RESOURCE GUIDE

2021-22 Academic Year
DEAR STUDENT,

We are pleased that you have chosen to pursue your academic career at Missouri S&T and welcome you as a “Miner for Life.” We hope you find this resource guide to be valuable in helping you successfully navigate the transition to campus and find ways to become fully engaged in the S&T experience.

Throughout this guide you will find information on ways to engage outside of the classroom, various campus support resources, and the values and standards we hold as Miners. Research suggests that actively engaged students are more satisfied with their experience, more likely graduate, and better prepared for career success as leaders in their profession.

Student Affairs looks forward to sharing in your personal and professional development. We welcome you to Missouri S&T and encourage you to use this resource to enhance your success.

Sincerely,

Debra Robinson, Ph.D.
Vice Chancellor for Student Affairs

RISING TO THE CHALLENGE: MISSOURI S&T’S STRATEGY FOR SUCCESS

MISSION
Missouri S&T integrates education, research and application to create and convey knowledge that serves our state and helps solve the world’s great challenges.

VISION
Missouri S&T will be the leading public technological research university for discovery, creativity and innovation. We will cultivate curiosity, creativity and confidence in our graduates. We will be the institution of choice for partners around the world seeking a highly qualified, talented and entrepreneurial workforce; innovative research; relevant educational programs, products and services; and technology and ideas to solve the great challenges of our time.

VALUES

LIFELONG SUCCESS
We add exceptional value. The rewards of the Missouri S&T experience extend far beyond a college education, valued degree or gratifying career. The Missouri S&T experience prepares you for a fulfilling life defined by the confidence to succeed, a desire to excel and a love of learning that never stops.

CREATIVITY
We are innovators. Building a better world demands a creative spark, innovative and entrepreneurial approaches, and curiosity to discover and explore new solutions to the world’s great challenges.

INTEGRITY
We hold ourselves accountable for our actions. We strive to uphold the highest ethical standards, to conduct ourselves with trustworthiness and respect for all of humanity, and to instill in our campus community these same principles.

SUSTAINABILITY
We live by example. As stewards of the public good, the financial resources entrusted to us, and the environment, we emphasize resilient and sustainable practices in all our endeavors.

PARTNERSHIPS
We are great partners. We focus on adding value and creating mutually beneficial partnerships. The solutions to today’s great challenges require agile collaboration, teamwork and engagement with our stakeholders, both on campus and in the greater business, civic, national and international communities.

INCLUSION
We are an inclusive, welcoming community. We seek to build a creative learning environment marked by openness, understanding and valuing all people and perspectives.

TABLE OF CONTENTS

2 Frequently Asked Questions
Get the answers to questions students and parents ask the most about Missouri S&T.

7 Campus Directory
Looking for information on locations and offices for campus offices?

8 Campus Resources
From Care Management to Student Council, these are a number of resources available to students.

14 Policies/Procedures
Here you will find many of the university policies and procedures that govern the daily activities of our faculty, staff and the entire S&T community.

20 Campus Map
Need to find your way around S&T’s campus? This map of our campus shows where each building is and parking locations.

Debra Robinson, Ph.D.
Vice Chancellor for Student Affairs

Missouri University of Science and Technology
**Where can I get help with my classes?**

- **Burns & McDonnell Student Success Center** provides an array of services, programs, academic support, and success tools to students at every stage in their academic pursuits. Located at 188 Toomey Hall, 573-341-7596, studentsuccess.mst.edu.

- **Counseling Services** offers confidential career and personal counseling services. Located at 204 Norwood Hall, 573-341-1111, counselors.mst.edu.

- **Disability Services** offers supportive and reasonable accommodations for students with academic disabilities. Located at 203 Norwood Hall, 573-341-6650, dss.mst.edu, dss@mst.edu.

- **Math Assistance where Success Happens (MASH)** is a support program designed to give extra support for students enrolled in Math 1. The program involves meeting outside the classroom for one hour a week with a group of Math 1 students led by a specially trained student mentor. For more information, visit studentsuccess.mst.edu/tutoring or contact Diane Hagni located at 207 Norwood Hall, hagnid@mst.edu.

- **Math Learning Center** provides assistance for students in Math 1103, Math 1120, Math 1140, Math 1160, Math 1208, Math 1212, Math 1214, Math 1215, Math 1221 and Math 2222 located in 140 Schrider. Math Help Room schedule math.mst.edu/students/ed/. For more information, visit math.mst.edu/studentsuccess.

- **Learning Enhancement Across Disciplines (LEAD)** provides learning assistance for over 45 courses in the form of collaborative learning centers and drop-in tutoring. Sessions begin the second week of class and end on the Thursday of the last week of class. For more information, visit lead.mst.edu/index.html.

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- **The Writing Center** helps students with any writing related task during the academic year. The Writing Center provides free, confidential, one-on-one writing assistance. Located at 113 Campus Support Facility, writingcenter.mst.edu.

- **Burns & McDonnell Student Success Center** provides peer tutoring for students who have attended LEAD sessions, but still need extra help. If a student is struggling in a class that isn’t listed on the schedule, the Student Success Center will try to find the student help. For more information, visit 188 Toomey Hall, 573-341-7596, studentsuccess.mst.edu/tutoring.

**ACADEMIC RESOURCES**

- **Distance Education/Online tests, and professional certification programs** are offered through the Distance Education Center. Located at 105 Norwood Hall, 573-341-7276, distanceeducation.mst.edu.

- **Math Help Room schedule** Math 1214, Math 1215, Math 1221 and Math 2222 located in 140 Schrider. Math Help Room schedule math.mst.edu/students/ed/. For more information, visit math.mst.edu/studentsuccess.

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- **Norwood Hall, 573-341-7276, distanceeducation.mst.edu.** Students who feel that they have been discriminated against may file a grievance or informal concern/complaint by completing the following form tutixa.mst.edu/reporting.

- **Disability Services** offers supportive and reasonable accommodations for students with academic disabilities. Located at 203 Norwood Hall, 573-341-6650, dss.mst.edu, dss@mst.edu.

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**How can I get help on a writing assignment?**

The Writing Center helps students with any writing related task and any type of document. Located at 113 Campus Support Facility, writingcenter.mst.edu.

**What do I need to do if I’m going to be absent from class?**

Attending class is important for your academic success. Individual faculty members have different rules and guidelines on expectations for attendance in their class. These are typically outlined in the class syllabus. It is the discretion of each instructor to excuse the absence or allow make-up work for missed assignments and exams. As a student, you are responsible for notifying your instructor(s), preferably ahead of time, of class absence(s) and should discuss your specific circumstance. If you will be absent for three or more consecutive days, and the absence is due to illness or another emergency, you may choose to contact Care Management at 573-341-4209 or cm@mst.edu to request an absence notification to be issued to your current instructors and academic advisor. If you are unable to contact Care Management, the absence notification may be requested by someone on your behalf. A copy of the notice will be sent to you and it will be your responsibility to contact instructors as soon as possible to discuss missed work. Care Management will typically contact you after notification is issued to offer support and assistance as you resume your academic responsibilities.

Additionally, if you visit Student Health Services, you may request a written confirmation of your visit for an illness/injury during the time of your office visit. Students should be aware that neither Care Management nor Student Health Services have the authority to grant excuses/exemptions from class. Absences shorter than three days can be addressed directly with the instructor per their established attendance policy. If circumstances arise that make this challenging, contact Care Management for assistance.

I have been away from the university for a period of time. What do I need to continue my studies?

Whenever there is a gap in a student’s attendance, regardless of the reason, they must be readmitted to the university through the Office of the Registrar. The readmission application can be found on the Office of the Registrar’s website here and is due by December 15 for spring semester readmission, July 15 for fall semester readmission, or April 1 for summer semester readmission.

**Where can I find academic dates and deadlines?**

The full list of academic dates and deadlines is located at registrar.mst.edu/calendars.

**How can I change my advisor?**

It is okay to change advisors if you are not getting the appropriate help and/or your needs are not being met. To do so, follow the proper course of action required by your department. That is usually one of the following two methods:

- Make the appointment to meet with the department chairperson to request a change of advisor and explain why. Complete the appropriate paperwork.
- Identify another faculty member in the department who you would like to have as your advisor. Make an appointment with that person and request that he or she accept you as an advisee. If he or she agrees, contact the department to report the change and complete the appropriate paperwork.

