

Minnesota State University Moorhead

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MISSION STATEMENT

Minnesota State University Moorhead is a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually and the versatility to shape a changing world.

MSUM VISION STATEMENT

Minnesota State University Moorhead will be a welcoming educational community that offers rigorous courses of study and places high expectations upon its students. Our strong commitment to faculty-mentored undergraduate research and intellectual growth will provide students with continual opportunities for personal and professional achievement. MSUM will continue to foster an environment that encourages students to become versatile, thoughtful, innovative, and engaged leaders who contribute to their professions and their communities.

MSUM values diversity and mutual respect and will strive to instill these ideals throughout the institution. MSUM honors its heritage as a respected, student-focused, public university and will continue to enhance our student's lives at the same time that it contributes to the community and the region. MSUM will offer graduate and professional programs that contribute to the state and region through increased collaboration with local and state business, industry, and human services to assure optimal preparation of graduates.

Minnesota State University Moorhead will build upon a solid foundation of high quality teaching and learning as it commits to a future as the premiere liberal arts and sciences-based university in the region.

Following are details of our vision:

Curricular

Continue development and growth of critical academic programs, including those that have established regional prominence.

Continue graduate and professional programs that contribute to the state and region through increased collaboration with local and state business, industry, and human services to assure optimal preparation of graduates to meet state and regional needs.

Expand 2+2 programs with community and technical colleges as well as professional development programs that serve the needs of area employers and enable workers to continue their educations.

Develop interdisciplinary and cutting-edge programs that capitalize on strengths and opportunities.

Increase online and alternate course delivery options, together with enhanced opportunities for late day and weekend scheduling.

Support comprehensive, evolving, and innovative curricular designs that prepare students for emerging technologies, increasing global connections, and complex ethical, social, civic, and environmental responsibilities.

Co-curricular

Develop first year and multi-year academic living and learning communities.

Continue emphasis on undergraduate research and creative activity in a faculty-mentored environment.

Continue development of a strong athletics program that promotes a balance between academic achievement, athletic success, and community engagement and service.

Collaborate with alumni and regional business and community leaders to enrich curricula through guest lectures, career explorations, workplace connections, professional internships, and advisory committees.

Increase student preparation for a diverse and global workplace through study abroad and diversity programs.

Continue a focus on holistic student development through programs that integrate diversity, student organizations, intramural activities, engaged responsible living, and service learning.

Environmental

Continue campus master planning and careful stewardship to improve the physical and social spaces that will promote learning, sustainability, and campus ownership by students, faculty, staff, and the community.

Integrate appropriate technologies that improve our systems and processes as well as support student learning.

Develop strong and ongoing relationships with alumni and a strong Alumni Foundation that promote philanthropy to support the institution.

Develop transparent fiscal models that promote long term fiscal stability and reflect our institution's values.

Collaborate with the city, surrounding neighborhoods, and private partners to increase residential alternatives and promote the desirability of living in the immediate area and in the region.

Continue to provide cultural, educational, intellectual, and outreach programs and activities that strengthen the university and contribute to the vitality of the local community.

PREAMBLE

Members of the University community are expected to be familiar with the rules and procedures contained within this handbook. This publication provides general guidance and direction and it not intended to cover every conceivable situation. The information about University policies outlines the rights, responsibilities, and privileges enjoyed by the students, faculty, and staff that make up the University community. The purpose of MSUM's policies is to promote and maintain the University learning environment, inform University members of their responsibilities, and aid in preventing violations of the rights of individuals.

Specific questions relating to policies and procedures and interpretations of specific sections within the Handbook should be directed to the University Judicial Affairs Officer at (218) 477-2174 or the Vice President for Student Affairs at (218) 477-2171.

Because policies are subject to change, revisions that occur will be updated on the MSUM webpage and will have priority over the contents of the printed edition.

STUDENT RIGHTS & RESPONSIBILITIES

1. Freedom to Learn.

In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

2. Freedom of Expression.

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

3. Freedom of Association.

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

4. Student-Sponsored Forums.

Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the president shall make his or her best effort to consult with the student association.

5. Student Publications.

Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the

editorial page that the opinions there expressed are not necessarily those of the college, university, system, or student body.

6. Student Policies.

The policies of the college or university regarding student expectations, rights and responsibilities shall be readily accessible to students.

7. Catalog and Course Information.

To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

8. Student Academic Standing Information.

Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

9. Academic Evaluation.

Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

10. Property Rights.

Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights pursuant to Board Policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

11. Student Review and Consultation.

Students shall have the right to appropriate levels of participation in college and university decision-making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

(Minnesota State Colleges and Universities: Board Policies; Chapter 3 – Educational Policies)

DISCLAIMER

Minnesota State University Moorhead reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community. University officials will make every attempt to communicate changes to those affected in a timely manner.

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POLICIES & PROCEDURES

ACADEMIC HONESTY

The University expects all students to represent themselves in an honest fashion. In academic work, students are expected to present original ideas and give credit for the ideas of others. The value of a college degree depends on the integrity of the work completed by the student.

When an instructor has convincing evidence of cheating or plagiarism, a failing grade may be assigned for the course in which the student cheated. Instructors also may choose to report the offense, the evidence, and their action to the Dean of their college or the Vice President for Academic Affairs. If the instructor (or any other person) feels the seriousness of the offense warrants additional action, the incident may be reported to the Judicial Affairs Officer. The Judicial Affairs Officer will follow procedures set out in the Student Conduct Code. After the review of the case and a fair, unbiased hearing, the Judicial Affairs Officer may take disciplinary action if the student is found responsible (see Student Conduct Code for details).

A student who has a course grade reduced by an instructor because of cheating or plagiarism, and who disputes the instructor's finding, may appeal the grade, but only by using the Grade Appeal Policy, which states that the student must prove the grade was arbitrary, prejudicial, or in error.

ALCOHOL AND OTHER DRUG POLICY

General Philosophy Statement:

Minnesota State University Moorhead recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. This University seeks to create a campus environment which promotes healthy and responsible living that is conducive to the intellectual and personal development of students. The University is committed to establishing and enforcing clear campus policies regarding the use of alcohol and other drugs.

Minnesota State University Moorhead complies with and supports the Minnesota State Colleges and University Board of Trustees policy governing alcohol and other drugs on campus, the Drug Free Schools and Community Act, the Drug Free Workplace Act, the Campus Security Act and Minnesota State law.

Definitions:

1. **Recognized Student Organization** - any student organization that has successfully completed the recognition process as outlined in the Student Organization Handbook and registers each academic year with the Office of Student Activities.
2. **Travel Status** - the time period from departure until return to campus by students who have obtained travel authorization through the appropriate university representative for a university sponsored student event.
3. **University Sponsored Student Event** - activities that include, but are not limited to: official meetings, practices, competitions or trips involving students (who represent divisions, departments or majors), recognized student organizations or intercollegiate athletic teams of the University.

Policy Sections:

1. The use, possession, distribution, manufacture, or sale of any alcoholic beverage or illegal drug is prohibited **on the campus**. The illegal or unauthorized use, possession, distribution, manufacture, or sale of any controlled substance or drugs is prohibited on the campus. The possession or display of alcohol "trophies," or other form of empty alcohol containers, is not allowed on campus. An exception for instructional purposes in accordance with Board Policy 5.18 allows for the use of alcohol in laboratory and classroom instruction or experiments.
2. The use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance is prohibited by

individual students, recognized student organizations and athletic teams when in **travel status representing the University**.

3. For purposes of the National/International **Student Exchange, Study Abroad and Eurospring Programs**, the unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug, and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance will be determined by the law of the foreign state or country. Students are expected to comply with the laws of the foreign country. The standard applicable during travel status is to accommodate the educational aspect of exploring customs of culture of foreign countries.
4. The use, possession, distribution, manufacture or sale of any alcoholic beverage or illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance by MSUM students is prohibited at all **off-campus university sponsored student events**.
5. As members of the University community, students who live or visit **off-campus** are expected to behave responsibly when off-campus. University community members violating civil or criminal law may be subject to University conduct procedures for the same conduct when the conduct occurs off campus but adversely affects the educational, research, or service functions of the University. Students should be aware that a student's unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance cited by local law enforcement may be reported to the University. **If reported, the University will take appropriate disciplinary action under this policy.**
6. A **Good Samaritan exception** for violations of the alcohol/other drug policy will be recognized and honored. A student, who may be in violation of the alcohol/other drug policies but comes to the aid of another student by seeking professional help, will not be cited for an alcohol/other drug university conduct violation. This exception will not be granted to those who flagrantly or repeatedly violate the University's Alcohol and Other Drug Policy.
7. The following **advertising and promotional** activities are prohibited:
 - a. Using alcoholic beverages as awards or prizes in connection with university sponsored student events;
 - b. Alcohol promotional activities and advertising associated with university sponsored student events; (this includes, but is not limited to, such items as: cups, t-shirts, beverage can coolers, and any other items carrying alcohol/beer advertising);
 - c. Advertising of alcohol or illegal drugs appearing in university controlled or affiliated publications including university affiliated web sites over which it has editorial control.

The University does not regulate content or advertisements in autonomous student-edited publications, such as student newspapers, but encourages the editorship to not include advertising that promotes the high-risk use of alcohol such as happy hour drink specials, two for ones or other advertisements that encourage rapid and excessive consumption of alcohol.

Sanctions for individuals in violation of the policies on alcohol & other drugs:

The University reserves the right, based on the severity of the incident, to automatically refer a student to a higher level (i.e. a student's first violation may result in Level Two or Level Three). Parental notification, in accordance with the University's FERPA Policy § IV (A)(5), may occur. At the discretion of the hearing officer, a student may be assigned a combination of disciplinary sanctions as defined in this policy and the Student Conduct Code.

