



2025-2026

Student Orientation Handbook

A MESSAGE FROM PRESIDENT VAN HORN

WELCOME TO MAYVILLE STATE UNIVERSITY!



We're thrilled to have you join the Comet family! Your success is our top priority, and we're here to support you every step of the way. At Mayville State, you're more than just a student, you're an important part of a close-knit community where personal connections and individualized support make all the difference.

College is about more than classes. It's about new experiences, friendships, and personal growth. Get involved and make the most of your time here! Whether it's music, drama, Collegiate DECA, athletics, student government, or one of our many clubs, there's something for everyone. Build connections, boost your resume, and most importantly, have fun along the way!

Mayville State is growing and thriving! We've experienced record-breaking enrollments and expanded our academic programs to give you even more opportunities. In addition, we're in the middle of a **\$52+ million renovation of Old Main**, our flagship building, transforming it into a state-of-the-art space designed for learning, collaboration, and student success. And that's not all! The Comet Corner student lounge and bookstore are new and improved, providing you even better spaces to relax, connect, and stock up on your Comets gear.

We're honored to be part of your journey and can't wait to see all that you accomplish.

Your success starts here, and we're excited help you prepare for a bright future!

Sincerely,

A handwritten signature in black ink that reads "Brian Van Horn". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

President

MAYVILLE STATE UNIVERSITY

CONTACT INFORMATION

Office	Phone	Location
Academic Advising	701-788-5251	Campus Center 105
Academic Affairs	701-788-4711	LB120H
Academic Records	701-788-4774	Campus Center 203
Admissions	701-788-4763	Campus Center 203
Athletics	701-788-4834	Field House 112
Blackboard Help	701-788-4645	Library B06
Bookstore	701-788-4823	Campus Center 134
Business Affairs/ Business Office	701-788-4757	Campus Center 203
Byrnes-Quanbeck Library	701-788-4815	Library
Campus Programming	701-788-4822	Agassiz
Career Services & Internships	701-788-4608	Campus Center 105
Child Development Programs	701-788-4868	Birkelo Hall
Counseling Services	701-788-4772	Classroom Building 108
Dining Services	701-788-4825	Campus Center
Division of Business	701-788-5208	LB05
Division of Education	701-788-4710	Education 116C
Division of Health, Phy Ed & Rec	701-788-4834	Field House 141
Division of Liberal Arts	701-788-4629	Classroom Building 122
Division of Nursing	701-788-5289	Classroom Building 102
Division of Science & Mathematics	701-788-4629	Classroom Building 122
Enrollment Center	701-788-4631	Campus Center 105
Financial Aid	701-788-4893	Campus Center 203
Mailroom	701-788-4674	Campus Center
President's Office	701-788-4754	Larson Center
Public Relations	701-788-4750	Larson 206
Student Affairs	701-788-4770	Library 120J
Student Life	701-788-4697	Campus Center 106
Student Services & Disabilities	701-788-4675	Classroom Building 109
Technology Assistance	701-788-4739	Library B06
Wellness Center	701-788-5200	Wellness Center 151
Writing Center	701-788-5240	Byrnes-Quanbeck Library

GET INVOLVED

CLUBS AND ORGANIZATIONS

At Mayville State University, there are many opportunities to get involved. A student's experience is greatly enhanced by participating in the many student clubs and organizations available on campus. Take advantage of the opportunity to meet new people and develop lasting friendships, while learning valuable leadership skills.

Students can get involved with everything from music, speech, and theater to student government and athletics. Student groups plan and coordinate many campus events each year, providing an opportunity to get involved and have some fun while you are doing it!

- Athletics
- CRU (Campus Crusade)
- Collegiate DECA
- Intercultural Club
- Intramural Athletics
- MSU Band & Choir
- MSU Theater
- Math & Science Club
- Newman Club
- Peer Leaders
- Psychology Club
- PRIDE Alliance
- Residence Hall Association
- Student Alumni Ambassadors
- Student Education Association (SEA)
- Student Activities Council (SAC)
- Student Senate

Visit: www.mayvillestate.edu/ThingsToDo for detailed descriptions or more information on any of these clubs/organizations.



