Conducting office hours to meet with students
- Presenting the subject matter in accordance with the course syllabus and the college catalog as approved by the faculty and the department
- Completing other teaching and course related assignments as specifically designated by the Department Chair and/or the Dean.

GENERAL BULLETIN, GRADUATE CATALOG, STUDENT HANDBOOK & DEPARTMENT BYLAWS

Being familiar with MSU Billings and the academic department policies and procedures is essential. The University *General Bulletin* and *Graduate Catalog* (published biennially) and the City College *General Catalog* (published annually) are guides for students, faculty, and the public. These documents provide a listing of regulations, academic programs, degree requirements, course descriptions, faculty and other helpful information.

SYLLABUS GUIDELINES

The course syllabus or course outline is a written document that specifies the objectives of the course and the general method of instruction, as well as course requirements (such as term papers, reports, and scheduled tests), the instructor's office location and phone number, and any estimated additional costs to the student that may occur during the term. The syllabus is a contract between the courses instructor and the students.

The syllabus/outline must also include a clear statement of the basis on which grades will be determined. It must be distributed to each student by the end of the second week of instruction. A copy of the syllabus/outline must also be filed in the offices of your Department Chair and the appropriate Dean. Part-time faculty must have their syllabuses approved by their Department Chair.

The following statement is to be included in all syllabuses:

“Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disability Support Services as soon as possible to ensure that such accommodations are implemented in a timely fashion. Please meet with Disability Support Services staff to verify your eligibility for

any classroom accommodations and for academic assistance related to your disability. Disability Support Services is located in the College of Education, Room 135 and City College, Room A008."

ASSIGNMENTS/PROJECTS/PAPERS

Assigning coursework, projects, and papers, establishing due dates for coursework and communicating these to students in the syllabus is the responsibility of part-time faculty.

Any research projects involving human subjects and surveys conducted by MSU Billings students, faculty, and staff are subject to the "Protection of Human Subjects in Research" policy. For additional information please refer to "Protection of Human Subjects in Research Policy" on page 16.

GRADING RESPONSIBILITIES

A major responsibility of part-time faculty is to evaluate students' work in the course and to assign grades for academic credit. Adhere to the University's grading policy as detailed in the current *General Bulletin* or the *City College General Catalog*.

Any questions or concerns about grading can be discussed with the Department Chair.

CLASS LISTS AND GRADE SHEETS

Through Banner faculty web self-service, the Admissions and Records office makes updated class lists available as the registrations are processed through the system. Final grading is accessible via the same faculty web self-service approximately two weeks before the end of the term. Final grade sheets should be signed and turned in to your department by 12 noon the Wednesday after finals week concludes. If you need assistance with grade entry, the department administrative support person can assist. Students can access their grades through the internet through their student login on the web.

CLASS ATTENDANCE AND STUDENT ABSENCES

Students who have not paid fees or officially arranged for an approved payment plan are dropped from classes at the conclusion of the fee payment period each semester. Instructors will be notified by the Office of Admissions and Records/Registrar of the date students are dropped from enrollment. Class attendance must be reconciled with the official class roster. If students in attendance are not listed on the class roster, they must go to both the Admissions and Records Office (McMullen 1st Floor) and the Business Office (McMullen Basement) or City College Jacket Student Central to re-register for classes and pay fees. After the fee payment period each semester, students have only one week to re-register for classes.

Except for absence due to official University activities, each part-time faculty member is in full control of class attendance. Only a non-official absence must be approved directly by the part-time faculty. An official University activity is any activity whereby a student officially represents the University through an academic department, a sponsored University program, an officially registered student organization, or an athletic team.

Requests by students for an official absence must be submitted to the Vice Chancellor for Student Affairs (McMullen Hall, Room 201) using the Student Travel Authorization form. (The form is on the Vice Chancellor for Student Affairs web page.)

This procedure will assure students the opportunity to make up examinations given when official University activities are scheduled.

However, when issued, an official absence is an excuse for classroom attendance only and does not mean that a student is excused from the study assignment for that period. Each student is responsible for making up all work missed.

CLASS SCHEDULE

The official class schedule must be followed since students have arranged their schedules for the announced time and place of the class. If circumstances require a change, such changes must receive prior approval from the Department Chair.

FINAL EXAMINATION SCHEDULE

MSU Billings has adopted a special final examination schedule for the convenience of students and faculty. Each instructor is expected to follow the published final examination schedule. Comprehensive semester exams are to be given only at the time regularly scheduled for them. Finals week is included in the number of weeks necessary to meet accreditation standards as well as to fulfill federal financial aid guidelines. Therefore, any deviation must be with the concurrence of the Department Chair, the Dean of the College, and with the unanimous consent of the class. The final examination schedule is published on MSU Billings web site.

PART-TIME FACULTY OFFICE HOURS

Part-time faculty should be available to meet with students for at least one hour each week for each course taught. This time allows for advising students on the coursework and for resolving any academic problems that may arise during the course.

Typically, part-time faculty schedule these office hours immediately before or after classes. Students should be informed of the instructor's availability for meetings. Office hours should be listed on the syllabus and posted in the department office.