For information about changing your advisor, please visit advising.mst.edu/handbook/advisorsresponsibilities.

**What if I have an academic complaint?**

All complaints regarding classes, or professors should be discussed with your professors, advisor, or department chair. Should you need further assistance or the problem cannot be resolved within your academic department, Academic Support or Office of Graduate Studies may be able to help. Visit academicsupport.mst.edu or grad.mst.edu for details about who to contact for your particular needs.
PERSONAL/PROFESSIONAL RESOURCES

Where can I find services for personal issues or disability support?
Counseling Services promotes self-awareness and skill development to support individual success and well-being. Free individual counseling services, support groups, and disability support services are offered to all students needing assistance for personal reasons. Located at 204 Norwood Hall, 573-341-4211 counseling@mst.edu, counsel@mst.edu

Disability Services offers supportive and reasonable accommodations for students with academic disabilities. Located at 203 Norwood Hall, 573-341-6655, das@mst.edu, dss@mst.edu

Care Management supports students by identifying immediate needs, connecting with appropriate resources, and working to develop a personalized action plan. Located at 107 Norwood Hall, 573-341-4209, cm@mst.edu, caremanagement@mst.edu

Additional resources in the Rolla area are listed below. Care Management can provide referrals, but please note that there may be a need for insurance or additional fees.

- Phelps Health Behavioral Health - 573-364-2007
- Mercy Clinic - 573-458-6326
- Compass Health - 844-853-8937
- Your Community Health Center - 573-426-4455

Where should I go for medical assistance?
Student Health Services provides care on a walk-in basis Monday-Friday from 8 a.m. – 4 p.m. The building closes at 5 p.m. daily. Located at 910 W 10th Street, 573-341-4284, mstshs@mst.edu, studenthealth@mst.edu

If non-emergency after hours medical care is needed, please visit the urgent care clinic or community health agency for services. Please note that there may be a need for insurance or additional fees.

How can I get help for professional development and career preparation?
Career Opportunities and Employer Relations (COER) is dedicated to helping students and alumni pursue their career dreams. COER offers a variety of professional development services to students and alumni including a Professional Development Plan to help guide current students through activities they should be doing year by year at Missouri S&T. Located on the third floor of Norwood Hall, 573-341-4343, career@mst.edu, career.mst.edu

CONTACTS/REPORTING

Who should I contact in case of emergency?
In case of emergency, or to report a crime in progress, please call 911.

How can I report a crime?
Call University Police, 573-341-4000 or police@mst.edu/reporting/crimes

Who may I contact for questions about parking?
Students must either renew their current permit or sign up to receive a parking permit. Students are placed on a waiting list; permit priority is based on academic level (i.e. seniors first). On street parking is available around the campus; vehicles must be moved every 72 hours otherwise they will be towed. For more information, visit G10 Campus Support Facility, 573-341-4303, parking@mst.edu, police.mst.edu/parking

The City of Rolla offers reserved off street parking in two parking lots located near Downtown Rolla on a first come first serve basis. Visit parking permit packet.pdf (faculty.org) for more information on parking in Downtown Rolla.

Who may I contact for questions about financial aid and student fees?
The Student Financial Assistance Office is available to help students at every stage during their degree attainment regarding scholarships, FASFA information, student loans, etc. located at G-1 Packer Hall, 573-341-4282, sfa@mst.edu, sfa.mst.edu

Fee Adjustment Appeal is available for students who experience extenuating circumstances impacting their ability to attend, complete, and succeed at Missouri S&T. Extenuating circumstances include, but are not limited to, medical/mental health issues, illness/death in family, being the victim of a crime or traumatic event, or other personal crises.

A student must provide documentation of the circumstances. This may include medical records, letters from a doctor or counselor, court records, obituaries, letters of support, or other forms of documentation. A student must also write a personal statement describing the circumstances that impacted their performance and academic pursuits in addition to what has been done to manage or rectify the problem.

A student who believes that a greater adjustment of educational fees should be issued or that he/she should not be charged a late registration fee can file the Fee Adjustment Appeal Form available at the Office of the Registrar located at 103 Packer Hall, 573-341-4181, registrar@mst.edu

Where can I find information about Student Council?
Members of Student Council serve as representatives for Missouri S&T students as a whole and encourage students to voice their thoughts and concerns about the Missouri S&T campus community at stuco.mst.edu.

How can I submit a concern on behalf of another individual or organization?
To make a referral about an individual student, submit a UCARE (University Committee for Assistance, Response, and Evaluation) form at stuaff.mst.edu.

To submit a concern regarding policy or behavioral issues pertaining to an individual student or Recognized Student Organization (RSO) at Missouri S&T, visit dos.mst.edu/studentorganizationincidencereport

Policy compliance may pertain to the Standard of Conduct for individuals, Recognized Student Organizations, Social Guidelines, Constitution and By-Laws for Interfraternity Council and/or Panhellenic Council, (Inter) National policies and procedures, or any federal, state, or local law.

Who should I contact if I experience or witness sexual discrimination, harassment, or violence?
Reports of sex discrimination can be made by email, phone, or in person. Reports are sent directly to the university’s Title IX Coordinator, who oversees all sex discrimination matters at the institution. Upon receipt of the report and depending on the detail of the information provided, the institution will take reasonable steps to investigate the matter, stop the harassment, prevent its recurrence and remedy its effects.

Reports may also be made by submitting the online form located at equity.mst.edu/title-ix/reporting-option. You have the right to remain anonymous on this form but please be aware that the more details we possess, the better our ability to conduct a thorough investigation. To remain anonymous, simply leave out your identifying information.

Who should I contact in case of a financial emergency?
The Student Financial Assistance Office is available to help students with financial situations. Located at 103 Packer Hall, 573-341-4181, registrar@mst.edu

Who should I contact if I need access to disability accommodations?
Disability Services offers supportive and reasonable accommodations for students with academic disabilities. Located at 203 Norwood Hall, 573-341-4209, cm@mst.edu, caremanagement@mst.edu

Who should I contact if I need accommodations for academic disabilities?
Disability Services offers supportive and reasonable accommodations for students with academic disabilities. Located at 203 Norwood Hall, 573-341-4209, cm@mst.edu, caremanagement@mst.edu

Who should I contact if I need accommodations for academic disabilities?
Disability Services offers supportive and reasonable accommodations for students with academic disabilities. Located at 203 Norwood Hall, 573-341-4209, cm@mst.edu, caremanagement@mst.edu
HOUSING AND DINING

What is the Missouri S&T housing requirement?
Students that are freshmen, sophomore, and/or under the age of 21 are required to live in university-approved housing such as the Residence halls, Christian Campus Fellowship (CCF), or a Greek House. For more information, visit 205 West 12th Street, Rolla, MO 65409, 573-341-4218, reslife@mst.edu, reslife.mst.edu/housingpolicy.

Where can I find information about dining options?
Missouri S&T offers several dining options on campus and in the residence halls. For more information about meal plans and dining locations, visit dinencampus.com/mst.

What should I do if I’m having issues with housing or my roommate?
The best place to start if you are having issues with housing or your roommate is your community resident assistant. Resident assistants are student staff members who live within each residential community or on each floor. They are trained in helping students navigate tough situations such as roommate conflicts, academic concerns, personal struggles, or emergencies. They will also connect you with other Residential Life and campus resources. Each residential area is also staffed with a full-time, professional resident director. The resident director supervises the resident assistants along with day-to-day building operations. They are there to assist students and may be reached by visiting the front desk of each residential complex. For more information visit 205 W 12th Street, 573-341-4218, reslife@mst.edu, reslife.mst.edu.

Where can I find information about meal plan options?
Missouri S&T offers several meal plans options for Missouri S&T students who live on or off campus. For more information about meal plan options visit reslife.mst.edu/findingsolutions/mealplans.

What is the University of Missouri Standard of Conduct?
A student at the university assumes an obligation to behave in a manner compatible with the university’s function as an educational institution and voluntarily enters into a community of high achieving scholars. A student organization recognized by the University of Missouri also assumes an obligation to behave in a manner compatible with the university’s function as an educational institution. Consequently, students and student organizations must adhere to community standards in accordance with the university’s mission and expectations. These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

For more information visit the Office of the Dean of Students located at 107 Norwood Hall, 573-341-4282, dos@mst.edu, dos.mst.edu.