Level One: Students will receive a written warning and will complete a screening tool and educational session facilitated by a licensed health professional or credentialed counselor. There will be a mandatory class fee of \$75.00, which will appear on the MSUM billing statement.

Level Two: Students will receive a notice of disciplinary probation and will complete coursework on the ramifications of Alcohol/Drug Abuse by a licensed health professional. Upon completion of the coursework, an exit interview will determine the need for further assessment and/or counseling for chemical dependency issues. The mandatory course fee is \$150.00.

Level Three: A student with a severe violation or a third violation of the Alcohol and Drug Policy during his or her college career is subject to a minimum of one semester suspension from the university unless extraordinary circumstances exist. The University reserves the right to waive suspension in the event that the student agrees to a referral to a licensed treatment facility for assessment and follows all recommendations. Any costs will be the responsibility of the student.

Upon re-admission following a suspension, any further alcohol or drug violation may result in expulsion from the University. Students who fail to follow the policy procedures will be subject to a registration and grade hold and may face separation from the university.

Sanctions for organizations in violation of the policies on alcohol & other drugs:

Level One: For one year from the date on which the discipline is imposed, the organization will be prohibited from conducting social functions and solicitation and acceptance of new members, and university recognition will be on probation. The University reserves the right, based on the severity of the incident, to suspend or revoke university recognition of the organization.

Level Two: If a second violation occurs within three years, university recognition will be suspended for a period of not less than three years. The University reserves the right, based on the severity of the incident, to revoke university recognition of the organization. In addition to the university's Student Alcohol and Other Drug Policy, departments and student organizations may have established rules that are more restrictive and indicate additional sanctions for violations. Sanctions may include action such as suspension from an activity, a team, or organization.

For further information on the Alcohol & Other Drug Policies, visit the AOD website: www.mnstate.edu/aod

CLASS CANCELLATION

In case of a severe weather the University may either cancel classes or close.

1. **Class cancellation**-All classes are cancelled and students are excused. The University's services remain open.
2. **University closed**-All classes are cancelled (students excused). The normal University operations and programs are closed. Essential services must be maintained.

To determine if the University has cancelled classes or closed check MSUM web page at www.mnstate.edu, or listen to local (Fargo/Moorhead) radio and TV broadcasts. Emergency information is also available from the University Security Office (218.477.2449). The University makes a determination to cancel or close based on a number of safety and weather considerations. Students should always check local weather and road conditions and make a personal judgment relative to their location and circumstances prior to travel.

DISCRIMINATION/HARASSMENT POLICY & PROCEDURE

Minnesota State Colleges and Universities (MnSCU) is committed to a policy of nondiscrimination in employment and education opportunity (**1B.1 Nondiscrimination in Employment and Education Opportunity**). No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to

public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion. This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

For the complete policy and procedure, please reference 1B.1 Nondiscrimination in Employment and Education Opportunity at <http://www.mnscu.edu/board/policy/1b-01.pdf> and 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution at <http://www.mnstate.edu/affirm/Policies/mnscu1B11.pdf>.

Designated Officers (to address questions or concerns, file a complaint, and attain a hard copy of the policy):

Allegations against Employees, including Student Employees
Barb Seiler, Affirmative Action Officer, Owens Hall 214B; (218) 477-2229

Allegations against Students
Ashley Atteberry, Judicial Affairs Officer, Owens Hall 206E; (218) 477-2174; aatteberry@mnstate.edu

DRUG OFFENSE CONVICTION STATEMENT

Students convicted of possession or sale of illegal drugs for an offense that occurred when receiving Title IV aid, are ineligible for future financial aid. Eligibility is suspended for one or more years, unless the violator completes an approved drug rehabilitation program that includes random drug testing.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; representatives of the Minnesota State Colleges and Universities ("MnSCU"), including the Board of Trustees, Chancellor, Chancellor's staff; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the Official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student is enrolled, or seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minnesota State University Moorhead to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington DC 20202-4605

5. MSU Moorhead may disclose directory information of students. Directory information includes: name, local and permanent (hometown) address, e-mail address, telephone number, major and minor fields of study, class level, dates of enrollment, full time/part time status, awards, honors (including Dean's list), degree(s) conferred (including dates), previous educational institution(s) and dates attended, photographs taken and maintained by the University for various purposes, past and present participation in officially recognized activities and sports, height and weight of athletes.

You may refuse to permit the disclosure of directory information if you notify MSUM's Registrar in writing that you do not want such information disclosed. This written refusal to permit the disclosure of directory information must be made within 45 days of the date you begin taking classes at MSUM.

Students may review or obtain a copy of MSUM's FERPA Policy at the following offices: Records, Vice President of Academic Affairs, and Vice President of Student Affairs or by visiting the following web page: http://www.mnstate.edu/records/ferpa_info/policy.pdf.

GRIEVANCE/COMPLAINT PROCESS

This general procedure is applicable **only** to those administrative actions for which no special grievance procedure has been established. Special procedures have been established for certain academic (e.g. graduation, grades), student conduct, discrimination/harassment, and employment related matters. Students desiring to appeal actions or procedures of University administrative offices must meet with the following officials, continuing up the hierarchy as necessary to resolve the issues.

Academic Affairs

1. Department Chair of the academic discipline in which the problem arose
2. Dean of that college discipline
3. Vice President for Academic Affairs
4. President

Administrative Affairs

1. Director of specific area
2. Vice President for Administrative Affairs
3. President

Student Affairs

1. Director of specific area
2. Vice President for Student Affairs
3. President

ONLINE COMMUNICATION

Students are encouraged to become actively engaged in the University community. Social networking websites, e.g. Facebook, MySpace, and Xanga provide additional means for students to connect with one another. Communication on these sites is considered a public forum and can be viewed by anyone. To support personal safety and guard against identity theft, students are cautioned against including class schedules, birthdates, cell phone numbers, and addresses on their profiles. While the University does not monitor such sites, suspected violations of law or University policy online may be submitted to campus officials and police for investigation.

PARENTAL NOTIFICATION POLICY & PROCEDURE

Students experience a variety of positive and negative challenges when transiting from their home environment to college life. Sometimes these challenges interfere with students' academic achievement and may include alcohol and/or drugs. MSUM's goal is to partner with families in assisting with students' transitions. The 2008 Minnesota Legislature amended the Education Data section of Minnesota Statute to address the issue of postsecondary institutions notifying parents of their students' drug or alcohol offenses.

This allows, but does not require, MSUM to disclose disciplinary violations based on drug or alcohol use or possession if the student is under the age of 21 at the time of the violation. Disclosure is **only** based upon a student signing a release and identifying the specific person(s) the information may be released to. Upon a student being found responsible for violating the University Alcohol and Other Drugs Policy, the Judicial Affairs

Officer will send out a letter to the identified parent/guardian stating the occurrence of an incident, the student's sanctions, and information regarding future behavior.

A student may sign this release in the Student Affairs or Judicial Affairs office, Owens Hall 206, during regular business hours or sign and fax it to the Student Affairs office at (218) 477-4324. The release is also on the Student Judicial Services web page, <http://www.mnstate.edu/sss/sjs/forms/index.htm>. For questions regarding this release, please call (218) 477-2174.

Students can sign the release even if there is no current record or disciplinary violations regarding drug or alcohol use or possession. The release is good for **one year only** from date of signature. A new release must be signed each year.

SEXUAL VIOLENCE POLICY & PROCEDURE

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State University Moorhead. Minnesota State University Moorhead is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State University Moorhead provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

For the complete policy and procedure, please reference the MSUM Sexual Violence Policy and Procedure at <http://www.mnstate.edu/security/SexualViolencePolicy.pdf>.

Designated Officers (to address questions or concerns, file a complaint, and attain a hard copy of the policy):

Allegations against Employees, including Student Employees
Michael Parks, Director of Campus Security, 1616 9th Ave. S., (218) 477-2449; parks@mnstate.edu

Allegations against Students
Ashley Atteberry, Judicial Affairs Officer, Owens Hall 206E; (218) 477-2174; atteberry@mnstate.edu

SKATEBOARDING, IN-LINE SKATE, AND BICYCLE POLICY

It is the responsibility of Minnesota State University Moorhead to reduce hazardous conditions and the destruction of property belonging to or under the control of the university. The sidewalks and grounds of Minnesota State University Moorhead have been traditionally shared with all members of the Moorhead community. Restrictions on use have been rare and only imposed when matters of safety and security were the main concern. As the recreational use of skateboards, in-line skates and bicycles has increased greatly, so has the concern over the safety hazards and the damage they have created.

Skateboards, in-line skates, and bicycles are prohibited from operation inside any university building and are permitted on university property for the purpose of transportation only. For the complete policy and procedure, please reference the MSUM Skateboarding, In-line Skate, and Bicycle Policy at <http://www.mnstate.edu/adminaff/files/policies/skateboard.cfm>.

SMOKING AND TOBACCO USE POLICY

Philosophy: Minnesota State University Moorhead is committed to creating a clean, safe, and healthy living, learning, and working environment, for all students and employees of the University.

Policy: Smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on University-owned, -operated, -or leased property, and in University-owned, -leased, or -operated vehicles.

Definitions:

Smoking: The burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

Smokeless Tobacco Products: Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

Cessation Programs and Services

To support MSUM students and employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources and services are available (see <http://www.mnstate.edu/aod/tobacco.cfm>).

Policy Enforcement

Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live. The University will provide the campus community with training opportunities designed to assist and prepare students and employees to help one another comply with the policy.

In the case of a violation, the person will be informed of the University Smoking and Tobacco Use Policy. Should that person continue to violate the policy, the aggrieved party should contact the appropriate office: for University employees, the person's immediate supervisor; for students, the Judicial Office of Student Affairs; and for those not associated with the University, Campus Security.

