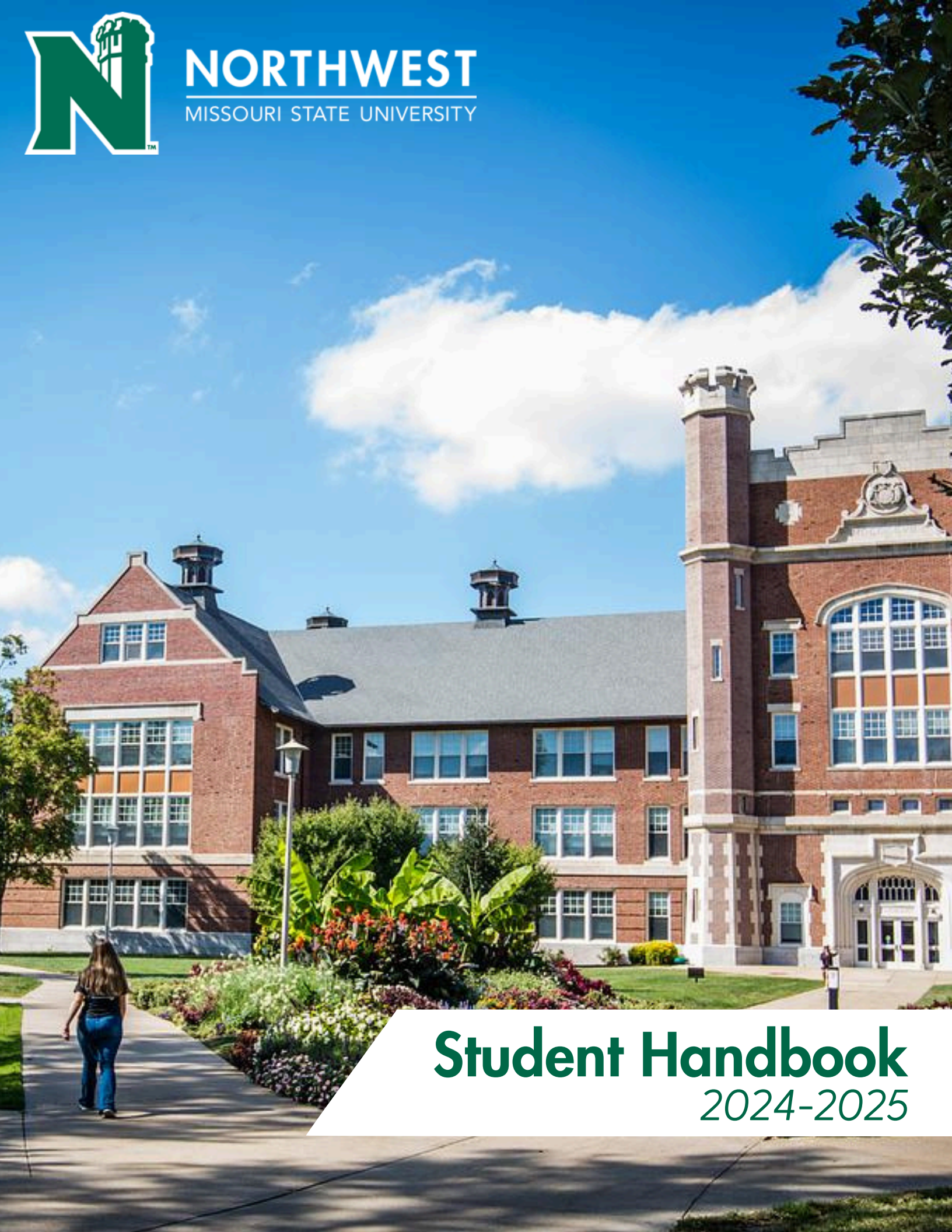




**NORTHWEST**  
MISSOURI STATE UNIVERSITY



# **Student Handbook**

2024-2025

## Statement of Purpose

This student handbook is designed to serve as a quick reference for the issues relating to your attendance at Northwest Missouri State University. It is not a contract, nor is it an invitation to contract.

The University reserves the right at its discretion to change or amend the handbook and any of its contents at any time in the future. The Handbook itself will be generally evaluated and updated yearly. As such, individual offices and the university itself may update policies, procedures, facilities, services offered, etc., which may not be reflected in this handbook. In such situations, the updated policies, procedures, etc., are in effect and will be given precedence.

## The University's Mission

Northwest Missouri State University focuses on student success - every student, every day.

### **Our Vision**

We will be THE university of choice for a comprehensive, exceptional student experience.

### **Our Values**

- Student Success
- Scholarship and Life-long Learning
- Intercultural Competence
- Collaboration
- Respect and Integrity
- Strategic Thinking
- Excellence

### **Our DNA**

- Advocating one-to-one engaging relationships
- Keeping costs affordable
- Providing beautiful and safe surroundings
- Driving economic development and entrepreneurship to better our region and community
- Being socially responsible
- Delivering excellence through high expectations and servant leadership

## Calendars and Important University Dates

### Academic Calendar

For the most current and accurate information regarding academic dates, please follow this link: <https://www.nwmissouri.edu/academics/calendar.htm>

### Events & Activities Calendar

For the most current and accurate information regarding scheduled university events, programs, activities, etc., please use the following link:  
<https://www.nwmissouri.edu/events>

### Registrar's Calendar

For the most current and accurate information regarding dates relating to registration, adding, or dropping courses, please use the following link:  
<https://www.nwmissouri.edu/registrar/calendar.htm>

### Financial Calendar

For the most current and accurate information regarding financial dates from the Student Account Services Office, please use the following link:  
<https://www.nwmissouri.edu/studentaccounts/financialdates.htm>

### Withdrawal and Drop Refund Schedule

Please refer to the following link to view Northwest Missouri State University's policy on refunds and withdrawals schedule:  
<https://www.nwmissouri.edu/studentaccounts/financialdates.htm>

### Room and board

For details on refunds related to housing, and food plans please refer to the same link listed above: <https://www.nwmissouri.edu/studentaccounts/roomcosts.htm>

## Tuition & Fees Information

For the most recent and accurate information pertaining to tuition & fees please follow this link: <https://www.nwmissouri.edu/studentaccounts/tuitionandfees.htm>

### Finance Procedures

#### Financial Aid Refund Checks

Refunds will be processed within 14 calendar days from the date the credit balance occurs on the student account. If the student has direct deposit set up in the Payment Center, it will be posted within two business days. If not, then refunds will be mailed to the student's local address. During the summer, refunds will be mailed to student's permanent address. Mailed refunds will take a week or longer to receive.



## **Determination of Return of Title IV Financial Aid**

To view the University's policy on return of Title IV financial aid please follow this link:  
<https://www.nwmissouri.edu/studentaccounts/billing-and-payments.htm>

## **Billing**

A monthly billing statement is produced with amounts due on or before the 15th of the following month. All bills are emailed to the student's University email account. Students will receive their fall billing statement in mid-July and their spring billing statement in mid- December. Full payment must be made on or before the due date to avoid finance charges. For more information, visit

<https://www.nwmissouri.edu/studentaccounts/billing-and-payments.htm>

## **Installment Plans & Finance Charges**

All students are enrolled in a payment plan once their bill is generated. Any unpaid billed balance on the 16<sup>th</sup> of the month will incur a 1% finance charge.

## **Payment Schedule**

For information regarding installment due dates please see

<https://www.nwmissouri.edu/studentaccounts/billing-and-payments.htm>

## **Financial Assistance**

Financial assistance, with the exception of Federal Work Study, is applied directly to student accounts. The entry will appear on the monthly billing statement and will reduce the current term balance. The minimum payment and finance charge calculations will be applied to the balance remaining after application of financial assistance.

## **Financial Petitions**

Petitions regarding financial matters will be heard by the Financial Petition Committee and require a petition. The petition form, which must be completed by the student, except in special circumstances, can be found at this link:

<https://www.nwmissouri.edu/studentaccounts/PDF/StudentFinancialAppe.pdf>

## **Miscellaneous Fees**

Check the web at <https://www.nwmissouri.edu/studentaccounts/> for a listing of miscellaneous fees that could be charged to your account.

