

NORTHWEST MISSOURI STATE UNIVERSITY



STUDENT-ATHLETE HANDBOOK

TABLE OF CONTENTS

- Welcome from President Jasinski ----- Page 3
- Welcome from Athletic Director Boerigter ----- Page 4
- University Core Values ----- Page 5
- Athletics Core Values ----- Page 7
- Northwest Policies & Regulations ----- Page 8
- Athletic Training Policies & Procedures ----- Page 14
- Student Life Policies & Regulations ----- Page 17
- Northwest Resources & Services ----- Page 19
- Financial Assistance ----- Page 33
- Contacts ----- Page 35
- Northwest & NCAA Policies & Regulations ----- Page 36
- Common NCAA Eligibility Questions ----- Page 38
- Facilities ----- Page 40

Welcome from Northwest Missouri State University
President Dr. John Jasinski



Dear Bearcat Student-Athlete:

It is my distinct pleasure to welcome you to Northwest Missouri State University. We welcome you to the Northwest family, Bearcat nation and the Maryville community. We view the athletic experience as part of your total bearcat learning experience – academics, athletics, student-life and community service. Our student-athletes not only relish the opportunity to succeed, but actually do it – in the classroom, on the field of play, throughout campus, and in the community.

Northwest focuses on your success and we pledge to work diligently in providing you the resources to reach your goals – individually and as a team member. We have a unique learning environment – hands-on, experiential, technology-intensive and one offering you individualized assistance in and out the classroom – take full advantage!

You will also enjoy an atmosphere which greatly supports and celebrates student-athlete and team success. Enjoy the experience, thanks for choosing DII and Northwest Missouri State University.

Welcome to the green and white – wear it proudly and represent us well. I look forward to seeing you on campus watching you compete. Go Bearcats!

In Bearcat growing and learning,

Dr. John Jasinski
President



Dr. John Jasinski, PRESIDENT
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Welcome from Northwest Missouri State University
Athletic Director Dr. Bob Boerigter



Dear Northwest Student-Athletes:

Congratulations on your decision to be a part of the athletic program at Northwest Missouri State University. We expect our coaches to recruit students of high character who are capable of performing at a high level of intercollegiate competition and are committed to earning a degree at Northwest. You would not be reading this if you were not invited to be part of this elite group.

This handbook is intended to help make your student-athlete experience more enjoyable. In addition we hope that it will outline institutional, MIAA and NCAA expectations of Division II Student Athletes and to help answer questions that you may have about those expectations, rules and regulations.

Please feel free to contact me if I can assist you in your experience here at Northwest.

Thank you for choosing Division II and Northwest Missouri State.

Once a Bearcat, Always a Bearcat!

Dr. Bob Boerigter
Director of Athletics

University Core Values

Every organization, every institution, has core values that drive everything that they do. At Northwest, we want to make sure you know what our values are and what is important to us as you join our community. Here are the values that we see crucial to your success and to the University's success as a whole.

We are open and ethical.

This core value provides a foundation for mutual trust that makes every other core value attainable.

We must treat one another ethically; it is the foundation for all genuinely fruitful human contact. We will strive to treat you with respect, fairness, honesty and promote this behavior among others; we expect nothing less from you.

We focus on our students and stakeholders.

Our classes are centered on you, the student, not on the professor on what he or she knows. Thus, assignments, projects, and such are built into courses to focus on your learning and achievement. Furthermore, Northwest believes that the best learning takes place when you are engaged as a whole person-body, mind, and spirit-and when you can use all of your different ways of learning. We recognize that people learn in different ways, and we continually strive to build an education that will encourage all of those different ways of learning.

We care about each other.

If the people working at the University, from the staff member who cleans the classrooms to the faculty member who teaches Shakespeare, do not feel that the University cares for them, helps them develop their talents, and gives them power over their own lives, then all of the things we've said in these core values will fall apart. Thus, Northwest strives to develop everyone who works here so that we can all achieve excellence.

We are a learning organization, continually improving our University and ourselves.

At Northwest we develop people's natural abilities as well as awareness of hidden talents. We want to develop all students, faculty, and staff by providing opportunities for professional growth.

If you as students are going to learn well, we need to have all aspects of your life, from the classroom to the residence hall room to the financial assistance office to the library, structured to help you learn. Thus, we strive to make sure that all aspects of your life at Northwest point toward the same goal-academic excellence.

We collaborate and work together to accomplish our goals.

The courses you take should not be isolated from each other, and should not isolate you from the rest of your life at the University. Instead, we have created a seamless experience of learning at Northwest. Classes are related to residence hall activities, which relate to speakers and concerts on campus, and so forth. These interactions are designed to help you integrate these experiences throughout your undergraduate experience.

In order to facilitate your success, we strive to continuously improve the quality of your learning experiences. But, to learn, you must take an active part in learning—by preparing for class actively, by working on assignments and projects, by questioning and responding in class and by synthesizing the materials from several classes. This means your instructors are going to expect you to be active participants in your learning if you are going to be successful. The responsibility is largely on you!

Part of that responsibility means you must devote a serious amount of time to your studies. Most faculty expect at least two hours of study time outside of class for every hour spent in class. A full course load of 15 hours would require an additional 30 hours outside of class spent in studying. A full-time education is a full-time job! We realize many students must work to pay for their education, but we want you to keep your priority on your education.

We master the details of what we do.

Another way of saying this might be “If you don’t expect the best, you will never get the best.” We believe that if you want quality, you have to begin by expecting high quality—and that means in every aspect of University life. We have expectations of our faculty, staff, and students as well as for our food service and residence halls. If you want to gain a quality education, you must begin with high expectations for your own work. Aiming for a “C” is not the path to success, aiming for excellence is.

We are leaders in our field.

We improve when we have feedback that tells us what we did well and what we still need to improve; it’s as simple as that. At Northwest, we are in the business of giving and receiving a great deal of feedback, and not just feedback about results, but feedback about how we went about getting those results. What process did you use to write that paper or put together that project? How can you improve on that process to create a better project?

Northwest Athletics Cultural Core Values

We focus on our students and our stakeholders.

We expect that our students will have a good experience while participating, that they will have a feeling that they were coached; that the students that participate will be successful academically and will graduate; and that our teams will be successful in their competition.

We expect that our stakeholders will have an enjoyable game day experience while viewing the competition; that our stakeholders will be provided information to allow them to follow the Bearcats progress during any season and they will be proud to be associated with our programs.

We care about each other.

We expect our coaches to be respectful and supportive of other colleagues within the department and that our first emphasis is the physical and academic welfare of our students. We view fellow coaches as colleagues, not competitors.

We are a learning organization, continually improving our University and ourselves.

As educators we are continually striving to improve the performance of those who we coach, but also the collective performance of our teams. In addition, each professional is committed to personal and professional growth through study, mentoring or experiential learning.

We collaborate and work together to accomplish our goals.

The goals in athletics are consistent with the academic goals of the University. We want to produce college graduates. Additionally, as individual professionals and as a department we will work cooperatively to assist in reaching those goals.

We master the details of what we do.

We prepare for classes, practices, meetings and competition. We abide by rules, regulations, policies and procedures, not as an obstacle to progress but as an element of expectation in seeking success.

We are open and ethical.

Ethical behavior is not promoted, it is expected. It is expected that all abide by the spirit and intent of the MIAA and NCAA rules that we follow and enforce the policies of the University and the department. Honesty and integrity is standard operating procedure. We are committed to compliance. Should a breach of rules occur, with or without intention, full disclosure is the expectation.

We are leaders in our field.

Athletics staff members are expected to be participants on campus committees and projects when appropriate and they are active professionally attending conferences and holding leadership positions in professional organizations. Presentations at clinics and camps are encouraged.

Northwest Policies & Regulations

Attendance

Students are expected to attend all classes as specified in the course syllabi for each course. However, specific attendance policies may vary from instructor to instructor. Each instructor will clarify the attendance policy at the beginning of each course. It is the responsibility of the student to promptly notify his/her instructor when unable to attend class.

Students may make up class work without penalty if (1) engaged in University activities endorsed by the provost, (2) prevented from attending class by illness, the validity of which is proven to the satisfaction of the instructor, or (3) prevented from attending by some other circumstances considered adequately extenuating by the course instructor.

After the add period until the end of the drop period, an instructor may request the Office of the Registrar to delete a student from the class roster due to non-attendance.

Academic Honesty

Academic honesty is essential to the integrity of the mission and success of the University and is expected of all students. It is the responsibility of every student to avoid dishonest practices. There are eight broad areas of academic dishonesty: (1) obtaining unauthorized aid or information; (2) giving unauthorized aid or information; (3) committing plagiarism from written, electronic, or internet sources; (4) misrepresenting facts or data; (5) offering bribes; (6) using library resources unethically; (7) using computer resources unethically; and (8) knowingly assisting in any of the above practices.

A charge of academic dishonesty can be brought against a student by an instructor, a staff member, or another student in consultation with an instructor. The instructor or staff member, after having consulted the chairperson, will notify the student in writing of the formal charge. If the instructor involved is a chairperson, the instructor will consult with the dean of the appropriate college before moving forward with the process. While in standard cases the instructor will give the student an automatic "F" in the course, the instructor, in consultation with the chair or dean, has the discretion to alter sanctions as appropriate. If the student chooses to appeal the charge of the instructor, the student may stay in class until the appeal process is completed. All cases of academic dishonesty will be reported by the chairperson, to the dean and to the provost.