LAPTOP REQUIREMENTS

MAYVILLE STATE UNIVERSITY INFORMATION TECHNOLOGY SERVICES

Almost all Mayville State University courses will require the use of a laptop computer to review, complete and submit assignments, perform research, run required software packages, communicate with instructors and other class members, etc. It is each student's responsibility to ensure that they have a compatible laptop when coming to campus. All students will receive licensing for the Microsoft Office suite of products which includes Word, Excel and PowerPoint.

The preferred laptop at Mayville State is one that runs the Microsoft Windows operating system. The following chart notes the minimum requirements for a Windows-based laptop.

Item	Minimum	Preferred
Operating System	Microsoft Windows 10*	Microsoft Windows 11
Processor	Intel Core i5 or AMD Ryzen 5	Intel Core i7 or AMD Ryzen 7
Memory	8GB RAM	16 GB RAM
Storage	256GB solid state drive	512GB solid state drive
Browser	Up-to-date version of Chrome, Edge, or Firefox	

**Microsoft support for Windows 10 will end October 14, 2025.*

In addition to the above requirements, laptops should also have wireless network capabilities, webcam, speakers, microphone and an HDMI or USB-C video output port.

Apple MacBooks may be used in place of a Windows-based laptop. However, it should be noted that required online applications, software packages or hardware devices may not function correctly or be compatible with MacOS-based laptops. Certain courses may require the purchase of additional software for Mac users.



DEVICES THAT DO NOT MEET TECHNOLOGY REQUIREMENTS

- ❌ Chromebooks or other ChromeOS based devices
- ❌ Basic or entry level laptops such as the HP Stream, Acer Aspire Go, etc.
- ❌ Mobile devices such as Android and Apple iOS based tablets or phones
- ⚠️ Laptops that use a Realtek wireless network chipset (may have issues connecting to the campus wireless network)



The following general models of laptop computers are examples of acceptable devices assuming that the configuration meets the requirements shown above.

Acer Aspire Vero	HP Envy
Acer Swift	HP Laptop
ASUS Vivobook	HP Pavilion
ASUS Zenbook	Lenovo Flex
Dell Inspiron 14, 15, 16	Lenovo Ideapad
Dell XPS 13, 14, 15, 16	Lenovo Yoga

Please use your own discretion when purchasing a laptop computer. Personal factors such as budget, intended usage outside of classwork, and prior experience may affect your choice of make, model and hardware configuration. This is not intended to be an inclusive list and is subject to change at any time.



ITS Service Desk

Email: service.desk@mayvillestate.edu
Phone: 701-788-4739

03/2025

GET YOUR COMPUTER SET UP

HELP DOCUMENTS TO GET STARTED

As a Mayville State University student, you are responsible for bringing your own device to campus.

MICROSOFT OFFICE

Mayville State University offers Microsoft Office 365 to all students, faculty, and staff. Included in the suite are Microsoft Word, Excel, Access, PowerPoint, OneNote, Outlook, and Publisher. Current students, faculty, and staff can obtain Microsoft Office 365 at no cost. To download and install, go to <https://office.com> and log in as first.last@ndus.edu (replacing first.last with your username) and your NDUS password. Click on the “Install and More” button at the right of the page.

SETTING UP OUTLOOK (MSU) EMAIL

Every student is required to use their Mayville State University issued email address for official University communication. All important information for students will be sent to this address, which is established upon claiming your NDUS account, which you have most likely completed by now. It is important to know how to not only access your email but also to check it on a daily basis. Included below are instructions on how to set up your email on your computer, as well on your mobile device. Access is literally at your fingertips!

You can access your Outlook account through a web browser by clicking on the envelope icon at the top of the Mayville State website. To access Outlook on a mobile device, download the Outlook app and log in as first.last@ndus.edu (replacing first.last with your username) and your NDUS password.