## **Academics: General Information**

Current policies can be reviewed in the [Policy Library](#). Links are provided below.

### **Academic Course Load**

<https://www.nwmissouri.edu/policies/academics/Academic-Load.pdf>

### **Attendance**

Please refer to the following link to view the University's policy for attendance:

<https://www.nwmissouri.edu/policies/academics/Attendance.pdf>

## Course numbering

Please refer to the following link to view the University's policy for course numbering:  
<https://www.nwmissouri.edu/policies/academics/Course-Numbering.pdf>

## Credit unit

<https://www.nwmissouri.edu/policies/academics/Credit-Unit-and-Program-Length.pdf>

## Incomplete grade

<https://www.nwmissouri.edu/policies/academics/Incomplete-Grade.pdf>

## Academic Discipline Codes

Department Codes are first in a course listing. For example, in the course number 10-111, 10 designates the Department of English and 111 represents the course number. The table below shows all current department numbers:

Accounting	51	Modern Languages	14
Agriculture	03	Management	54
Art	13	Marketing	55
Biology	04	Mass Media	20
Chemistry	24	Mathematics	17
		Military Science	42
Communication	29	Music	19
Computer Science & Information Systems	44	Nanoscale Science	48
Criminology	46	Nursing	01
Economics	52	Philosophy	39
Education: Curriculum & Instruction	62	Physical Science	40
Education: General/Educational Leadership	61	Physics	25
Emergency and Disaster Management	36	Political Science	34
English	10	Psychology	08
Finance	53	Public Health	59
Foods & Nutrition	47	Radiology Sciences	49
Geography	32	Recreation	45
Geology	27	School Counseling	68
Health Science	49	Science Education	28
Health/Physical Education	22	Sociology	35
History	33	Theatre	43
Humanities	26		
Inter-College/University Seminar	77		
International Studies	80		

## **Standard Grading System**

<https://www.nwmissouri.edu/policies/academics/Grading-Undergraduate.pdf>

## **Academic Forgiveness**

<https://www.nwmissouri.edu/policies/academics/Academic-Forgiveness.pdf>

## **Grade Appeal Procedure**

<https://www.nwmissouri.edu/policies/academics/Academic-Petitions-Process.pdf>

## **Pass/fail Grading System**

<https://www.nwmissouri.edu/policies/academics/Pass-Fail-Option.pdf>

## **Honor Roll**

<https://www.nwmissouri.edu/policies/academics/Honor-Roll-and-Graduation-Honors.pdf>

## **Code of Academic Integrity**

<https://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>

## **Academic Probation, Suspension and Dismissal**

<https://www.nwmissouri.edu/policies/academics/Academic-Probation-Suspension-and-Dismissal.pdf>

## **Academic Petitions Process**

<https://www.nwmissouri.edu/policies/academics/Academic-Petitions-Process.pdf>

## **Academic Recovery Plan**

In the event that you have been suspended or find yourself on academic probation, please visit the University's Academic Recovery Plan website, linked here:

<https://www.nwmissouri.edu/academics/recovery/index.htm>

## **Changing Your Class Schedule**

<https://www.nwmissouri.edu/policies/academics/Adding-Dropping-Withdrawals.pdf>

To add a closed class, or request permission to override a prerequisite, you will need to go to the Registrar's website to Forms & Petitions to fill out an Add, Closed Class or Prerequisite Override Request Form. You will be required to log into the Dashboard with your network username and password. Once logged in, you will need to complete the form which requires the approval of the instructor and/or department chair/school director. The form gets routed to the instructor and Department Chair/School Director. You will need to monitor the form and check your email to ensure the form is progressing, and is approved.

Graduate students must see the Graduate Office before adding or dropping courses.

## **Calculating Your Grade Point Average**

<https://www.nwmissouri.edu/policies/academics/Grade-Point-Calculation.pdf>

## Superseding Courses to Improve GPA

<https://www.nwmissouri.edu/policies/academics/Superceding-Grades-Repeating-Courses.pdf>

## Reading Your Course Schedule

Knowing how to read a course schedule will be important to know when making a change or designing your schedule for the next semester.

Below is an example of a semester course schedule.

CRN	Camp	Course	Sec	Cr	Title	Time	Days	Ses	Inst Code
11430	NW	08103	03	3	Gen Psychology	0100-0150	MWF	1	Hendrix, R
10636	NW	20120	01	3	Intro Mass Media	0300-0350	MWF	1	Offutt, J
11781	WO	13102	03	3	Art Appreciation	ARR	ARR	1	Watkins, V
10648	NW	29102	06	3	Fund Oral Comm	0900-0950	MWF	1	Durbin, L
10526	WO	10111	14	3	Composition	0800-0915	TR	1	Ryan, B
11831	NW	71101	01	1	University Seminar	0100-0150	TR	1	Fisher, J

Starting from the far left:

- CRN, an acronym for Course Reference Number, is a unique number for registration purposes only. This number may change from semester to semester.
- Camp is short for Campus Designation, which explains to which of Northwest's campuses the course is tied. (Example: NW=Maryville Campus; WB=Web-Based Course; WO=Online Only course; KC=Kansas City Center; OP=Online Professional) Students designated as "online only" do not take courses on the physical campus and therefore must enroll in courses designated as WO campus. Student taking a mixed selection of in-person and online classes will instead enroll in courses bearing the "WB" campus designation for their online courses.
- Course is short for Course Number. The first two digits of the Course Number (not to be confused with the aforementioned CRN) indicate the academic department of the course, while the last three indicate the specific course being taken within the department.
- Sec stands for the Section Number. When a class is offered more than once in a semester. For example: American Historical Survey might be offered three times this semester, twice by Professor A on a MWF schedule from 10am – 11am, or at 2pm – 3pm, or once by Professor B on a TTH schedule from 9:35am-10:50am. The two digit section number is used to distinguish these courses from each other, since they will have the same CRN, Campus Designation, and Course Number. In our example, Professor A will have sections 01 & 02, while Professor B is teaching section 03.
- Cr means Credit Hours and indicates how many semester hours of credit the

listed course is worth.

- The Title Column is where you will find the Course Title, which will often be abbreviated from its full version.
- Time, quite simply, indicates at what time the course meetings will be held.
- Days will refer to which days of the week the course meetings will take place. Typically these will be either MWF=Monday, Wednesday, and Friday; or TR=Tuesday & Thursday. In some cases, such as labs or evening classes there may be only a single day of the week listed, typically abbreviated with the day's first letter.
- Ses is abbreviated from Session. Each semester at Northwest is divided into two sessions or blocks. Most classes will take a full semester and therefore both sessions, however some courses are offered as block courses may only take place during the 1<sup>st</sup> Block or the 2<sup>nd</sup> Block. These will be denoted as such.
- Inst Code stands for Instructor Code. This is, quite simply, the name of the instructor leading that particular course.

## Campus Life

### Northwest Traditions

#### **Bearcats**

The name was bestowed upon Northwest in 1916 by the coach of the Drury College basketball team in Springfield, who had come to know the Maryville team as formidable opponents. In later years, students did a bit of research and discovered that a Bearcat is hard to capture and harder to hold. The Bearcat serves as the mascot for both the men's and women's athletic teams.

#### **The Bell of 1948**

The Bell of '48 is rung to announce victories, in memory of any member of the University community, and to announce other events deemed important by Student Senate and the administration.

#### **Tradition of the Bridge**

There is a small bridge on the south side of Colden Hall — just a small, rustic wooden bridge. Traditionally, students have referred to it as “The Kissing Bridge” and suggested it is a place for student romance to blossom.

#### **Family Weekend**

Family Weekend is a time for the families of all Northwest students to come together and participate in different events. For additional information regarding this tradition and what is planned for this upcoming year, please visit:

<https://www.nwmissouri.edu/getinvolved/familyweekend/>

#### **Hickory Stick**

The tradition of the hickory stick dates back to 1930, when Northwest presented the hickory stick to Northeast Missouri State University (now Truman State) with the intent that it would be a traveling sports trophy. Since that time, the winning team has kept the



stick until defeated.