Once the charge is made, the student has the right to appeal. The student must make the appeal in writing to the department chairperson within 10 academic days of receiving the charge. The chairperson (or dean if the case involves a chairperson) will then appoint a committee of at least three faculty or staff members from the department who are not directly involved in the case to consider the appeal. If the appeal fails, the student may then petition the Academic Appeals Committee. A charge that is successfully appealed will be reported by the appropriate committee to the chairperson of the appropriate department, to the dean and to the provost so that the charge that already been reported will be expunged from the record.

During the appeals process the departmental committee or the Academic Appeals Committee may alter the sanctions. In standard cases, the instructor's sanction will stand and the student will be prohibited from further attending the course. The second instance will result in immediate dismissal from the University.

Incomplete Grade

The incomplete grade form is initiated with the course instructor. This grade indicates that due to unusual circumstances a small portion of a course has not be completed. In each instance when an incomplete grade is assigned, the instructor of the course shall indicate on the form what the student must do to complete the course. The form is turned in to the Office of the Registrar at the final grading period for the course. The student must then complete the requirements for the course by the end of his or her next fall or spring term of enrollment or the grade becomes an "F" on the student's permanent grade record. A student wishing to submit makeup work to remove an incomplete grade must make arrangements with the instructor two weeks prior to the final grade due date. Faculty members are not obligate to accept and evaluate make-up work in order to submit a grade after the above time periods.

Superseding Grades/Repeating Courses

A student who has received a grade of "D" or "F" in a course may repeat the course to raise the grade, provided that in the meantime the student has not completed a more advanced course for which the repeated course is a prerequisite. When a course is repeated both the old and new grades will appear on the student's record, but only the higher grade earned will be used in determining the cumulative grade point average. A petition for superseding must be completed and returned at the time of registration for the course to be repeated. Petitions for superseding may be obtained in the Office of the Registrar.

A student will not be allowed to supersede a grade earned at Northwest by completing an equivalent course at another institution.

Midterm Advisory Grades

In order to inform students of their academic progress at midterm, instructors assign deficiency grades (“D” or “F”) to students in courses in which the instructor has evaluated coursework. Students notified of unsatisfactory coursework at midterm are expected to follow up with the instructor in a conference, to address the areas of concern personally and systematically. These advisory grades are not permanently recorded.

Grade Appeal Procedure

A student who feels that the instructor has graded on the basis of personal opinions or other matters unrelated to the established academic standards is encouraged to consult with the instructor in the hope that a satisfactory solution can be achieved.

If the student still feels the instructor is biased or capricious in academic evaluation, the student shall have the right to make a written appeal to the departmental-level Student Relations Committee through the department chairperson or coordinator. Such a committee shall consist of at least one faculty member and one student who are not directly involved in the case.

Honor Roll and Graduation Honors

The honor roll is compiled at each official grading period and includes all full-time undergraduate students earning a grade point average of 3.50 or above in academic courses. Students who take an incomplete grade will not be considered for the honor roll for that term. Students who earn a 3.50-3.99 GPA will be named to the Academic Honor Roll. Students who earn a 4.00 GPA will be named to the President’s Honor Roll.

Graduation Honors are determined by the student’s Northwest GPA, and if there are transfer credits, the cumulative GPA (all college work attempted) must also meet the GPA requirements. Graduating seniors who have grade point averages (Northwest and cumulative) between 3.50 and 3.74 inclusive for their work in their first academic degree will be graduated “Cum Laude.” Those who have GPAs between 3.75 and 3.94 inclusive will be graduated “Magna Cum Laude.” Those who have GPAs between 3.95 and 4.00 inclusive will be graduated “Summa Cum Laude.” Only first degrees are eligible for honors and class rank.

Honors designation for the commencement program will be determined on GPAs based on grades recorded by the Registrar four weeks prior to the spring and fall commencement exercises and two weeks prior to summer exercises.

Academic Probation, Academic Suspension, and Dismissal

Any student classified as a freshman whose Northwest or cumulative grade point average falls below 1.75 on a 4.00 scale is automatically placed on academic probation.

Any student classified as a sophomore, junior, or senior whose Northwest or cumulative grade point average falls below 2.00 is automatically placed on academic probation.

A student on academic probation is limited to 16 academic hours per trimester. This enrollment restriction will apply as long as the student is on academic probation.

A student on probation who falls further behind (i.e., who does not make at least a 2.00 grade point average for any trimester) shall be automatically suspended for two consecutive trimesters. Any student once placed on probation remains on probation until his or her Northwest and cumulative grade point average is at least 2.00.

A suspended student may apply to the Office of Admissions for readmission following his or her suspension period. Any student who has returned on probation following a period of academic suspension or who has been reinstated by the Committee on Admissions and Advanced Standing shall earn at least a 2.00 grade point average each probationary trimester in order to continue as a student. A second suspension will be for three consecutive trimesters. If a student is academically suspended from Northwest or from any other university of college for a total of three times, the student will be dismissed from Northwest.

Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar.

Adding, Dropping, and Withdrawals

Adding Courses: Courses may be added during the first day of any short course, two-week course, or four-week course; during the first two days of a six-week or eight-week course, and during the first seven days of any course longer than eight weeks of instruction. This includes adding a course, exchanging courses, dropping courses, and transferring from one section of a course to another section. No change in program should be made without prior approval of the student's advisor.

Dropping Courses: Students may drop a course during the first half of any semester length course. Those who do not follow the prescribed procedure for dropping a course will have a grade of "F" recorded on their permanent record.

If due to extraordinary reasons—beyond the control of the student—a student desires to drop a course after the deadline, the student must petition the Committee on Admissions and Advanced Standing. Extraordinary reasons which may be considered include advisor error, administrative error, or documented medical reasons. **Courses may not be dropped during the final exam period.**

Withdrawal from the University: All students who wish to terminate their enrollment at the University during a term should initially consult with their advisor. If, after meeting with the advisor, a student decides to withdraw from the University, the student must complete an Exit Report in the Advisement Assistance and Resource Office in the Administration Building. It is extremely important that a withdrawal be completed to ensure that proper entries are made on the academic transcript, that fee refunds are processed and that all University records reflect the withdrawal. If a student cannot initiate the withdrawal process in person, he or she should write or call the assistant director of advisement, who will process the withdrawal.

Students who wish to withdraw from the University must do so before two-thirds of any trimester or shorter-length term has expired. A “W” will be recorded for each class. Students on academic probation who withdraw from all classes will be readmitted on the same status they held at the time of their withdrawal from school. Students who do not follow the prescribed procedure to withdraw from the University will have recorded on the permanent record a grade of “F” for their courses.

If due to extraordinary reasons—beyond the control of the student—a student desires to withdraw from the University after the deadline, the student must petition the Committee on Admissions and Advanced Standing.

Transcript of Grades

Student requests for copies of their permanent grade record may be made in writing, online or with a signed fax request. Normally, a transcript can be issued upon 24 hours notice; however, at the end of a term, at least two weeks’ notice should be allowed for grade recording and processing.

Degree Audit

The Office of the Registrar uses the Degree Audit Reporting System (DARS) developed at Miami University of Ohio to help students track their academic progress toward completing a degree program. Degree audits show students and advisors in a report format what requirements have been completed and those which still need to be fulfilled for graduation.

Degree audits for all currently-enrolled students are sent to advisors in fall and spring with pre-registration materials. Degree audits are sent to transfer students accepted to the University. A student may also request a degree audit at any time from the Office of the Registrar. Degree audits are prepared to assist students during their college experience. Efforts have been made to ensure the accuracy of the degree audit; however, final certification that a student has completed all graduation requirements is the responsibility of the Registrar. The student is responsible for knowing and meeting the requirements for a degree.

Appeals Process for Academic Policies

All students will have the right to appeal in person regarding decisions rendered by either the Committee on Admissions and Advanced Standing or the Curriculum and Degree Requirements Committee. The purpose of the Academic Appeals Committee is not to provide a secondary hearing of a case already heard by the Admissions and Advanced Standing Committee or the Curriculum and Degree Requirements Committee, but rather to ensure that students have been able to present all information pertaining to their case and that proper protocols have been followed.

The student must initiate the appeals process by preparing a petition in consultation with his or her academic advisor, or in the absence of the academic advisor, another faculty member. Petition forms are available in the Office of the Registrar. The student must submit the petition to the Registrar, who will then direct the petition to the chair of the Academic Appeals Committee.

Northwest Missouri State University Athletic Training Policies and Procedures

Personnel

The Northwest Missouri State University Sports Medicine Team comprises of three team physicians, two full-time athletic trainers, and four graduate assistant athletic trainers. This group is committed to providing exceptional medical care for the student-athlete.

Athletic Training Room Information and Guidelines

These guidelines allow our facility to run smoothly while keeping a professional atmosphere at all times.

1. Contact information: Kelly Quinlin, Head Athletic Trainer 660.528.1670 or Jeff Smith, Athletic Trainer 660.582.1313
2. Hours of operation: Monday thru Friday, 8:00A – 11:30A, and after 1:00P until in-season practices are completed. An athletic trainer will be present an hour before practice and two hours before competition for all in-season sports.
3. If being treated for an injury, report during morning hours daily unless otherwise determined by a staff athletic trainer.
4. Post practice/competition treatments are immediately following the session.
5. Showers must be taken after practice/competition before treatments are allowed in our facility.
6. Do not use the facility as a lounge.
7. No talking on cell phones.
8. No food or drink of any kind is allowed.
9. Shirts are to be worn at all times.
10. Remove cleats and/or dirty shoes before entering the facility.
11. No foul language.
12. Be respectful.