Policy Exceptions

1. An exception for instructional purposes allows for the use of tobacco products in laboratory and classroom instruction/experiments, or artistic purposes. All research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved in advance by the President and his/her designee. Such use must be preceded by reasonable advance notice to the public.
2. This policy does not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of the University or his/her designee.

STUDENT ABSENCE POLICY

Students are expected to attend all class meetings unless they are ill or officially excused as the result of participation in a university function. However, faculty members may or may not take roll in their classes, and they may or may not lower the marks of students for the sole reason of unexcused absences. If a faculty member has a practice of penalizing for nonattendance, he/she must (a) announce the policy regarding the penalty for nonattendance in writing during the first week of class, (b) not penalize the student for nonattendance unless the student is absent without official excuse for more class periods during the term than the number of periods the class meets each week (or more than two class periods during a summer session), (c) maintain accurate attendance records, and (d) submit in writing to the Vice President for Academic Affairs the explicit class attendance policy statement. *As a point of clarification, if a student has an unexcused absence for a class session during which an examination or other graded exercise is scheduled and the student has more unexcused absences than the number of times the class meets each week, this policy permits the faculty member to reduce the student's grade for the sole reason of the unexcused absences and for failure to complete the graded assignment.*

In cases of individual absence due to jury duty or other legal obligations, the student must notify his/her faculty instructors prior to the absence. Each faculty member will determine the work to be made up and any effect on the course grade. For military absences, see the *MSU Moorhead Bulletin* index under military withdrawal, or refer questions to the Records Office.

In the case of individual absence due to health or other emergency, the student must notify his/her faculty instructor as soon as feasible. Each faculty member will determine the appropriateness of the absence, all work to be made up, and any effect on the course grade.

When an official university activity conflicts with scheduled classes, students participating in the official activity will be regarded as excused. Within the limits of feasibility, an excused absence assures a student the right to make up the missed class requirement(s). The nature, time, and place of the make-up work are at the discretion of the instructor. Official university events are those that are approved by the appropriate dean, athletic director, or vice president. At least two weeks prior to the activity, lists of participating students should be distributed to those affected faculty members by the faculty member or organization advisor who will be overseeing the university activity. In the case of conflict about the appropriateness of an absence or the feasibility of the student making up missed work, the faculty members involved should confer directly; the student should not be expected to mediate the conflict. In cases where the faculty members involved cannot agree to a solution, the dean(s) of the respective colleges can be called upon to mediate.

Students wishing to appeal academic decisions or policies further may do so by appealing in writing to the Academic Appeals Committee (Owens 104).

STUDENT EMAIL POLICY

Email is an appropriate and preferred method for official communication by MSUM with students. All official University business will be conducted via "mnstate.edu" email accounts. Email communication to students will be sent to the mnstate.edu email address exclusively. Students are expected to receive, read, and act in a timely manner, in necessary.

For the guidelines regarding appropriate email use, please visit the Information Technology web page: http://www.mnstate.edu/it/policy/computer_policies.shtml.

SYLLABI POLICY

All students enrolled in MSUM course shall be provided a course syllabus during the first week of class. For courses offered in a condensed format, the time frame for distribution will be adjusted accordingly. The required course syllabus elements follow; optional elements appear in italics;

1. Course Number, Title
2. Instructor Contact Information
3. Course Description
4. Required Texts/Readings
5. *Conceptual Framework*
6. Course Objectives/Student Learning Outcomes
7. *Instructional Strategies*
8. Course Requirements
9. Evaluation Standards/Course Grading Policy
10. Course Outline
11. *Other*
12. Attendance Policy
13. Academic Honesty
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STUDENT CONDUCT CODE

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STUDENT CONDUCT CODE

Introduction

The University views the student conduct process as a learning experience that promotes growth and personal understanding of one's responsibilities and privileges within the University community. Therefore, it is the responsibility of the student who has been accused of misconduct to participate conscientiously in the discipline process. Students are responsible for becoming familiar with University policies and procedures. Failure to be informed does not excuse misconduct.

MSUM standards of conduct are published here as the Code of Conduct. In all conduct proceedings it is recognized that MSUM is an educational institution and not a court of law. This code does not replace or reduce the requirements of civil or criminal laws. All criminal activity may be referred to local law enforcement as well as investigated internally. Members of the University community also have responsibilities as citizens. Violations that constitute crimes and the annual crime report can be found at:

<http://www.mnstate.edu/security/annualcrime.cfm>

Being under the influence of alcohol and/or other drugs does not in any way excuse or mitigate responsibility for a student's behavior. The excessive, illegal, unprescribed or otherwise socially irresponsible use of alcohol or other drugs infringes upon one's ability to preserve personal integrity and civility.

Disciplinary action is cumulative resulting in more serious consequences if the student engages in repeat violations or fails to follow through with sanctions from a previous hearing.

Section I: Definitions

1. "University" means Minnesota State University Moorhead.
2. "Judicial Affairs Officer" means that person designated by the University President to be responsible for the administration of the Student Code.
3. "Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of MSUM faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
4. "Expulsion" means permanent denial of the privilege of enrollment at the University.
5. "Hazing" means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.
6. "Policy" means the written regulations of the University and the Minnesota State Colleges and Universities ("MnSCU") as found in, but not limited to, the Student Conduct Code, Residential Life Handbook, the MSUM and MnSCU web pages, MnSCU Policy and Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, MnSCU Policy and Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the University Catalog.
7. "Preponderance of evidence" means a standard of responsibility that it is more likely than not that the code has been violated.

8. "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
9. "Student" includes all persons who:
 - a. Are enrolled in one or more courses, either credit or non-credit, through the University
 - b. Withdraw, transfer or graduate, after an alleged violation of the student conduct code.
 - c. Are not officially enrolled for a particular term but who have a continuing relationship with the University.
 - d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
 - e. Are living in a University residence hall although not enrolled in the institution.
10. "Student organization" means any number of persons who have complied with the formal requirements for University recognition.
11. "Summary suspension" means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the University community.
12. "Suspension" means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

Section II: Jurisdiction

The campus is not a sanctuary from the general law. University community members violating civil or criminal law may be subject to University conduct procedures for the same conduct when the conduct occurs on campus or when it occurs off campus. The Judicial Affairs Officer, or his/her designee, shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion. Notwithstanding any provision herein, the University may suspend, expel, or trespass any student whose presence poses a threat to persons or property.

All students, regardless of the location of their residence, are members of the University community. The University will address all violations that occur on campus. Students, faculty, staff, and individuals not associated with the University may submit complaints regarding alleged violations that may have occurred either on campus or off-campus for review and possible action by the University. Not all off campus behavior is subject to adjudication.

The University shall initiate conduct proceedings for off-campus incidents when:

1. Hazing is involved; or
2. The violation is committed while participating in a University sanctioned or sponsored activity; or
3. The victim of the violation is a member of the University community; or
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research or service function of the University. (See also MSUM University Alcohol and other Drug Policy)

Section III: Conduct—Rules & Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in the next section.

1. Academic Dishonesty
Failure to show integrity in meeting academic obligations includes but is not limited to: cheating, plagiarism, and other forms of academic dishonesty.

2. Computer Misuse
Any violation of the University Computer Use Policy or MnSCU Policy and Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources. MSUM's computer use policy can be found at http://www.mnstate.edu/it/policy/computer_policies.shtml.
3. Demonstrations and Riots
Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities on University premises.
4. Disorderly, Lewd, or Indecent Conduct
Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, knowingly taking pictures of another person in a gym, locker room, or restroom.
5. Disruption of Operations of the University
Unreasonably interfering, obstructing, or preventing the regular and essential operation of the University, which includes but is not limited to: studying, teaching, research, programs, services, and the administration of fire, police or emergency services.
6. Failure to Comply
Failure to comply with the directions of University officials including, but not limited to, campus security, residence hall staff, faculty or administrators acting in the performance of their duties, refusal to identify oneself or providing false identification; failure to present identification upon request to University personnel in the performance of their duties. Failure to complete a specified student conduct sanction or violating the terms of a disciplinary probation.
7. Firearms
Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

In accordance with MnSCU Possession or Carry of Firearm Policy 5.21, which can be found at <http://www.mnscu.edu/board/policy/521.html>, students are prohibited from possession or carrying a firearm while on university property, regardless of whether the student has a permit to carry a firearm. Exceptions to this policy do not prohibit the lawful carry or possession of firearms in parking facilities or parking areas. Violations of this policy by students are subject to discipline up to and including removal from the university.

8. Hazing
(As defined above in Section I: Definitions)
9. Interfering with Judicial Procedures
 - a. Falsification, distortion, or misrepresentation of information before a Student Conduct Panel.
 - b. Disruption or interference with the orderly conduct of a Student Conduct Panel proceeding.
 - c. Filing a formal complaint falsely accusing another student with violating a provision of this code or falsely accusing a University employee of misconduct.

- d. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - e. Attempting to influence the impartiality of a member of a Student Conduct Panel prior to, and/or during the course of, the Student Conduct Panel proceeding.
 - f. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Panel prior to, during, and/or after a student conduct code proceeding.
 - g. Failure to comply with the sanction(s) imposed under the Student Code.
 - h. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
10. Physical Abuse and Threat
Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, to include oneself.
11. Sexual Violence
See MSUM Sexual Violence Policy & Procedure:
<http://www.mnstate.edu/security/SexualViolencePolicy.pdf>.
12. Shared Responsibility for Violations
Enticing, inciting others, abetting, conspiring, being an accessory, or participating in any act prohibited by this code.
13. Theft
Attempted or actual theft of and/or damage to property of the MSUM or property of a member of the MSUM community or other personal or public property, on or off campus.
14. Published Policies
Violation of any MSUM or MnSCU policy, rule, or regulation published in hard copy (some contained in under the Policies and Procedures Section of the handbook) or available electronically on the MSUM or MnSCU website.
15. Laws
Violation of any federal, state or local law.