RELATIONSHIPS WITH STUDENTS

Without a doubt, the most rewarding aspect of teaching at Montana State University Billings is the opportunity to work with diverse and talented students. Teaching provides an opportunity to guide and mentor students through their education and toward their ultimate career goals.

Student Affairs Handbook. The Vice Chancellor for Student Affairs prepares information pertaining to extracurricular student programs and services, in addition to the student codes of conduct.

Student Grievance Policy. Occasionally, students have problems with faculty members. To be fair to students and faculty, Montana State University Billings has adopted a formal policy to handle complaints/grievances. This policy applies to all faculty including part-time faculty.

III. IMPORTANT ADMINISTRATIVE ISSUES

NEW EMPLOYEES AND HUMAN RESOURCES

The Human Resources Office (McMullen Hall, Room 310, 657-2278) is one of the first points of contact for part-time faculty. Original Identification will be required to complete the I-9 Form, such as a driver's license and social security card. (Contact HR for additional acceptable forms of identification). Completion of Human Resources paperwork is necessary in order to receive your paychecks and access campus computing resources. You must complete the paperwork prior to or on your first day of employment. If you have worked for the university within the past year, you may not have to complete the paperwork. Contact HR to see if this applies to you.

PART-TIME FACULTY RETIREMENT CONTRIBUTIONS

Part-time faculty members teaching a cumulative total of four (4) or more semester credits participate in the TIAA/CREF retirement plan. A part-time faculty member teaching fewer than four (4) semester credits may elect membership in TIAA/CREF in accordance with Title 19, Chapter 21 MCA. If membership is not initially elected and a part-time faculty member's teaching load reaches four semester credits in a subsequent term, membership is required.

Contact the Human Resources Office (McMullen Hall, Room 310, 657-2278 or 657-2118) for more information on the part-time faculty policy regarding retirement contributions.

CONDITIONS OF EMPLOYMENT

Part-time faculty serve on a semester basis at the discretion of the Department Chair, Dean and Provost/Vice Chancellor for Academic Affairs. This appointment may be terminated without cause at any time notwithstanding the term for which you are hired.

ENDING EMPLOYMENT

At the end of employment, part-time faculty are required to return all keys to the issuing office. Following is the list of locations to return keys for each building:

- Academic Support Center ASC 10
- Cisel Hall CI 119
- College of Allied Health Professions APS 120
- College of Arts and Sciences LA 427
- College of Business McD 300
- College of Education COE 261
- City College CC A027
- Library LIB 226A
- McMullen Hall McM 310
- P. E. Building PE 120
- Science SCI 241

COMPENSATION

Part-time faculty are compensated on a per credit hour basis. The total amount to be paid is spread evenly over the pay periods for the current semester. The first and last pay date for each semester can be found on the bottom of the MSU Billings payroll schedule found online at: <http://www.msubillings.edu/staff/paysched.htm>.

PAYROLL

Each part-time faculty, new and returning, must sign a Part-Time Faculty Agreement each semester before they begin work for MSU Billings. This agreement must be true and accurate to the best of their knowledge and must list **ALL** teaching and non-teaching assignments on the Main campus as well as the City College campus. This agreement can be found online at: <http://www.msubillings.edu/staff/>. Once completed, the agreement must be turned into the department Administrative Assistant.

Part-time faculty employees are paid once every two weeks in accordance with the MSU Billings payroll schedule found online at: <http://www.msubillings.edu/staff/paysched.htm>. Each department is responsible for submitting timesheets on behalf of the Part Time Faculty employees working within that department; the part time faculty employee **does not** need to submit a timesheet each pay period.

IDENTIFICATION CARD

The MSU Billings identification card serves as official campus identification. It also serves as the MSU Billings Library card. It allows attendance at campus activities, usually at a reduced rate or no cost. It allows swipe-access to designated classrooms and facilities. The card may also be used as a campus debit card to make purchases.

ID photos are taken during regular business hours at the U-Card Office, McMullen Hall 1st Floor West or City College Jacket Student Central, 1st Floor Tech Building. Cards are meant to be permanent. Initial and replacement cards cost \$15.00. For more information about the debit card program, contact the U-Card Office at 657-2023.

TITLE IX POLICY

The Montana State University system maintains a strict, detailed policy regarding Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation. <http://www.montana.edu/policy/discrimination/>

All acts that fall into these categories are not tolerated on university premises, within any of its programs, services or other University-sponsored activities, or by anyone acting as an agent of the University.

It is extremely important that part-time faculty understand that, as authority on campus, it is their responsibility to immediately report any acts that fall into the categories above to their immediate supervisor and to the campus Title IX Coordinator, Janet Simon at 657-2221. This includes actions reported by students and other employees.

It is imperative that part time faculty and other employees read the policy to ensure that they are acting within its measures. <http://www.montana.edu/policy/discrimination/>

DISCRIMINATION, HARASSMENT AND TITLE IX ONLINE TRAINING

As a part time faculty member, you are required to complete online Discrimination, Harassment and Title IX training. You have 30 days from your hire date to complete the training. The training can be accessed by logging into My Info, selecting the MyApps tab and clicking on the Discrimination and Harassment Training link.