CAMPUS CONNECTION/CONNECT ND

Campus Connection, or Connect ND, as you will hear it called, is a website shared by all the universities within North Dakota. It is the student information system where students manage their accounts, financial aid, and registration processes. This student management software suite processes all the major student requests for adding and dropping classes, paying and viewing your bill, viewing your financial aid information, etc. Within the Campus Connection system, you can do the following:

- Register/Add a Class
- Drop a Class
- View Your Grades
- Print your Class Schedule
- Accept/Decline Financial Aid Awards
- Enroll in MSU Campus Emergency Notification System (Notifind)
- Update Contact Information
- Much more!

Once logged into Connect ND, you can access your Student Center which includes class schedules, adding classes, dropping classes, financial aid, to do lists, holds, advisor information, etc. This is usually the first thing you see when you log in. The NDUS Help Desk is available to assist students 24 hours a day throughout the year. Chat and email options are available at the NDUS Help Desk website, or you can call 1-866-457-6387 to speak with a representative who will assist with any questions you may have. Navigating Connect ND will be explained in great detail as you progress through your UNIV 100 – Seminar on Success course in the fall, for those required to complete it.

STUDENT SUCCESS CENTER

DEDICATED TO ACHIEVEMENT

At Mayville State University, we are committed to helping all students reach their potential. The Student Success Center works with students, staff, and faculty in order to help students achieve their goals.

WRITING CENTER

- The Writing Center is a free service that helps writers work ideas, access their knowledge stores, and effectively put their ideas on paper. The writing center works with students one-on-one in 30-minute block sessions.
- The Writing Center can help with any kind of writing assignment at any stage of the writing process! We can help you plan, brainstorm, organize, develop ideas, work on style, edit, proofread, locate necessary research and document sources. Often writers just need another eye after spending a great deal of time with a project, and we are happy to provide that assistance!
- The Writing Center has set hours when consultants are available. You can schedule an appointment by signing up with our online scheduling system at:
- For more information, contact Matthew Berglund, matthew.berglund.1@mayvillestate.edu, 701-788-4899.



ACADEMIC SUPPORT SERVICES

- Free tutoring is available in major subject areas.
- NetTutor.com is a free online tutoring system for on-campus and online students.
- Services for students with disabilities, such as accommodated testing and referrals, are available.
- For more information, email mindy.oconnor@mayvillestate.edu.

COUNSELING SERVICES

College can be difficult for students for many different reasons, but help is available on a short-term basis for all Mayville State students.

- Anxiety
- Roommate Difficulties
- Depression
- Homesickness
- Abusive Relationships
- Alcohol & Other Drugs
- Perfectionism
- Concentration Issues

For more information, email counseling@mayvillestate.edu.

PLACEMENT TESTING

ACCUPLACER TESTING INFORMATION

Students who do not achieve an ACT English sub-test score of 18 to enroll in ENGL 110 (College Composition) I, or an ACT Mathematics sub-test of 21 to enroll in Math 103 (College Algebra), may take the Accuplacer exam to place into these classes.

The Accuplacer is a computer-based placement tool designed to measure reading, English and Math skills and provide course placement for students entering college. Results from the Accuplacer testing help students identify academic strengths and needs to assist in appropriate course selection. The Accuplacer is administered as an untimed, multiple-choice, computer-adaptive test. A student's score and course placement are provided to the student immediately upon completing the Accuplacer.

To register for the Accuplacer Testing, please go to:

<https://mayvillestate-ndus.nbsstore.net/accuplacer-testing>



Once you have registered for either math, or English, or both math and English, you will receive an email inviting you to set up a time and date to take the exam. This exam can be administered online or face-to-face.

In-person hours are Monday through Friday from 8 a.m. to 2 p.m. You must schedule your Accuplacer exam testing time at least one week prior to testing. If there is a cancellation or change to the testing, you have 24 hours to make those changes. If changes need to be made for testing, you may have to schedule a different time. The online testing fee is \$38.00 per test.

An in-person testing fee is applied when you register. Math will be \$10. English will be \$20. If you register for the math test allow for a one hour appointment. If taking English, you will be taking two tests. Allow for that appointment to last two hours. If you are taking math and English, allow for the appointment to last three hours.