Section IV: Violation of Law and University Discipline

University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of administrator. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Section V: Judicial Procedures

A. Investigation & Informal Process

1. Any member of the University community may file a written complaint alleging that a student or student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the Minnesota Statute 13.04, subdivision 2. Following the filing of

- a complaint against a student or student organization, the Judicial Affairs Officer shall conduct an investigation of the allegations.
2. If the complaint seems unwarranted, the Judicial Affairs Officer may discontinue proceedings.
 3. If there is sufficient evidence to support the complaint, the Judicial Affairs Officer shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the code of conduct. During the meetings the Judicial Affairs Officer shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the Judicial Affairs Officer shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.
 4. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine days may agree to accept the sanction, or may request a formal hearing prior to implementation of the sanction. Other sanctions shall be accepted or may be appealed in accordance with the University's appeal procedures.
 5. If the accused student fails to appear for the informal hearing, the Judicial Affairs Officer may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

B. Formal Hearing

The Judicial Affairs Officer determines the composition of the Student Conduct Panel. Students serving on the Student Conduct Panel shall be elected by the student body or appointed by Student Senate. Student Conduct Panel Hearings shall be conducted by a Student Conduct Panel according to the following guidelines:

1. Student Conduct Panel Hearings normally shall be conducted in private.
2. Students or organizations referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student or organization's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
3. Within a reasonable time prior to the hearing, the student must be informed in writing of: a) the complaint, b) the evidence to be presented against him/her, c) a list of witnesses, and d) the nature of their testimony.
4. In hearings involving more than one accused student or organization, the Judicial Affairs Officer, in his or her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.
5. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the student, but may not participate in any questioning. When there is a likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.
6. A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.
7. The hearing may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape,

written statement, or other means, where and as determined in the sole judgment of the Judicial Affairs Officer to be appropriate.

C. Disciplinary Sanctions

A sanction is a consequence placed upon a student for violation of specified University rule and/ or regulation, including a notice that further violations may lead to more severe disciplinary sanctions. Failure to complete a specified sanction will be considered an additional violation under "Failure to Comply." In recommending a conduct sanction(s) for student misconduct, the hearing officer will consider:

1. facts of the case as presented by the accuser(s) and the accused.
2. existence of any physical information or testimony of material witnesses.
3. type and severity of the offense.
4. previous incidents of misconduct committed by the individual(s) accused.
5. whether bias motivation is involved, as this would add to the seriousness of the violation

One or more sanctions will be selected from the following list, based on the criteria listed above. Students should note that even though they are of legal age to consume or possess alcohol, MSUM and MnSCU policies prohibit the use or possession of alcohol or illegal drugs on campus.

1. The following sanctions may be imposed upon any student found to have violated the Student Code. More than one of the sanctions listed above may be imposed for any single violation.
 - a. Written Warning-A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. University Disciplinary Probation-A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges-Denial of specified privileges for a designated period of time.
 - d. Restitution-Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. Discretionary Sanctions-Work assignments, essays, service to the University, or other related discretionary assignments.
 - f. Residence Hall Suspension-Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - g. Residence Hall Expulsion-Permanent separation of the student from the residence halls.
 - h. University Suspension-Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
 - i. University Expulsion-Permanent denial of the privilege of enrollment at the University.
 - j. Revocation of Admission and/or Degree-Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - k. Withholding Degree-The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above.
 - b. Loss of selected rights and privileges for a specified period of time.

- c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

D. Summary Suspension

In certain circumstances, the Judicial Affairs Officer, or his/her designee, may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the Judicial Affairs Officer, the accused student's presence on the University campus would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the summary suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the Judicial Affairs Officer.

E. Policy & Procedure for Appeals

1. A decision reached by the Student Conduct Panel or a sanction imposed by the Judicial Affairs Officer may be appealed by the accused student(s) or complainant(s) to the **Vice-President for Student Affairs** within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Affairs Officer or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
 - a. To determine whether the Informal or Formal Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Informal or Formal Hearing.
3. If an appeal is upheld by the **Vice-President for Student Affairs**, the **Vice-President for Student Affairs** may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota State Statute 14.

For additional information regarding discipline process or procedures, contact the University Judicial Officer, Minnesota State University Moorhead, Box 124, 1104 7th Ave S, Moorhead, MN 56563. 218.477.2174.

COMMUNITY LIFE/INFORMATION

COMMUNITY INFORMATION

BUS SERVICES

POLICE & LANDLORD INFORMATION

COMMUNITY SERVICE & VOLUNTEER OPPORTUNITIES

COMMUNITY LIFE/INFORMATION

COMMUNITY INFORMATION

Moorhead-Fargo is a great place to live:

- Active, student-centered community
- Over 25,000 college students live here
- Recognized as an All-America City
- Major Shopping Malls
- Hundreds of major restaurants
- Tri-College University (MSUM, NDSU, Concordia)
- 31 Movie screens
- Concerts and Festivals at the Fargodome

To learn more about what Fargo-Moorhead has to offer, check out this website:

www.fargomoorhead.org

Fargo-Moorhead Convention & Visitors Bureau

2001 44th St. S.W.; Fargo, ND 58103

1.800.235.7654

BUS SERVICES

FM Bus Service

Free rides to MSUM students with your Dragon ID for 2009 – 2010.

Metropolitan Area Transit (MAT)

Twenty-two routes take you throughout the Far-Moorhead metropolitan area. Moorhead Routes 2 and 5 serve MSUM. Buses travel through campus every 15 minutes. Schedules for Moorhead and Fargo are available at the Compass and Parking Office.

For information, call 477.2121 or 232.7500 or log on at www.MATBus.com

Bike & Bus

You can take your bike along on the racks mounted on the front of all MAT buses> Loading bikes is quick and easy, usually taking 20 seconds or less. MAT team member will help you become familiar with how the rack works and issue a free permit to those who demonstrate proficiency at the Ground Transportation Center (GTC), 502 N.P. Ave. in Fargo. For more information, call 701.232.7500.

Park & Ride

Park your vehicle for free at one of the convenient park/ride locations, and ride the MAT bus to campus. Park and Ride lots are marked on the bus map and timetable. Moorhead locations: Moorhead Center Mall, K -Mart; South Fargo: K-Mart on South University, Cashwise, The Hub; North Fargo: Skills & Technology Center.

Tri-College Bus

Students participating in the Tri-College University can travel between campuses using the MAT bus system. Buses run every 15-30 minutes through NDSU, MSUM, and Concordia College at conveniently located shelters.

POLICE & LANDLORD INFORMATION

Parties

Having a party is not illegal. The following situations could prompt a police call, however:

Minors drinking alcohol

Noise from the party heard from 50' away (this includes constant car door slamming and yelling back and forth when coming to or leaving from the party)

Guests at the party who don't behave appropriately. There should be no urinating in public, no fighting, and trash and bottles should not be left lying around the neighborhood

Intoxicated guests driving vehicles

Alcohol being sold

Fighting

The most common complaint received by the Police Department about rental property is that the tenants party too much. Often the parties are so frequent that word gets out to the general public and the parties grow to unmanageable sizes. Many neighborhoods are adopting a "zero tolerance" approach to loud parties in the neighborhood and will contact the police immediately when the party becomes disruptive to their neighborhood.

The old concept of "it's only the college students blowing off a little steam" is no longer convincing to residents who have endured noise, litter, and public urination for years and years.

Be aware that if a party prompts a police call, the landlord will be notified. This may jeopardize your relationship with your landlord and put a black mark on your rental history making it difficult to rent again.

Neighborhood Watch

The Moorhead Police and Clay County Sheriff's (Local Law Enforcement) Departments partners with Campus Security to heighten enforcement to patrol the campus and surrounding neighborhood. This watch occurs every Thursday, Friday, and Saturday evenings from 9pm – 3am during the academic year.

The Neighborhood Watch is a positive endorsement of The President's Task Force efforts and their strategic plan for reducing beverage alcohol misuse among MSUM students. Also, by providing more security around the perimeter of the campus, we are acknowledging our responsibility to the homeowners in the area to make our students, as representatives of MSUM, accountable for their actions. They (the homeowners) can trust there will be consequences for students who choose to disregard the University's policies on alcohol and other drugs.

Disorderly Tenant Ordinance

Moorhead has an ordinance that requires landlords to be responsible for the behavior that occurs in their rental property. If disorderly tenants occupy a property, the landlord can lose his or her right to rent the property for a period of time, which means existing tenants would have to move.

Why does this concern you? If the police are called to your rental unit for any of the following behaviors, the landlord will be notified and the City will begin monitoring the property for future occurrences of disorderly behavior:

Noise, including parties

Fighting and assaults

Disorderly conduct

Minors consuming alcohol or providing alcohol to minors

Unlawful use of weapons and fireworks

If you or any of your guests participate in the above behaviors, you may be subject to arrest, citations, followed by penalties from your landlord, which might include eviction.

How Many People Can Live in my Apartment?

Depending upon the size of the apartment, the City has determined and informed your landlord of the number of tenants the property can house. This may be one, two or three, but no more than four unrelated adults. Even if the apartment is very large, the City only allows four unrelated adults to live there.

Of course, only the people listed on the lease should be living in your apartment. Your landlord should indicate in the lease how long you can host a guest in your apartment...usually one week or less. If your guest stays longer than that amount of time, the landlord may require the additional person to apply to be a tenant or evict you if you don't ask your guest to leave.