Policy on Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation

Pursuant to Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments Section 504 of the Rehabilitation Act, Executive Order 11246 as amended by 11375, and the Montana State Human Rights Act - Montana State University Billings has a policy of non-discrimination in employment practices and in admission, access to, and conduct of educational programs. Montana State University's campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed consistent with the reference: [Discrimination Policy](http://www.montana.edu/policy/discrimination)
<http://www.montana.edu/policy/discrimination>

Montana State University Billings affords any student, employee, or applicant for admission or employment the opportunity to file a discrimination grievance. Inquiries or grievances should be directed to the Human Resources/EEO-AA/Title IX Coordinator Office, McMullen Hall 308, phone, (406) 657-2278. <http://www.montana.edu/policy/discrimination/procedures/>

KEYS

Keys or swipe access with an MSU Billings ID card are necessary to access classrooms and available office space. In no case are your keys to be duplicated or lent to students or members of the community. Keys are returned at the end of each semester to the issuing office.

OFFICE SPACE

Part-time faculty members will be provided office space within the unit. When private office space is not available, the Department Chair will arrange for shared space.

TELEPHONES

Telephones are available for use in the department. The Department Chair will make arrangements for telephone use.

TELEPHONE USAGE POLICY

Montana State University Billings complies with and follows, without exception, the Administrative Rules of Montana (ARM) for the use of the state telephone system provided by the State Department of Administration. The Montana Operations manual, Volume I states:

“11-03.01 - State telephones are provided for the conduct of state business. In addition to state business, the state's telecommunication systems (STS) may be used by state employees and officials for local and long distance calls to latch-key children, teachers, doctors, daycare centers and babysitters, to family members to inform them of unexpected schedule changes and for other essential personal business. The use of the state's telecommunication systems for essential personal business must be kept to a minimum and not interfere with the conduct of state business. Essential personal long distance calls must be either collect, charged to a third party non-state number, or charged to a personal credit card.”

Each state agency is responsible for the enforcement of these rules and audits personal usage.

TYPING AND COPYING

The Department Chair will assist with computer access and copying of course-related materials. Each department has its own procedures to ensure that essential materials are prepared for classes.

COPYRIGHT POLICY

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material (print, non-print). Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The following guidelines are given regarding copyrighted material:

- All part-time faculty must make themselves familiar with the laws concerning the use of copyrighted materials.
- Before any copies are made, check the copyright regulations pertaining to that material.
- Permission from copyright holders must be obtained prior to any copying except for one copy made for personal use, subject to the fair use provision of the copyright.
- Support staff or students should not be asked to copy material that is protected by copyright and for which appropriate permissions have not been obtained in writing. The support staff or student is personally liable for violation of copyright law, even if directed to do so.
- In no case should any computer owned by Montana State University Billings or used on the campus contain illegal software.
- Video tapes and television productions are generally protected by copyrights. Unauthorized copies of video tapes and other such productions are not permitted on campus.
- Computer software manufacturers' license agreements prohibit making copies for use by those who have not purchased the software. Software licensing agreements are very specific.

Montana State University Billings reserves the rights to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law and computer software licensing agreements.

UNIVERSITY POLICE, PARKING, RISK MANAGEMENT, SAFETY & SECURITY, AND EMERGENCIES

University Police (**657-2147**) is located at street level in the south west corner of the Parking Garage on Poly Drive. The University Police Department has Officer(s) on duty 24 hours a day, seven days a week. All other departments operating from the University Police Department are open 8 a.m. to 5 p.m. weekdays. Members of the Campus community are encouraged to report all crimes and suspicious individuals or circumstances to the University Police Department (x2147). Crime Prevention information is available at the University Police Department. Programs are available on request.

Officers may be reached by calling 657-2147. All officers are sworn peace officers who have received their Public Safety Officers Standards and Training certification through the Montana Law Enforcement Academy. Receiving their Oath of Office through Billings Municipal Court, MSU Billings has an MOU with the City of Billings, affording University Police Officers city wide jurisdiction. The officers patrol the campus on foot, on bicycles and by campus police vehicles. Officers also serve at the City College Campus, responding to all criminal complaints and investigations occurring on university owned and leased property.

The University Police Department requests that employees, who are in their offices during non-business hours, such as on weekends or holidays, notify the Duty Officer at x2147. In the event of a building or utility emergency, they need to know that the building is occupied so that occupants can be notified to evacuate or remain in the building depending on the circumstances.

Employees, students, and guests are invited to request that a University Police Officer escort them to or from their vehicle or office anytime needed.

Emergencies and Accidents. If a faculty or student has an emergency or accident on campus, University Police should be notified immediately. The emergency number for both campuses is 657- 2222. If medical response is needed, call 911 immediately. As soon as possible after the emergency is handled, file a report with the Department Chair.

University Campus Parking. All part-time faculty who bring a vehicle on campus must have a parking permit as stated in the Traffic Rules and Regulations. The University Police Department issues parking permits and tickets; it also controls parking use and maintenance of the lots. Please complete a vehicle registration form, pay for the parking permit at the Business Office, then take the receipt and completed registration form to the University Police Department, or send the receipt with the completed and signed registration form through campus mail to receive the parking permit. Department location is necessary to receive the permit. Appeals of parking violations are coordinated with the University Police Department.