Is there a Dean’s List?
There is not a Dean’s List at Missouri S&T; however, students may be recognized for academic excellence through their department or graduating with honors based on GPA. The Honors Academy offers students the opportunity to be a part of a community of outstanding scholars who are seeking an enhanced educational experience, and to earn the distinction of “Honors Academy Fellow” at graduation. For more information about The Honors Academy, visit Academic Support, 105 Norwood Hall, 573-341-7266, academico support@mst.edu, academico support@mst.edu/honors.

Is there a Parents Weekend?
While there is not a specified parent’s weekend, Parent and Family Relations offers opportunities for parents and families to engage with their students on campus during homecoming weekend at the Parent Reception. Additionally, Parent and Family Relations hosts the Miner Adjustment parent information session the Saturday of new student move-in. For more information about Parent and Family Relations, visit 107 Norwood Hall, 573-341-4209, parents@mst.edu, parents.mst.edu.

Is there a parking pass?
A student at the university assumes an obligation to adhere to community standards in accordance with the university’s mission and expectations.

Where can I find information about intramural sports?
Intramural Recreational Sports at Missouri S&T provides opportunities for students, staff, and faculty to participate in intramural activities. Broad selections of events are available, both formally and informally, for men and women interested in single, dual, and team sports, no matter their skill level. For more information, visit Gale Bullman Building, 573-341-4226, studrec@mst.edu, studentercenter.mst.edu/intramuralsports.

Is there a notary on campus?
Curtis Lewis Wilson Library offers free notary services and fax services for students during daytime business hours, at the Single Service Desk, 573-341-4008.

Philpica County Bank (PCB) branch located in Havener Center Room 102 also offers notary public services, free of charge for account holders. The PCB branch is open Monday - Friday 9 a.m. - 4:30 p.m., mypcb.com/about-pcb/locations.

Where can I find things to do in the Rolla area?
You can visit calendar.mst.edu for campus events. Missouri S&T’s Leach Theatre, leachtheatre.mst.edu, hosts a variety of events each year, or you can visit visitrolla.com/events for other local information.

IMPORTANT TELEPHONE NUMBERS AND WEB ADDRESSES

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<tr>
<th>Department</th>
<th>Website</th>
<th>Address</th>
<th>Phone</th>
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<tr>
<td>Academic Support</td>
<td>academico <a href="mailto:support@mst.edu">support@mst.edu</a></td>
<td>105 Norwood Hall</td>
<td>7276</td>
</tr>
<tr>
<td>Admissions</td>
<td>futurestudents.mst.edu</td>
<td>106 Parker Hall</td>
<td>6731</td>
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<tr>
<td>Athletics</td>
<td>minerathletics.com</td>
<td>705 W 10th St</td>
<td>4175</td>
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<td>Career Management</td>
<td>career.mst.edu</td>
<td>107 Norwood Hall</td>
<td>4209</td>
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<td>Career Opportunities &amp; Employer Relations</td>
<td>career.mst.edu</td>
<td>4209</td>
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<td>Cashiers Office</td>
<td>cashier.mst.edu</td>
<td>G-4 Parker Hall</td>
<td>4195</td>
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<td>Catering, Dining Services</td>
<td>mst.catertrax.com</td>
<td>101 Hawthener Center</td>
<td>7019</td>
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<td>Chancellor, Office of</td>
<td>chancello.mst.edu</td>
<td>206 Parker Hall</td>
<td>4116</td>
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<td>IT Services, Help Desk</td>
<td>it.mst.edu/help-desk</td>
<td>Curtis Laws Wilson Library</td>
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<td>Counseling Center</td>
<td>counsel.mst.edu</td>
<td>204 Norwood Hall</td>
<td>4211</td>
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<td>Dean of Students, Office of</td>
<td>dos.mst.edu</td>
<td>107H Norwood Hall</td>
<td>4209</td>
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<td>Disability Support Services</td>
<td>dss.mst.edu</td>
<td>203 Norwood Hall</td>
<td>6655</td>
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<td>Food Service, Dining Services</td>
<td>dinencampus.com/mst</td>
<td>205 W 12th Street</td>
<td>5436</td>
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<td>Fraternity &amp; Sorority Life</td>
<td>involvement.mst.edu/fraternityandsororitylife</td>
<td>218 Hawthener Center</td>
<td>6771</td>
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<td>Graduate Studies</td>
<td>grad.mst.edu</td>
<td>216 Centennial Hall</td>
<td>4141</td>
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<td>Hawener Center Event Services</td>
<td>hawener.mst.edu/reservations</td>
<td>216 Hawthener Center</td>
<td>4204</td>
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<td>Human Resources Services</td>
<td>hr.mst.edu</td>
<td>113 Centennial Hall</td>
<td>4241</td>
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<td>Institutional Equity, Diversity and Inclusion</td>
<td>iedi.mst.edu</td>
<td>1200 N Pine St</td>
<td>7734</td>
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<td>International Affairs</td>
<td>international.mst.edu</td>
<td>103 Norwood Hall</td>
<td>4208</td>
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<td>Leach Theatre</td>
<td>leachtheatre.mst.edu</td>
<td>105 Castleman Hall</td>
<td>4219</td>
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<td>Learning Enhancement Across Disciplines (LEAD)</td>
<td>lead.mst.edu</td>
<td>105 Norwood Hall</td>
<td>7276</td>
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<td>Library</td>
<td>library.mst.edu</td>
<td>400 W 14th St</td>
<td>4008</td>
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<td>Miner Wellness</td>
<td>minerwellness.mst.edu</td>
<td>203 Norwood Hall</td>
<td>4225</td>
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<td>New Student Programs (PRG)</td>
<td>prg.mst.edu</td>
<td>106 Centennial Hall</td>
<td>660-266-9035</td>
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<td>Outdoor Activity Rental (OAR)</td>
<td>oar.mst.edu/oar</td>
<td>901 East 18th Street</td>
<td>6448</td>
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<td>Parent &amp; Family Relations</td>
<td>parents.mst.edu</td>
<td>107H Norwood Hall</td>
<td>4209</td>
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<td>Parking, University</td>
<td>police.mst.edu/parking</td>
<td>G10 Campus Support</td>
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<td>4300</td>
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<td>provost.mst.edu</td>
<td>210 Parker Hall</td>
<td>4138</td>
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<td>Registrar, Office of</td>
<td>registrar.mst.edu</td>
<td>103 Parker Hall</td>
<td>4181</td>
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<td>Residential Life</td>
<td><a href="mailto:reslife@mst.edu">reslife@mst.edu</a></td>
<td>205 West 12th Street</td>
<td>4218</td>
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<td>S&amp;T Store</td>
<td>sstandtore.com</td>
<td>106 Hawthener Center</td>
<td>4705</td>
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<td>Student Affairs</td>
<td>stuaff.mst.edu</td>
<td>107 Norwood Hall</td>
<td>4292</td>
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<td>Student Council (STUCO)</td>
<td>stuco.mst.edu</td>
<td>232 Hawthener Center</td>
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<td>Student Financial Assistance</td>
<td>sfaf.mst.edu</td>
<td>G1 Parker Hall</td>
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<td>Student Health Services</td>
<td>studenthealth.mst.edu</td>
<td>910 W 10th Street</td>
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<td>involvement.mst.edu</td>
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<td>Student Recreation Center</td>
<td>studentercenter.mst.edu</td>
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<tr>
<td>Student Success Center</td>
<td>studentsuccess.mst.edu</td>
<td>198 Toomey Hall</td>
<td>7590</td>
</tr>
<tr>
<td>Testing Center</td>
<td>testingcenter.mst.edu</td>
<td>G10 Norwood Hall</td>
<td>4222</td>
</tr>
<tr>
<td>University Committee for Assistance, Response, and Evaluation (UCARE)</td>
<td>stuaff.mst.edu/ucare</td>
<td>107 Norwood Hall</td>
<td>4292</td>
</tr>
<tr>
<td>Undergraduate Advising Office</td>
<td>advising.mst.edu</td>
<td>G6 Curtis Laws Wilson Library</td>
<td>4424</td>
</tr>
</tbody>
</table>
CAMPUS RESOURCES

Following is a listing of important campus resources that are available to you. Additional information and a complete listing of services and programs are available on the Missouri S&T website, www.mst.edu.