## Homecoming

Homecoming at Northwest is a week-long celebration each October featuring athletic events, entertainment and plenty of opportunities for everyone to show their Bearcat spirit. Homecoming events are open to all Northwest students, alumni, faculty, staff, families and friends, and community members. For information about this year's Homecoming festivities, please follow the link below:

<https://www.nwmissouri.edu/getinvolved/homecoming/>

## Memorial Bell Tower

The Memorial Bell Tower is located in the center of the campus and was constructed using funds contributed by alumni.

## The Stroller

The Stroller is one of the oldest traditions on campus, having made his/her first appearance in 1918 when the present *Northwest Missourian* newspaper was known as the *Green and White Courier*. To this day, preserved in anonymity, the Stroller continues to stroll and observe and comment upon campus life.

## Walkout Day

Historically, Walkout Day was a major event. On the Friday morning before Homecoming, students went to class to await the ceremonial ringing of the Bell of '48, signifying the end of classes for the day. A school-wide picnic and other activities were planned, including a mass celebration in downtown Maryville. Today, Northwest continues to observe Walkout Day on the Friday prior to Homecoming; however, students no longer get up and go to classes. The University president and president of Student Senate still ring the ceremonial bell.

Additionally, International Flag Raising is now an honored tradition on Walkout Day. Beginning in 1997, each Northwest student representing their country has the opportunity to raise that country's flag. Symbolically, students understand they are a part of the Northwest family and observers understand the flags represent the importance of international students and scholars at Northwest.

## Student Government

### Student Senate

Student Senate is a great place for students to get connected while also serving the student body. Senate is an organization driven by the needs and desires of students and one in which all students are encouraged to voice their comments and concerns. Leadership, service, cooperation -- Student Senate has it all.

The Student Government Office is located on the third floor of the Student Union in The Carnahan Student Senate Chamber. Student Senate meetings are held Tuesday evenings at 7 p.m. in the Student Union. All student organizations must be recognized annually by Student Senate (see Student Organizations below). A listing of current

Senators and Officers can be found on Student Senate’s website which is located at:  
<https://www.nwmissouri.edu/studentaffairs/ssenate/>.

## Residence Hall Association (RHA)

RHA is the student government body for all residence halls and represents the interest of all students living in the halls. RHA primarily organizes programs and addresses issues concerning life on campus. RHA typically has three committees focused on different aspects of the organizations goals.

RHA belongs to a regional organization (MACURH), as well as a national organization (NACURH). Delegates from the University attend each organization’s annual conference to get new ideas to bring back to Northwest.

A hall resident may participate in RHA in two ways: (1) serve as a designated & duly elected official RHA representative for your hall; (2) serve as a general member of the organization.

RHA offers students residing on campus the opportunity to get more out of the residence hall experience. It takes as much time as one is willing to spend and will include at least a weekly one-hour meeting. Additional information can be obtained from members any Residential Life Staff Member or the RHA Executive Office, which is located in The Station.

## Student Involvement

### Student Organizations

Did you know that students who participate in at least one extracurricular activity actually do better in college, have higher GPA’s, and are more satisfied with their college experience? The Office of Student Involvement is the home for approximately 150 student organizations that fit into twelve different categories:

Academic/Major-Specific	Identity-Based	Service/Volunteer
Events & Event Planning	Multicultural	Sport Clubs
Governing	Performing	
Greek Fraternities & Sororities	Political	
Honor Societies	Religious/Spiritual	

Anyone can access the list of Northwest organizations in Bearcat Link by clicking on “Organizations.” Students may log into Bearcat Link using their Northwest email username (s#) and password.

The Office of Student Involvement also hosts Student Organization Fairs within the first few weeks of each semester. For upcoming Fair dates, check Bearcat Link, or you can contact the OSI at [osi@nwmissouri.edu](mailto:osi@nwmissouri.edu).

## **Student Activities Council (SAC)**

The purpose of Student Activities Council is to plan and administer activities for the student body, in order to contribute to a more well-rounded social, recreational, and cultural life for the Northwest campus and community. We provide entertaining alternatives to students with late night activities and events. We host many activities throughout the year in order to provide a variety of events, including: concerts, lectures, movies, and comedians. This is programming by students for students!

To keep up with the Student Activities Council, check out the university calendar or go to: <https://www.nwmissouri.edu/getinvolved/sac/>

Involvement in SAC is open to all Northwest students. Located in the Office of Student Involvement and meeting every Thursday @5pm in the Union.

## **Late Night Events with SAC**

Late Night events are held across campus throughout the Fall and Spring trimesters. The Late Night and Weekend Programming Committee of Student Activities Council selects a variety of activities during the academic year which includes comedians, movies, and events like bowling, Late Night at the Rec, and Grocery Bingo. Organizations are encouraged to co-sponsor events by offering help in the form of promotion, volunteering, or financially. The events are FREE to students and may have food, beverages, and giveaways included as a bonus.

## **Fraternity and Sorority Organizations**

Since 1927, Fraternity and Sorority Life (FSL) at Northwest has been filled with opportunities for members to make a positive and lasting impact on the campus community. The friendships, leadership skills, and fraternal values gained as a Northwest Fraternity or Sorority member help students develop and grow into outstanding community and civic leaders.

At Northwest, there are fifteen (inter)nationally recognized and award-winning fraternal organizations with excellent academic, philanthropic and social programs. Each group also has outstanding membership programs and leadership opportunities to offer their members.

### *Interfraternity Council (IFC)*

IFC is the administrative and governing board of fraternity men who represent the best interest of its Northwest member fraternities. IFC seeks to promote a unified FSL Community dedicated to the standards of scholarship, leadership, service, and brotherhood which serve as the guiding values of the council and its member fraternities. IFC coordinates educational, social, and recruitment programs for member chapters.

It is the goal of the IFC Council to create an environment of welcoming by helping

each fraternity to reach its fullest potential. Current IFC chapters include Alpha Gamma Rho, Alpha Kappa Lambda, Phi Sigma Kappa, Pi Kappa Alpha, Sigma Phi Epsilon, Sigma Tau Gamma, and Tau Kappa Epsilon.

#### *National Pan-Hellenic Council (NPHC)*

The National Pan-Hellenic Council is the official coordinating agent for the nine historically African American fraternities and sororities, also known as the Divine 9. NPHC serves as a standard-setting body for the affiliate organizations present on campus. NPHC strives to foster and maintain a cooperative environment among member organizations and serves as a forum for the consideration of issues important to its member organizations.

The Council coordinates activities and matters of common interest among member fraternities and sororities including Alpha Phi Alpha Fraternity Inc., Delta Sigma Theta Sorority Inc. (currently inactive), Phi Beta Sigma Fraternity Inc., Omega Psi Phi Fraternity Inc., and Sigma Gamma Rho Sorority Inc. (Newly Reactivated).

#### *Panhellenic Council (Panhel)*

Panhellenic Council is the administrative and governing body that unites five of the six women's organizations on the Northwest campus by working to foster a supportive environment that values scholarship, leadership, service, and sisterhood. Panhel strives to unite chapter women regardless of their individual chapter affiliation by coordinating events, service projects, educational programs, and formal recruitment. Panhel works to maintain high scholastic and social standards to strengthen the bonds of friendship and sisterhood throughout the member organizations.

Current Panhellenic chapters include Alpha Delta Pi, Alpha Sigma Alpha, Phi Mu, Sigma Kappa and Sigma Sigma Sigma.

For more information on Fraternity and Sorority Recruitment please visit the following link: <https://www.nwmissouri.edu/fsl>

The FSL Office is located in the Office of Student Involvement, for any other questions regarding Northwest Fraternity and Sorority Life please contact Student Involvement at 660.562.1226.

### **Service and Engagement**

The Office of Student Involvement also houses Service & Engagement, which serves both the community and the University as the main source of volunteer opportunities, service-learning experiences and to assist with the service goals of community agencies. Volunteer programs at Northwest are beneficial to the development of students and also to improve Northwest Missouri. We offer a wide range of programs that help students become engaged in the community and provide valuable experience to apply to the post-college careers.