Athlete Clearance for Participation

Before a varsity athlete can participate in athletics at Northwest Missouri State University, there are procedures that must take place.

1. The student-athlete must have completed a Pre-Participation Physical signed by one of our team physicians. Returning athletes must complete an Annual Athletic Health Status Review.
2. The student- athlete must provide the athletic training room with a completed Verification of Current Medical Coverage form along with a front and back copy of their insurance card(s).

Injury Care Procedures

In order to insure proper health care for all student-athletes at Northwest Missouri State University, and to insure proper payments are made for such care, the following policies must be followed by student-athletes, coaches, athletic trainers, and parents.

1. All injuries must be reported to an athletic trainer immediately. The failure to do so may result in any costs pertaining to the injury becoming the responsibility of the student-athlete and/or his/her parent(s), guardian(s).
2. The athletic trainer will make any necessary referrals to the proper health care provider. If the athlete sees a physician without permission from the Northwest Athletic Training Department, the expenses related to the injury will be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).
3. Decisions on treatment will be made with the best interests of the student-athlete in mind. Decisions will be made in consultation with the physician, student-athlete, and when necessary, the athletic trainer. In the case of minors, the parents will be contacted and included in the consultation. In all other cases, the student-athlete will make contact with the parent unless he/she asks the physician or athletic trainer to do so. Parental involvement is encouraged in all cases of admission to hospitals, surgeries, and invasive testing and it is hoped that the adult student-athlete will allow the lines of communication to remain open at all times with the parents and the athletic training staff and physicians.
4. Primary accident insurance is **REQUIRED** of all student-athletes who participate in Northwest athletics. If the student-athlete does not have coverage, it can be purchased from a provider of the athlete's choice or he/she may opt to purchase a policy through the University's carrier. The student-athlete cannot participate until the University has obtained all primary insurance information including a front/back copy of the insurance card and a current physical or annual health status review.
5. The following are the guidelines that Northwest Athletic Department utilizes to define an acceptable insurance policy:
 - a. The policy must provide coverage for athletic related injuries.
 - b. The policy must be claims eligible in the state of Missouri.
 - c. No short term/month to month plans are allowed.
 - d. The deductible must be no greater than \$1000.00.
6. The Northwest Athletic Training Department must receive notice of any changes to a health insurance policy as soon as they occur. This will include, but not be limited to, instances in which there are changes in insurance providers or lapses in the major medical policy. Failure to comply with this policy will result in the loss of clearance to participate in NW Athletic activities and will result in the student-athlete and/or his/her parent(s)/guardian(s) assuming financial responsibility for any and all athletic related medical costs incurred while the athlete is uninsured.
7. All attempts will be made to utilize Northwest Team Physicians for treatment. It is understood that some primary insurance carriers (HMOs and PPOs) require certain physicians to treat the patients. In these cases, Northwest Missouri State will attempt to cooperate with these carriers, but it is strongly recommended to change insurance coverage that will allow access to our team physicians. This will provide the student-athlete a network of physicians in the Maryville area as well as better access to care. A member of the Northwest Athletic Training staff can assist in this process.

8. All bills for covered injuries will first be sent to primary insurance for payment. After the primary insurance carrier has acted on the bill, the claim will be forwarded to Northwest's insurance carrier for action. It is the responsibility of the student and his/her parent(s)/guardian(s) to understand the conditions that apply to their policy and comply with any requests for information, etc from the primary insurance company. The University will help facilitate these procedures, but will not be held responsible for any penalties that may occur due to failure to comply with the conditions of their policy.
9. Parents and/or student-athletes are asked to send any and all itemized statements from providers of service and any "explanation of benefits" statements from primary insurance carriers to the university. Student-athletes and parents should not pay for any bills related to a covered injury. Reimbursement of paid bills will not be given due to this policy statement. It is necessary that you forward any bills related to the injury to the head athletic trainer.
10. Northwest Missouri State University will not prevent a student-athlete from obtaining a second opinion; however, this will be at the expense of the student-athlete. **Northwest Missouri State University will not pay for second opinions.** If surgery is deemed necessary in regards to an athletic injury, the university's insurance will become the secondary policy for the procedure.
11. The insurance coverage provided by the University is for **athletic related injuries and catastrophic events. Only those injuries sustained while participating in approved and sanctioned athletic activities directed by a coach or supervised by a Northwest staff member will be covered.** The University's secondary medical insurance policy **will not** cover expenses associated with situations indicated below. The list is not all-inclusive.
 - a. Injuries that are a result of intramural and recreational activities (non-intercollegiate activities), as well as unsupervised training/conditioning
 - b. Disease (i.e. asthma, sickle cell trait, etc.) or illness (i.e. cold, flu, etc.)
 - c. Skin infections with the exception of those resulting from an injury (i.e. abrasion, laceration, etc.)
 - d. Experimental procedures
 - e. Cosmetic surgery or procedures unless approved by the Northwest Missouri State Director of Athletics
 - f. Injuries sustained during an intercollegiate activity that occur as a result of anger
 - g. Pre-existing injuries documented by a team physician during the initial health physical
12. The University will not pay for over-the-counter medications used to treat athletic injuries/illness; however, if a student-athlete is given a prescription from a physician related to an injury, the athlete **must** obtain a Rx card from the athletic training room to pick up the medication at the local Hy-Vee.
13. Northwest Missouri State University's insurance program will pay necessary medical treatment and the resulting expenses incurred within 104 weeks (2 years) of the initial date of injury.
14. All communications and questions concerning medical care of student-athletes should be directed to Kelly Quinlin, ATC, LAT Head Athletic Trainer, Lamkin Activity Center, 800 University Drive, Maryville, MO 64468. Phone: 660.562.1313.

Student Life Policies & Regulations

Student Records

Northwest complies with the Family Educational Rights and Privacy Act which provides guidelines on storage and releasing of student and former student records. Individuals may waive their rights to inspect records at Northwest, but the University may not require such a waiver as a condition to attendance.

Individuals may request a copy of their records, for a copying fee, from the following offices:

Academic Records: Office of the Registrar, Administration Building

Advisement Records: Academic Departments and/or Office of the Registrar

Alumni Records: Office of Development and Alumni Relations, Alumni House

Disciplinary Records: Office of the Vice President for Student Affairs, J.W. Jones Student Union

Financial Records: Bursar/Cashiering Office, Administration Building

Financial Assistance Records: Office of Scholarships and Financial Assistance, Administration Building

Housing Records: Residential Life Office, J.W. Jones Student Union

Library Records: B.D. Owens Library

Medical Records: University Wellness Center

Placement Records: Office of Career Services, Administration Building

Security Records: Campus Safety Office, Support Services Building

Student Teaching Records: Educational Field Experience Office, Brown Education Hall

Teacher Education Records: Teacher Education Student Services Office, Brown Education Hall

Information remains confidential between the individual and the University, and will not be released to a third party without the written consent of the student. Exceptions to this rule include information released to Northwest officials, officials of other schools where the student is seeking admissions, federal or state educational authorities, financial assistance officials in connection with the receipt of financial assistance, state law officials or subpoenaed requests, accrediting organizations and parents of dependent students.

These parties will receive a notice that the information released to them must not be further distributed without the consent of the student.

Certain information about the currently enrolled student—name, age, address, phone, e-mail address, place and date of birth, major, participation in activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, the most recent educational

institution attended, including photographic, video, or electronic images, is considered directory information and thus releasable to the public. If a student does not want this information released, he or she should contact the Office of the Registrar, Administration Building, within 10 days of the beginning of the term.

University Housing Policy

Research has proven that freshman experience a decided advantage, both in grades and adjustment to college life, by living on campus within the University environment. To capitalize on this advantage, the University requires all first-time freshmen to live in the residence halls, unless they commute from their parents' or guardians' homes or unless they are married. Students must petition to the Housing Release Committee by completing the Commuting Form in the acceptance packet to be exempted from this policy.

Student Identification Card (Bearcat Card)

Every student enrolled at Northwest is required to have an identification card (Bearcat Card), to carry it at all times, and to present it when requested by University personnel. The Bearcat Card serves as a meal card for students on a meal plan. In addition the card is used in the library, at sporting events, and as a cash card for copy machines and vending machines. The card can also be used as an ATM and debit card worldwide if the user has a US Bank account. All graduate and undergraduate students should report to the ID Office, in the J.W. Jones Union, as soon as they enroll, present their enrollment forms, and receive an ID card. The card is valid as long as the student is enrolled at Northwest. There is a replacement fee if the card is lost or stolen.

Campus Conduct Program

Coordinated by the Dean of Students, the Campus Conduct Program is a multi-level system of discipline committees designed to hear student grievances and violations of the Judicial Code. For more information contact the Dean of Students, (660) 562-1219.

Motor Vehicle Registration

Students are responsible for knowing and observing the parking and traffic policies. All vehicles must be registered with Campus Safety in order to use University parking facilities. Parking areas are designated for use by permit type.

Maps of campus and copies of the Parking and Traffic Policy are available at the Office of Campus Safety, and are also distributed when students register their vehicles at the Student Services Center. Appeals of parking and traffic fines are heard by the Student-Faculty Traffic Committee and may be filed at Campus Safety.