CARE MANAGEMENT
107 Norwood Hall  |  caremanagement.mst.edu
Care management supports students throughout their experience at S&T. By identifying immediate needs, connecting with appropriate resources, and working to develop a personalized action plan, the care manager helps students face challenges and support their well-being and success.

The care manager:
• Serves individual students through coordination of support services.
• Assists as initial point of referral for student well-being needs.
• Provides solution-focused assistance to remove barriers to student success.
• Assists with navigating campus and community processes as needed.
• Coordinates individualized response and follow up care through UCARE.
• Manages complex medical needs, extended absences, and coordination of care.
• Enhances personal development, support systems, resilience, and self-advocacy skills.
• Responds to emergent and crises needs.
• Serves as a consultation resource for the campus on student well-being and success.

The care manager works with other campus departments and offices to facilitate communication. The care manager can help students increase self-advocacy skills. Together the student and care manager can develop an action plan to more effectively access services.

CAREERS IN LIBRARIANSHIP
400 W. 14th St  |  library@mst.edu  |  341-4008  |  library.mst.edu
Library Hours:
• Monday – Friday: 7:30 AM – midnight
• Saturday and Sunday: 8:00 AM – midnight
• Any changes in hours will be posted in the library and on the library website.

Services
• Research Consultation: One-on-one consultation with a research librarian
• Online Resources: Databases, ejournals, and ebooks available through the library website anywhere using your Missouri S&T login information
• Course Reserves: Print and electronic materials to support coursework
• Research Self-Help: Subject guides are available from the library home page for your research area
• Fax and Notary: Available at the service desk

Materials for Checkout
• Technology: Laptops, digital cameras, handheld 3D scanner, phone chargers, flash drives, adapters/cables
• Tools: Wrench set, soldering iron, calipers, and more
• Books: Check the MERLIN Catalog for local books and the MOBIUS Catalog for books not available at Wilson Library. Books may also be requested via Interlibrary Loan.
• DVDs: Academic and popular

Facilities
• Computers and Printing: Over 50 computers, print black and white from any computer, plus in color on the second floor
• Study Rooms: Over 25 study rooms, 8 available for reservation
• Book Scanner: Available on the main floor of the library
• Miner Break Café: Serves pastries, sandwiches, wraps, drinks, and other items
• 3D Graphic/ CAD Design Stations: High-end workstations designed specifically to support 3D graphic and CAD design projects available on the second floor
• 3D Printing: Available at the IT Walk-In Support Center
• Nonavitra Visualization Wall: High resolution screens for displaying 3D content

SCHOOL SERVICES
204 Norwood Hall  |  counsel@mst.edu  |  341-4211  |  counseling.mst.edu
Counseling Services promotes self-awareness and skill development to support individual success and wellbeing through individual, group, and crisis counseling; comprehensive wellness programming; consultations; care coordination services; referral information; and self-help materials. Services are free and confidential.

TESTING AND STUDENT DISABILITY SERVICES
510 Norwood Hall  |  testcenter@mst.edu  |  341-4222
Testing Services provides a courteous and secure atmosphere for a variety of testing and assessment services to students and members of the local community for testing information please contact your local located in G10 Norwood Hall, 734-4222 or testcenter@mst.edu.

Student Disability Services
203 Norwood Hall  |  dss@mst.edu  |  341-6655
Student Disability Services (SDS) assists in creating an inclusive and accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. Through collaborative partnerships with students, faculty, and staff, SDS works to promote students’ independence and to ensure recognition of their abilities. To schedule a confidential appointment, please contact our office located in 203 Norwood Hall, 734-6655 or dss@mst.edu.

MINER WELLNESS
201 Norwood Hall  |  minerwellness@mst.edu  |  734-3422  |  minerwellness.mst.edu
Through health education and promotion, Miner Wellness strengthens the well-being of S&T students by reinforcing healthy habits and reducing the impact of high-risk behaviors. We provide trainings and consultations in the following areas:
• Sexual Health
• Interpersonal Violence Prevention
• Sleep Health
• Nutrition and Fitness
• Tobacco cessation
• Stress Management

Miner Wellness coordinates a peer education network comprised of trained student volunteers known as Peer Health Educators, and STEP UP! Student Ambassadors. Through participation in the peer education program, students gain professional development and leadership experience. They provide education and resources to their fellow S&T students to encourage safe and healthy behaviors.

STUDENT HEALTH SERVICES
910 W. 10th St  |  studenthealth@mst.edu  |  573-341-4284
Student Health Services is Missouri S&T’s student health clinic located in 107 Norwood Hall. Student Health offers a wide range of primary health care for currently enrolled students at Missouri S&T. Multiple providers are available to deliver care for acute illness and injury. The Student Health fee covers visits with the providers, but some procedures, labs and medications may require a small fee. It is required that all students have some form of health insurance to cover for services not provided at Student Health. For more information about Student Health or to submit information please see the Student Health website studenthealth.mst.edu.

There are certain requirements that need to be met before you can complete enrollment and move onto campus. Failure to meet these requirements will result in a hold on your registration process.
• Two Measles, Mumps, Rubella Vaccines (MMR): The first one must be done after age 12 months; the second at least 30 days later.
• One Meningitis Vaccine, given after age 16: Missouri Senate Bill 75A states, “each student attending a public institution of higher education who lives in on-campus housing must receive the meningococcal vaccine unless he or she has a medical or religious exemption.” Vaccination strongly recommended for all university students. You will not be allowed to move into campus housing if you have not received your meningococcal immunization documentation. More information about the meningococcal vaccine and disease can be found on the Student Health website.

• Tuberculosis Screening Form for New Students: This form must be completed by all students. Student Health staff will review and contact you if further testing is necessary.

PARENT AND FAMILY RELATIONS
107 Norwood Hall  |  parents@mst.edu  |  341-4209  |  parents.mst.edu
The Office of the Vice Chancellor for Student Affairs provides resources for parents to partner in supporting student development and encouraging student responsibility. Family support and encouragement are crucial to the growth, development, and success of students during their college years.

Resources for parents and families include the following:
• Missouri S&T Family Connection provides email updates to families once a week when classes are in session.
• Miner Adjustment program on move-in day provides information about the common challenges students and parents face in the transition from high school to college.
• MinerFest Family Connection provides an opportunity to learn more about campus services and programs, ask questions, and provide feedback.

ENGAGE: OFFICE OF STUDENT INVOLVEMENT
118 Havener Center  |  involvement@mst.edu  |  341-6771  | involvement.mst.edu
Digging Deeper at S&T is made easy with the right tools. Engage is Missouri S&T’s online interactive organization portal where you can discover information about student clubs and organizations and track your experience. Each organization has an Engage portal that it can use to create events, applications, registrations, and other ways to engage students in campus organizations. Students can browse the 200+ student organizations, stay up to date with current RSSIs, and see events happening all over campus. Organization leaders can reserve space on campus, enter purchase requests, update rosters & documents, and much more! To log into the system go to mst.campuslink.com/engage. Contact the Office of Student Involvement with any questions you may have.

BURNS & MCDONNELL STUDENT SUCCESS CENTER
108 Tommy Hall  |  success@mst.edu  |  341-7056  |  studentsuccess.mst.edu
The Burns & McDonnell Student Success Center offers a quiet environment where you can come relax between classes, grab a cup of coffee, surf the internet, or check out a whiteboard to use as a study tool. Throughout the semester, programs and activities are offered to help enrich your education experiences and success.
We provide one-on-one coaching and individualized tutoring for all students. Our coaching sessions are tailored to your specific needs. You can sit down with a Success Coach and discuss a variety of topics like time management, study skills, goal setting, motivation, etc. Walk-in tutoring is also available for some of the first-year and second-year courses offered at Missouri S&T.

Whether you are tackling your academic struggles, or seeking ways to broaden your learning experiences at Missouri S&T, it’s our job to listen and help maximize your options. We are dedicated to your success and want you to get the most out of your experience here. We look forward to meeting and guiding you on a path to success.