Residential neighborhoods are especially sensitive to the over occupancy of a rental property in their neighborhood. Many of Moorhead's older neighborhoods were not designed for rental property occupied by more than four tenants because there is usually inadequate parking space available for all the vehicles owned by tenants. Therefore, vehicles end up parking over the sidewalk or on the grass, which is illegal. Neighborhoods watch carefully for evidence there are more than four unrelated individuals living in a rental property.

For more information please contact:

Moorhead Police Department
915 9th Avenue North
Non-emergency 451.7660
Administration 299.5141
Emergency 911
www.moorheadpolice.com

Housing Discrimination

If you feel you are a victim of housing discrimination or have been wronged by a landlord in any other way, contact legal aid.

Minnesota

Legal Services of Northwest Minnesota
1015 7th Avenue North
PO Box 838
Moorhead, MN 56560
218.233.8585

North Dakota

Legal Services of North Dakota Inc.
1025 Third Street North
PO Box 1893
Bismarck, ND 58502

COMMUNITY SERVICE & VOLUNTEER OPPORTUNITIES

The Fargo-Moorhead Community offers a wide range of service projects covering many social issue areas such as homeless shelters, food pantries, nursing homes and assisted living centers, blood donations, building homes for Habitat for Humanity, tutoring children and assisting with English as a Second Language, fundraising for special causes, being a companion for Hospice, becoming a Big Brother or Big Sister, helping at-risk youth, and Special Olympics.

The list of agencies needing volunteers is long and the benefits are many, including increased self-esteem and confidence, a chance to experience the diversity of our community and a step in the road to a lifelong commitment to helping others.

Get Involved – You can make a difference. For more information, contact Volunteer Visions at volvisns@mnstate.edu. In addition, an agency list is available at the Academic Service Learning website at www.mnstate.edu/asl. Many of MSUM's student organizations are active in community service and can be contacted at www.mnstate.edu/osa.

CAMPUS RESOURCE GUIDE

Question	Where To Go	Phone	Web Site	Location
Academic Calendar	Records Office	(218) 477-2565	http://www.mnstate.edu/records/acad_calendar.cfm	Owens Hall 104
Academic Records	Records Office	(218) 477-2565	http://www.mnstate.edu/records/	Owens Hall 104
Academic Support				
Academic Advising	Academic Resource Office (ARO)	(218) 477-4318	http://www.mnstate.edu/advising/	Flora Frick 151
Disability Services		(218) 477-2131	http://www.mnstate.edu/disability/	Comstock Memorial Union 114
Address Corrections	Records Office	(218) 477-2565	http://www.mnstate.edu/records/	Owens Hall 104
Adult Students	Continuing Studies	(218) 477-5862	http://appserv.mnstate.edu/continue/	811 11th St South
Affirmative Action		(218) 477-2229	http://www.mnstate.edu/affirm/	Owens Hall 214B
Alcohol Information			http://www.mnstate.edu/aod	
	Hendrix Health Center	(218) 477-2211	http://www.mnstate.edu/hendrix/	Hendrix Health Center
	Judicial Affairs Officer	(218) 477-2174	http://www.mnstate.edu/sss/sjs/	Owens Hall 206
Alumni Foundation		(218) 477-2143	http://alumni.mnstate.edu/	
Animals on Campus			http://www.mnstate.edu/adminaff/files/policies/animals.cfm	
Archives	University Archives	(218) 477-2346	http://www.mnstate.edu/archives/UniversityArchives/	Livingston Lord Library 409
Athletics				
Intercollegiate Sports		(218) 477-2622	http://www.msumdragons.com/	Nemzek Hall 134
Club Sport	Office of Student Activities	(218) 477-2120	http://appserv.mnstate.edu/osa/orgaddress.php?otype=10	Comstock Memorial Union 229
Intramural Sport		(218) 477-2050	http://www.mnstate.edu/intramurals/	Nemzek Hall 119
ATM	(instant cash machine)			
US Bank (2)	CMU; Flora Frick Connecting Link			CMU; Flora Frick Connecting Link
Affinity Plus Credit Union	CMU			CMU
Audio-Visual Equipment	Instructional Media	(218) 477-2233	http://www.mnstate.edu/media/ProductionServices/VideoAudio.cfm	Instructional Media
Automobile Registration	Parking Office	(218) 477-2675	http://www.mnstate.edu/parking/	1616 9th Ave South
Bicycle Registration			http://www.nationalbikeregistry.com/	
Bookstore		(218) 477-2111	http://bookstore.mnstate.edu/	Maclean Hall 176
Box Office	Theatre Box Office	(218) 477-2271	http://www.mnstate.edu/theatre/ticket_information.cfm	Center for the Arts
Calendars				
Academic	Records Office	(218) 477-2565	http://www.mnstate.edu/records/acad_calendar.cfm	Owens Hall 104
Student Activities	Office of Student Activities	(218) 477-2120	http://www.mnstate.edu/osa/	Comstock Memorial Union 229
Varsity Sports	Athletics	(218) 477-2622	http://www.msumdragons.com/	Nemzek Hall 134
Campus Crime Reports	Annual Campus Crime Report	(218) 477-2449	http://www.mnstate.edu/security/annualcrime.cfm	1616 9th Ave South
Career Counseling & Planning	Counseling & Personal Growth	(218) 477-2227	http://www.mnstate.edu/counsel/	Bridges Hall 260
	Career Services	(218) 477-2131	http://www.mnstate.edu/career/	Comstock Memorial Union 114
Catering	Sodexo	(218) 477-2836	http://www.msumdining.com/catering.html	Comstock Memorial Union
Chalking on Sidewalks			http://www.mnstate.edu/adminaff/files/policies/chalking.cfm	
Change of Name, Grade, Major, Program	Records Office	(218) 477-2565	http://www.mnstate.edu/records/	Owens Hall 104
Check Cashing	Bookstore	(218) 477-2111	http://bookstore.mnstate.edu/	MacLean Hall 176
	Etc. Shop	(218) 477-2979	http://www.mnstate.edu/cmuetcshop.cfm	Comstock Memorial Union 105
	Affinity Plus Federal Credit Union	(218) 287-8833	http://www.mnstate.edu/cmubank.cfm	Comstock Memorial Union 104
Child Care	Early Education Center	(218) 477-2214	http://www.mnstate.edu/childcare/	Lommen Hall 106A
Commencement	Records Office	(218) 477-2565	http://www.mnstate.edu/records/	Owens Hall 104
Copies	Copies Plus	(218) 477-2121	http://www.mnstate.edu/cmucopies.cfm	Comstock Memorial Union 103
	Library	(218) 477-2345	http://www.mnstate.edu/library/askalibrarian.cfm	Livingston Lord Library
Class Schedule	eservices		http://www.mnstate.edu/home/NEWREG.HTM	
	Records Office	(218) 477-2565	http://www.mnstate.edu/records/	Owens Hall 104
Computer Information	Information Technology	(218) 477-2603	http://www.mnstate.edu/it/	Livingston Lord Library 201
Counseling, Financial	Office of Scholarship & Financial Aid	(218) 477-2251	http://www.mnstate.edu/finaid/	Owens Hall 107
Counseling, Personal/Crisis	Counseling & Personal Growth	(218) 477-2227	http://www.mnstate.edu/counsel/	Bridges Hall 260