- Agencies <https://www.nwmissouri.edu/getinvolved/service/agencies.htm>
- Alternative Spring Break <https://www.nwmissouri.edu/getinvolved/service/asb/>

Check the Service & Engagement page on Bearcat Link for upcoming service opportunities. Students will log their service hours on the Service & Engagement page in Bearcat Link and these hours will then show on the student's co-curricular and Leadership Certificate transcript, also available in Bearcat Link.

<https://nwmissouri.presence.io/>

For more information please contact the Office of Student Involvement 660.562.1226 or you can email Service & Engagement at [osi@nwmissouri.edu](mailto:osi@nwmissouri.edu).

## Leadership Development

The Northwest Leadership Certification program consist of an array of leadership experiences that are thoughtfully designed to help you foster your leadership development. This program is open to all NW students, self-paced and is completed in 18-24 months.

The Four Components of the Certificate are:

- **Scholarship** – Develop your own personal model of leadership by assessing your personality traits and values and comparing various leadership models,
- **Application** – Increase your personal efficacy by building relationships, explore your strengths and values and gain knowledge through interactive experiences and develop an appreciation for cultural diversity
- **Servant** – Demonstrate civic responsibility and get the opportunity and to develop professional relationships within the community
- **Mentoring** – Gain guidance on career-related topics such as networking, interviewing and internships.
- **Apply to be an Involvement Ambassador** - As student leaders, just like you, we're excited to help you develop into a strong leader and learn the foundation of Leadership based on the four workshops, assist with getting involved in organizations and clubs, and provide trainings to enhance your career ready skills and turn opportunities into remarkable success.

Northwest Leadership offers the following leadership opportunities: Involvement Ambassadors, the Four Leadership Workshops: Emotional Intelligence; Decision making; Resiliency, Grit, Innovation and Multiplicity of Effect; Leadership, Team Building, Trust & Motivation, Officer Transition Training for Organizations, and Service & Engagement.



To be a part of the next leadership experience, contact the Office of Student Involvement at 660-562-1226 or visit the following link:

<https://www.nwmissouri.edu/getinvolved/leadership/>

## **Ploghoft Diversity & Distinguished Lecture Series**

The Ploghoft Diversity Lecture series features speakers and events that broaden the educational perspectives of Northwest teacher candidates and inform all students about the issues facing the education of students from diverse environments. It is funded through the generosity of Dr. Milton and Zella Ploghoft of Athens, Ohio. Dr. Ploghoft, a 1949 Northwest alumnus, is professor emeritus at Ohio University, and Mrs. Ploghoft completed her elementary and secondary education at Horace Mann Laboratory School at Northwest.

Distinguished Lecture Series is designed to enhance the academic environment through individual discipline and interdisciplinary topics. Supported by the Office of the Provost, and the Student Activity Fee, the Distinguished Lecture Series offers the Northwest and Maryville communities' opportunities to hear from extraordinary individuals who come from around the globe. Scholars, world travelers and leaders in their fields visit the Northwest Campus to share their wisdom, insight, and experiences.

For more information please visit the following:

<https://www.nwmissouri.edu/getinvolved/lectures/>

## **Intercollegiate Athletics**

Northwest is affiliated with the National Collegiate Athletic Association (Division II) and the Mid-America Intercollegiate Athletics Association (MIAA). Varsity athletics include football, volleyball, men's and women's basketball, men's and women's track and cross country, men's and women's tennis, baseball, women's soccer, women's golf, and softball. For information, call 660-562-1977.

## **Intramurals and Campus Recreation**

The Campus Recreation program at Northwest provides an opportunity for participation in many different activities, both team and individual, for students desiring competition beyond the high school level. The different sports represented include basketball, table tennis, flag football, softball, volleyball, to name a few. The Student Rec Center is available for all students to utilize on a drop-in basis. Some activities are basketball, volleyball, walleyball, racquetball, and walking/ jogging on a suspended track at no charge. Please bring clean shoes and your Bearcat Card to access the SRC.

Call 660-562-1606 for more details, or visit: <https://www.nwmissouri.edu/recreation/>

## **MOERA (Mozingo Outdoor Education and Recreation Area)**

MOERA is situated on 300+ acres on Mozingo Lake and operated by Northwest Missouri State University. MOERA offers recreation and team building programs for Northwest students and the greater community.

Our fleet of canoes and sit-on-top kayaks can hold up to 20 participants at a time on Mozingo Lake.

Ground courses, climbing walls, and high-level obstacle courses offer recreation and team building opportunities for groups of various sizes, experience, and abilities.

Trap-shooting programs are available on a competition-style 3 house trap-shooting range, able to host 15 participants at a time.

## **Foster Fitness Center (FFC)**

The Foster Fitness Center is on the South side of campus near Colden Pond, conveniently located within a few minutes of walking from each dorm on campus. There are spectacular views of campus to enjoy while working out and meeting new friends. The atmosphere is fun, friendly, inviting, and safe for all students.

The Foster Fitness Center offers a variety of strength equipment for all levels, cardio equipment that accommodate the most vigorous workouts, fitness accessories, locker rooms, and an exercise studio. The FFC is available to all students attending Northwest Missouri State University at no additional cost.

Do you like to work-out with a group, or do you need a little motivation? Try participating in one of our group exercise classes or working out with a personal trainer. These services are provided by students who are currently studying or are interested in the field of health and science. There are additional fees associated with these services, and several packages are available for both group exercise and personal training. The FFC staff is here to help students reach their goals of better health and fitness.

For more information stop by or call the Foster Fitness Center at 660-562-1708 or find them online at: <https://www.nwmissouri.edu/recreation/FitnessCenter/index.htm>

## **Esports**

Whether you are a competitive gamer, a casual gamer, or have never played a video game before, we aim to provide a community for every student. We empower students in their pursuit of a customized and enriching academic journey, fostering an environment where they can shape their own student experience. With this commitment, we aim to nurture and cultivate our students' leadership potential, ensuring their seamless transition into leadership roles within their respective industries upon graduation. We develop our students through Competitive, Club, Casual, Careers, Classroom, and Community experiences. Located on the third floor of the J.W. Jones Student Union, NW Esports Lab offers students a unique opportunity to engage in gaming and access high-tier gaming PCs. Each PC is equipped with top-of-the-line gaming hardware, ensuring smooth performance during gameplay. For more information visit <https://www.nwmissouri.edu/esports/index.htm>

## Sport Clubs

Over fifteen different clubs exist to meet students' competitive nature. These include but are not limited to bowling, golf, colorguard, baseball, cricket, fishing, basketball, trapshooting, wrestling, rugby, soccer, and horse riding/equine education.

## Peer Education

Northwest Peer Educators are students who educate other students through University 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 others. Presentations can be tailored to fit the audience's needs. For more information about becoming a Peer Educator or to schedule a presentation, contact Wellness Services at 660-562-1348.

## Safe Ride Home

The Safe Ride Home Program is a student operated transportation system that safely transports Northwest students within the city limits of Maryville.

The Safe Ride Home Program offers the Safe Ride Home Shuttle and the Safe Ride Home RideShare Service.

### ➤ Safe Ride: Shuttle

The Safe Ride Shuttle picks up and drops off Northwest students at specific stops or locations on campus and in the community upon request. The Safe Ride Home Shuttle includes retail and business locations for running errands and transporting merchandise. The hours of operation and routes are posted on the Northwest Missouri State University website.

### ➤ Safe Ride: Late Night Taxi

The Safe Ride Home Rideshare transports students and their guests to and from residences and points of interest, such as entertainment venues and local establishments, by request late at night. The Safe Ride RideShare is for student transportation only, not retail locations or merchandise. Guests may ride only when escorted by a Northwest student.

The following information is required when requesting a ride through the Safe Ride Home program:

1. Student Name	4. Current Location
2. Northwest ID Number (919#)	5. Destination
3. Contact Cell Phone Number	6. Number of Passengers

### ➤ Safe Ride Etiquette

The Safe Ride program is a student run program of peers serving peers. Please be mindful of others and courteous while using the program. To keep wait times at a minimum, Safe Ride vehicles do not wait for students at pick-up locations.