UCARE: UNIVERSITY COMMITTEE FOR ASSISTANCE, RESPONSE AND EVALUATION

UCARE serves as a resource to the campus community regarding concerning student behavior. Through a multi-dimensional approach, the team collaborates to make our campus the safest environment possible. Members of the campus community are encouraged to submit an online report if they are concerned about a student.

UCARE members are available for consultation with students, staff or faculty. We find that available information is often scattered among various individuals in a student’s life. By collaborating with UCARE, you assist our team in collecting and connecting the different pieces of the puzzle in order to support student success. Please refer to the contact links and website below for additional information or to refer a student of concern.

Training and development resources are provided to all members of the campus community through Counseling Services. These resources include the Ask.Learn.Listen.Feel: online training module designed to assist participants in identifying and responding to individuals experiencing distress or at risk of suicide. Your help and support promote a safe, healthy, and effective learning environment for all students.

Submit an online report: ucare.mst.edu
For further consultation contact UCARE.

UCARE requires Office of the Dean of Students, 573-341-4209
• Bash S. Prewett, bpweveet@mst.edu, Office of the Dean of Students, 573-341-4209
• Patti J. Nekle, pnekle@mst.edu, Counseling Services, 573-341-4211

INFORMATION TECHNOLOGY

IT Help Desk: First Floor, Curtis Laws Wellness Library
341-4357 (HELP) | ithelp@mst.edu

Information Technology (IT) provides comprehensive technology services that are integral to teaching, learning, research, and other important campus functions. IT works with student government, the Library, Student Life, Student Success Center, and other units on campus to ensure the services and support needed for student success are available. The IT Help Desk in the Library is the easiest way for students to get the help they need. After hours, technology questions can be submitted online at help.mst.edu.

The most popular services used by students include:
• Email and Google Apps for Education. Every enrolled student is provided with a Gmail account and access to the S&T Google Apps for Education services. Visit it.mst.edu/services/google-apps for more information.
• Computer Learning Centers (CLC). Hundreds of computers in dozens of locations in every academic building, the library and student center are provided to support student learning. A large selection of software is available in every location, and discipline-specific software is available in some locations. Printers are located in every CLC. See it.mst.edu/services/cls for more information.
• Printing. Students are given an allocation in the print management system (PaperCut) that meets most students’ printing needs each semester at no additional cost to the student. Once this allocation is used, students can purchase additional quota points at the IT Help Desk in the Library. Visit it.mst.edu/services/itprinting for more information.
• WiFi Access. Wireless network coverage is provided in every building and most common areas of campus. Due to the importance of wireless access for the growing number of personal electronic devices, it works to continuously improve the coverage and bandwidth for the campus community. Visit it.mst.edu/services/wireless to learn how to connect to S&T wireless.
• Learning Technologies. Canvas, the learning management system is used by many courses to deliver class materials, conduct class discussions, post assignments, and other class activities. More information about these activities will be announced throughout the fall semester. In addition, IT and EffieTech partner with academic departments to support effective use of technology in the classroom and online. Student response systems (aka clickers) are used in a large number of first and second year courses. Students can find helpful materials for these technologies at it.mst.edu/services.

UNIVERSITY POLICE

Room G-10, Campus Support Facility
341-4300 (non-emergency) | 911 (emergency)
police@mst.edu | police.mst.edu

The Mission of the Missouri S&T Police Department is to support the academic and campus community in fulfilling its commitment to teaching, research, and service. The functions performed by the Missouri S&T Police Department include many services offered by a municipal police department, as well as certain service functions unique to the university setting. The Missouri S&T Police Department has an authorized strength of 25 full-time employees, including 12 state-commissioned police officers, free safety guards, two parking control officers and six administrative staff members. Missouri S&T police officers are empowered under Chapter 172.350 of the Missouri Revised Statutes. As such the police officers are commissioned and armed. Additionally, all Missouri S&T police officers possess Rolla City Police commissions as well. The S&T University Police are also fully accredited through the International Association of Campus Law Enforcement Administrators (IACLEA).

Police officers patrol on foot and by vehicle all properties owned by the Missouri University of Science and Technology 24 hours a day and seven days a week. The security guards perform additional security checks on the main campus during evening and night hours. In addition to the full-time staff, the department employs 9 campus security officers (CSOs), who are students that assist on a part-time basis. Missouri S&T police department also has a Reserve Police Officers Program in which part-time officers are used on an as-needed basis. Please visit the University Police Department’s webpage to see all thelicht and services offered by the University Police police.mst.edu.

Duties of the Missouri S&T police department include, but are not limited to preventative patrols, the investigation of crimes, crime prevention through active campus involvement, service to students and others in emergencies, special event coverage, overseeing parking lot operations, and the enforcement of state laws, city ordinances, and University rules and regulations. The University Police Department monitors several security cameras located throughout campus through a 24/7 Operations Desk located at the University Police Department. The Daily Crime Report is posted via the Rolla area 911 Center located within the Rolla Police Department. The camera views for the campus are shared with the Call Center. The University Police can be reached at any time via 911 or for non-emergency situations, 573-341-4300.

RAVE Guardian

The Rave Guardian is an app focused on personal safety and safety of our campus community to top priority. Missouri S&T has purchased Rave Guardian, a free mobile app that turns your smartphone into a personal safety device. By downloading the app, you can invite friends and family to join your network as your “Guardians.” You can then request one or more of your Guardians to virtually walk with you on campus. It’s like having a trusted friend with you at all times. The app also has a safety feature that directly connects you to the police in an emergency, as well as gives you the ability to text the S&T Police Department a top priority among any concerns or suspicious situations. If possible, you should always dial 911 in the event of an emergency.

All students, faculty and staff are encouraged to enhance their personal safety and the safety of their friends by downloading the Rave Guardian app.

Lost and Found

The University Police Department is the central “lost and found” repository for the campus. Any lost and found items should be turned into the University Police Department. If an item is lost, information should be filled out with University Police, 573-341-4300, or it can be reported by accessing: police.mst.edu/programs/lostitems.

Jeanne Cleery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY)

As required by the U.S. Department of Education, the CLERY Act requires higher education institutions to make public certain crime data. Review the annual CLERY report submitted by the Missouri S&T Police Department online: police.mst.edu/programs/info/clery/

A paper copy of the report can be requested by contacting the Missouri S&T Police Department at 573-341-4300 or by responding to the department which is located in G-10 Campus Support Facility.

Daily Crime Report

The CLERY Act also requires that crime information be made available to the public within two working days. Review the Daily Crime Report by visiting the Missouri S&T Police Department located in G-10 Campus Support Facility or at police.mst.edu/programs/info/crimestatistics/crime-report.

Missouri State Uniform Crime Reporting (UCR) Statistics

Every law enforcement agency in the state is required to report crime data monthly to the Missouri State Highway Patrol (MSP). MSP compiles and maintains computer files of the Missouri data and supplies information not only to the Federal Bureau of Investigation for use in national crime statistics, but also to local agencies and organizations. To access crime data for the Missouri S&T police department submitted to the MSP, visit the MSPR Statistical Analysis Center: mahb.dpa.missouri.gov/MSR/PUB/UCR/CrimeData/Missouri.html.

Reporting Crimes at Missouri S&T

A list of all reported crimes is posted at the Missouri S&T Police Department (G10 Campus Support Facility) and on our website, police.mst.edu/programs/info/crimestatistics/crime-report under crime statistics to meet Clery Act requirements.

All crime victims and witnesses are highly encouraged to report incidents to the Missouri S&T Police Department regardless of how seemingly insignificant the crime. Missouri S&T police officers are required to report all criminal acts occurring on campus. To report a crime, the victim or witness need only call the Missouri S&T Police Department via 911 or 573-341-4300. A police officer will meet with the person to gather information and prepare an official report. You may wish to report an incident to have the alleged offender apprehended and/or for the protection of yourself or others. If this is the case, successful apprehension and/or prosecution of the offender depends greatly on the rapid and accurate report of the crime. Information about the incident can assist law enforcement authorities in providing and improving prevention strategies for the protection of the victim and others in the community.

If you wish to report an incident without seeking disciplinary action or legal actions, please contact the Missouri S&T Counseling and Disability Support Department, the Equity and Title IX Department, the Dean of Students and Student Affairs Department, the Residential Life Department, the campus Human Resources Department or any Campus Security Authority for assistance. There is also often a need
Campus visitors can sign up to receive emergency mass notification. The message will note the situation, give basic information, and other campus buildings, by verifying any door entered or exited from those buildings. Faculty, staff, and students are encouraged to indicate their locations within a reasonable time. Any facility open for an extended period after normal operating hours for that building shall require a permit to be open for the hours specified on the permit.