Question	Where To Go	Phone	Web Site	Location
Disability Services		(218) 477-2131	http://www.mnstate.edu/disability/	Comstock Memorial Union 114
Discipline/Student Conduct Discrimination	Judicial Affairs Officer	(218) 477-2174	http://www.mnstate.edu/sss/sjs/ http://www.mnscu.edu/board/policy/1b-01.pdf	Owens Hall 206
	Affirmative Action	(218) 477-2229	http://www.mnstate.edu/affirm/	Owens Hall 214B
	Judicial Affairs Officer	(218) 477-2174	http://www.mnstate.edu/sss/sjs/ http://www.mnstate.edu/aod	Owens Hall 206
Drug Information	Hendrix Health Center	(218) 477-2211	http://www.mnstate.edu/hendrix/	Hendrix Health Center
	Judicial Affairs Officer	(218) 477-2174	http://www.mnstate.edu/sss/sjs/	Owens Hall 206
Email Accounts	Information Technology	(218) 477-2603	http://www.mnstate.edu/it/services.shtml	Livingston Lord Library 201
Emergencies		911		
	Campus Security	(218) 477-2449	http://www.mnstate.edu/security/	1616 9th Ave South
	Hendrix Health Center	(218) 477-2211	http://www.mnstate.edu/hendrix/	Hendrix Health Center
Employment	Job Shop	(218) 477-2438	http://www.mnstate.edu/dragonjobs/	Owens Hall 107
	Career Services	(218) 477-2131	http://www.mnstate.edu/career/	Comstock Memorial Union 114
Evening/Saturday Classes	Continuing Studies	(218) 477-5862	http://appserv.mnstate.edu/continue/	811 11th St South
Financial Aid Information	Office of Scholarship & Financial Aid	(218) 477-2251	http://www.mnstate.edu/finaid/	Owens Hall 107
Food Service	Dining Services	(218) 477-2836	http://msumdining.com/index.html http://www.msumdining.com/locations.html	Comstock Memorial Union Flora Frick
	Café Connection			Maclean Hall
	Dragon Stop	(218) 477-5911	http://www.msumdining.com/locations.html	Comstock Memorial Union
	Kise Commons	(218) 477-2836	http://www.msumdining.com/locations.html	Comstock Memorial Union 105
	Etc. Shop	(218) 477-2979	http://www.mnstate.edu/cmu/etcshop.cfm	Comstock Memorial Union 120
	Subs & Sweets	(218) 477-2836	http://www.msumdining.com/locations.html	Comstock Memorial Union 102
	Union City	(218) 477-2896	http://www.msumdining.com/locations.html	Owens Hall 215
Graduate Studies		(218) 477-2134	http://www.mnstate.edu/graduate/	Owens Hall 104
Graduation	Records Office	(218) 477-2565	http://www.mnstate.edu/records/	Comstock Memorial Union 229
Greek Life	Office of Student Activities	(218) 477-2524	http://www.mnstate.edu/osa/greek/greeklifemsum.cfm	Campus Box 353
	Panhellic Council (Sororities)			Owens Hall 206
Grievances	Student Affairs	(218) 477-2171	http://www.mnstate.edu/stdntaff/	Owens Hall 206
	Judicial Affairs Officer	(218) 477-2174	http://www.mnstate.edu/sss/sjs/	Comstock Memorial Union 106
Hair & Tanning	Hot Heads Hair & Tanning	(218) 287-8300	http://www.mnstate.edu/cmu/hotheads.cfm	Hendrix Health Center
Health Care	Hendrix Health Center	(218) 477-2211	http://www.mnstate.edu/hendrix/	
	Health Line	(701) 234-5000	(24 hour free nurse line)	
Homecoming	Homecoming Office	(218) 477-2146	http://www.mnstate.edu/homecoming/	Comstock Memorial Union 230
Honors	Honors Apprentice Program	(218) 477-2996	http://www.mnstate.edu/acadaff/acadasupport/HonorsApprentice/index.htm	Flora Frick 151
	Honors Program Courses	(218) 477-4104	http://www.mnstate.edu/honors/housing.cfm	MacLean Hall 281
Housing, Residential Life	Housing & Residential Life	(218) 477-2118	http://www.mnstate.edu/housing/	Ballard Hall 120
I. D. Card Loss	Information Technology	(218) 477-2603	http://www.mnstate.edu/it/services.shtml	Livingston Lord Library 201
Information		(218) 477-4000	http://www.mnstate.edu	
	The Compass	(218) 477-2260	http://www.mnstate.edu/cmu/compass.cfm	Comstock Memorial Union 117
Insurance, Student	Hendrix Health Center	(218) 477-2211	http://www.mnstate.edu/hendrix/	Hendrix Health Center
	Business Office	(218) 477-2221	http://www.mnstate.edu/busoff/	Owens Hall 106
International Student Advisor	International Programs	(218) 477-2956	http://www.mnstate.edu/intl/	Flora Frick 153
Internships	Career Services	(218) 477-2131	http://www.mnstate.edu/career/	Comstock Memorial Union 114
Intramural Sports		(218) 477-2050	http://www.mnstate.edu/intramurals/	Nemzek Hall 119
IT Services	Information Technology	(218) 477-2603	http://www.mnstate.edu/it/services.shtml	Livingston Lord Library 201
Job Shop		(218) 477-2438	http://www.mnstate.edu/dragonjobs/	Owens Hall 107
Key & Card Access	Administrative Affairs	(218) 477-2156	http://www.mnstate.edu/adminaff/files/policies/key_cardaccess.cfm	Owens Hall 208
Library	Livingston Lord Library	(218) 477-2355	http://www.mnstate.edu/library/	Livingston Lord Library
Loans, Short-term emergency	Business Office	(218) 477-2221	http://www.mnstate.edu/busoff/	Owens Hall 106

Question	Where To Go	Phone	Web Site	Location
Lost and Found	Recreation & Outing Center	(218) 477-2265	http://www.mnstate.edu/cm/roc.cfm	Comstock Memorial Union 116
	Administrative Affairs	(218) 477-2675	http://www.mnstate.edu/adminaff/	Owens Hall 208
Mail Services	Campus Post Office	(218) 477-2885	http://www.mnstate.edu/busoff/postoffice/	MacLean Hall 152
MAT Bus Schedule	The Compass	(218) 477-2260	http://www.mnstate.edu/cm/compass.cfm	Comstock Memorial Union 117
Math Learning Center		(218) 477-5835	http://www.mnstate.edu/rath/mathlearningcenter/mathlearningcenter.htm	MacLean Hall 276
Meeting Space	Comstock Memorial Union	(218) 477-2261	http://www.mnstate.edu/cm/eventservices/escontact.cfm	Comstock Memorial Union 115
	Physical Plant	(218) 477-2400	http://www.mnstate.edu/physical/schedulingservices.cfm	
	<i>Any Residence Hall Front desk</i>		<i>(See Residence Halls)</i>	
Movie Tickets	The Compass	(218) 477-2260	http://www.mnstate.edu/cm/compass.cfm	Comstock Memorial Union 117
News Service		(218) 477-2110	http://news.mnstate.edu/	Flora Frick 154
Newspaper, Student	The Advocate	(218) 477-2551	http://www.mnstate.edu/advocate/	Comstock Memorial Union 110
Notary Public	Business Office	(218) 477-2221	http://www.mnstate.edu/busoff/	Owens Hall 106
	Student Affairs Office	(218) 477-2171	http://www.mnstate.edu/stdntaff/	Owens Hall 206
	Human Resources	(218) 477-2157	http://www.mnstate.edu/humanres/	Owens Hall 210
Orientation	Orientation & Transition Office	(218) 477-2777	http://www.mnstate.edu/orientation/	Comstock Memorial Union 222
Pass/No Credit Grades	Records Office	(218) 477-2565	http://www.mnstate.edu/records/	Owens Hall 104
Parking Information	Campus Security/Parking Office	(218) 477-2675	http://www.mnstate.edu/parking/	1616 9th Ave South
Passport Information	International Programs	(218) 477-2956	http://www.mnstate.edu/intl/	Flora Frick 153
Payroll	Student Payroll	(218) 477-2223	http://www.mnstate.edu/payroll/student.cfm	Owens Hall 106
Peer Advisors		(218) 477-2282	http://www.mnstate.edu/advising/pac_.cfm	Flora Frick 151
	Academic Resource Office (ARO)	(218) 477-4318	http://www.mnstate.edu/advising/	Flora Frick 151
Police	(Emergency)	911		
	Non-emergency	(218) 299-5120	http://www.moorheadpolice.com/	915 9th Ave North
	Campus Security	(218) 477-2449	http://www.mnstate.edu/security/	1616 9th Ave South
Postal Service	Campus Post Office	(218) 477-2885	http://www.mnstate.edu/busoff/postoffice/	MacLean Hall 152
Posting of Signs	Office of Student Activities	(218) 477-2120	http://www.mnstate.edu/osa/	Comstock Memorial Union 229
	Housing & Residential Life	(218) 477-2118	http://www.mnstate.edu/housing/	Ballard Hall 120
Publicity on Campus Policies			http://www.mnstate.edu/adminaff/files/policies/bbpolicy.cfm	
Probation/Suspension	Academic Resource Office (ARO)	(218) 477-4318	http://www.mnstate.edu/advising/appeals.cfm	Flora Frick 151
	Student Affairs	(218) 477-2171	http://www.mnstate.edu/stdntaff/	Owens Hall 206
Radio Station	KMSC Request Line	(218) 477-2115	http://www.mnstate.edu/kmsc/	Comstock Memorial Union 109
	KMSC Business Office	(218) 477-2116		
Records	Records Office (Academic)	(218) 477-2565	http://www.mnstate.edu/records/	Owens Hall 104
	Judicial Affairs Officer (Discipline)	(218) 477-2174	http://www.mnstate.edu/sss/sjs/	Owens Hall 206
Recreation	Recreation & Outing Center	(218) 477-2265	http://www.mnstate.edu/cm/roc.cfm	Comstock Memorial Union 116
	Wellness Center	(218) 477-4300	http://www.mnstate.edu/hendrix/wellness/	Dragon Wellness Center
Religious Concerns				
	Chi Alpha Christian Fellowship		Leonard Sliwoski (Campus Adviser), sliwoski@mnstate.edu	
	Lutheran Campus Ministry	(218) 233-4720	http://www.mnstate.edu/lcm/	619 10th St South
	Muslim Student Association		Yahya Frederickson (Campus Adviser), yafreder@mnstat.edu	
	St. Thomas Newman Center	(218) 236-9596	http://www.mnstate.edu/newman/	707 11th St South
	United Campus Ministry	(701) 235-0672	http://www.fmucm.org/	1239 12th St. North, Fargo
Repeated Courses	Records Office	(218) 477-2565	http://www.mnstate.edu/records/	Owens Hall 104
Residence Halls	Housing & Residential Life	(218) 477-2118	http://www.mnstate.edu/housing/	Ballard Hall 120
	Ballard Hall	(218) 477-2755		
	Dahl Hall	(218) 477-2180		
	Nelson/Grantham Halls	(218) 477-2210		
	Snarr Halls	(218) 477-2145		
	John Neumaier Hall	(218) 477-2607		