## University Services

### Administration Building

The Administration Building is the oldest and most iconic building on campus. It was placed on the National Register of Historic Places in 2010. It contains many different offices that help to keep the campus running. Included in these offices are the Admissions Office, Student Account Services and Cashiering, Financial Aid, Registrar's Office, and Career Services...to name a few.

### Admissions-Operations Office

The Admissions-Operations Office, located on the second floor of the Administration Building, processes all applications for undergraduate admissions. Staff members are knowledgeable concerning dual credit, transfer credits, transcript evaluations, residency determination and admission procedures and standards. They will be very happy to assist you with your academic endeavors.

### Student Account Services Office

The Student Account Services Office is located on the first floor of the Administration Building. The Student Account Services Office is responsible for billing, payment arrangements, and parking permits. Inquiries concerning student billing, installments, payment options, refunding dropped courses and account refunds should be directed to 660-562-1583 or [bursar@nwmissouri.edu](mailto:bursar@nwmissouri.edu). Individuals seeking information about the University may call 660-562-1212.

### Career Services

Career Services, located on the first floor of the Administration Building, provides students and alumni with profession-based career development and exploration by providing personalized coaching and extensive online resources. Staff members in the centralized office provide resume and cover letter critiques along with career exploration, job and internship search strategies and interview preparation. They also operate the Career Closet where individuals can shop for career attire for free. Walk-in appointments are welcome and encouraged.

Career Services plans and hosts a variety of events throughout the year to further student development and provide opportunities to connect with employers.

#### Career Services Events include:

- Career Day
- Meet the Pros Panels
- Mock Interview Days
- Exploring Majors and Minors

### Registrar's Office

<https://www.nwmissouri.edu/registrar/>

## **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. The office provides services to students receiving Federal Title IV funds, vocational rehabilitation funds, veterans' benefits, private and institutional scholarships and loans, Missouri Department of Higher Education 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.

Students are responsible for meeting the requirements for academic progress as stipulated in the Requirements for Academic Progress for Financial Assistance Recipients, which is available on the web page for the Office of Scholarships and Financial Assistance.

## **Student Employment**

Northwest has a variety of on-campus jobs. Interested students apply and search for job openings on the Student Employment website. Students with Federal Work-Study should follow the same procedure. Some students find jobs by networking with faculty and staff for whom they wish to work. Most positions pay \$10.30 per hour but may vary. The program coordinator's office is located in the Human Resources Office, 125 Administration Building.

## **TRIO Student Support Services**

Northwest Missouri State University's TRIO Student Support Services (SSS) is a federally funded program serving first generation and/or low-socioeconomic students as well as students with disabilities. The program supports student success through individualized academic, financial, career, and personal coaching to increase retention and graduation rates and to foster a sense of belonging at Northwest. SSS assists its students in successfully completing their undergraduate education. SSS participants benefit from program resources, activities, professional staff, and peer mentors. Professional staff and peer mentors engage participants in conversations and recommend opportunities based on individual abilities and needs. For information: <https://www.nwmissouri.edu/trio/sss/> || 660-562-1862 || [sswebp@nwmissouri.edu](mailto:sswebp@nwmissouri.edu)

## **Veterans' Affairs Office: School Certifying Official**

The University's School Certifying Official (SCO) for Veterans' Affairs works from the Office of Scholarships and Financial Assistance and is prepared to assist veterans and eligible persons in receiving benefits for educational benefits, tutorial assistance, veterans' work-study, and giving advice and counsel.

## **Institutional Testing Services**

A number of exams are administered by the Assessment Office which may be required



for undergraduate admissions, course waivers, University graduation requirements and professional licensing or certification. These tests include the ACT, SAT, CLEP, Praxis, Major Field Tests, ACAT, Assessment of Core Proficiencies, and exams required for educator certification. For information, view our website at <https://www.nwmissouri.edu/assessment/>, or contact us at 660-562-1452 or [oaia@nwmissouri.edu](mailto:oaia@nwmissouri.edu).

## J.W. Jones Student Union

The J.W. Jones Student Union serves as the center of co-curricular life on campus. The first floor contains the Bearcat Commons, second floor contains The Jones, Bearcat Shop, Campus Dining Office, Student Engagement Center (including the Office of Student Involvement, Office of Diversity & Inclusion, and Wellness Education & Prevention), and Student Affairs (including the Vice President's Office, Residential Life, Auxiliary Services and ID Operations) and third floor includes various meeting rooms, which can be reserved.

To reserve a meeting room go to <https://www.nwmissouri.edu/studentaffairs/auxiliary>.

## Campus Dining

Campus Dining caters to all University divisions and offers a wide variety of menu items to the University community. Dining areas are located in the J.W. Jones Student Union, The Station, and B.D. Owens Library. All on-campus dining locations accept Dining Dollars, cash, credit and debit cards. All-Access and Block Meal Plans provide meals that can be used in the Bearcat Commons.

## Bearcat Commons

Our all-you-care-to-eat restaurant is the perfect place to meet up with friends. This location offers Slices – Pizza & Such, Mix – A Salad Experience, Sizzle – Grill & Griddle, Simple Servings – Allergy-Friendly Fare, Spoonful – Hearty Bowls, Bliss – The Sweet Spot, Spouts – Vegan & Vegetarian, Twists – Pasta Kitchen, Stacked – Deli Case, and U-Cook Kitchen. Check out our digital menu boards, enhanced signage and community-styled seating areas. Plus, this location is home to many exciting special events and theme meals.

## The Jones

Located on the second floor of the J.W. Jones Student Union, the Jones houses Chick-fil-A, Qdoba and McAlister's. Order from our App and get Mr Beast Burger, Buddy V's Cake Slice, Pardon My Cheesesteak and Mariah's Cookies. These concepts provide a full suite of dining options.

## Special Services

In addition to food service for every waking hour, Campus Dining offers a plethora of special services for the Northwest community. An on-site dietitian is available for personal counseling, group presentations, and food allergy management assistance among many other services. A top-of-the-line catering department is ready to deliver excellence to every type of event. If you need anything food related, give Campus

Dining a call at 660-562-2555.

## **Vending**

Use your Bearcat card at all beverage and snack vending machines on campus. It's easy and convenient no matter what time of day.

## **Concessions**

Use your Bearcat card at any Northwest concession stand. Also, it can be used at the Northwest tailgate before football games.

## **Student Engagement Center**

The Student Engagement Center can be found on the second floor of the J.W. Jones Student Union and is home to numerous campus offices. The purpose of the Student Engagement Center is to be a welcoming area where students are encouraged and challenged to connect with the Northwest community including their peers, faculty, and staff. The Student Engagement Center team will provide well-informed services, information, and resources. While the space is available to all campus community members, resources will be designed to support the goals of the offices and programs located in the Student Engagement Space. The following offices are located within the Student Engagement Center: the Office of Student Involvement; Wellness Education and Prevention; and the Office of Diversity and Inclusion.

## **Student Affairs Office**

Housed in the Office of Student Affairs are the offices of the Vice President of Student Affairs and Assistant Vice-President of Student Affairs-Auxiliary Services.

## **Residential & Auxiliary Services Office**

This office houses the central office team of the Residential and Auxiliary Services Staff, processes the Bearcat Card (Student ID), meal plans, on-campus room contracts, and university event location reservations. All students living on-campus are required to have a meal plan. Off-campus students are not required to have a meal plan, but may choose one from several different plans. For more information about meal plans or the Bearcat Card, (see Bearcat Card) contact Auxiliary Services 660-562-1430.

## **Bearcat Card (Student ID)**

Every student enrolled at Northwest is required to have an identification card, known as the Bearcat Card, to carry at all times and to present when requested by University personnel. Students are to be in possession of only their own ID. Possessing someone else's ID can result in disciplinary action. The Bearcat Card can be used for meals, copy machines, library, vending machines, on-campus Provision on Demand (P.O.D.) stores, sporting events, fitness centers, and at the Bearcat Bookstore. Currently enrolled students can obtain a Bearcat Card at the Auxiliary Services office on the second floor of the J.W. Jones Student Union.