Testing accommodations must be expressed to Mindy O'Connor, Director of Student Success and Disability Support Services, before setting up the testing date and time. If the student needs a reader for the exam, Preparation is required to ensure that the person is the only one testing at that time.

If you have further questions please contact Mindy O'Connor, Director of Student Success, and Disability Support Services, Classroom Building 109, 701-788-4675, mindy.oconnor@mayvillestate.edu.

I'M IN COLLEGE, SO NOW WHAT?

THE DIFFERENCES BETWEEN COLLEGE AND HIGH SCHOOL

HIGH SCHOOL	COLLEGE
All students have the right to an education.	College education is a privilege, not a right.
Protections include Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, Americans with Disabilities Act.	Protections include Section 504 of the Rehabilitation Act, Americans with Disabilities Act; IDEA no longer applies.
School district designs Individualized Education Program (IEP).	Student is responsible for providing documentation that establishes verification of learning or other type of disability.
School district ensures that the IEP is implemented.	Student identifies his or her needs in collaboration with his or her counselor.
Teacher functions as advocate.	Student is responsible for his or her own progress.
Fundamental alterations to program of study are made.	Fundamental alterations of programs are not allowed. Classroom accommodations may not alter the fundamental nature of a course or impose an undue burden on an instructor/institution.
Personal services are provided (e.g. aide). Success is more of a right.	Personal services are the student's responsibility. Only the opportunity to succeed is provided.
Transportation to and from school is provided.	Transportation to and from school is NOT provided.
Parent or guardian is the primary advocate. Students learn ways to become their own advocate.	Students are expected to be their own advocates to the best of their ability.

FINANCIAL OBLIGATION AGREEMENT

WHAT IS THE FOA?

The North Dakota University System Financial Obligation Agreement (FOA) is a document used to verify that a student has acknowledged their financial responsibility to the University when they register for courses. Students must access, review, and accept the FOA prior to registration for each term of enrollment.

A FOA hold is placed on each student's account prior to the beginning of registration for each term. The hold is automatically removed when the FOA for that term is accepted.

AGREEMENT

By registering for courses at an institution (or institutions) within the North Dakota University System (Bismarck State College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, Minot State University, North Dakota State College of Science, North Dakota State University, University of North Dakota, Valley City State University, Williston State College):

- I understand that I am incurring a legal obligation to pay all charges assessed to my Campus Connection account by the due date, including, but not limited to, tuition and fees, housing charges, and late payment fees.
- I accept full financial responsibility for each registered course, including those I may add after initial registration for the term and understand that I am personally responsible for payment of all sums when due, regardless of my eligibility for financial aid or other financial assistance.
- I understand that I must sign this agreement only upon initial enrollment each term and that adding additional courses for the same term may increase my financial obligation. I assume full responsibility for any additional charges and will check my Campus Connection account frequently to ensure that I am aware of any additional charges.
- If I expect financial aid or a third party to pay all or part of my financial obligations to my institution(s), I understand that it is my responsibility to meet all requirements for disbursement to my student account. I also understand that my financial aid may be adjusted due to eligibility and agree to pay my institution(s) any amounts for which I am ineligible under financial aid regulations.
- I acknowledge that non-attendance or non-participation does not relieve me of financial responsibility for the courses in which I am enrolled.
- I understand that I must adhere to my institution's procedures for dropping or withdrawing from courses, whether I have attended these courses or not. I may drop some, but not all courses, through Campus Connection. I understand that, if I intend to withdraw, I should not drop any courses and must instead withdraw using the appropriate process and through the appropriate office required by my institution(s). I further understand that I will be fully responsible for my financial obligation to my institution(s) for those courses, in accordance with my institution's refund policy.
- I understand and agree that if I fail to make timely payments, I may be assessed late fees on the outstanding amount. I may be restricted from future registration, my transcripts and/or diploma may be placed on hold, and I may be denied other campus services.
- I understand and agree that my account may be referred to a collection agency if I fail to make timely payments, and that I will pay all collection costs associated with such a referral, including, but not limited to, attorney fees, collection agency fees, which may include a percentage-based collection fee of up to 50%, court costs, and other fees.
- I understand and agree that my financial obligation to my institution(s) constitutes an educational loan to assist in financing my education, and therefore, is not dischargeable under the United States Bankruptcy Code, Section 523 (a) (8).