Northwest Resources & Services

Student Services Center

Located on the first floor of the Administration Building, the Student Services Center provides visitor and student information, brochures, newsletters and petition forms, as well as other information concerning the University. Check cashing, distribution of refund and payroll checks, ticket sales (performance and athletic), parking permits, FAX service, and other services are available. Individuals seeking information about the University may call the Student Services Center at (660) 562-1212.

Mabel Cook Recruitment and Visitors Center

Located at the main entrance to campus, the primary purpose of the Mabel Cook Recruitment and Visitors Center is to provide campus tours and admissions information for prospective students and their families. For more information, please contact the office at (800) 633-1175 or (660) 562-1562.

Office of Admissions

Other admissions functions are carried out by the Office of Admissions processing division in the Administration Building. This Office of Admissions processes all freshman, transfer, returning, and non-degree applications for admission. Questions concerning transfer of credits, transcript evaluations, residency determination, admission procedures and standards may be addressed to this office. Phone (660) 562-1148 with any questions or concerns.

Office of Scholarships and Financial Assistance

Located on the second floor of the Administration Building, the office of Scholarships and Financial Assistance is responsible for the administration of all federally-funded student financial assistance programs, including the Federal Pell Grant, the Federal Perkins Loan Program, the Federal Work Study Program, the Federal Supplemental Educational Opportunity Grant Program and the Federal Direct Loan Program. The office also provides services to students receiving vocational rehabilitation funds, veterans' benefits, private and institutional scholarships, state assistance programs and other types of financial assistance.

Students who need assistance in planning and budgeting their college expenses and resources are encouraged to contact this office for a copy of the student financial assistance brochure which describes the various types of assistance available as well as the procedures for applying.

In order to be eligible for federal financial aid, the student must be enrolled in a regular degree program.

Students who are in default on previous federal student loans are not eligible for any type of federal aid until the default status is removed.

Students are responsible for meeting the requirements for academic progress as stipulated in the Requirements for Academic Progress for Financial Assistance Recipients, which is given to each student who receives financial assistance coordinated through this office.

Office of the Registrar

The office of the Registrar provides student services beginning with the student's first registration for courses, continuing through graduation and beyond. Inquiries concerning registration, academic standards, loan deferments, enrollment certificates, grade records, adding and dropping classes, degree audits, graduation requirements, and transcripts should be directed to this office, located on the second floor of the Administration Building.

Bursar/Cashiering Office

Located on the first floor of the Administration Building, the Bursar/Cashiering Office receives and processes all payments to Northwest. Inquiries concerning student financial accounts, installments, refunds, and automatic applications of financial assistance should be directed to the Bursar/Cashiering Office, (660) 562-1578.

Advisement Assistance and Resource Office

The Advisement Assistance and Resource Office provides assistance in academic advisement and choosing a major to students who have not declared a major or those needing special assistance for success at Northwest. Services are targeted toward deciding students, non-traditional, probationary, transfer, and students wishing to change majors. In addition, the office conducts faculty training and operates the Attendance Early Alert program, which connects students to University offices and services based on the student's academic or wellness needs. Any student seeking general advisement is welcome to visit the office located on the second floor of the Administration Building.

B.D. Owens Library

The B.D. Owens Library contains some 350,000 volumes in a modern, three-story building designed to support the needs of Northwest's students and faculty in conducting scholarly research, maintaining current knowledge in subjects of interest, and reading for personal growth and enrichment. Owens is known throughout the Midwest for giving its patrons the

best tools available in information technology and information management. By providing state-of-the art resources in an environment characterized by friendly, professional assistance, the information services staff help patrons develop lifelong learning and communication skills as well as research competencies. Owens Library information professionals are committed to exemplary personalized service for their patrons in a dynamic learning environment.

Owens' collections and services are an integral part of the Electronic Campus Network. Using the Owens Library Web pages, students and faculty can search periodical databases for full-text, full-image articles; check the library catalog for the availability of books, government documents, and audiovisual materials; find links to course-related information on the Internet; request materials via interlibrary loan or ask reference questions. Traditional face-to-face reference service is available at the Library Services Desk.

University Wellness Center

Located west of the high-rise residence halls, the University Wellness Center is the hub for all campus health services and institutional testing. For health services this encompasses clinical, counseling, health promotion, public health and emergency response services. The student health fee funds all services by the Wellness Center.

While remaining committed to quality outpatient care, we focus on wellness, not only as prevention of disease, but also as a philosophy of life. This philosophy emphasizes self-responsibility and taking an active role in maintaining one's health. We believe true health must consider the individual as an integration of mind, body, and spirit.

Clinical Health Services-The Wellness Center provides these services in a clinical setting to full- and part-time students. In the fall and spring trimesters, full-time nursing and physician services are offered between 8 a.m. and 5 p.m. Limited appointments are available during the summer. For clinical health services we currently file insurance claims for office visits, procedures, lab, etc. For students that have insurance and accept insurance reimbursement as full payment for these services. Students that don't have insurance are responsible for procedure and lab costs incurred. Prior to enrollment, all first-time students who are foreign-born, or have spent more than three continuous months outside the United States, or have a known exposure to tuberculosis, must have documentation of tuberculosis screening done in the United State within the past year. If this requirement is not met, the student's registration will be blocked. All students were required at the time of admission to comply with the University's policy on immunization for measles, mumps and rubella. The policy states that a student born during or after 1957 must show documented proof of immunity to rubeola and

rubella before attending the University. For a full listing of services provided please refer to our website at www.nwmissouri.edu/wellnesscenter.

Counseling Services-We are committed to the personal development and success of all Northwest students. The Wellness Center offers individual, couples and group counseling to students. We also provide the following services to the campus community; workshops, guest lectures, referral services, consultations, training and crisis intervention.

Health Promotion Services-The Wellness Center also offers a variety of services that promote health and wellness, which are designed to help students change their lifestyles and move toward a state of optimal health. We view optimal health as a balance of physical, emotional, social, spiritual, and intellectual health. Health promotions services include but are not limited to: health and wellness related speakers, awareness weeks, health education activities, other health promotion events and peer education. Peer Educators are students who have received certification through the Bacchus Network, a national peer education network. Through interactive activities and in and out of the classroom, Peer Educators share the vision of the Wellness Center with the campus community. For more information about becoming a Peer Educator or to schedule a presentation, contact us at 562-1348 or e-mail at PEEREDU@nwmissouri.edu.

Institutional Testing Services-A number of national educational tests are administered by the Wellness Center staff which may be required for undergraduate or graduate admissions, course waivers, and University graduation requirements. These tests include the ACT, MAT, Praxis Series II, CLEP, C-Base and others. The center also administers the GED for high school diploma equivalency. Contact the center for information, application forms, fees, testing dates, and services.

Computing Services

Unique to the nation, Northwest provides computing services to students, faculty, and staff via the Electronic Campus network of over 4,000 notebook computers and personal computers. Featuring notebook computers for every full-time student, the network is supported by high speed gigabit connections between buildings and high speed switched hub. Interactive computing and computer-aided instruction is supported by 60 servers, including a large multiprocessor Exchange e-mail server. The local-area networks on campus are linked with 60 mps link to national and international wide-area networks via MOREnet and Internet. These services are available to every student and faculty member. Wide-area computing services include electronic mail, remote library searches, and remote login access to super computers across the nation, plus locally supported World Wide Web and groupware servers.

Students are assigned an account number which can access many services of the Electronic Campus free of charge. For example, Web servers provide general information on class offerings, student and faculty directories, calendars, scholarship offerings and job openings. Web servers also provide students with self-enrollment system enabling students to select course sections they desire. E-mail is a popular way to send class work to instructors as well as messages to friends. Students can word-process assignments and develop spreadsheets, then have them printed at several locations across campus. There is a small printing fee for the laser and color printers. The library online catalog, text retrieval, and encyclopedia systems are Web-based information systems. Each student living in the residence halls has a personal voice mailbox and long distance calling card.

Textbook Services

Textbook Services coordinates the textbook usage program, in which a primary textbook is provided for most of the undergraduate courses. Students pay a per credit hour fee for textbook usage. Supplemental and/or additional books/materials may be required and can be purchased at the Bearcat Bookstore. Students pick up their textbooks at the beginning of each trimester and must return the books by 5 p.m. of the last day of finals for the trimester. Late fees are assessed for books that are not picked up or returned on time. More information can be found on the Northwest Web page under Textbook Services. Students may contact Textbook Services at (660) 562-1150 or by contacting textbookservices@nwmissouri.edu if they have specific questions.

Peer Education

Northwest Peer Educators are students who have received certification through the national peer education network, Bacchus/Gamma. They educate other students through Freshman Seminar, classroom seminars, student organizations, special programs, and awareness campaigns. Topics Peer Educators address include: Alcohol and Drugs, Wellness, Relationships, Sexual Assault, Body Image, Diversity, Stress Management, and other. Presentations can be tailored to fit the audience's needs. For more information about becoming a Peer Educator or to schedule a presentation, contact Peer Education at the University Wellness Center, (660) 562-1348.

Volunteer Services

The Office of Volunteer Services is located in the Student Affairs Complex in the J.W. Jones Student Union. Special service days such as BRUSH (Beautify Residence Using Student Help), Martin Luther King Service Day, and other major activities are coordinated by this office. Students or organizations wishing to find out more about volunteer activities for individuals or for student organizations should contact the coordinator at (660) 562-1954.