Guest speakers or visitors to campus can obtain a free one-day parking permit for their vehicle from the University Police Department. These arrangements may be made in advance by contacting the Parking Department at x1703.

City College Campus Parking. Parking permits are required at the City College. For schedule and payment of fees and parking permit information, contact the City College Business Office (CITY COLLEGE A026, 247-3002).

The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistic Act. It is important that every person on campus know about the Clery Act, previously known as the Student Right-To-Know Act. The Clery Act requires institutions of higher education to publish a report documenting the occurrences of specific crimes on campus to be made available to all students and employees, as well as prospective students and employees. A copy of the Clery Act is available on the University Police website at [http://www.msubillings.edu/police/PDF/2014 Annual Security and Fire Safety Report.pdf](http://www.msubillings.edu/police/PDF/2014%20Annual%20Security%20and%20Fire%20Safety%20Report.pdf). This document also explains services available to the university community from the University Police Department. There is a daily crime log that is available for public review at the University Police Office during business hours.

EMERGENCY NOTIFICATIONS

All faculty and staff are encouraged to sign up for **MSUB ALERT**, a free emergency text messaging service. In the event of an emergency or severe weather conditions, a text message will be sent to the mobile number and/or email address that is specified. There will also be a **RED ALERT icon** placed on the MSUB home page.

- This is a free service provided by Montana State University Billings. However, normal text message fees from your cell phone carrier may apply. To receive text messages, your cell phone must have text messaging capabilities.
- To register or find out more, go to: <http://www.msubillings.edu/ens/>

STUDENT COMPLAINTS CONCERNING PART-TIME FACULTY

Students may consult with the Student Resolution Officer relative to one or more faculty responsibilities. The following procedures must be followed in the resolution of student complaints concerning part-time faculty:

- A student should, where feasible, consult the instructor to seek a resolution.
- If, subsequent to a conference with the instructor, a student wishes to take a complaint further, s/he must consult with the instructor's immediate supervisor/Department Chair.
- The third step involves meeting with the College Dean.
- If a student finds the results of the previous steps to be unsatisfactory, s/he may file a written complaint (within 10 days) with the Vice Chancellor for Student Affairs.
- The written complaint precipitates forming a Campus Hearing Committee. The Campus Hearing Committee consists of a hearing officer for the College, three faculty members and three student members. Within 30 days of forming the CHC, the CHC shall determine resolution by majority vote.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law stating that a written institutional policy must be established, and a statement of adopted procedures

covering the privacy rights of students must be made available. The law provides that the institution maintains the confidentiality of student education records.

No one outside the institution will have access to nor will the institution disclose any information from students' education records without the written consent of the students, except to personnel within the institution, to officials of other institutions where students seek to enroll, to persons or organizations providing student with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

MSU Billings requires all staff members involved in the provision of services to students at the University to maintain the highest standards of ethical behavior. This ensures that confidentiality regarding all student communications and records be rigorously upheld. All student files and records will be kept in locked file cabinets, and information disclosed in individual counseling sessions kept confidential. All electronic files containing student information will be kept on University computers; keeping records on personal computers or storage space is not permitted. Access to files is only open to authorized, designated staff members; offices must notify students what information and records are being maintained. Staff members may only release information and records with the written permission of the student. Students may obtain a FERPA release waiver by visiting the Admissions office.

For more information, review the "Family Educational Rights and Privacy Act" online at <http://www.msubillings.edu/staff/ferpastaff.htm> or call the Registrar's Office 406-657-2158.

REPORTING STUDENT CONCERNS

There may come a point when you encounter a student who you believe may be violating the student code of conduct or is presenting concerning behaviors. Montana State University Billings has implemented a recognition program called "See Something, Say Something" which provides you resources and the ability to quickly and efficiently report incidents or students of concern to the Dean of Students Office.

For more information and the reporting process for Conduct Code Violations visit <http://www.msubillings.edu/seesomething/>

For faculty/staff resources for distressed students or to report a student concern visit www.msubillings.edu/csw

Even if you don't have all the facts or you are unsure about the needs of the student, the best thing you can do is submit information to the Dean of Students Office so the concern can be evaluated or referred appropriately.

You may contact staff from the Dean of Students Office at any time for questions:

- Kathy Kotecki, Interim Dean of Students
406-657-1696
kkotecki@msubillings.edu
- Jeff Rosenberry, Interim Associate Dean of Students
406-657-2376
jrosenberry@msubillings.edu

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

The University wishes to foster an inclusive and diverse workforce free from discrimination. The University will provide reasonable accommodation to assist anyone with a disability in the successful completion of employment responsibilities.

In accordance with the ADA, MSU Billings ensures academic program accessibility as well as building accessibility for all persons with disabilities. No individual with a disability will, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University or be subjected to discrimination by any such activity.

Any employee who needs to request an accommodation should contact Janet Simon, Director of Human Resources (McMullen Hall, Room 310, 406-657-2278/TTY). Any student who needs to request an accommodation or question on accessibility should contact Trudy Carey, Director of Disability Support Services (College of Education, Room 135, 406-657-2283).