CONTINUED

AGREEMENT

- I authorize my institution, its collection agencies, and its respective agents and contractors to contact me regarding my account, loan, and/or repayment of charges, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.
- I understand and agree that my authorization to enroll in courses at this institution is expressly conditioned upon acceptance of all terms and conditions set forth in this agreement.

MAILROOM

Located in the Comet Corner of the Campus Center, the Mayville State University mailroom handles mail and package shipping and receiving for university students, faculty, staff, and departments.

OUR SERVICES

- Provide a free mailbox to all students
- Sort all incoming mail and deliver it to mailboxes
- Notify box holders by e-mail when a package arrives for that person
- Maintain mailboxes and make mailbox assignments
- Sort mail and packages addressed to university departments
- Send packages and mail via USPS, UPS, or FedEx

The mailroom does not sell stamps, but will take cash for postage or package fees. We'll be happy to weigh your package and collect the postage required.

Note: The mailroom also produces student/employee IDs.

OUR HOURS

Fall/Spring Semester

Monday-Thursday:

9:30 a.m. to 2:00 p.m.

5:30 p.m. - 6:45 p.m.

Summer & Breaks

Monday-Friday:

9:30 a.m. to 2:00 p.m.

Friday

9:30 a.m. - 2:00 p.m.

Window services are available during year-round hours, and outgoing mail leaves campus about 2:10 pm. The mailroom is not open on holidays or snow days.

ADDRESSING MAIL

Please use the following format to send mail to students:

Student Name
330 Third St NE
[[Campus Mailbox Number]]
Mayville, ND 58257

POLICY CONSIDERATIONS

- Students are issued a mailbox key. Replacement keys are not available for lost keys; broken keys can be replaced for \$10. If the key is lost, we will replace the lock. The cost for this is \$35, charged to the box holder.
- Packages for students who do not hold a mailbox may be returned without notifying the student. If you are mailing a package to a student who does not have a mailbox, please put "New Student" or "Enrolled Student" and we'll try.
- We are not able to refrigerate packages. If a student is expecting a package with perishable items, it's important they come promptly to collect their package.
- We have purchased a contact-free package notification and "sign as received" system. Bear with us as it is implemented.
- "Last semester" students who are not registered for "this semester" will have first class mail forwarded for sixty days. Unless temporary arrangements are made, packages will be returned to sender. Students who are not registered for the summer must be registered for the fall to use the mailroom during the summer.

FREQUENTLY ASKED QUESTIONS

A SHORT LIST OF SOME COMMON QUESTIONS

1. How many credits is an average course load?

12 to 18 credits is considered a full course load for a full-time student. Students and their advisors work to create the best schedule and course load for each student.

One student had this advice:

"I recommend around 15 credits. It does not cost more to take 18 credits than it would for 12 credits. During the first few years of college, it is especially nice to get those general classes done faster."

2. Is it important to decide on a major right away?

Students are not required to declare a major their first year on campus, but having a general idea is always nice. Most college students will change their major at least once during their college career.

One student had this advice:

"I recommend taking several different types of general courses to get an idea of what you like."

3. What if I am struggling in a class?

Each semester has a drop period, a period of time in the semester when students can either add or drop a class. If you are having problems, it's important to speak with the professor or instructor and decide whether or not to drop the class and take it at a later time.

If you have missed the drop period, once again talk to the professor. They want to see students succeed and will work with you to make the class a successful venture!

One student had this to say:

"All classes have their ups and downs. When problems do come up, MSU is great about helping. Almost every class has tutors, and all of the professors are willing to do whatever it takes to get you through the class."