Assist and Student-Athlete Success Programs

Located on the third floor of the Administration Building. Northwest's Assist and Student-Athlete Success Programs provide at-risk freshman and student-athletes with services which help them better understand the purposes of higher education; aid in the transition from high school to college; promote standards of academic excellence; assist students in creating and maintaining the life-long learning strategies that minimize anxiety and promote the development of positive attitudes; and provide guidance and recommendations for using institutional resources and services. A special feature of the Student-Athlete Success Program is its focus on persistence to graduation of Northwest's student-athletes.

Talent Development Center

The Talent Development Center (TDC), located on the third floor of the Administration Building, offers comprehensive learning assistance to the University Community. Serving over 3,000 students a year through scheduled face-to-face tutoring sessions and group study, the TDC provides free learning assistance in most rigorous subject areas in the general education program.

Talent Development Center Services

The Student-Athlete Success Program (SASP), a Talent Development Center Program, helps student-athletes achieve academic success and make informed career decisions. The most important thing to remember is that all the help you need is here, you just have to ask for it. It is up to you to take advantage of the outstanding services Northwest has to offer.

Our goal is to provide you with support and resources you need to be a successful student.

Tutoring

Tutoring is available to you at no cost through the Talent Development Center. Tutors can be secured for most general education courses and every effort will be made to find a tutor for an upper-level course if needed. Individual and small group tutoring is available.

Supplemental Instruction

The SI Program provides three regularly scheduled study review sessions a week in high-risk, entry-level courses.

Study Skills/Time Management

Mentors meet with you to develop time management strategies and individualized goals.

Monitoring Academic Progress

During each trimester, SASP surveys the professors of each student-athlete two times.

In the grade check instructors are asked to comment on:

-The level of work the student is maintaining

- The student's attendance and the attentiveness
- The need for tutorial help, and
- Any general comments

Students are called in on a regular basis and to review their progress and arrange for additional support services if necessary.

Mentoring Appointments

The SASP provides individualized mentoring sessions for student-athletes. The goal of the mentoring segment is to help students avoid academic difficulties and develop opportunities for improvement of skills. To make an appointment, contact the SASP at X1975.

Conduct and Expectation Policy

It is considered a privilege, not a right, to be a member of an intercollegiate athletic team. At Northwest student-athletes are expected to conduct themselves with honesty, integrity, pride and sportsmanship at all times both on and off the playing field. Student-Athletes are expected to adhere to the University's code of conduct standards and are subject to the University discipline system.

Class Absences & Professors

Athletes must provide instructors with information regarding absences due to travel and contests that take place during class time. It is your responsibility to inform instructors about when you will be missing class as far in advance as possible. It is also your responsibility, not the instructors, to see that missed assignments are made up.

Grievance Procedure

If you feel an instructor has treated you unfairly in a class because of athletic-related absences, make an appointment with the athletic director or assistant athletic director. They will document your complaint and investigate the problem.

Absences: Hospitalization/Personal Problems

If you are absent from classes for five consecutive days because of hospitalization or major family/personal problems unrelated to athletics, inform the Office of the Vice President for Student Affairs, 2nd floor Student Union, X1242.

Students with Disabilities

Northwest is committed to providing quality support services to all students. Once a student has been admitted to Northwest, it is the student's responsibility to request accommodations through a member of the Learning Assistance Providers/Services (LAP/S) Committee and to provide disability-related documentation. Additional information is found in the brochure "Services for Students with Disabilities" available at the Student Services Center in the Administration Building or www.nwmissouri.edu/swd.

Office of Assessment, Information and Analysis

The Office of Assessment, Information and Analysis is responsible for the design, implementation and interpretation of a variety of assessment activities required by the University in its attempts to maintain high quality programs and provide the citizens of Missouri with information about student learning. These projects include directing diagnostic and advisory placement tests, organizing focus groups, administering attitudinal surveys, general education tests, and coordinating major field subject matter examinations selected by the departments.

The office also is responsible for assisting academic department and service units in identification and measurement of Key Quality Indicators, training University personnel in the Seven Step Planning Process (SSPP), developing and maintaining the University's management information system (Dashboard) and data warehousing functions including the identification, collection, and analysis of data relevant to decision-makers.

Northwest Writing Center

Located in Colden Hall (Room 1810), the Northwest Writing Center offers tutoring to students wanting to become better writers. Any undergraduate or graduate student, staff or faculty member may visit the center or call (660) 562-1480 to reserve time to receive individual help. Graduate Assistants and peer tutors will help with any kind of writing task-essays, reports, research papers, letters, and other assignments-but they do not merely proofread papers. Tutors can guide writers through prewriting, revising, and editing. The Writing Center also provides small group tutoring for students in Developmental English classes and standing appointments for English as a Second Language (ESL) students or students with special needs.

University Mathematics Laboratory

The Mathematics Laboratory, located in Garrett-Strong 2930, provides limited tutorial help for most lower-division mathematics courses. Lab assistants are available several hours per day, and they help students on a walk-in basis. The lab also has a collection of reference materials designed for students desiring special information or help.

Student Support Services

Student Support Services is a federally-funded program designed to help its student members learn how to use the variety of Northwest resources to achieve and develop the professional skills necessary for successful employment. Program personnel help students understand their readiness for academic success, learn specific ways to improve their chances of success in college and develop appropriate expectations about college. Comprehensive services include academic, financial assistance, and career counseling. Students must apply for membership

and should call the director, (660) 562-1862, to discuss opportunities available through Student Support Services. The office is located on the third floor of the Administration Building.

English as a Second Language Program

The English as a Second Language Program helps provide its students with not only the English skills they will need to be successful in an institution of higher education, but also the academic skills that will enable them to be better learners.

The program offers five seven-or eight-week sessions beginning in January, late February or March, June, August and October. Before classes begin, students take placement tests to determine their English ability and are then placed into classes at the appropriate level. Classes have an average of 10 students and meet 20 or more hours per week.

Admission is open to any international student who has finished high school and has the desire to learn English. Matriculation in the ESL Program does not guarantee or imply acceptance to a University academic degree program.

Office of Career Services

The Office of Career Services provides opportunities for each Northwest student and graduate to develop a clear career objective, obtain relevant experience and learn the skills necessary to conduct a successful, professional internship/job search. This mission is met through offering major and career counseling or job search, assisting with networking, and hosting “career” events for both educational and non-educational candidates.

Career Services provides career counseling for students exploring career options, job search assistance to graduating students and alumni who are seeking full-time employment, preparation for graduate or professional school, and coordination of internships. At Northwest, internships offer the chance to enhance classroom knowledge with career-related work experience. This powerful addition to classroom learning allows students to gain practical, useful experience; test suitability for a specific career; network with professionals in the student’s field; and prepare for the competitive marketplace. Information about job and internship opportunities are available in a searchable, online database via the Career Services Web site called “Career Connections.” Other services include the following: DISCOVER, an electronic planning and exploration system; company and organization information; a career library; educational directories; classroom presentations; job search correspondence; comprehensive informational Web site; on-campus interviews and University placement statistics.

All Northwest students and alumni are eligible for the services provided. During internship/job searches, students may register for inclusion in the Career Connections database. Registration allows students access to interested employer data and employers access to qualified student data through our referral process. This process includes the uploading of a resume into the office's database. Services are free to current undergraduates, extending three months past graduation. Graduate students are eligible for free service during their academic tenure. Alumni may activate their file for a small fee. Candidates are encouraged to update references and to keep their personal information current. Teaching candidates may maintain up to six letters of recommendation in their files. The Office of Career Services is located on the first floor of the Administration Building.

Campus Safety

Located in the Support Services Building on the east side of campus, Campus Safety, staffed with commissioned officers, enforces state, local and University regulations to protect the welfare of the University community. The department operates 24 hours a day, every day of the year in order to assist in campus safety, fire safety, crime prevention and investigation and security on campus. The department also oversees vehicle registration and the enforcement of University parking regulations.

Bearcat Bookstore

Located on the second floor of the J.W. Jones Union, the Bearcat Bookstore carries school and office supplies, gift items, greeting cards, Bearcat apparel and memorabilia, health and drug items, instructional materials and supplies, as well as books and other items. Graduate-level texts and undergraduate workbooks and study guides are available. The Bookstore also coordinates and orders graduation announcements, and class ring information is also available. For more information visit their website at www.nwmissouri.bkstore.com.

Student Media

The student media, located in Wells Hall, includes broadcast, print and online facilities. The studios of KZLX-LP/KDLX, KXCV-FM/KRNW-FM, and KNWT-TV are located on the second floor of Wells Hall. KZLX-LP is the award-winning campus radio station operated by and for Northwest students. The station offers on-the-air experience necessary for entering a career in radio broadcasting. Included are opportunities to develop skills in sales, production, management, programming, news and sports, and promotions. The station provides music and news for the campus, Maryville and surrounding area.

Student Publications is located on the lower level of Wells Hall and includes *The Northwest Missourian* weekly newspaper, the *Tower* yearbook and *Heartland View* magazine. Student

publications offers students practical experience for a journalism/communication career. All publications are governed by a student-operated editorial board. Northwest is the only university/college in the country to have all three publications recognized as All-American award winners by the Associated Collegiate Press.

Percival DeLuce Memorial Collection

The Percival DeLuce Memorial Collection contains drawings, paintings, and prints by Percival DeLuce (1847-1914) and his contemporaries, as well as DeLuce family papers, dairies, and a portion of the family library. Located in the Olive DeLuce Fine Arts Building, the collection is a valuable resource for scholarship as well as a fine exhibit for the general public.

