

# Northwest Missouri State University

## Policy and Procedures Manual

**Chapter** Bursar

**Section** Student Services Center

### I. Purpose

The Student Services Center is designed to provide a variety of services for students, faculty, staff, and the general public. In addition they act as an information-clearing house responding to all telephone inquiries to 562-1212. The Center's hours of operation are 8:00AM to 5:00PM, Monday through Friday.

### II. Policy

The following is a list of the services provided by the Student Services Center, which is located on the first floor of the Administration Building in the center of the building.

- Parking permits\*
- Personal faxes (send and receive)\*
- General information and brochures
- Answering Northwest general phone number 562-1212
- Distribution of payroll checks\*
- Ticket sales for Encore and Athletic events\*
- Check cashing faculty, staff, and students
- Postage sale
- Cap and gown rental forms\*
- Distribution of caps and gowns
- Distribution of yearbooks

\*Further information on these items can be found in subsequent sections of this document.