4. What is available for students with disabilities?

MSU has a plethora of resources available to students with disabilities. Provided with the proper documentation, Mayville State University instructors allow modifications to coursework and testing procedures that give students with disabilities an equal opportunity to demonstrate their knowledge. They do not, however, excuse poor attendance, lack of preparation or sub-standard performance. Written professional documentation substantiating your disability is required to access specialized services. This is used to determine appropriate and reasonable accommodations for students with disabilities in the North Dakota University System. The Academic Support Center's resources include tutoring, testing accommodations, note taking, and more.

5. What is there for me to do on campus?

There are so many different ways for you to become involved in the MSU community because your time here at Mayville State certainly extends beyond the classroom. Each student organization is tailored to the interests of MSU students. Beyond organizations there are regular activities, jobs, intramurals, and a lot of ways to get involved!

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A SHORT LIST OF SOME COMMON QUESTIONS

6. What are the tobacco and alcohol rules on MSU's campus?

Mayville State is a tobacco-free campus as of January 1, 2009, and alcohol is strictly prohibited from campus grounds. Both policies can be found on the MSU website: www.mayvillestate.edu/ConsumerInformation, along with information for students in the Student Handbook on expected behavior and consequences of breaking policy.



7. What are the rules of the residence halls on campus?

The residence halls are both substance and tobacco free! Students visitation hours from 11:00 a.m.-12:00 a.m. on weekdays and 24 hours on Friday and Saturday. First-year and sophomores are required to live on campus. There are certain exemptions to this rule. Please contact the housing office to discuss these exceptions.

8. Where can I get something to eat?

Dining Services is located in the Campus Center and is open every day. Monday through Friday, Dining Services is open from 7:00 a.m.-7:30 p.m., while Saturday and Sunday hours are 11:00 a.m.-7:30 p.m.

- Monday through Friday—Breakfast is served from 7:00-9:30 a.m., Lunch is served from 11:00 a.m.-1:00 p.m., and Dinner is served from 5:30-7:30 p.m.
- Saturday and Sunday—Brunch is served from 11:00 a.m.-1:00 p.m. and Dinner is served from 5:30-7:30 p.m. In addition, full service vending options are available during the Campus Center operating hours.

If you have any other questions, please refer to the Meal Plans on the website or visit with Andrew Steele.

9. What about textbooks for classes?

The MSU Bookstore has every textbook for all classes held at MSU in stock. Books can be charged to a student's financial aid account, but if the student does not have sufficient financial aid, it must be paid out of pocket. The MSU Campus Bookstore has a buy back at the end of each semester!

10. I love music, What is there for me at MSU?

In addition to several music-related classes and the option to minor in music, Mayville State has two performing ensembles, the concert band and the concert choir. These ensembles perform two-three times each semester at various on-campus and community events. An audition is not required to join band or choir. If you love playing music, and have a bit of experience doing so, you are welcome to join! Each person who participates in a music ensemble receives a music scholarship which increases the longer you remain in the group. It's a great way to make new friends, continue performing music, and earn a little scholarship money as well!

11. Help! I need a job!

There are many on-campus and off-campus jobs available. Contact the Career Services Coordinator for help finding both on and off campus jobs, internships, and other career-related resources, careerservices@mayvillestate.edu, 701-788-5204.

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A SHORT LIST OF SOME COMMON QUESTIONS

12. Can I bring my own computer to campus?

Students are required to bring their own device to MSU. Minimum technology requirements for your laptop are listed in this packet and can also be found on the MSU website:

<https://mayvillestate.edu/TechRequirements>.



13. What if I get sick while at MSU?

Traill County EMS provides medical care Monday-Thursday from 8:00 a.m.-10:00 a.m. The office is located in the nurse's station in Classroom Building, Room 102. They are able to provide basic health care, including referrals to the Sanford Clinic in town. Walk-in appointments are welcome.

For other medical services or cases of emergency, please visit the Sanford Mayville Clinic.