Question	Where To Go	Phone	Web Site	Location
Reservations	(see Meeting Space)			
R.O.T.C.	Air Force	(701) 231-8186		
	Army	(701) 231-7575		
Safe Zone			http://www.mnstate.edu/safezone/	
Lynn Peterson	Hendrix Health	(218) 477-2211		Hendrix Health Center 104
Anita Bender	Women's Center	(218) 477-4973		MacLean Hall 171
Scholarships	Office of Scholarship & Financial Aid	(218) 477-2251	http://www.mnstate.edu/finaid/	Owens Hall 107
Security	Campus Security	(218) 477-2449	http://www.mnstate.edu/security/	1616 9th Ave South
Service Learning		(218) 477-2592	http://www.mnstate.edu/asl/	Comstock Memorial Union 225
Sexual Assault	(Emergency)	911		
	Hendrix Health Center (Daytime only)	(218) 477-2211	http://www.mnstate.edu/hendrix/rape_abuse_dating_violence.cfm	Hendrix Health Center
	Campus Security	(218) 477-2449	http://www.mnstate.edu/security/	1616 9th Ave South
	Rape and Abuse Crisis Center (24/7)	(701) 293-7273	http://www.raccfm.com/	
	Moorhead Police	(218) 299-5120	http://www.moorheadpolice.com/	915 9th Ave North
			http://www.mnstate.edu/security/SexualViolencePolicy.pdf	
Sexual Harassment	Affirmative Action	(218) 477-2229	http://www.mnstate.edu/affirm/	Owens Hall 214B
	Judicial Affairs Officer	(218) 477-2174	http://www.mnstate.edu/sss/sjs/	Owens Hall 206
	Campus Security	(218) 477-2449	http://www.mnstate.edu/security/	1616 9th Ave South
	Any Campus Administrator			
Sidewalk Chalking			http://www.mnstate.edu/adminaff/files/policies/chalking.cfm	
Speech & Hearing Clinic	Speech, Language, Hearing Sciences	(218) 477-2286	http://www.mnstate.edu/slhs/clinics/index.cfm	Grier Hall 100
Student Activities				
	Dragon Entertainment Group	(218) 477-2264	http://www.mnstate.edu/entertainment/	Comstock Memorial Union 231
	Music Department	(218) 477-2101	http://www.mnstate.edu/music/	Center for the Arts 102
	Office of Student Activities	(218) 477-2120	http://appserv.mnstate.edu/osa	Comstock Memorial Union 229
	Sports Information	(218) 477-2113	http://www.msundragons.com/	Nemzek Hall 111
	Student Organizations	(218) 477-2790	http://appserv.mnstate.edu/osa/orgaddress.php?otype=10	Comstock Memorial Union 229
Student Conduct/Judicial	Judicial Affairs Officer	(218) 477-2174	http://www.mnstate.edu/sss/sjs/	Owens Hall 206
Student Organizatios	Office of Student Activities	(218) 477-2120	http://appserv.mnstate.edu/osa/orgaddress.php?otype=10	Comstock Memorial Union 229
Student Government	Student Senate	(218) 477-2150	http://www.mnstate.edu/stusen/	Comstock Memorial Union 116B
Study Away	National Student Exchange	(218) 477-2171	http://www.mnstate.edu/stdntaff/nse.cfm	Owens Hall 206
	Study Abroad	(218) 477-2956	http://www.mnstate.edu/intl/abroad/studytravel.cfm	Flora Frick 153
Suicide Prevention	Counseling & Personal Growth	(218) 477-2227	http://www.mnstate.edu/counsel/	Bridges Hall 260
Summer School			http://www.mnstate.edu/summer/registration.cfm	
Tenant-Landlord Information	Housing & Residential Life	(218) 477-2118	http://www.mnstate.edu/housing/	Ballard Hall 120
	MN Legal Services	(218) 233-8585	http://www.ag.state.mn.us/Brochures/pubLandlordTenants.pdf	1015 7th Ave North
	ND Legal Aid	(701) 232-4495	http://www.legalassist.org/tree/about_lsnd.html	1025 3rd St North, Bismarck
Tickets, Campus Events	Athletic Department	(218) 477-2622	http://www.msundragons.com/	Nemzek Hall 133
	Theatre Box Office	(218) 477-2271	http://www.mnstate.edu/theatre/ticket_information.cfm	Center for the Arts
	The Compass	(218) 477-2260	http://www.mnstate.edu/cmu/compass.cfm	Comstock Memorial Union 117
Transcript Request	Records Office	(218) 477-2565	http://www.mnstate.edu/records/transcript.cfm	Owens Hall 104
Tri-College Courses	Records Office	(218) 477-2565	http://www.mnstate.edu/records	Owens Hall 104
Tutoring	Academic Resource Office (ARO)	(218) 477-4318	http://www.mnstate.edu/advising	Flora Frick 151
	Math Learning Center	(218) 477-5835	http://www.mnstate.edu/rath/mathlearningcenter/mathlearningcenter.htm	MacLean Hall 276
	Write Site	(218) 477-5937	http://www.mnstate.edu/write/	Library Porch
	<i>Individual Departments</i>			
Veterans Information	Certifying Official	(218) 477-2603	http://www.mnstate.edu/veterans/	Livingston Lord Library 201

Question	Where To Go	Phone	Web Site	Location
Volunteer Opportunities	Circle K (student organization) Habitat for Humanity Volunteer Visions			Campus Box 349 Campus Box 349 Campus Box 78
Withdrawal	Office of Student Activities Counseling & Personal Growth Records Office	(218) 477-2120 (218) 477-2227 (218) 477-2565	http://appserv.mnstate.edu/osa http://www.mnstate.edu/counsel/ http://www.mnstate.edu/records	Comstock Memorial Union 229 Bridges Hall 260 Owens Hall 104
Women's Center		(218) 477-4973	https://www.mnstate.edu/womenctr/	MacLean Hall 171
Workshops	Academic Resource Office (ARO) Career Services Continuing Studies	(218) 477-4318 (218) 477-2131 (218) 477-5862	http://www.mnstate.edu/advising http://www.mnstate.edu/career/ http://appserv.mnstate.edu/continue/	Flora Frick 151 Comstock Memorial Union 114 811 11th St South
Writing Assistance	Write Site	(218) 477-5937	http://www.mnstate.edu/write/	Library Porch

CALENDAR & PLANNER

NAVIGATING THE DAILY PLANNER

FINAL EXAMINATIONS SCHEDULE

COURSE SCHEDULE/INFORMATION RECORD

DAILY PLANNER

**All listed events and schedules in the Daily Planner are tentative.*

NAVIGATING THE DAILY PLANNER

**All listed events and schedules in the Daily Planner are tentative.*

Academic Resource Office (ARO)

<http://www.mnstate.edu/Advising/>

The Academic Resource Office (ARO) is located in Flora Frick 151. The ARO fosters student success and retention by providing a centralized location for resources, for students, staff and faculty and integrated academic support services. The ARO is responsible for the numerous **College Success Workshops** and the **Major Exploration Extravaganza** listed on October 22, 2009.

Arts and Humanities

The College of Arts & Humanities offers MSUM students not only an opportunity to get involved but also an opportunity to enjoy the works of fellow students and talented faculty members. The Daily Planner offers a rich variety of **theatre** shows and **musical ensembles**. Feel free to view the college's event calendar:

<http://www.mnstate.edu/cah/calendar.html>.

Listed here are the art exhibitions held in the Gallery, located in the Roland Dille Center for the Arts.

Hours:

Monday, Wednesday, Friday - 9:00AM - 4:30PM

Tuesday - 9:00AM - 3:30PM

Thursday - 9:00AM - 5:30PM

Saturday - 2:00PM - 4:00PM

or by special arrangement

Fall 2009

August 17-27: New York, New York - MSUM student work from study trip in New York

Reception Thursday August 27 4-6PM

August 31 - September 30: Installation by Karen Frimkess Wolf

Reception Thursday September 3 4-6PM

October 4 – 21: Graphic Design Alum Salon - (work from 40 years of graphic design program at MSUM)

Reception Saturday October 17 3-5PM

October 26: Faculty Exhibition

Reception Thursday October 29 4-6PM

November 16 - December 2: BA/BS Exhibition

Reception Thursday November 19 4-6PM

December 7-22: BFA Exhibition

Reception Thursday December 10 4-6PM

Spring 2010 (tentative)

January 11 - February 10: Photographs From China - Garrett Hansen

Reception TBA

February 15 - March 22: BA/BS Exhibition(s)

Reception TBA

March 29 - April 20: Juried Student Exhibition Clarence Morgan Juror

Reception Thursday April 8 4-6PM

April 23 - May 11: BFA Exhibition
 Reception Thursday April 29 4-6PM

At the Planetarium

www.mnstate.edu/regsci

The Planetarium is located on the Minnesota State University Moorhead campus in Bridges Hall, Room 167, 11th Street South, Moorhead. General admission is \$3.00, and children 12 years of age and under, senior citizens, and Tri-College students are admitted for \$1.50. For more information, contact the Regional Science Center Office, (218) 477-2920.

The following Fall activities and events **are** listed in the daily planner, but here is more information about the event (look for Spring events posted on the website):

September 13-November 16: Sundays at 2 pm, Mondays at 7 pm, Two Small Pieces of Glass

Four hundred years ago, Galileo fitted two small pieces of glass into a tube and pointed it to the sky. The wonders that he observed, changed our view of the heavens forever. This year, astronomers are celebrating the anniversary of that event by inviting everyone to look through a telescope. Come and join two young astronomers at a star party as they learn how telescopes work, the history of telescopes, and the major discoveries made by these instruments.

December 3-21: Sundays at 2 pm and 7 pm, Mondays, Thursdays and Saturdays at 7 pm, Star of Wonder

This show goes in search of that famous star that led the Magi to visit Bethlehem to look for the Christ child shortly after his birth. Science, religion, history, beautiful images and traditional holiday music are used to explore the mystery that continues to puzzle astronomers and theologians.

Athletics

<http://www.msumdragons.com/>

The athletic events listed in the daily planner for MSUM are listed as Dragon events. Below is the listing of the women's and men's athletic teams who play at MSUM.