Intercultural and International Center (IIC)

The Intercultural and International Center, located in the J.W. Jones Student Union, houses the International Affairs, Minority Affairs, and the Study Abroad offices. The IIC fosters an educational environment in which students, faculty, and staff from diverse backgrounds and orientations can come together to share, learn, grow and enjoy the rich experiences and contributions each has to offer. The IIC provides leadership and assistance to individuals, groups, departments, and in the surrounding community on issues of cultural and ethnic diversity specifically through educational programming, diversity training, cultural enrichment activities, counseling, curriculum development, international education and studies programs, recruitment, underrepresented students, such as intercultural and international orientation programs, general advising, conflict resolution and mediation, immigration advisement, departmental referrals and peer mentoring to ensure academic success through graduation.

The director of international affairs and the director of minority affairs advise and support multicultural student organizations to link with all Northwest student organizations to enhance campus activities and to create an enriched college environment that is characteristic of our global economy.

Study Abroad Office

The Study Abroad Office at Northwest strives to provide students and faculty with exposure to different educational systems and insight into new cultures that will allow them to develop necessary skills to interact in a world of constant change.

Studying abroad is one of many academic options that Northwest students from all academic areas are invited to experience. Whether a faculty led short term program, a summer program, a trimester, or academic year, students have the opportunity to earn Northwest credit abroad, at the same time they are exposed to a new educational system. Students broaden their

horizons by traveling to an international location to study with local citizens and/or international students to experience global living.

The Study Abroad office assists students in identifying the program best suited to meet their academic and cultural interests. Study Abroad advisors link students with academic advisors, financial aid counselors, and other student service providers to plan a rewarding international educational experience.

Center for Information Technology in Education (CITE)

The Center for Information Technology in Education plays an integral part in Northwest's effort to enhance student learning through the use of technology. Beyond CITE's primary focus of supporting the integration of technology into on-campus courses, it is also extensively involved in the creation and development of Web-based courses and programs. The goal is to enhance student opportunities for learning by providing them high quality courses that can meet the time and space flexibility requirements many of them face in today's continuous learning environment.

Online Articulation Agreements

Northwest Missouri State University has entered into several articulation agreements with community colleges in Missouri, Colorado, Iowa, Kansas, Nebraska, North Carolina and Oklahoma. These agreements express a shared commitment to increasing the opportunity for students to gain access to and success at higher education. By clarifying transfer policies and procedures which assure articulation between programs, the institutions involved seek to assist students in making a seamless transfer from the associate in applied science degree to the baccalaureate degree. A current listing of schools and agreements, may be found at www.northwestonline.org or www.cite.nwmissouri.edu/nwonline/viewbook/.

Northwest Missouri Educational Consortium (NMEC)

The Northwest Missouri Educational Consortium is collaborative in effort by the following educational institutions to provide a single point of presence for distance education throughout the region.

- North Central Career Center, Bethany
- Brookfield Area Career Center, Brookfield
- Grand River Technical School, Chillicothe
- Northwest Technical School, Maryville
- North Central Missouri College, Trenton
- Northwest Missouri State University, Maryville
- Northwest Missouri State University, Kansas City
- Northwest Missouri State University, St. Joseph

Distance learning is an approach to education in which a majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance learning allows for the adoption of a range of learning strategies in a variety of technology-based learning environments such as Interactive Television, online (Web-based) and teleconferencing. Distance education caters to a learner's differences in learning styles, learning interests and needs, while offering variations in learning opportunities. Interactive television (ITV) is a technology-driven means of letting people in different locations simultaneously see and hear each other, working in much the same way they would if they were all in the same room. ITV connects two or more remote locations, letting parties at either end see video images of each other as well as sharing audio and data. Classes are offered in the following areas: A.A.S., B.S., M.S., and selected non-credit areas. Individuals seeking information about the Northwest Missouri Educational Consortium may access their website at <http://www.nmec-tiv.net>.

Military Science (Army ROTC)

Northwest has a cross-enrollment agreement with the Department of Military Science at Missouri Western State University in St. Joseph. Northwest students can enroll in Army ROTC for Northwest credit and take the courses either at Northwest or at Missouri Western State University. Any student can take military science courses for elective credit. Eligible students can contract with the program to pursue a commission as a second lieutenant in the active U.S. Army, U.S. Army Reserve, or Army National Guard. The Military Science program offers several two-, three-, and four-year scholarships that pay for full tuition, fees, and books. The Military Science office is located at Missouri Western State University Department of Geology and Geography acts as the on-campus point of contact for the Military Science program. The Geology/Geography Department also houses the Northwest Faculty Liaison to the Military Science Program. Contact the Northwest Faculty Liaison at (660) 562-1672 for information on Military Science programs and scholarships.

Northwest Kansas City Center at Liberty

The Northwest Kansas City Center is located at 8 Victory Lane in Liberty, MO. The University occupies the top two floors of Blue Jay Tower Plaza of the Liberty Public School District. The Center has regular office hours Monday through Thursday from 9 a.m. -6 p.m. and Friday 8:30 a.m.-4:30 p.m. Classes and events may be held during other hours if necessary. For more information, contact the Northwest Kansas City Center at (816) 736-6699 or visit www.nwmissouri.edu/kc.

Northwest St. Joseph Center

The Northwest St. Joseph Center is located at 706 Felix Street in St. Joseph, Mo. The center has regular office hours Monday through Thursday from noon-6 p.m. Classes and events may be held during alternate hours as requested. For more information, contact the Northwest St. Joseph Center at (816) 364-5000 or visit www.nwmissouri.edu/stjoe.

FINANCIAL ASSISTANCE

Academic Progress Requirements for Financial Assistance Recipients

Final QUANTITATIVE PROGRESS will be determined at the end of each trimester. Undergraduate students must pass at least 75% of the cumulative credit hours which they have attempted, and graduate students must pass at least 66% of the cumulative credit hours which they have attempted.

QUALITATIVE PROGRESS is determined at the end of each trimester. Students must have the following minimum Northwest cumulative GPAs.

1.75 Freshman

2.00 Sophomores, Juniors, Seniors

Failure to meet the appropriate completion rate of either progress at the end of the trimester will result in financial aid probation for the next term.

Failure to meet the appropriate completion rate by the end of the probationary term would result in the loss of eligibility for all types of federal aid until the deficiency is removed.

Rate of Academic Completion

Students must complete a four-year academic program (bachelor's degree) within 10 trimesters (5 years).

Federal guidelines for academic progress (GPA and required hours) take precedence over NCAA GPA and satisfactory progress requirements.

For more information call the Financial Assistance Office, X1363.

Athletic-Related Financial Assistance

If you are rewarded an athletic scholarship, the amount of other forms of financial assistance which you may receive cannot exceed the total amount of tuition, fees, standard room and board plans. Each student-athlete on full athletic scholarship must enroll in at least 12 hours per trimester.

All employment earnings during the academic year must be reported to the Financial Assistance Office. If you are receiving a full athletic scholarship you are not permitted to work during the academic year.

Scholarship Review Procedure

If for some reason you feel your scholarship aid has been reduced or terminated without just cause, a process is in place to appeal such action:

1. Meet with you coach and/or athletic director to discuss why such action was taken before the trimester begins.
2. If after this meeting you are not satisfied with the results, you may:
 - a. Obtain an “Athletic Scholarship Review Petition” from the Financial Assistance Office
 - b. Complete the form
 - c. Submit the form to the Financial Assistance Office before the beginning of the trimester

Contacts

Advisement Assistance Office	*	Academic Advisement	*	660.562.1695
Athletic Scholarship Personnel	*	Questions about Scholarships	*	660.562.1139
Career Services	*	Help with internships/jobs	*	660.562.1250
NCAA Compliance Officer	*	Eligibility, NCAA Regulations	*	660.562.1142
Registrar	*	Classes, Registration	*	660.562.1151
Student Affairs	*	Long-term absences	*	660.562.1242
Student-Athlete Success Program	*	Mentoring, study skills	*	660.562.1975
Student Services	*	General Questions	*	660.562.1212
Talent Development Center	*	Tutoring, Academic Help	*	660.562.1726

Northwest and NCAA Policies & Regulations

The SASP and the Compliance Office will make every effort to keep students informed of their academic progress and deficiencies, but is primarily the student's responsibility to see that requirements for progress and graduation are met. The following is a rough checklist for requirements you must meet to comply with Northwest and NCAA regulations:

All Student-Athletes:

Enroll in and satisfactorily complete at least 24 hours of acceptable degree credit (courses which fulfill the degree requirements in a designated program of study as listed in the catalog) during each year of college enrollment and prior to the beginning of the fall trimester.

Student-athletes must pass 75% (18 hours) during the academic year (August-May) and will only be allowed to count 25% (6 hours) of their summer hours towards their 24-hour academic progress requirements.

Student-athletes must be enrolled in 12 hours for the duration of any trimester to practice or represent the University in intercollegiate athletic contests. If you drop below full-time status (12 hours), you immediately become ineligible to compete or practice.

As defined by the NCAA, student-athletes must make satisfactory progress towards completing a degree. A major must be declared at the start of a student-athletes fifth semester (Jr. year) of school. The compliance officer will readily answer your questions regarding these regulations.

Freshman: (less than 30 hours of academic credit)

If your ACT scores indicate that you should enroll in Math 092 and/or Math 093; you must do so your freshman year in order for these credit hours to count toward the 24 trimester hours. These mathematics hours will only count your freshman year for satisfactory progress because they are not college-level credit. Freshman must earn a least a 1.75 Northwest GPA to remain in good academic standing and a 1.80 to meet NCAA Eligibility Requirements.