The Bearcat Card can also be a student's ATM and Debit Card to be used locally or across the country. For students to take advantage of this option they must sign up for a

checking account with US Bank in Maryville.

The ID card is valid as long as the student is enrolled at Northwest. Students should treat their Bearcat Card as they would cash or a credit card. If the card is lost or stolen, notify the ID Office immediately. Replacement ID cards may be obtained from The Station or the Auxiliary Services Office. The cost is \$20 plus tax and will be applied to your student account. If the lost card is found and returned to the ID Office, a \$5 credit will be given. Broken cards will be replaced for free as long as the card is at least one year old. Report lost cards immediately to the Auxiliary Services office on the second floor of the J.W. Jones Student Union, call 660-562-1430, or go online to <https://www.nwmissouri.edu/studentaffairs/auxiliary>

## B.D. Owens Library

B.D. Owens Library, opened in 1983, is a service-oriented library in a 116,000 square foot facility designed to meet the varied learning and research needs of Northwest students, faculty, and staff. The library collection and services support scholarly research and provides current information that promotes student competencies concerning lifelong learning, critical thinking, communication, and research.

The library's website provides on-campus and remote access to thousands of journal titles and eBooks for currently enrolled students and current faculty and staff. The library's robust online catalog returns search displays with resource summaries and availability/location of articles, books, eBooks, government documents, and audiovisual materials. Course-focused guides and tutorials along with research and citing assistance are also available. Research service includes a broad array of delivery methods, including chat, text, walk-in, by appointment, e-mail, zoom, and phone. The library's very popular "Help with Research" program provides learners the opportunity to receive personalized research assistance.

The library building houses approximately 121,150 print resources. Nearly 67,000 periodicals are available in electronic format. Approximately 328,600 eBooks are available through the library catalog, with additional access to over 27 million items through the statewide partnerships maintained by the MOBIUS library consortium. MOBIUS items are requested online through the B.D. Owens Library catalog and arrive for pick up at the library. Other interlibrary loan service are available for materials not available within the MOBIUS consortium.

B. D. Owens Library is home to several key services widely used by the University community that complement the library's instructional support mission. The Learning and Teaching Center, which supports faculty professional development and the University's instructional technology needs, the Student Success Center, which offers free tutoring and academic support across the curriculum, and the Writing Center, which offers writing across the curriculum tutoring, and the International Involvement Center, which provides essential services to international students and study abroad programs.

Throughout the library, areas for private study and reading are available along with

spaces and resources that invite collaboration and facilitate team project development. Additionally, Novel Grounds, the library's full-service coffee house, provides a relaxing space for quiet conversation and contemplation.

## **Special Collections and Archives**

The Special Collections area includes many rare volumes of the *Missourian*, posters, prints, documents, and an extensive Willa Cather collection. The University Archives contains University records, presidential papers, memorabilia, photographs, and other items pertaining to the history of Northwest and Missouri. This collection is available by making an appointment with the Archivist at 660-562-1520.

## **Curriculum Materials**

Curriculum Materials, which include the elementary and secondary education textbooks with corresponding teacher guides, and the Juvenile Collection, which includes a large collection of children and young adult books, are located on the third floor of B.D. Owens Library. Educational videos are shelved in the audiovisual collection and located online in the Films on Demand streaming video database. Multimedia equipment available for check out at the Library Services Desk includes external hard drives, digital voice recorders, digital cameras, notebooks, DVD players, etc. Curriculum Materials are located within the Juvenile Collection and in digital format through the library's web page.

## **Departmental Library**

The Horace Mann Laboratory School Library supports the Horace Mann School. The collection includes a wide range of books and audiovisual items found in a model elementary library collection.

## **Starbucks**

Starbucks Coffee, conveniently located in Novel Grounds of B.D. Owens Library, offers brewed coffee and specialty drinks, gourmet bakery items, parfaits, sandwiches and more. Novel Grounds is the place to get work done on your laptop or enjoy great conversation, all over your favorite Starbucks drink.

## **Supplemental Instruction**

The SI program offers FREE peer-led collaborative study groups for traditionally challenging courses. SI sessions are led by students who have completed and earned high grades in the targeted course. SI Leaders provide regularly-scheduled group review sessions per week and assist in developing the skills to be a successful student. More information can be found on the Student Success Center website: <https://www.nwmissouri.edu/studentsuccess/support/si.htm> or by visiting the SSC on the 2nd floor of B.D. Owen's Library.

## **Academic Success Coaching**

Academic Success Coaching is a one credit course offered to students who choose to take it for additional support, and may be required for students in academic recovery, along with an additional course. The course provides academic support through

mentoring, coaching and building skills such as:

- Studying
- Notetaking
- Setting Goals
- Time Management

The coaches work with students to discuss progress and perform regular grade checks for all participants.

## **Student Athlete Success Programs**

The Student Athlete Success Program (SASP) is designed to provide an environment in which student athletes can be academically successful. The program provides tools through regular mentoring that develop academic skills, time management skills, and organizational skills needed for athletes to be successful students. Regularly progress and grade checks help hold each student accountable for their academic performance and meeting the NCAA eligibility and compliance guidelines.

## **Writing Center**

Located on the first floor of Owens Library, the Northwest Writing Center offers tutoring to students wanting to become better writers. Any undergraduate or graduate student may visit the center or call 562.1835 to reserve time to receive individual help. For group projects, all participants must attend every tutoring session. 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.

## **Mathematics and Statistics Homework Help and Tutoring**

There is support for most Mathematics core courses through the Department of Mathematics and Statistics and through the Student Success Center. A schedule can be found at <https://www.nwmissouri.edu/math/mathlab.htm>

## **International Involvement Center**

The International Involvement Center (IIC), located in Owens Library 108, houses the International Affairs and Study Abroad offices. The IIC works collaboratively to serve all students at Northwest by advancing international knowledge and intercultural competency. You can contact the International Involvement Center at [intlprog@nwmissouri.edu](mailto:intlprog@nwmissouri.edu) or 660-562-1367.

## **International Affairs**

The International Affairs office provides immigration advisement and support for international degree-seeking and exchange students. The staff monitors international student enrollment and updates SEVIS in order to be compliant with Department of Homeland Security regulations. They also assist students with applying for immigration benefits such as CPT and OPT. In addition, the International Affairs office collaborates with academic and service units to provide intercultural training and positive campus climate creation.



## Study Abroad

The Study Abroad office helps students identify the study abroad program best suited to meet their academic and cultural interests. 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, semester, or academic year-long program, students have the opportunity to earn Northwest credit abroad, while gaining exposure to a new educational system and culture. Students broaden their horizons by traveling to an international location to study with local citizens and/or international students to experience global living. Study Abroad advisors link students with academic advisors, financial aid counselors, and other student service providers to plan a rewarding interaction and educational experience.

## The Station

The Station serves as the front desk for the Tower Suites. Residents of the Suites will utilize The Station for mail services, lock-outs, and other desk-related services. In addition, The Station serves the entire Northwest community and guests with the following services:

- Buffalo Wild Wings
- Meeting Rooms
- Public meeting space
- Residence Hall Association (RHA) office and meeting space
- Textbook Services

The Station houses three meeting rooms, available by reservation. These areas can be reserved as a whole room or as individual units. This is based on the needs of the guest and availability.

The Station can support all events with any configuration of tables, chairs, staging, audio and video equipment. Audio and video support personnel will be on hand for any scheduled event. For on-the-spot needs, The Station team will do everything possible to provide the services requested.

## University Wellness Services

University Wellness Services, located on the northwest corner of campus in the Wellness Center, delivers comprehensive health and wellness care to Northwest students. Wellness Services provides a multitude of services for students, including Wellness Education and Prevention services; Counseling services; and Outpatient Clinical Services. Wellness Services focuses on wellness not only as prevention of disease, but as a philosophy of life. This philosophy emphasizes self-responsibility and taking an active role in maintaining one's own health. True health must consider the individual as an integration of mind, body, and spirit. Wellness Services is committed to inclusion and diversity. Our staff welcomes all students and strives to serve as a safe space for each student at Northwest. Wellness Services does not discriminate against people on the basis of race, ethnicity, national origin, religion, sex (including pregnancy), gender identity and expression, age, sexual orientation, marital status,

disability, veteran status, or any other basis prohibited by federal, state, or local law, or University policy.