During the academic year in which residence halls are open, those halls shall be secured during the evening hours at the earliest reasonable time. Any facility open for an extended period after normal operating hours for that building shall require a permit to be open for the hours specified on the permit.

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

The purpose of this Council shall be to: Represent the interests of the student body in student, university, and governmental affairs, provide services that improve the quality of life of Missouri S&T students; keep the student body informed of relevant issues; oversee and regulate student activities; organizations, and funds in the interests of the student body; maintain a positive relationship between the student body, campus administration, and the local community; and serve as the chief representative body of students at Missouri S&T.

**The Campus Security Authority is an official of an institution who has significant responsibility for student and campus activities, as well as employees who control or monitor access to various locations on campus.**

**Security of Campus**

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

The department chair is ultimately accountable for security problems existing within his/her area of control, but can designate a dependable and reliable individual(s) areas of security responsibility. A particularly sensitive area in building access control is the issuance of keys by departments to faculty, staff, and students. Department key issuance and control shall comply with guidelines set forth in Policy 2400 Keys to University Buildings: Keys to University Buildings | University of Missouri System (umsystem.edu).

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

Maintenance of campus facilities involving security problem areas, such as broken locks, windows, doors, etc., shall involve reporting the security problem as soon as possible to the physical facilities department, who shall notify the security branch within a timely manner.

In the event of a campus emergency, the University Police Department will notify the campus community via a RAVE Mass Notification Message. The message will note the situation, give basic direction, and it updates until the situation is resolved or stabilized. Messages will be sent via text, email, and phone (there may be situations when the messages will only be sent via text and email).

Campus visitors can sign up to receive emergency mass notification messages by texting MINEREVENT to 78015.

Alcohol/Illlegal Drugs Policies:

- **Alcoholic Beverages**: The use or possession of any alcoholic beverage is prohibited on all University property except in the Chancellor’s residence, and the sale, use, or possession may be appropriate University approval, be allowed in approved University alumni centers or faculty clubs, and for single events and occurring similar events in designated conference, meeting, or dining facilities provided by university food services, subject to all local regulations. Further information pertaining to alcoholic beverages can be obtained from via chancellors.msu.edu/media/administrative/chancellor/documents/policy-1-90.pdf.

- **Illegal Drugs**: University of Missouri regulations prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs by university students and employees on university-owned property and at university supervised activities. Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Violation of the University of Missouri regulations and federal and state laws can result in disciplinary action up to and including expulsion for students and discharge for employees.

A variety of resources exist for drug and/or alcohol counseling, treatment, or rehabilitation programs. For detailed information concerning university and community resources, students and employees may contact the Substance Abuse Prevention Program, 107 Norwood Hall, 573-341-4292. Confidential consultation, assessment, short term counseling, and referral services are available free of charge to faculty, staff, and students. A variety of prevention of education programs are also offered.

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Missouri S&T Parking: Rules in Capsule Form

- **All parking on campus requires either a purchased permit or payment at a meter. Decals (permit and registration stickers) must be affixed to the outside of the rear window or bumper on the driver's side of the vehicle. Temporary tags shall be hung on the rear-view mirror.**

- **All vehicles shall be parked HEADING into the parking spaces. (Do not back into or pull through the space.)**

- **A visitor is anyone OTHER THAN an employee, student or member of their family.**

- **Regulations pertaining to area permits and metered parking area enforced TOTALLY ROUND from 7:30 a.m. to 4:30 p.m. on Saturdays, Sundays and University holidays. Other regulations are enforced at all times.**

- **All visitors and metered parking at Thomas Jefferson Residence Hall and the Multi-Purpose Building shall be enforced 24 hours a day 7 days a week.**

- **Employees and students lading their vehicle to a visitor will be responsible for any violations occurring on campus.**

- **Parking permit owners shall park only in the area to which the purchased permit allows access.**

- **Employees and students without parking permits shall use only metered spaces.**

- **Specially marked disablked parking, driveways, yellow curbs and zones, spaces marked for 24 hour enforcement, fire lanes, vehicle turnarounds, and areas not designated as a parking area, etc., shall be enforced 24 hours a day seven days a week.**

- **University driveways, yellow curbs and zones, and any other area not specifically designated as a parking area shall not be used at any time.**

- **The Director of University Police, with the concurrence of the Parking Committee Chair, shall have the authority to suspend all or part of the parking regulations for specific periods of time.**

- **The full and complete set of Missouri S&T Parking Rules and Regulations, specific information on current regulations and other details pertaining to parking can be obtained at the University Police Department, or also: police.mst.edu/parking.**

**Student Affairs**

**STUDENT COUNCIL**

The purpose of this Council shall be to:

Represent the interests of the student body in student, university, and governmental affairs, provide services that improve the quality of life of Missouri S&T students; keep the student body informed of relevant issues; oversee and regulate student activities; organizations, and funds in the interests of the student body; maintain a positive relationship between the student body, campus administration, and the local community; and serve as the chief representative body of students at Missouri S&T.

- **Treasurer Directly from Article II of the Student Council Constitution**

**2020-21 OFFICER INFO**

- **President: Lawrence Hauchmire**
- **Vice President of Student Engagement and Outreach: Zane Stobie**
- **Vice President of Operations: Miriam Garcia**
- **Vice President of Student Services: Jacob Kelly**
- **Vice President of Academics: Anthony Watanakul**

**COMMITTEE CHAIRS**

- **Wellness and Professional Services Liaison: Kyra Walsh**
- **Auxiliary Services Liaison: Justin Cherr**
- **Academic Resources Liaison: Amanda Basile**
- **College of Engineering and Computing Lead: Aaron Reed**
- **College of Arts, Science, and Business: Samantha Schnitzlein**
- **Campus Infrastructure Lead: Human Design**
- **Leadership Development Lead: Em Rudolf**
- **Public Relations Lead: Katherine Bienacki**

**EXECUTIVE ASSISTANTS**

- **Community Liaison: Jessica Bolen**
- **Student Diversity Liaison: Rume Edwards**
- **Student Activitiy Envoron Board Chair: Hayden Long**
- **St. Pat's Board President: Ben Sizemore**
- **Executive at Large: Adam Bryski and Chase Johnson**
- **Graduate Student Committee President: Sara Fayak**
STUDENT HONOR CODE
Approved by Student Council, Copyright 2016

The students of the Missouri University of Science and Technology support this honor code and value as individual students as well as a unified student body. We shall hold ourselves to a high standard of integrity both on campus and off, seeking to uphold the standards of conduct and encourage such attitudes and actions in others.

We believe that the most important aspects of a strong moral code are based in Honesty and Respect. These values are defined as followed:

- **Honesty.** In the ideal student, honesty is represented by the attitude of being honest. This is represented by a student constantly striving to perform in all the activities to which they have signed up. A student also must refrain from using any sources or methods of completion that are unintended and not forbidden by faculty or instructors.

- **Respect.** Respect is important in every aspect of life. In this Campus it is vital for every student to respect themselves, other students, and all university employees. This entails accepting and obeying requests by campus officials and instructors as long as said request is within the proper bounds of their position. This also involves respecting the opinions and differences of other students as well as seeking to understand their differences rather than cause conflict. Students must also respect the educational processes of this campus. This includes instructor’s lessons, other students’ study habits or performance, as well as all other acts that could have a negative impact on some form of intellectual development. Students should show humility in regards to all achievement’s, as well as maintaining professionalism when dealing with disagreements.

- **Equity.** We, as students, recognize that by following this honor code, we are representing the ideals of Missouri University of Science and Technology, and realize that with these simple values, both our character and intellect. We look to better our lives and the lives of those around us, and realize that with these simple values, both our character and intellect. We look to better our lives and the lives of those around us, and realize that with these simple values, both our character and intellect. We look to better our lives and the lives of those around us, and realize that with these simple values, both our character and intellect.

The following outline is provided to summarize the general expectations for students while engaged in the Missouri S&T experience.