Location: 600 1st St SE, Mayville, ND 58257

Phone: 701-788-4500

MAYVILLE STATE UNIVERSITY

CONSUMER PROTECTION INFORMATION OVERVIEW

In compliance with the Higher Education Amendments of 1998 and 2008 and consumer protection practices, Mayville State University provides information to current students and employees about the institution. In addition, all prospective students, prospective employees, parents of current and prospective students, and members of the general public may obtain this information upon request. Specifically, this information is supplied in compliance with the Drug Free Schools and Communities Act, The Campus Security Act, Title IX, and the Student Right to Know legislation. The following information is available at the MSU Website at the following address: <http://www.mayvillestate.edu/about-msu/consumer-information/> or by referencing the cited university documents. It may also be obtained, upon request, in a printed copy from the Student Affairs Office for Student Affairs, is the designated university employee to contact for assistance in obtaining any of the following information:



Financial Assistance Information: A description of the financial assistance programs available, the application procedures, eligibility requirements, criteria for selection, criteria for determining the amount of an award, satisfactory progress standards, disbursement methods, loan terms, and the conditions and terms for employment provided as part of a student's financial assistance package. Available in the MSU catalog and from the Financial Aid Office.

Institutional Information: Refund policies, return of Title IV assistance, and requirements for students who withdraw from the institution. Also includes cost of attendance; academic programs, faculty and facilities; accreditation and licensure; special facilities and services for students with disabilities; contact persons for financial assistance and institutional information; and information regarding study abroad. Available in the MSU catalog.

Student Code of Conduct: Includes expectations for student behavior and the rights and responsibilities of all students. Also includes information about due process procedures for students who violate university and other rules and regulations. Available from the Student Affairs Office or the Student Handbook.

Information on Completion and Graduation Rates for All Students and Student Athletes: Includes information about cohorts of new, full time, first time undergraduate freshmen who enroll in the fall term and who complete degrees within six years, or who transfer to another four-year program within that time frame. Specific information about the completion and graduation rates of student athletes within each cohort is also provided. Available from the Student Affairs Office in the Student Right to Know - Completion and Graduation Rates report.

Institutional Security Policies and Crime/Fire Statistics: Includes a statement of current policies and procedures for students and others to report criminal actions occurring on campus and policies concerning the institution's response to those reports. Includes a statement of current policies concerning security of and access to campus facilities; a statement of current policies concerning law enforcement on campus; a description of the type of programs designed to inform students and employees about campus security procedures; and a description of the programs designed to inform students and employees about the prevention of crimes. Statistics concerning the occurrence on campus of criminal offenses reported to local police agencies or to any official of the institution are gathered and documented for the following crimes and incidents: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, violations of campus liquor, drug and weapons possessions regulations and reported incidents involving domestic violence, dating violence and stalking. Fire safety in campus residence halls is also addressed, including fire safety measures and occurrences of fire incidents in these facilities. Policies and procedures for dealing with missing students who reside in campus housing, including appropriate notification methods are also outlined in this document. Available from the Student Affairs Office in the Campus Crime and Security Act Report.

Sexual Misconduct and Title IX Compliance Policy: Mayville State University strives to create a campus community free from interpersonal abuse including sexual misconduct. This policy is in compliance with federal law and

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CONSUMER PROTECTION INFORMATION OVERVIEW

is guided by the U.S. Department of Education, Office of Civil Rights. In accordance with Title IX, Mayville State University does not discriminate on the basis of sex in Mayville State's educational program and activities. Sexual misconduct is prohibited in all forms, regardless of intent to harm. Sexual assault, sexual exploitation, coercion, and sexual harassment are examples of sexual misconduct, and all are prohibited. Also prohibited under Title IX is any rule violated on the basis of the recipient of the behavior's sex/gender which is severe enough to cause discriminatory effect. For more information: <http://www.mayvillestate.edu/about-msu/consumer-information/title-ix/>.

Alcohol and Drug Policies: Includes a statement of institutional policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs and the enforcement of federal and state laws governing underage drinking and use/possession of illegal drugs. Also includes a description of drug and alcohol abuse education programs sponsored by the institution. Tobacco Free Campus Policy: Includes prohibition of the use of all tobacco and electronic smoking devices on all university property and sanctions applied for violations of policy. Both documents are available from the Dean of Students Office.