Prior to enrollment, students are required to comply with certain health requirements, including: (1) completion of a Health History Form (required for all students); (2) Measles, Mumps, and Rubella (MMR) Vaccination (required for all students, except online-only); (3) Meningococcal Vaccination received after the age of 16 (required for students living on campus or in Fraternity and Sorority Life Chapter Houses); and (4) Tuberculosis Screening (required for all students) and/or Targeted Testing (required for certain students who are from or have visited high-incidence countries, , and/or have a known exposure to Tuberculosis). Details on how to satisfy these requirements can be found at <https://www.nwmissouri.edu/wellness/resources/patients/before-you-arrive.htm>

## **Clinic Services**

Wellness Services provides outpatient clinical health care to Northwest students, and is staffed with a Physician, Nurse Practitioners and RNs. Wellness Services sees students with a variety of health issues, ranging from routine sore throats or flu symptoms, to more urgent care problems, and also provides screenings and immunizations in an effort to protect the campus from the spread of communicable diseases. The clinical staff at Wellness Services also engage students through collaborative outreach programming, educating students on all aspects of wellness. Wellness Services strives to assist students with maintaining optimal health by focusing on holistic care, patient education, and follow-up.

Wellness Services will bill all insurance plans (except out-of-state Medicaid) for clinic services provided to Northwest students. Students will be financially responsible for lab, procedure, and injection charges not covered by insurance, as well as medications prescribed by Wellness Services providers. Students without insurance will be responsible for the entirety of these lab, procedure, injection, and medication costs (students do have the option to purchase their medications at a pharmacy). As a benefit of being a Northwest student, Wellness Services does not collect co-pays or bill students directly for office visit charges not covered by insurance—making us the most affordable and convenient healthcare provider for Northwest students.

## **Counseling Services**

Wellness Services is staffed by Licensed Mental Health Professionals who are dedicated to assisting each student, as well as the broader campus culture, with achieving success and reaching their full potential. These professionals provide individual, couples, and group counseling services to Northwest students at no additional cost. Additionally, Wellness Services engages students through outreach activities—including workshops, presentations, trainings, Peer Wellness Coaching, and collaborative events.

## **Wellness Education and Prevention**

Wellness Services offers a variety of services promoting health and wellness that are designed to help students modify their lifestyles and move toward a higher level of

health and wellness. These services include, but are not limited to: grant-funded public health initiatives, health and wellness related speakers, awareness weeks, health education activities, and other health promotion events. The Wellness Education and Prevention staff members also play a vital role in campus compliance initiatives involving alcohol and other drugs, Clery Act, and suicide prevention.

Though it is a part of our University Wellness Services department, more information about Wellness Education and Prevention programming can be found where it is located, in the Office of Student Involvement, located in the Student Engagement Center on the second floor of the J.W. Jones Student Union.

### **Bystander Intervention Program**

Wellness Services oversees Northwest's Engage Violence Prevention program, which is focused on helping students to become engaged community members in situations of potential harm (including stalking, sexual assault, partner violence, mental well-being, alcohol & other drugs, and bias & discrimination). This program includes training, educational campaigns, and other engagement opportunities for Northwest students. For more information, contact Wellness Services at 660.562.1348, or at [health@nwmissouri.edu](mailto:health@nwmissouri.edu)

Though it's a part of our University Wellness Services department, more information about the Northwest Engage Violence Prevention program can be found where it is located, in the Office of Student Involvement, located in the Student Engagement Center on the second floor of the J. W. Jones Student Union.

### **Mabel Cook Recruitment and Visitors Center**

The staff at the Mabel Cook Recruitment and Visitors Center welcomes prospective students and their families to the Northwest campus. Guests can arrange a daily campus tour and collect information about the University, from admissions requirements to career choices, as well as information about financial assistance, scholarships, and extracurricular activities. Student Ambassadors are present to provide campus tours for prospective students and families. These tours are designed to familiarize students with the student union, dining facilities, recreation facilities, residence halls, academic buildings and classrooms, the library and much more. A Recruitment Coordinator is also available to answer questions and provide additional assistance. Many special visit day opportunities are offered by the staff including bus tours, counselor luncheons and academic department visit days. The center also houses the Early Outreach Program, which serves 7th-9th grade students by helping them know how to prepare for college while in high school.

### **Mail & Printing Services**

Mail & Printing Services, located in the Support Services Building, is a contract postal unit that offers USPS services and a wide array of printing services for Northwest and the surrounding community.

### **USPS Services**

Stamps and envelopes are available for purchase. Priority and Express mailers along with boxes in a variety of sizes are also available.

Due to our contract, the only international mail we can accept are postcards and letters. Packages mailed internationally must be taken to the local United States Postal Services (USPS), located at 507 N. Fillmore. Mail & Printing Services only handles USPS letter mail and services. All other carriers such as FedEx, Airborne, UPS, and DHL, in addition to USPS packages, are handled through Central Receiving, located next door to Mail & Printing Services. For questions regarding packages please contact Central Receiving at 660.562.1508 or visit <https://www.nwmissouri.edu/housing/current/services/student-packages.htm> for information about student packages. Residence hall mail is delivered Monday through Friday. To help Mail & Printing Services expedite your mail, please give your complete address to all persons who will be corresponding with you throughout your university stay.

## Printing Services

Printing or copying services include printing in color or black and white in a variety of sizes, colors, and paper types, as well as lamination, cutting, binding, and folding. Quotes and special orders are available upon request. Turnaround time is one business day. Hours of operation are 8AM to 5PM Monday through Friday. You may contact Mail & Printing Services at 660.562.1109 or visit the website: <https://www.nwmissouri.edu/services/purchasing/mailcopy/>

## University Police Department (UPD)

The University Police Department is located in the Support Services building on College Park Drive. The UPD is operational 24 hours a day, 365 days a year. For emergencies and non-emergencies, call University Police at 660.562.1254.

For more information, visit the website at [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police).

## Parking and Traffic on Campus

The University Police Department enforces violations of the Missouri general motor vehicle laws and University parking and traffic policies that occur on campus property. Traffic and parking enforcement is conducted 24 hours a day, 7 days a week, 365 days a year.

A vehicle is defined as a self-propelled, electric and/or gas-powered means for transportation for use upon a roadway. Vehicles must adhere to state and campus regulations. A parking permit is required to park a vehicle on campus.

Unlicensed motorized vehicles (mopeds, scooters, electric bicycles, etc.) are allowed on campus streets and in parking lots except for personal ATVs and UTVs. Personal ATVs and UTVs are not allowed on campus property. **Unlicensed motorized vehicles (including scooters, electric bicycles, etc.) must be registered and permitted.**

Temporary and visitor parking permits are available at the University Police Department 24/7. The Northwest parking and traffic policies are available at [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police). Contact the University Police Department at 660.562.1254 or [police@nwmissouri.edu](mailto:police@nwmissouri.edu) for questions regarding permits, citations and policies on campus.

## University Advancement

The Office of University Advancement includes the areas of Alumni Relations, Advancement Services and Development, as well as the Northwest Alumni Association and Northwest Foundation, Inc.

Each area encourages students, alumni, and friends of the University to maintain a close relationship with Northwest through a variety of activities. These loyal constituents offer their time and talents as volunteers at many University functions. Financial contributions from alumni, friends, businesses, and foundations provide the resources to fund scholarships, student programs, and University projects that impact the entire Northwest campus. The Office of University Advancement staff members work in the Michael L. Faust Center for Alumni & Friends located to the south of campus on College Avenue.