Sophomores: (less than 60 hours, but more than 29 hours of credit)

You must declare a major by the beginning of your 5th trimester of enrollment. This declaration form is completed in the Registrar's Office. The 5th trimester includes academic trimesters completed at other institutions. Sophomores must earn at least a 2.00 Northwest GPA to remain in good academic standing and a 1.90 to meet NCAA Eligibility Requirements.

Juniors: (less than 90 hours, but more than 59 hours of academic credit)

Juniors must have officially declared a major by the beginning of the 5th semester (see details under sophomore status). Also, you must request a Senior Statement in the Registrar's Office upon completion of 75-80 hours of academic work. You need to present the following information when applying: A) which catalog you are using, B) what degree you are earning, C) specific name of your major(s) and minor(s). To remain in good academic standing and meet NCAA Eligibility Requirements, you must complete the requirements necessary for NCAA Satisfactory Progress and maintain a 2.00 Northwest GPA.

Seniors: (90 hours academic credit or more)

Make certain you meet the following degree requirements:

1. No more than 4 P.E. activity hours may be counted in the 124 hours
2. You must earn a cumulative 2.00 Northwest GPA for all degrees except education degrees which require a 2.50 GPA.
3. You must earn a 2.00 Northwest GPA in you major and minor.
4. You must complete at least 40 hours of upper division credit (300 level class or above) of which 12 or more must be in the major and 5 in the minor.
5. Complete the Final Application for Degree and file it with the Registrar's Office no later than the first day of your final trimester of enrollment.

Common NCAA Eligibility Questions

When do I have to declare a major?

The NCAA mandates that all student-athletes declare a major by the beginning of the 5th trimester (usually junior year). Trimesters enrolled at other institutions are included in that count.

What happens if I do not declare a major when I am supposed to?

You will be contacted by your coach and/or by the compliance officer. You will be ineligible for competition until you have declared a major or been accepted in the program.

How do I declare a major?

Once you have decided upon a major, you should talk to an advisor in that academic area. Ask that advisor if he/she could add you to his/her advisee list. If everyone is agreeable, go to the Registrar's Office and request a Catalog/Program/Advisor Change form, complete it, and turn it in. Only after you have submitted this form to the Registrar have you officially declared a major.

Can I change my major after I have declared one?

Yes, but it is very important that you resubmit a new Catalog/Program/Advisor Change form.

Can I have more than one major?

Yes, it is recommended that you request an advisor for each major so that you get the best possible academic advisement.

Do I have to have a minor?

If your major is listed in the catalog as "comprehensive", you do not have to have a minor. This means that the major itself requires enough hours that a minor is not necessary. If your major is listed as "Minor required", you must also declare a minor.

How do I know what my "Degree Program" is?

Your "degree program" is the list of courses in the Undergraduate Academic Catalog under your major and minor, your advisor-approved electives, and the general education requirements appropriate to your degree. If you have a question about whether a course would be counted in your "degree program", check with your advisor.

What happens if I take a course that is not in my “Degree Program?”

As long as you are enrolled in 12 credit hours each trimester that are required for your degree, it does not matter if you take a course that is not in your “degree program”. However, if, for instance, you take only 9 ours toward your degree one trimester, you will have to balance that with 15 hours from you list the next trimester. This will give you an average of 12 hours from your “degree program” per trimester.

How does the NCAA 75/25 ruling affect me?

You must complete 75% (18 hours) during the academic year (August-May) and will only be allowed to count 25% (6 hours) of your summer credit towards your 24-hour academic progress requirement.

Do “Varsity Sports” count towards my degree?

Four hours of “varsity sports” will count towards the 124 hours necessary for graduation. You are entitled to enroll in the courses, they do count in your GPA and you can use four of them toward your total graduation hours. However, they do not satisfy any major, minor, general education or degree course requirements.

Who can I talk to about my eligibility stats?

Contact the Compliance Officer, Lamkin Activity Center 132, X1142, for questions on eligibility.

Facilities

Administration Building

Built in 1907-1910, this Tudor Revival structure with its four towers is the landmark of the campus. In 1979, a fire destroyed the north wing and the west wing, the latter of which is largely restored. In addition, the entire second floor and a portion of the third floor have been extensively renovated. This historic building houses Admissions, Career Services, Graduate Office, Registrar's Office, Scholarships and Financial Assistance Office, Cashiering, Bursar's Office, other administrative and student services offices, and facilities for the Department of Family and Consumer Sciences.

B.D. Owens Library

Named for the eighth president of the University, this limestone and glass structure, located near academic facilities as well as residence halls, opened in 1983. With more than 100,000 square feet of space, Owens Library is designed to meet the library needs of the University well into the future, and to accommodate technological advances in information retrieval systems. Included in Owens Library are personal computers connected to the Electronic Campus network, including a multitude of web-based databases, group and private study rooms, and comfortable seating arranged throughout the open stacks.

Colden Hall

Completed in 1959, this V-shaped structure is named for Charles J. Colden, the first president of the Board of Regents. The major academic structure was completely renovated in 1996-1997 providing environments for technology to supplement and facilitate learning, and with flexibility for advancements in the future. Located on the second floor are the faculty and staff offices for the departments of Accounting, Economics and Finance; Computer Science/Information Systems; English; Marketing and Management; and Psychology, Sociology and Counseling.

Garrett-Strong Science Building

This building on the north side of campus honors two former department chairmen: William T. Garrett, Department of Biological Sciences; and J. Gordon Strong, Department of Chemistry and Physics. Completed in 1968, Garrett-Strong contains laboratories, lecture halls and classrooms, as well as the Departments of Biological Sciences; Chemistry and Physics; Geology and Geography; and Mathematics and Statistics. The entire building was renovated in 2000-2001 resulting in a state-of-the-art facility.

Everett W. Brown Education Hall

Located across from the J.W. Jones Union, this Neo-Gothic ornamented structure was renovated and rededicated in 1987 to Everett W. Brown, an alumnus, long-time staff member, eight-term member of the Missouri House of Representatives and former appointed member of the Missouri Coordinating Board for Higher Education. Originally dedicated in 1939, Brown Hall houses the departments of Curriculum and Instruction, and Educational Leadership, as well as the Horace Mann School for elementary education.

Wells Hall

Dedicated in 1939 as the University library, Wells Hall is named for the University's first librarian, Edwin C. Wells. Since the opening of Owens Library, Wells houses the departments of Communication, Theatre and Languages, and Mass Communication, as well as KZLX-LP-FM, KXCV/KRNW-FM, KNWT-TV, classrooms, the English as a Second Language Program, the *Northwest Missourian* student newspaper, and *Tower* yearbook.

DeLuce Fine Arts Building

Located on the south side of campus, this circular structure was dedicated in 1965 and honors the long-time faculty member and nationally-recognized leader in art education, Olive DeLuce. DeLuce contains studios, the DeLuce Gallery, classrooms, rehearsal rooms, and offices for the Department of Art and the Department of Music.

The 549-seat **Charles Johnson Theatre**, housed in DeLuce, is named for the first chairman of the Spring Festival of the Arts, which evolved into the year-long Northwest Encore Performances. The Charles Johnson Theater also has a two-manual, 21 rank McManis pipe organ.

Fine Arts Building

This triangle shaped building constructed in 2004-2005 is located to the southeast of the DeLuce Building. It houses ceramics, sculpting and welding art classes.

Performing Arts Center

Located on the southwest side of campus, the Performing Arts Center opened in 1984. The 1099-seat theater can accommodate a full symphony orchestra, or it can be scaled down for more intimate productions. The Performing Arts Center also houses a "black box" theater as well as the offices and production shops of University Theatre. A Studio Theatre addition connected to the Performing Arts Center on the southeast side opened in 2008. The addition allowed the University to increase its program offerings to include an education degree in Theatre and expanded technology training.

Thompson-Ringold Building

The building, located north of Wells Hall, was built in 1931 and during the years it housed the Industrial Arts programs; Kenneth Thompson and Howard Ringold were long-time faculty of that department. Now it houses the Mail/Copy Center and Adult Education Literacy program.

Valk Agriculture Professions Center

Completed in 1970 and named for Donald N. Valk, the long-time chair of the Department of Technology, the building during 1993 became the home of the Department of Agriculture following the closing of the Department of Technology. Facilities within the building include faculty offices, lecture rooms, a computer laboratory, and laboratories for plant science, animal science and soil science. The lower level of Valk used formerly for warehouse storage was renovated in 2008-2009. Enhancements include new building entries, exterior stairwells, classrooms, faculty offices, student gathering and display area for the History, Humanities, Philosophy and Political Science Department.

Memorial Bell Tower

Completed in 1971 and refurbished in 1989, and completely renovated in 2004, this 100-foot high structure located in the center of campus dominates the campus vista. The Tower was constructed from funds provided by University friends and alumni and has brass memorial and commemorative plaques, an electric carillon and displays the University seal as it has evolved with name changes from Normal School to University.

J.W. Jones Union

The opening of this structure in the center of campus in 1952 fulfilled the long-time dream of J.W. Jones, sixth president of the University. In 1966, an addition on the north more than doubled the size of the building. During 1998-2000 the entire facility underwent a complete renovation and reconfiguration of spaces.

Residence Halls, Suites and Apartments

Located in four areas on campus are 17 structures providing a variety in living arrangements and common spaces for students. Residence Halls offer integrated living/learning communities well suited for freshman acclimating to college life. Suites provide a small group living environment desired by sophomore and junior students. Apartments offer a transition to independent living for junior, senior and graduate students.