Equity in Athletics: Includes information about the number of male and female students enrolled at the institution; including the number of athletic participants for each team. Also includes the total operating expenses for each varsity team, the gender of each team's coaching staff, the amount of money spent on athletically related aid for male and female sports teams, the ratio of athletic aid awarded for male vs. female athletes, the amount of money spent on athletic recruitment, the total annual revenue generated by athletic teams, and the salaries of head coaches of all varsity teams. Available from the Dean of Students Office in the Student Right To Know – Equity in Athletics Report. Because of federal reporting requirements, this report may not be available until 10/30.

Family Educational Rights and Privacy Act: Includes the type of information maintained by the university on and for each student. Also designates individuals and offices who have access to specific pieces of information; specific data that is considered directory information; records not available to students; procedures for release of information; and material not considered to be part of a student's record. Available from the Records Office or the university catalog.

Student Concerns: Student concerns about specific issues should generally be addressed to the respective office or university employee for resolution. Following are specific processes that students should follow for prompt resolution of concerns:

Students who have concerns about classroom related matters (including matters related to the instructor, teaching materials, methodology, classroom environment, physical facilities, or other matters resulting from normal classroom activities) should follow the following procedure:

- Discuss the situation with the instructor to see if resolution can be reached.
- If the problem is still not resolved, contact the instructor's Division Chair for assistance.
- Situations still not resolved should be brought to the attention of the Vice President for Academic Affairs.

If the situation has not been resolved through this procedure, students may contact the President of the University for final resolution. Grade appeal processes are handled differently and are outlined in the Student Handbook.

- Students who have concerns about billings, business operations, institutional charges, etc. should contact Amber Hill, Vice President for Business Affairs, amberl.hill@mayvillestate.edu, 701-788-4761.
- Students who have concerns about financial aid awards, scholarships, or the processing of financial aid should contact the Financial Aid Office, financial.aid@mayvillestate.edu, 701-788-4314. Issues related to financial

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- aid policies or procedures should be directed to Luke Schultheis, Interim Vice President of Enrollment Management, luke.schultheis@mayvillestate.edu, 701-788-4811.
- Students who have concerns about admissions policies and procedures should be directed to Heather Hoyt, Director of Admissions and Academic Records, heather.hoyt@mayvillestate.edu, 701-788-4773. Questions about academic standing policies should be directed to Dr. Brian Huschle, Vice President for Academic Affairs, brian.huschle@mayvillestate.edu, 701-788-4755.
- Students who have concerns about specific student services, i.e. housing: student.life@mayvillestate.edu, food services: andrew.j.steele@mayvillestate.edu, academic support: studentsuccess@mayvillestate.edu, career development: careerservices@mayvillestate.edu, student health services: studenthealth@mayvillestate.edu, counseling: counseling@mayvillestate.edu, student programming: m.roller@mayvillestate.edu, advising: MaSUAdvising@mayvillestate.edu, or special services should first contact the director or professional in charge of that program.
- Student athletes who have questions or concerns about eligibility or athletic awards should contact the respective coach. Issues related to institutional, or NAIA policies or institutional procedures should be directed to Rocky Larson, Athletic Director, rocky.larson@mayvillestate.edu, 701-788-4659.
- Students who have concerns about technology-related issues, i.e. laptop, access to computing resources, etc. should contact the Help Desk in LB B06, service.desk@mayvillestate.edu, 1-800-437-4104, Ext. 34739. Concerns about institutional policies and procedures related to the use of technology should be directed to Dr. Brian Huschle, Vice President for Academic Affairs, brian.huschle@mayvillestate.edu, 701-788-4755.
- Students, parents or alumni who have questions or concerns about alumni status, alumni information or contributions to the university should contact Beth Swenson, Director of Alumni Affairs, beth.swenson@mayvillestate.edu, 701-788-4750.
- Students who have concerns about the condition of specific facilities or grounds should first contact the manager of that building or grounds area. Issues may also be directed to Bob Kozojed, bob.kozojed@mayvillestate.edu, 701-788-4872, in Facilities Operations. In the event that a situation cannot be resolved through ordinary and normal procedures with the respective staff person or vice president, students may contact the university president for final resolution.