DRUG-FREE WORKPLACE POLICY

Unlawful Possession - The unlawful possession, use, or distribution of alcohol and illicit drugs by Montana State University Billings employees and its students on institutional property or at any of its activities is prohibited. Montana State University Billings will uphold and enforce the standards of conduct that prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and the students on MSU Billings property and during performance of one's duties.

Alcohol Consumption - The consumption of alcohol on the Montana State University Billings campus is in accordance with the Board of Regents Policy (503.1).

- Consumption of alcoholic beverages on property belonging to the Montana University System is prohibited, except as expressly permitted.
- Alcoholic beverages may be consumed by students and their guests in individual dormitory rooms, provided such consumption is in compliance with state laws.
- Unless otherwise authorized by the Chancellor, alcoholic beverages may not be consumed in the halls, lounge areas, utility rooms, and other public areas of the dormitories or in any other campus location.

Please refer to the Student Affairs Handbook for further policies regarding liquor consumption and resources available on the Montana State University Billings campus.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH POLICY

Montana State University Billings has established the Institutional Review Board (IRB), and these guidelines in order to:

- Comply with the National Research Act (PL 93-3481) as revised March 8, 1983 (Title 45, CFR, Part 46)
- Work to protect the rights and welfare of all human participants in research
- Facilitate the efforts of investigators as they attempt to conduct behavioral and biomedical research in an ethical manner

All investigators who involve human subjects in any MSU Billings research projects, including surveys, are required to follow both local and federal guidelines in all of their dealings with research participants.

Jurisdiction. All research, including surveys, conducted by any person affiliated with MSU Billings and engaging human participants is to be submitted to the IRB for prior approval, with the following exemptions:

- Normal education practices limited to and solely used by the instructor as part of the instructional plan, provided that no permanent individual records are made and that all MSU Billings and federal guidelines are followed with respect to the rights and welfare of human participants.
- Normal administrative practices conform to the standards cited in the first exemption.
- Class demonstrations and similar projects contain no violations of IRB protocol, MSU Billings guidelines, or federal guidelines and provide an alternative assignment or participation opportunity in the case where a class requirement involves students participating as subjects in research.

However, all research projects involving human participants as subjects are to be reviewed, whether or not the project is part of a formal course. Even in activities exempted from prior approval, instructors, administrators, and students bear responsibility for guaranteeing that all applicable guidelines are followed in protecting participants' rights and welfare.

Procedures. The MSU Billings Institutional Review Board Form may be obtained from the Grants and Sponsored Programs Office (205 McMullen) for review by the Institutional Review Board (IRB). The IRB form can be accessed at MSU Billings' web site <http://www.msubillings.edu/orc/>. Contact the Grants and Special Programs Office at 657-2046 if you need additional information.

IV. SUPPORT SERVICES

ADVISING AND CAREER SERVICES (University Campus 657-2240; 657-2168)

The Advising and Career Services Office is conveniently located in two locations on the university campus: McMullen Hall 1st floor and Library 1st floor. Staff in Advising and Career Services assist students in understanding academic requirements, enabling them to complete their program requirements as efficiently as possible. Through one-on-one meetings and First Year Seminar courses, staff help students develop the skills necessary to be successful. Advising and Career Services provides career counseling and help students access part-time jobs, internships, and work-study opportunities while they're in school, and help them secure full-time employment upon graduation.

ADVISING CENTER – JACKET STUDENT CENTRAL (City College Campus 247-3019)

The Advising Center, located in the Tech Building, has been created to provide centralized academic advising services for all new students entering MSU Billings City College. Jacket Student Central is a one-stop-shop that assists new and current students with career services, financial aid, and retention along with the initial advising services.

ACADEMIC SUPPORT CENTER (University Campus 657-1641)

The Academic Support Center and staff provides individual and small group study opportunities to improve students' academic skills. The University Campus Academic Support Center is located in the Student Union Building near the atrium and provides various types of academic support:

- Tutoring for many General Education courses: Math, Writing, Science, etc...
- Assistance with upper division coursework is dependent on the availability of specialized tutors.
- APA, MLA, and Chicago citation styles
- Assistance with computers

To meet the needs of students, the Academic Support Center is open Monday-Thursday from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and Sunday from 5:30pm to 8:30pm. Tutoring services for other courses are added as the needs arise. The Academic Support Center staff works with students and academic departments to identify additional support services to be offered in the Center.

Everyone is encouraged to refer students to the Academic Support Center, particularly if the students would benefit from tutoring assistance in the areas of math or writing. Faculty are invited to have their classes visit the center or to invite an ASC representative to make a classroom presentation. This is an excellent way to inform students of the services available in the facility.

ACADEMIC SUPPORT CENTER (City College 247-3020/3022)

The City College Academic Support Center (ASC) is open Monday/Wednesday from 8:00 a.m. to 8:00 p.m., Tuesday/Thursday from 8:00 a.m. to 9:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. The ASC is located on the west side of the commons in the "Learning Commons" area in room A017. University Campus ASC is located in the Student Union Building (SUB) and is open

Monday thru Thursday 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Sunday evening 5:30 p.m. to 8:30 p.m. Online tutoring hours will be Sunday thru Thursday from 7:00 p.m. to 11:00 p.m. (subject availability will vary) as well as appointments available upon request. Please inquire about online and appointments to Rebekah Reger at 406-247-3083.