**STUDENT EXPECTATIONS:**
- Freedom of access to higher education.
- Freedom from infringement of rights by others, including forms of discrimination.
- Freedom to respectfully disagree with data or views presented in class.
- Respect in student matters through Student Council and various committees.
- Use University facilities through proper procedures.
- Ability to organize and join student organizations.
- Free expression and peaceful assembly.
- Privacy of student records and the right to restrict directory information except under legal compelling or where health and safety is involved.
- Due process in student conduct matters with opportunity to appeal through a procedure.

**EXPECTATIONS OF STUDENTS:**
- Respect the rights, opinions and property of others.
- Comply with University Officials acting in the scope and performance of their duties.
- Present grievances, complaints, and appeals through appropriate procedures.
- Practice personal and academic integrity and maintain standards of performance.
- Fulfill degree requirements as published.
- Respect other’s freedom of speech, peaceful assembly, and right of petition.
- Know and comply with University policies and procedures.

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- Comply with University Officials acting in the scope and performance of their duties.
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- Practice personal and academic integrity and maintain standards of performance.
- Fulfill degree requirements as published.
- Respect other’s freedom of speech, peaceful assembly, and right of petition.
- Know and comply with University policies and procedures.

**STUDENT EXPECTATIONS:**
- Freedom of access to higher education.
- Freedom from infringement of rights by others, including forms of discrimination.
- Freedom to respectfully disagree with data or views presented in class.
- Respect in student matters through Student Council and various committees.
- Use University facilities through proper procedures.
- Ability to organize and join student organizations.
- Free expression and peaceful assembly.
- Privacy of student records and the right to restrict directory information except under legal compelling or where health and safety is involved.
- Due process in student conduct matters with opportunity to appeal through a procedure.

**EXPECTATIONS OF STUDENTS:**
- Respect the rights, opinions and property of others.
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What is sex discrimination?

Sex discrimination is conduct that is based upon an individual's sex, pregnancy, gender identity, or gender expression that adversely affects a term or condition of an individual's employment, education, living environment, or participation in a University activity. (600.020.B.1)

There are many forms of sex discrimination:

• Sexual Harassment (600.020.B.2)
• Sexual Misconduct (600.020.B.3)
• Stalking on the Basis of Sex (600.020.B.4)
• Dating/Intimate Partner Violence (600.020.B.5)
• Sexual Exploitation (600.020.B.6)

I am nervous about reporting. What if my classmates, supervisor, or other faculty finds out that I reported?

There are rules in place that help protect reporters.

Retaliation is any adverse action taken against a person because of that person's participation in protected activity. The University strictly prohibits retaliation against any person for making any good faith report of discrimination, harassment, or sexual misconduct, or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of discrimination, harassment, or sexual misconduct. Any person who engages in such retaliation shall be subject to disciplinary action, up to and including expulsion or termination, in accordance with applicable procedures. Any person who believes they have been subjected to retaliation is encouraged to promptly notify the Equity Officer or Title IX Coordinator. The University will promptly investigate all claims of retaliation. (600.010.E)

Can I request confidentiality or even change my mind after reporting?

If the Complainant requests confidentiality or asks that the Complainant not be pursued, the Title IX Coordinator shall take all reasonable steps to investigate and respond to the Complainant consistent with the request for confidentiality or request not to pursue an investigation. (600.020.E.1)

The University will provide information and based on the nature and severity of the Complainant, the Title IX Coordinator determines there is a sufficient basis to proceed with the Complainant, the Title IX Coordinator may initiate an investigation notwithstanding a Complainant's request that the Complainant not be pursued. Such a decision shall be well-reasoned and documented. (600.020.E.2)

Who can I contact if I feel like I have been discriminated against?

Reports of sex discrimination can be made by email, phone, or in person. Reports can be made anonymously, but can be difficult to pursue without identifying information. Reports are sent directly to the university's Title IX Coordinator, who oversees all discrimination matters at the institution. Upon receipt of the report and depending on the detail of the information provided, the institution will, as a neutral party, take reasonable steps to investigate the matter, stop the harassment, prevent its recurrence and remedy its effects.

- Benjamin White
  Director, Title IX Deputy Coordinator
  benjamin.white@mst.edu
  Phone: 573-341-4382
  203 Centennial Hall – 300 W 12th St.

- equity@mst.edu
  Phone: 573-341-7734
  203 Centennial Hall – 300 W 12th St.

- Barb Spencer
  University Investigator
  spencerb@mst.edu
  Phone: 573-341-7078
  203 Centennial Hall – 300 W 12th St.

Online Report form: equity@mst.edu/title-ix/reporting-option

CAMPUS DIRECTORY INFORMATION (FERPA)

Your name, local address, permanent address, email address, telephone numbers, and major field of study will be included in electronic or printed student directories unless restricted by you with the Registrar’s Office by the end of the second week of the Fall or Spring semester (one week in summer school). If you restrict the release of directory information, your name will be excluded from student directories and no information will be released without your written consent. All information, other than directory information, is automatically considered restricted and is not to be released without your written permission.

The University considers directory information to be the student’s name, email address, address and telephone listing (including local and permanent addresses), major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by a student, student level, and full or part-time status.

For in-depth information on the Family Educational Rights and Privacy Act (FERPA), please contact the Registrar’s Office at 341-4181 or view information on the web at: registrar.mst.edu/ferpa.

CHAPTER 200: STUDENT CONDUCT

Amended Bd. Min. 3-30-21, Bd. Min. 8-30-20, Bd. Min. 5-15-19, Bd. Min. 5-24-01, Bd. Min. 7-27-12, Bd. Min. 12-7-12, Bd. Min. 6-19-14, Revised 9-22-14 by Executive Order 41; Revised 11-3-15 by Executive Order 46, Amended 2-9-17 by Bd. Min. 2-9-20. Bd. Min. 11-19-20

A student at the university assumes an obligation to behave in a manner compatible with the university's function as an educational institution and voluntarily enters into a community of high ethical standards. A student organization recognized by the University of Missouri also assumes an obligation to behave in a manner compatible with the university’s function as an educational institution. Consequently, students and student organizations must adhere to community standards in accordance with the university’s mission and expectations.

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

A. Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, the university may take appropriate action, including, but not limited to the imposition of sanctions under Sections 200.020 and 600.040 of the Collected Rules and Regulations against students and student organizations for conduct occurring in other settings, including off campus, in order to protect the physical safety of students, faculty, staff, and visitors or if there are efforts of the conduct that interferes with or limits students' ability to participate in or benefit from the university’s educational programs and activities.

B. A student organization is a recognized student organization which has received official approval in accordance with Section 250.010 of the Collected Rules and Regulations. To determine whether a student organization is responsible for conduct occurred in Section 200.010.C, all circumstances will be considered, including but not limited to whether:

1. The student organization approved, condoned, allowed, encouraged, assisted or permitted such conduct;
2. The prohibited behavior in question was committed by one or more student organization officers or a significant number of members of the student organization;
3. Student organization resources, such as funds, listserves, message boards or organization locations, are used for the prohibited behavior;
4. A policy or official practice of the student organization resulted in the prohibited conduct;
5. Conduct for which students and student organizations, when applicable, are subject to sanctions falls into the following categories:
   1. Academic dishonesty, including but not limited to cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the university. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student’s grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

a. The term cheating includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the university faculty or staff, or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

b. The term plagiarism includes, but is not limited to (i) use of paraphrase or direct quotation of the published work of another person without fully and properly crediting the author with footnote(s), citation or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been shared with others without release in writing from collaborators.

C. The term sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the university community.

D. Forfeiture, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the university.

E. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.

F. Physical abuse or other conduct which threatens or endangers the health or safety of any person.

G. Stalking another by following or engaging in a course of conduct that interferes with or limits students' ability to participate in or benefit from the university’s educational programs and activities.

H. A policy or official practice of the student organization resulted in the prohibited conduct.

I. Conduct for which students and student organizations, when applicable, are subject to sanctions falls into the following categories:
   1. Physical abuse, including but not limited to, actions that cause physical injury to the health or safety of any person or damage to any property or implied threats or acts that cause a reasonable person to reasonably in fear for one's safety or would cause a reasonable person to be emotionally distressed.

J. Violation of the university’s Equal Employment/Education Opportunity and Nondiscrimination Policy located at Section 600.010 of the Collected Rules and Regulations.