Women's Sports	Men's Sports
Basketball	Basketball
Cross Country (X-Country)	Cross Country (X-Country)
Golf	Football
Softball	Track and Field
Soccer	Wrestling
Swimming & Diving	
Tennis	
Track and Field	
Volleyball	

As listed in the Daily Planner, MSUM has match-ups most frequently with the following teams:

College/University	Location
Augsburg College	Minneapolis, MN
Augustana College	Sioux Falls, SD

Bemidji State University	Bemidji, MN
College of St. Benedict	St. Joseph, MN
Concordia College	Moorhead, MN
Concordia University-St. Paul	St. Paul, MN
Dickinson State University	Dickinson, ND
Jamestown College	Jamestown, ND
Mayville State University	Mayville, ND
Minnesota State University Mankato	Mankato, MN
Minot State University	Minot, ND
North Dakota State University	Fargo, ND
Northern State University	Aberdeen, SD
Presentation College	Aberdeen, SD
Southwest Minnesota State University	Marshall, MN
St. John's University	Collegeville, MN
St. Olaf College	Northfield, MN
University of Mary	Bismarck, ND
University of Minnesota- Crookston	Crookston, MN
University of Minnesota- Duluth	Duluth, MN
University of Minnesota- Morris	Morris, MN
University of Wisconsin- Steven's Point	Steven's Point, WI
Upper Iowa University	Fayette, Iowa
Valley City State University	Valley City, ND
Wayne State University	Wayne, NE
Winona State University	Winona, MN

Comstock Memorial Union (CMU)

<http://www.mnstate.edu/cmu/>

The Comstock Memorial Union, located at the corner of 6th Avenue South and 14th Street South, is host to a *magnitude* of events held every year on MSUM's campus. As you look through the Daily Planner, you will see many events listed in the **CMU**.

Dragons After Dark

<http://www.mnstate.edu/cmu/dragonsafterdark/>

Dragons After Dark is a once a month late-night programming activity designed to provide positive entertainment options on weekends, hold in multiple campus locations. There are also events listed as **Friday Nights in the UG**, which are also managed by the Dragons After Dark group.

Dragon Entertainment Group (The Group)

<http://www.mnstate.edu/entertainment/>

The Dragon Entertainment Group enhances the college experience through leadership, student development, and innovative programming that reflects and supports the diversity of Minnesota State University Moorhead and the surrounding community. Many programs offered throughout the year are hosted by The Group: **Grocery Bingo**, **Open Mic Night**, **Afternoon Delight**, **Kalai**, etc., including partnerships with other campus groups like Dragons After Dark.

Fox Recital Hall

Fox Recital Hall is located in the Roland Dille Center for the Arts.

Gaede Stage

<http://www.mnstate.edu/theatre/season.cfm>

The **Gaede Stage**, located in the Roland Dille Center for the Arts, is a thrust style theatre, which seats approximately 330 audience members. The Gaede Stage is fashioned after The Guthrie thrust theatre, and is used primarily by the MSUM Theatre Arts Department, including its University Theatre Series and The Straw Hat Players.

Glasrud Auditorium

Glasrud Auditorium is located in Weld Hall, nestled between the Science Lab Building and Lommen Hall. Glasrud Auditorium is named after Clarence "Soc" Glasrud, one of the most prominent professors and personalities in MSUM's history. Glasrud is also the author of two comprehensive histories of the university: "The Moorhead Normal School" and "Moorhead State Teachers College."

Hansen Theatre

<http://www.mnstate.edu/theatre/season.cfm>

As the largest public-gathering space on the campus of Minnesota State University Moorhead, the Delmar J. **Hansen Theatre** is a proscenium style theatre, which seats approximately 850 audience members. This theatre is located in the Roland Dille Center for the Arts. Complete with a hydraulic forestage/orchestra pit and fly house, the Hansen Theatre is used a for variety of events including the Cheryl Nelson-Lossett Performing Arts Series, University Theatre Series, MSUM Children's Theatre, The Straw Hat Players, and many more.

International Programs Office

<http://www.mnstate.edu/intl/>

The International Programs Office is located in Flora Frick 153, adjacent to the Academic Recourse Office. The International Programs Office hosts and participates in a variety of campus programs, such as events during **International Education Week** in November and **Celebration of Nations** in April.

Records Office

<http://www.mnstate.edu/records/index.cfm>

The Records Office, located in Owens Hall 104, manages dates for class scheduling and students' matters concerning their academic transcript, such as the Daily Planner listings for **add/drop dates** and **pass/no credit deadlines**.

Regional Science Center

www.mnstate.edu/regsci

The MSUM Regional Science Center organizes activities that take place at the Buffalo River Site, which is located 15 miles east of Moorhead, off Highway 10. It is adjacent to the Buffalo River State Park and one of Minnesota's largest prairie preserves, The Nature Conservancy's Bluestem Prairie. Entrance to the Buffalo River Site and interpretive center is free and both are open to the public. The Buffalo River Site hours are 6 am to 11 pm daily.

For more information, contact the Regional Science Center Office, (218) 477-2904.

The following Fall activities and events **are** listed in the daily planner, but here is more information about the event (look for Spring events posted on the website):

August 21: Star Party on the Prairie, 9-11 pm

We're having a star party on the prairie, and you are invited. Come and have the beautiful summer sky interpreted for you. Learn how to find the constellations. See the Milky Way, nebulae and star clusters through our telescopes. Perhaps we will see some meteors. Bring your own binoculars or telescope, if you wish, and enjoy the prairie at night. If it is cloudy we will have a short indoor presentation at 9 p.m.

August 23: Interpretive Center Open House, 2-4 pm

Join us for an open house at the Regional Science Center's Buffalo River Site. Tour the prairie displays in the interpretive center before you venture onto the prairie to view the "Cluster of Grasses" art sculpture and visit a prairie pothole. You will learn about the center's efforts to improve the "prairie-ness" of the grasslands of the Buffalo River Site.

September 20: Interpretive Center Open House, 2-4 pm,

Come to Regional Science Center's Buffalo River Site for some hands-on learning about Minnesota's native prairie grasses and wildflowers. Enjoy a peaceful hour picking seed for the center's prairie restoration program. You'll learn why the prairie ecosystem is important and help to improve the center's prairie landscape. Be prepared to walk over uneven ground.

October 9: If Galileo Could See Jupiter Today! 7-9 pm

One of the objects that Galileo found especially fascinating through his telescope was the planet Jupiter. The four brightest moons of Jupiter are still called the Galilean satellites. Tonight, we will retrace Galileo's footsteps by looking at the moons. If conditions are good, we will be able to observe details in Jupiter's atmosphere that he never saw with his simple telescope. We will also observe other celestial objects- the Milky Way, star clusters and nebulae.

Residential Life

<http://www.mnstate.edu/housing/>

Residential Life manages the residence halls (Ballard, Dahl, Grantham, Nelson, and Snarr Complex) and campus apartment building (John Neumaier Hall), including **opening and closing dates**. The Residential Life and Housing office is located in Ballard Hall, right next to the Ballard Hall front desk.

Office of Student Activities (OSA)

<http://www.mnstate.edu/osa/>

As stated by the OSA's mission, the Office of Student Activities provides leadership opportunities furthering MSUM students' development and builds community through programs, activities, and student organizations. The OSA is housed the CMU 229. The **Emerging Leaders** programs and dates listed for **student organizations** listed in the Daily Planner are events managed by the OSA.

The Under Ground (UG)

The Under Ground is located inside the CMU.

Visiting Writers Series (Thomas McGrath)

<http://www.mnstate.edu/english/mcgrath.cfm>

Hosted by the English Department, Thomas McGrath Visiting Writers Series is named in honor of the late Tom McGrath, prize-winning poet who taught writing at Moorhead State from 1969 until his retirement in 1983. The Thomas McGrath Visiting Writers Series aims to bring to campus some of the finest contemporary writers to read and share their work with students, faculty, and the public. *All events are free and open to the public.*

Final Examinations Schedule: Fall 2009

Regular Class Time	Exam Date	Exam Time
7:30 am TH	Dec 10 – Thursday	9:00 am
11:30 am MWF	Dec 10	12:00 pm
3:00 pm MWF	Dec 10	3:00 pm
9:30 am MWF	Dec 11– Friday	9:00 am
12:30 pm MWF	Dec 11	12:00 pm
3:00 pm TH	Dec 11	3:00 pm
9:00 am TH	Dec 14- Monday	9:00 am
1:30 pm TH	Dec 14	12:00 pm
4:30 pm M/T/W/H/F	Dec 14	3:00 pm
7:30 am MWF	Dec 15 – Tuesday	9:00 am
10:30 am MWF	Dec 15	12:00 pm
1:30 pm MWF	Dec 15	3:00 pm
8:30 am MWF	Dec 16 – Wednesday	9:00 am
10:30 am TH	Dec 16	12:00 pm
12:00 pm TH	Dec 16	3:00 pm
5:00 pm or later	Classes at 5:00 pm or later will give final exams during finals week at regular class time.	

Final Examinations Schedule: Spring 2010

Regular Class Time	Exam Date	Exam Time
9:30 am MWF	May 6 – Thursday	9:00 am
12:30 pm MWF	May 6	12:00 pm
3:00 pm TH	May 6	3:00 pm
9:00 am TH	May 7 -- Friday	9:00 am
1:30 pm TH	May 7	12:00 pm
1:30 pm MWF	May 7	3:00 pm
7:30 am MWF	May 10 – Monday	9:00 am
10:30 am MWF	May 10	12:00 pm
4:30 pm M/T/W/H/F	May 10	3:00 pm
8:30 am MWF	May 11 – Tuesday	9:00 am
10:30 am TH	May 11	12:00 pm
12:00 pm TH	May 11	3:00 pm
7:30 am TH	May 12 – Wednesday	9:00 am
11:30 am MWF	May 12	12:00 pm
3:00 pm MWF	May 12	3:00 pm
5:00 pm or later	Classes at 5:00 pm or later will give final exams during finals week at regular class time.	

Fall Term Course Information

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Course Number and Title	Section
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Instructor	Phone/E-mail
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Office Location	Office Hours
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Office Location	Office Hours
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Course Number and Title	Section
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Instructor	Phone/E-mail
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Office Location	Office Hours
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Spring Term Course Information

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Office Location	Office Hours
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Course Number and Title	Section
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Instructor	Phone/E-mail
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Office Location	Office Hours
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