Drop-In tutoring is offered at City College in MATH (088, 095, 098, 105, 108, 111, 114, 121, 143), READING, WRITING, COMPUTERS, CHEMISTRY, and A&P

Online tutoring link: www.msubillings.edu/asc/online_tutoring.htm

COMMUNITY INVOLVEMENT (896-5815)

The Office for Community Involvement strives to connect students, faculty and staff to the community through meaningful service and educational opportunities. Community Involvement and Civic Engagement strengthens a sense of responsible and productive citizenship, which creates a lifelong commitment to service and leadership. The Office for Community Involvement provides programs and resources to assist faculty in connecting their students/classes to the community as a way of enhancing the educational experience for the student while creating a sense of civic responsibility. Through Service Learning and other community centered programs coordinated by the staff within the Office for Community Involvement, students have the opportunity to connect their academic course-work to addressing real community needs. The Office of Community Involvement is located in the Student Union Building, SUB 222 or visit the website, www.msubillings.edu/community.

DISABILITY SUPPORT SERVICES (657-2283)

Disability Support Services (DSS) works with MSUB/CC faculty, staff, and students to ensure academic and physical accessibility in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Since students with disabilities must self-identify in order to receive accommodation, the Office of Civil Rights (OCR) requires educational institutions to inform students with disabilities of the services available to them, and OCR “strongly suggests” that class announcements and syllabus statements are the most effective method. The following is an example of a syllabus statement:

Students with Disabilities:

MSU Billings is committed to providing equal access. If you anticipate barriers related to the format or requirements of this course, please meet with me so that we can discuss ways to ensure your full participation in the course. If you determine that disability-related accommodations are necessary, please contact Disability Support Services (247-3029, Tech Building A008). We can then plan how best to coordinate your accommodations.

In preparation for any deaf or hard of hearing students in your class, all video or audio materials need to be captioned. If there is a deaf or hard of hearing student, the Lead Sign Language Interpreter from Disability Support Services (DSS) will email professors as soon as she is aware that the student has enrolled in the class. This email contact, which is copied to the Director of eLearning, includes the link to the captioning request form.

- When the faculty member opens the form, they may enter the information to request one or more videos. Formats that can be turned in for captioning are DVD, VHS, digital files, and

web files. If the video is going to be used in D2L, the faculty may request it to be uploaded to their shell for them.

- When the request is received, it is first sent to the Library. The library will check to see if a captioned version is available. If the Library cannot locate a captioned version, it will be forwarded to IT to coordinate outsourcing the video for captioning. Videos that are not uploaded to a D2L shell will be returned by IT.

Student accommodations are determined on a case-by-case basis and may include testing with accommodations at the DSS offices, note takers and/or tape recording lectures as indicated by *84.44 of Section 504 of the Rehab Act. If a peer note taker is determined to be an appropriate accommodation, students are given a letter to give to instructors to read in class that asks for students to volunteer to be note takers. It is important to maintain the confidentiality of the student by not mentioning him/her by name or pointing him/her out to others.

JACKETS & COMPANY

- STUDENT UNION BUILDING (University Campus - 657-2121)
- JACKETS AND COMPANY WEST (City College Campus-247-3031)

Jackets and Company, located in the Student Union Building on the University Campus, provides textbooks and a wide variety of merchandise, including art and technical supplies, office and school supplies, imprinted sportswear, gifts, greeting cards and snacks. Jackets and Company West at the City College provides similar services.

Jackets and Company hours:

- Monday—Thursday 7:45 am—5:30 pm
- Friday 7:45 am—5:00 pm
- Saturday 9:00 am—1:00 p.m.*

*Open Saturdays only when school is in session, Fall and Spring semesters.

*Closed on all university holidays.

Jackets and Company West hours:

- Monday - Friday 7:30 am—4:30 pm

Jackets and Company offers a ten percent (10%) faculty/staff discount on supply purchases. This does not apply to books, or discounted sale items. It is necessary to show your faculty identification.

Ordering Textbooks and Special Supplies. Shortly after the beginning of each semester, Jackets and Co. sends each department a reminder to select and order books for the following semester. Completed textbook adoptions must be returned by the deadline so book buyback estimates can be made and orders placed with publishers to ensure that books arrive in time for classes. Disability Support Services work with students with print disabilities in order to convert their textbooks to an audio format. It is important for students to have textbook information as soon as possible prior to the semester. Please advise the Jackets & Company personnel of any additional books to be recommended to students so that a limited supply may be on hand. For

any questions, contact the Department Chair or the Textbook Coordinator at Jackets & Company (657-1718). To recommend special supplies for a class, notify Jackets & Company when textbook orders are sent.

Desk Copies. Jackets and Company allows part-time faculty members to charge textbooks when they have not received desk copies. There is no charge if the book is returned by the end of the semester in good order. Jackets & Company will furnish Desk Copy Request Forms and the information needed to complete them. Publishers require that a faculty member of the department mail the form directly to the publisher.

Online Purchasing. Jackets & Company provides on-line services at: <http://www.jackets-and-company.com>.