The **West Complex** includes four **High Rise Residence Halls** that are seven-story buildings located on the west side of campus. Dieterich Hall, Millikan Hall, Franken Hall, and Phillips Halls

are all coed residence halls. **Tower Suites West and Tower Suites East** located between Phillips and Franken were completed in 2004.

The **North Complex** contains Cooper Hall and Douglas Hall, which are coed residence halls. Cooper Hall serves as the residence and office location of the Missouri Academy of Science, Mathematics and Computing.

The **South Complex** contains Wilson Hall, Richardson Hall, and Cook Hall. During 1999-2000, these connected structures were completely redesigned and renovated to eliminate the traditional dormitory arrangements.

The **East Complex** contains Hudson Hall, Perrin Hall, and Roberta Hall. Roberta Hall was completely renovated during the 1993-1994 academic year. Hudson and Perrin Halls were demolished and rebuilt in 2005-2007 to create a modified dormitory arrangement.

Forest Village Apartments A, B and C were completed in 2004 and are located on the north side of Centennial Drive. A community building providing lounges and meeting facilities for apartment residents, a convenience store, mailboxes and residential life staff offices. The apartments are fully furnished; consist of two- and four-bedroom styles; include a living room, storage closets and a small kitchen and dining space. These units also contain washer, dryer, refrigerator, dishwasher, garbage disposal, microwave, stove and cable TV.

The Station

Opened in 1966 as the Taylor Commons dining hall, this facility provides community building lounges and meeting space for West Complex residents, a convenience store, coffee bar, mailboxes and residential life staff offices. It also serves as a conference center with movable room dividers and state-of-the-art audio/visual capabilities for teleconferences, seminars, meetings and workshops. It houses the Textbook Services Center and a bakery.

Ryland Milner Complex

Named for the long-time coach, athletic director and alumnus Ryland Milner, the Complex contains two gymnasiums, an aquatic center, tennis courts and Bearcat Stadium, all located on the southwest side of campus.

Uel W. Lamkin Activity Center, named for the University's fifth president, was first opened in 1959. During the 1993-1994 academic year, the facility was the recipient of a \$6 million renovation and enlargement. Included was the total renovation of the existing structure and the Recreation Center, houses a suspended jogging track, three basketball courts and five

racquetball/handball courts. Included in the south addition is the Fitness Center on the lower level, a lobby on the main level, and offices and meeting rooms for coaches on the top level. The area where basketball and volleyball competition is held has been named the Bearcat Arena. Also housed in the Activity Center are classrooms and ticket and concession areas on the main level. The lower level has weight-lifting, dressing rooms and athletic training facilities.

Martindale Hall, opened in 1926, was the original University gymnasium. Remodeled and renovated in 1973-1975, Martindale honors Nell Martindale Kuchs, a faculty member and early leader in women's athletics. Martindale has a regulation-sized basketball court which can be split for two separate activities such as gymnastics, dance and volleyball. The building also contains classrooms, physical education faculty offices, a dance studio and women's dressing rooms.

The Robert P. Foster Aquatic Center, opened in 1981, is named for the seventh University president. Designed as an instructional facility for water safety programs, it is also used for recreational purposes. The Foster Aquatic Center has an Olympic and NCAA standard-sized pool, dressing rooms, equipment areas and spectator seating. The facility was renovated in 2002-2003.

Bearcat Stadium is a playing field with permanent seating accommodating 6,200 spectators and stadium capacity of 7,500. The field is surrounded by the **Herschel Neil Track**, a resilient all-weather track named after the 1930s Northwest student who held numerous NCAA records. During calendar year 2000, the east grandstand and southeast ticket houses were completely renovated to enhance customer services. In 2002-2003, the west grandstand and press box were replaced by an enlarged facility featuring chairback, railback and traditional seats, ten suites, and an upper media/coaching area and filming tower. A new scoreboard was added with video replay capabilities. The Stadium was renamed in 2004 from Rickenbrode to Bearcat Stadium to honor the Northwest family members who helped to fund the replacement structures and additional facilities. In 2007 the natural turf field was replaced by artificial turf and officially named Tjeerdsma Field to honor the success of the current head football coach. Lights were also added to allow for night use.

Athletic Grounds Support Building constructed in 2006-2007 is located west of the Performing Arts Center. It houses athletic field equipment, paint supplies, lawn equipment, and employee support functions.

The **Frank W. Grube Tennis Courts**, completed in 1981, are named after the long-time Department of English chairperson and first varsity tennis coach of the University.

Bearcat Field is the home of the Bearcat baseball team and is located on the west campus, and has a grass infield, a scoreboard and press box facility.

A **Softball Field** was constructed in 1996 near Phillips Hall on the west side of campus. Home for the Bearcat Softball team, the dirt infield is made from aqualime, a textured soil that allows moisture to go through the ground.

R.T. Wright Farm

The 448 acres two miles north of campus provide laboratory experiences in agronomy, animal and dairy science, and horticulture. The farms are named after R.T. Wright, former chairperson of the Department of Agriculture and a recognized leader in agricultural education.

A modernized swine complex and enhanced dairy were built in 2000. A solid animal waste separator, fluid lagoon and blending operation were incorporated in the design to facilitate the blending of solid waste with other farm feedstocks for the production of a pelletized alternative fuel used in the University Power Plant. This comprehensive approach to the farm management provides a hands-on laboratory for students in the department of Agriculture.

Alfred McKemy Center for Lifelong Learning

Located north of the Garrett-Strong Science Building, this structure was completed in 1977 and named after a former member and president of the Board of Regents. Completely renovated in 1999, the facility provides offices for the Outreach Education, the Regional Professional Development Center, the Missouri Assessment Program, and the Alternative Certification Program. These programs are focused primarily on constituencies at varying distance from campus. Contained within are one distance learning classroom and one room for teleconferencing.

Mabel Cook Recruitment and Visitors Center

Located at the southeast entrance to campus, the center is named for a graduate of the Department of Family and Consumer Sciences, who later served on the faculty and chaired the department. As a student, Mabel Cook initiated the idea for Kappa Omicron Phi, now a national family and consumer sciences honor society called Kappa Omicron Nu. The house is now used as a visitor's center for prospective students and their families as well as housing Admissions personnel and Student Ambassadors.

Advancement Complex

Under the umbrella of University Advancement, two facilities serve members of the Northwest family.

Alumni House-Located on College Avenue, the Federal-style structure is owned by the non-profit Northwest Foundation, and houses the offices of Alumni Relations. This former private residence is the social center for alumni and friends of Northwest.

Thomas J. Gaunt House

Located across from the Alumni House on the south end of campus, the Gaunt House was constructed in 1870 by a retired sea captain, whose tree nursery was located on what is now the main campus. The Classical Revival-style structure has been the home of University presidents since the founding of the institution in 1905, and it is listed in the National Register of Historic Places. In 1999-2000, a new addition was added that expanded the kitchen to include daily family use and a food preparation area for large group gatherings. A new outside patio was also added.

Support Services Complex

Located north of the High Rises, Tower Suites and The Station are five structures providing operation space for the majority of the campus physical plant services.

The first phase of the **Facilities Services Building** will be completed in 2008-2009 and is designed to meet the unique needs of the environmental trades, key and sign shops, construction and transportation. The second phase includes plans to house the offices of Environmental Services, Campus Safety, Custodial Services, Facilities Planning, Health and Safety, Purchasing; Mail/Copy Center, and regional office of the Department of Natural Resources currently in the Support Services Building.

Three **Landscape Services Buildings** erected between 2000 and 2005 include an offices/shops building, a greenhouse and equipment storage hoop shed.

The **Materials Distribution Center** built in 2002, is the warehouse facility that houses Central Receiving, Central Stores, the moving crew, and is the site for the University's surplus auctions.

Wellness Center

Built in 1997, this structure with its pitched roofs in interlocking planes is a distinctive addition to the northwest corner of the campus. It provides a user-friendly environment in which to meet the health care needs of Northwest students living on and off campus. In 2006-2008 a

new addition was added to house the Counseling Center and University Health programs in the same facility. The facility was renamed to reflect the comprehensiveness of these programs.

Electronic Campus Support Center

In 2003 the Electronic Campus Support program staff and operations moved into the former Missouri National Guard Armory built on campus in 1951 when the Missouri National Guard moved to a newly constructed community facility. In 2006 the facility was renamed in honor of an agreement entered into with Gateway valued at \$2.5 million.

Center for Innovation and Entrepreneurship

Construction of the Center for Innovation and Entrepreneurship will be completed in 2009. The structure includes two connected facilities: a business incubator on the west and a combined academic/teaching/research space on the east. The Incubator will house commercial research laboratories, offices and small scale production space for several businesses. The academic space will house classrooms, faculty offices, and applied research labs.

Mozingo Outdoor Education Recreation Area (MOERA)

A 315-acre rural lake front tract of land located at Mozingo Lake, MOERA is designed for student and community education/recreation activities. Facilities include a challenge course consisting of an Alpine tower, Carolina climbing wall, and group dynamics low element obstacle stations; courtesy dock; a trap skeet range which can also be used for target archery; a biology research area; a small astronomy observatory and outdoor telescope viewing area; and biology/astronomy and health, physical education, recreation and dance department working/storage buildings. A mixture of walking trails and gravel roads exist throughout the acreage.