K. Violation of the university’s Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy located at Section 600.020 of the Collected Rules and Regulations.

L. Threatening or Intimidating Behaviors, defined as written or verbal behavior, which impairs or endangers the health or safety of any person under the circumstances to be frightened, intimidated, or emotionally distressed.

M. Violation of the university’s Equal Employment/Education Opportunity and Nondiscrimination Policy located at Section 600.010 of the Collected Rules and Regulations.

N. Unlawful discrimination, as defined in the University’s Title IX/Nondiscrimination Policy, in violation of Title IX or the Americans with Disabilities Act.

O. Any other conduct that, when evaluated in light of all the circumstances, constitutes a serious violation of the university’s Conduct Code.

P. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student’s grade on that work and in that course. The instructor shall
11. Violation of University policies, rules or regulations, or of campus regulations including, but not limited to, those governing residence in the university-provided housing, or the use of University facilities, or student organizations, or the time, place or manner of public expression.

12. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abouting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

13. Disruptive conduct. Conduct that creates a substantial disruption of University operations including obstruction of teaching, research, administration, other University activities and/or other authorized non-University activities that occur on campus.

14. Failure to comply with directions of University officials acting in the performance of their duties.

15. The illegal unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.

16. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the university community or that destroys or demeans public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also result in consequences of non-compliance.

17. Misuse of computing resources in accordance with University policy, including but not limited to:
   a. Actual or attempted theft or other abuse;
   b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
   c. Unauthorized transfer of a file;
   d. Unauthorized use of another individual’s identification and password;
   e. Use of computing facilities to interfere with the work of another student, faculty member, or University official;
   f. Use of computing facilities to interfere with normal operation of the university computing system; and
   g. Knowingly causing a computer virus to become installed in a computer system or file.

The Standard of Conduct can be found at umsystem.edu/ums/rules/collected_rules/kprogs/ch200/200-010_standard_of_conduct or contact the Dean of Students Office located in 107H Norwood Hall, 341-4209, dean@umsystem.edu, dean@umsystem.edu

CAMPUS ALCOHOLIC BEVERAGE PROGRAM

For specific policy information please reference chancellor.mst.edu/media/administrative/chancellor/documents/policy/1-90.pdf

A. POLICY - The use or possession of any alcoholic beverage is prohibited on all University property, except in the President’s residence and the Chancellor’s residences, and the sale, use or possession may, by appropriate University approval, be allowed in approved University Alumni Centers or Faculty Clubs, or other designated facilities, and for single events and recurring similar events in designated conference, meeting, or dining facilities provided by University food services, subject to all legal requirements.

B. PROCEDURES - In accordance with the above policy, the following procedures shall be followed:

1. The President shall be the University's Managing Officer designated by the Board of Curators as the person responsible on behalf of the university for compliance with the state law.

2. The Chancellor for each campus be designated the authority for acting upon the requests to use alcoholic beverages on University property.

3. All requests for use of alcoholic beverages on University property shall be submitted to the Chancellor or his designee at least two weeks prior to the date of the intended use.

4. Each written request submitted must contain the following information:
   a. The date and time of the activity.
   b. The name of the group making the request and the general makeup of its activity.
   c. The location of the activity.
   d. The nature of the activity and the general type of the group to attend.
   e. The name of the person exercising responsibility for the activity.
   f. Each Chancellor will designate a person who would be responsible on behalf of the campus for compliance with state law.
   g. Any additional campus regulations shall be submitted to the President for approval prior to implementation by the campus.

5. The possession, use and/or consumption of alcoholic beverages by University recognized clubs and organizations and at campus events, must conform with policies established by the Board of Curators, Missouri S&T, local ordinances, and state law. Consumption and purchase of alcoholic beverages by minors (people under the age of 21) and selling or giving alcoholic beverages to minors is prohibited.

6. Attendance at a risk management seminar will be required of representatives of recognized student organizations that have events involving alcoholic beverages. The seminar will be provided annually/biannually by the university.

7. Beverage alcohol may not be provided as free awards to individuals or campus groups.

COMPUTING POLICIES AND BEST PRACTICES

A number of important policies and best practices regarding use of University computing and network facilities are in place to ensure safe, fair, and appropriate use of University information technology resources.

The University provides access to computing, networking, and information resources for students, faculty, and staff in support of the mission of teaching, research, public service, and in support of the official duties of the university. When activating an account or registering a network device, a user implicitly affirms that he or she will abide by the broadest interpretation of all computing policies. All students, faculty, and staff are expected to be familiar with and abide by these policies, and are expected to be familiar with the consequences of non-compliance.

Current policies and best practices are found at it.mst.edu/policies

LISTING OF RELEVANT POLICIES AND LOCATION ON THE WEB

The following policies can be accessed from the following website: stresa.mst.edu/explore/studentaffairs/policies/procedures

Students are responsible for adhering to the various regulations, policies, and procedures, codes of conduct and resources of the campus community. Students are encouraged to review these policies in detail. The following information explains the university’s role and responsibilities in maintaining a safe and productive environment for our students.

• Academic Regulations
  • Campus Alcoholic Beverage Program
  • Computing Standards & Acceptable Use Policy
  • Equal Employment/Educational Opportunity Policy
  • Equity Resolution Process for Resolving Complaints of Discrimination, Harassment, Sexual Misconduct Against a Faculty Member
  • Equity Resolution Process for Resolving Complaints of Discrimination, Harassment, Sexual Misconduct Against a Student or Student Organization
  • Equity Resolution Process for Resolving Complaints of Discrimination, Harassment, Sexual Misconduct Against a Student or Student Organization
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  • Equity Resolution Process for Resolving Complaints of Discrimination, Harassment, Sexual Misconduct Against a Student or Student Organization
  • Equity Resolution Process for Resolving Complaints of Discrimination and Harassment Against the University of Missouri

• Family Educational Rights & Privacy Act
• Grade Appeal Procedure (Page 17 Student Academic Regulations)
• Missouri S&T Student Involuntary Health Leave and Return Procedures
• Missouri S&T Values Statement
• Parental Notification
• Policy Related to Students With Disabilities
• Recognized Student Organization Policy
• Residency Requirements
• Residential Hall Guide
• Rules of Procedures in Student Conduct Matters
• Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy
• Standard of Conduct
• Student Complaints and Grievances
• Student Expectations, Rights and Responsibilities
• Student Health Services
• Student Involuntary Health Leave of Absence Policy
• Student Preferred Name Policy
• University of Missouri Collected Rules and Regulations
### ACADEMIC SCHEDULE 2021-22 SCHOOL YEAR

#### Fall Semester 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 15</td>
<td>Freshman Orientation Begins</td>
</tr>
<tr>
<td>August 23</td>
<td>Fall Classes Begins</td>
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<tr>
<td>September 6</td>
<td>Labor Day Holiday</td>
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<tr>
<td>September 28</td>
<td>Career Fair</td>
</tr>
<tr>
<td>September 30 – October 4</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 16</td>
<td>Mid Semester</td>
</tr>
<tr>
<td>November 21 - November 29</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 10</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>December 13 - 17</td>
<td>Finals</td>
</tr>
<tr>
<td>December 18</td>
<td>Commencement</td>
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#### Spring Semester 2022

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<tr>
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<th>Event</th>
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<tr>
<td>January 17</td>
<td>Martin Luther King Jr. Recognition Holiday</td>
</tr>
<tr>
<td>January 18</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td>February 15</td>
<td>Career Fair</td>
</tr>
<tr>
<td>March 17 - 21</td>
<td>Spring Recess</td>
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<tr>
<td>March 18</td>
<td>Mid Semester</td>
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<tr>
<td>March 27 – April 4</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 5</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>May 9 – 13</td>
<td>Finals</td>
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<td>May 13,14</td>
<td>Commencement</td>
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#### Summer Semester 2022

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<th>Event</th>
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<tbody>
<tr>
<td>June 6</td>
<td>Summer Classes Begin</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>July 28 - 29</td>
<td>Finals</td>
</tr>
</tbody>
</table>

For the most up-to-date calendar information visit registrar.mst.edu/calendars.

### ATHLETIC SCHEDULE

**FALL 2021**

View the Miner Athletic website minerathletics.com for scheduled games and updates.

- Student tickets are free with a student ID.
- All athletic schedules are subject to change.