INFORMATION TECHNOLOGY

The Office of Information Technology offers desktop support services for all faculty including campus hardware and software support and advice on academic software needs. The Office of Information Technology also manages the phone, voice mail system, the network infrastructure, multi-media technology support, multi-media classrooms, computer classrooms, open student computing labs, and the University web server.

Computer login and email accounts are provided to every faculty member after they have enrolled with the Human Resources Office. The campus logon is with a Banner generated NetID that is associated with an alias for email set to first.last(#)[@msubillings.edu](mailto:msubillings.edu). Contact the IT Helpdesk at 247-5700 for instructions for activating your account and for any questions regarding IT support.

ACADEMIC AND ADMINISTRATIVE COMPUTING SUPPORT (247-5700)

Room 401, located on the fourth floor of the College of Education building, is the campus Helpdesk and open computer lab facility with scanning and printing resources, support and training on state-of-the-art hardware, software and peripherals, for faculty, staff and students interested in web development, creating desktop publishing, video and sound production, and multimedia technology projects.

Computer classrooms are available in most academic buildings; they are scheduled according to class needs through the campus scheduling system. Student-access computers are available in the Information Commons, on the Library's 1st floor (see Library Services below) on the University Campus, College of Education Room 401, and in the Information Commons on the City College Campus. A computer login account is required to access computers on campus.

ELEARNING AND MEDIA SERVICES SUPPORT (247-5700)

eLearning offices are in COE 328. Media Services is in COE 148 and provides support for media equipment and audio and video production. Other services include media transfer, video creation and live video feeds. Some departments have their own equipment; check with the Department Chair or the Department support staff. Contact the Helpdesk at 247-5700 for more information and assistance.

MEDIA SERVICES (City College Campus 247-3031)

Media Services for the City College are available through the department administrative assistants or University campus bookstore.

LIBRARY SERVICES (University Campus 657-1662; City College Campus 247-3025)

The MSU Billings Library is centrally located on both campuses, and supports the University's programs of instruction, research and service by providing free and open access to information and ideas. Library services include the following:

- Interim Director: Ms. Megan Thomas, 657-1655
- Research Workshops: Librarians visit your class and tailor presentation to your students' research needs. Contact: TyRee Jenks, 657-1654 or tjenks@msubillings.edu
- Research Guides / Online Support: Integrate quality research materials into your online course shells. Contact: Cheryl Hoover, 657-1691 or cheryl.hoover@msubillings.edu
- Reserves: Provide specific materials for short-term student checkout
- Millions of electronic books, journals, and other resources
- 300,000+ print books
- 1500+ print periodical subscriptions
- Interlibrary Loan Services: Request books, articles, DVDs, other resources from around the world. Contact: Sam Thatcher, 657-1666 or samantha.thatcher@msubillings.edu
- DVD collection

Off-Campus Access: Part-time faculty use NetID to connect to library resources from off campus.

University Campus Library Hours (Hours will vary on holidays and between semesters)

- Monday—Thursday 7:30 am—10:00 pm
- Friday 7:30 am—5:00 pm
- Saturday 10:00 am—4:00 pm
- Sunday 2:00 pm—10:00 pm

City College Library Hours:

- Monday - Friday 8:00 am—5:00 pm

STUDENT HEALTH SERVICES

Student Health Services is directed by Ms. Darla Tyler-McSherry and is located in Petro Hall (University Campus 657-2153), and in the Tech Building (City College 247-3027). Student Health Services is an ambulatory health care facility available to care for illnesses, injuries and promote preventive health care. The University Campus office is open Monday through Friday, 8:00 a.m. to 5:00 p.m., and provides health care, limited emergency service, mental health counseling, health education, massage therapy, and sexual assault advocacy programs. Hours at City College are Monday 1:00-5:00; Tuesday 11:00-2:00; Wednesday 9:00-12:00 and Thursday 11:00-2:00 (no summer hours at City College).

Student Health Insurance: All Montana State University Billings' students enrolled in six (6) or more credits are required to have some form of health insurance. A student health insurance policy is available to Montana State University Billings' students. Before registering, students will be asked to elect or waive the student health insurance. The waiver or election process must be completed by the 15th day of fall and spring semesters. The premiums are paid on a semester basis along with tuition and fees. Those students taking the insurance for spring semester will also be covered during the summer semester, even if they are not enrolled in summer classes.

Policy brochures are available at fee payment and at the Student Health Services Office on the 2nd floor of Petro Hall and at the City College Student Health Service, 2nd Floor of the Tech Building.

Full information about the Student Health Insurance plan provided by The Montana University Insurance Consortium is available at www.university.bcbsmt.com.

Note: All students are eligible to use the Student Health Services, whether or not they waive or elect the insurance plan.

WILLIAM R. LOWE CHILD CARE & ENRICHMENT CENTER

The William R. Lowe Child Care and Enrichment Center, located on Normal Ave across from the Liberal Arts building is currently closed for AY2017.

V. OTHER SERVICES

Other services that might be helpful to students include Student Success Services TRIO and Veterans' Upward Bound Program. Refer to the "Student Affairs" section of the *General Bulletin*, or the City College *General Catalog* for more information on these services.

KEMC-FM AT 91.7 FM in the JOSEPH S. SAMPLE STUDIOS (657-2941)

As a noncommercial, educational public radio station, the Joseph S. Sample Radio station draws upon the expertise of MSU Billings faculty to create its fine arts, musical, and public affairs programming. Part-time faculty members may wish to submit their names to the station's General Manager as resource persons.

RECREATIONAL ACTIVITIES (657-2881)

MSU Billings' part-time faculty are invited to participate in the Recreational Activities program. Passes may be purchased for spouses and dependents. The building includes two large gymnasiums, handball courts, racquetball courts, pool, locker rooms, indoor track and a health/fitness area. MSU Billings part-time faculty may participate in outdoor recreation trips (rafting, hiking, cross-country skiing, etc.) and in competitive intramural sports (basketball, volleyball, softball, etc.)

Part-time faculty may receive a discount for noncredit instruction sponsored by Recreational Activities (children's and adults' tennis and swim lessons, etc.). Contact the Recreational Activities Office, PE Lower Level, if you have any questions or special requests.

ATHLETIC EVENTS (657-2369)

Athletics is an integral part of the University's life at MSU Billings for both men and women. All fifteen of the Yellowjackets varsity teams are NCAA Division II members, competing in the Great Northwest Athletic Conference. The Yellowjackets currently compete on a varsity level in women's volleyball, men's and women's soccer, men's and women's basketball, men's and women's cross-country, men's and women's golf, women's softball, men's baseball, men's and women's indoor track and men's and women's outdoor track. The university also sponsors a co-ed cheer team. To obtain tickets for Montana State University Billings Yellowjackets events, phone 657-2369. Ticket information, schedules, rosters and Yellowjackets news are available on the Yellowjackets website at www.msubsports.com

DINING SERVICES (East Campus – 657-2382; West Campus – 247-3039)

Your dining experience is more than great food at MSU Billings Dining. Our team is committed to creating the best possible dining experience. Join us in the **Rimrock Café**, or one of our other four retail facilities to experience the comfort, convenience, outstanding food and atmosphere designed especially for you!

LOCATIONS

- **Rimrock Cafe**

Our Rimrock Café is conveniently located in the Student Union building located in the middle of campus. Rimrock Café is an All-You-Care-to-Eat experience which features a variety of serving stations to include: classic and traditional entrees, foreign and exotic dishes, fresh pizzas, made to order deli, grill favorites, an extensive salad bar with daily soups, cereal, waffle, and bread stations, fresh baked desserts, local Wilcoxon's ice cream and an array of beverage options. The Rimrock Café is also hosts special event meals during the semester.

Rimrock Café in the Student Union

Hours of Operation

Continuous Dining Monday – Thursday 7:30 a.m. - 7:00 p.m.
Friday 7:30 a.m. - 6:30 p.m.

Brunch Saturday – Sunday 11:00 a.m. - 1:00 p.m.

Dinner Saturday 5:00 p.m. - 6:00 p.m.
Sunday 5:00 p.m. - 7:00 p.m.

Closed over winter and spring break. Hours and dates vary during summer.

- **Stinger's Bistro**

Also located in the SUB is Stinger's Bistro, featuring your favorite freshly prepared Panini sandwiches, wraps, signature mac and cheese, and pizza. We Proudly Serve Starbucks coffee beverages, Jamba Juice smoothies, assorted bottled beverages, in addition to fresh made Simply-To-Go salads, sandwiches, fruit, veggie cups, and other assorted snacks perfect for on the go.

Stinger's Bistro in the Student Union

Hours of Operation

Monday – Thursday 7:30 a.m. - 5:00 p.m.

Friday 7:30 a.m. – 3:00 p.m.

Saturday Closed

Sunday Closed

Open limited hours over winter and spring break. Open during summer break 7:30 a.m. - 1:30 p.m.

- **City College Café**

Our convenient service at City College includes beverages, fresh made Simply-To-Go products, continental breakfast, grill specials, salad bar, pizza, fresh bakery selections, and a full service coffee shop.

- **Jazzman's/ Sub Connection**

This campus favorite is located in the Liberal Arts building and offers a great selection of goodies for you to choose from. Including a variety of snacks, specialty coffee, espresso, and fresh made baked goods, made-to-order SUB sandwiches, Simply-To-Go items, and fountain/bottled beverages.

Jazzman's Café & Bakery

Hours of Operation

Monday – Thursday 7:00 a.m. - 4:00 p.m.

Friday 7:00 a.m. – 2:00 p.m.

Sub-Connection

Hours of Operation

Monday – Thursday 10:00 a.m. - 4:00 p.m.

Friday 10:00 a.m. – 2:00 p.m.

Closed over Winter and Spring Break. Hours and dates vary during Summer.

All locations accept cash, u-card dollars, and all major credit cards. For more information about MSUB Dining Services visit our website: www.msubillings.edu/dining

VI. CLOSING THOUGHTS

Part-time faculty are an important part of the academic community. Thanks to part-time faculty, MSU Billings is able to extend and enhance our academic offerings to our students.

MSU Billings is a small and friendly campus. Take full advantage of the University and its many services. Don't hesitate to make your needs known. The University community will do its best to make part-time teaching a rewarding experience.

Thank you for your contributions to MSU Billings!