## Facility and Building Hours

Building/Facility	Hours of Operation	Contact Number
Accessibility and Accommodations	Monday – Friday 8am – 5pm	660.562.1873
B.D. Owens Library	<a href="https://www.nwmissouri.edu/library/hours.htm">https://www.nwmissouri.edu/library/hours.htm</a>	660.562.1192
University Police	Always open	660.562.1254
Cashiering Office (Administration Building)	Monday – Friday 8am – 4pm	660.562.1578
Foster Fitness Center	<a href="https://www.nwmissouri.edu/recreation/Hours.htm">https://www.nwmissouri.edu/recreation/Hours.htm</a>	660.562.1708
Olive DeLuce Fine Arts Building	Monday – Friday 7am – 12am Saturday 7am – 5pm Sunday 12pm – 12am Summer Hours: M-F 8am – 5pm	660.562.1315
Wellness Services	Monday – Friday 8am – 5pm	660.562.1348
J.W. Jones Student Union	Open Daily from: 7am – 12am Summer Hours: M-F 8am – 5pm	660.562.1430



		After 5pm: 660.254. 0175
Registrar's Office (Administration Building)	Monday – Friday 8am – 5pm	660.562. 1151
Text Book Services (The Station)	Monday – Friday 8am – 5pm	660.562. 1150
Student Rec Center	<a href="https://www.nwmissouri.edu/recreation/Hours.htm">https://www.nwmissouri.edu/recreation/Hours.htm</a> Closed during MIAA doubleheader basketball games. Call the listed number for hours during breaks and intersession.	660.562. 1606
Student Success Center	Monday – Friday 8am – 5pm	660.562. 1726
International Involvement Center	Monday – Friday 8am – 5pm	660.562. 1367
Campus Dining (Various Locations including: the Union, the Library, and the Station)	<a href="#">Click Here for Hours</a>	660.562. 2555
Title IX & Equity	Monday – Friday 7:45 am – 4:45 pm	660.562. 1873

## Multiculturalism

Quality multicultural experiences are essential for functioning effectively in a global society. At Northwest, multiculturalism includes everyone. We consider mutual respect, openness, a desire to learn, understanding and appreciating differences as important multicultural values. We believe communication is critical to the process of cultivating awareness, understanding and acceptance of cultural diversity in the human growth experience. By sharing and learning together at Northwest, we continue to build upon our current opportunities both on campus and in the region, which include:

- lectures, performances, and exhibits
- educational and social programming

## Nondiscrimination

Northwest Missouri State University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. As an equal opportunity employer, the University promotes and maintains affirmative action programs to ensure that all individuals participate fully in every facet of employment opportunities.

## Bearcat Equity

Bearcat Equity is the university response to any report of bias or discrimination. If you have experienced a bias or discrimination, both on and off campus, please report the concern utilizing the following reporting form:

[https://cm.maxient.com/reportingform.php?NorthwestMOStateUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?NorthwestMOStateUniv&layout_id=3) or by emailing [equity@nwmissouri.edu](mailto:equity@nwmissouri.edu). The objective is for the entire Northwest community to feel welcome, included, and comfortable being whoever they are!

Persons having inquiries concerning the University's compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the following:

- An employee with questions or concerns about any type of discrimination in the workplace, including discriminatory harassment, is encouraged to bring these issues to the attention of the Equal Employment Opportunity (EEO) Officer, who may be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 660.562.1128.
- Questions or concerns regarding the University's compliance with Title IX may be directed to the University's Assistant Vice President for Title IX and Equity. Contact information can be found here: <https://www.nwmissouri.edu/titleixequity/>

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the University's nondiscrimination/EEO policy, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of the law or University policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

Copies of the University's Equal Employment Opportunity ("EEO") Guidelines are available in the Office of Human Resources.

## Accessibility and Accommodations

The federal Americans with Disabilities Act (ADA) provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, and the provision for reasonable accommodations. Individuals protected include persons who have a physical or mental condition substantially impairing "major life activities." Additional information about accommodations for a documented disability can be found here: <https://www.nwmissouri.edu/titleixequity/> or email [ada@nwmissouri.edu](mailto:ada@nwmissouri.edu)

## Policies and Procedures

Students voluntarily become members of the institution and, in doing so, assume obligations of behavior reasonably agreed upon by that community for the purpose of furthering its mission, objectives, and day-to-day functions. On-going efforts are made to ensure an environment in which the dignity and worth of all members of the University community are recognized and respected.

## Primary Documents

### **The Student Code of Conduct**

The [Student Code of Conduct](#) at Northwest has been approved by the Board of Regents and functions on the premise that every student should adhere to various rules and regulations of the University and should receive a fair and impartial, closed hearing before a Student Conduct Board that includes students when charged with a violation of these rules and regulations. The Student Code of Conduct outlines all procedures in the conduct process as it pertains to violations, making a complaint, investigations, pre-hearing procedures, committee hearing procedures, sanctions, and appeals. The Student Code of Conduct is coordinated by the Student Rights and Responsibilities Coordinator, 660.562.1226. Any questions concerning the policies and procedures within the Code should be directed to the Student Rights and Responsibilities Coordinator, 660.562.1226.

### **The Northwest Policy Library**

The handbook does not contain all policies at Northwest. For a more complete listing, visit the policy library as well as the handbook and the student code of conduct.

<https://www.nwmissouri.edu/policies/>

## Student Handbook Policies

### **Academic Integrity**

Please refer to the following link to view Northwest Missouri State University's policy for [Academic Integrity](#)

### **Alcohol and Drug Policy**

Please refer to the following link to view Northwest Missouri State University's alcohol and drug policy: <https://www.nwmissouri.edu/policies/personnel/Illegal-Drug-and-Alcohol-Policy.pdf>

### **Accommodations for Students with Disabilities**

Students with documented disabilities who require accommodations should apply for accommodations through Title IX and Equity, Accessibility and Accommodations. For more information, please visit: <https://www.nwmissouri.edu/titleixequity/>, or email [ADA@nwmissouri.edu](mailto:ADA@nwmissouri.edu). Please note that an Emotional Support Animal is a living accommodation requiring the same accommodation process.

### **Northwest Disability Accommodations Syllabus Statement**

Students in this course who need disability accommodations should present a copy of their Northwest accommodation approval letter from Title IX and Equity, Accessibility and Accommodations to the instructor during private office hours as early in the term as possible. Additional information can be found at:

<https://www.nwmissouri.edu/titleixequity/>.

### **Class Absences**

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 or her instructor when unable to attend class. Absence procedures can be found online at

<https://www.nwmissouri.edu/studentaffairs/absence.htm>.

### **Preferred Name Procedures**

Northwest Missouri State University recognizes the need of campus community members to identify themselves by a name different than their legal name. Therefore, Northwest Missouri State University has developed procedures to accommodate any student, staff or faculty member who may choose to identify, within the university community, with a preferred first name that differs from their legal name. Please consult the full procedure online: <https://www.nwmissouri.edu/policies/academics/Preferred-Name.pdf>

## Information Technology (Campus Computing) Policies

It is the policy of Northwest to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information.

Access to this environment and the University's information technology services and resources should be considered a **privilege** and must conform to all laws, with Northwest policy and with any policies specific to a service or resource. For more detailed information on acceptable usage of the Northwest Network and its resources review the Computing Policies at: <https://www.nwmissouri.edu/compserv/technology-policies.htm>

Assuring **network stability** is a priority for Northwest's Information Technology. Northwest technology and computing policies safeguard the availability of campus shared services and resources, ensuring that approved uses are not negatively impacted or interrupted.

Preserving access to information resources is a community effort that requires each member to act responsibly to protect network performance and stability. Therefore, both the community as a whole and each individual, have an obligation to abide by Northwest's technology and computing policies to assure network stability and availability. University information technology resources, including bandwidth and IP addresses, belong to Northwest, not to end-users. Northwest's Information Technology is responsible for managing network resources and allocating bandwidth by application priority to assure network stability and functionality.

Failure to comply with the appropriate use of Northwest's technology services and resources is in violation of Northwest Computing Policies and jeopardizes the atmosphere of information sharing, the free exchange of ideas and the secure environment of creating and maintaining information property. Members of our community found using information technology services or resources for unethical and unacceptable practices will have violated this policy and are subject to disciplinary proceedings including monetary fines, suspension or loss of system privileges, expulsion from the University, termination of employment and/or legal action as may be deemed appropriate.

Northwest reserves the right to limit or restrict the use of its information/technology services and resources based on institutional priorities and financial considerations, as well as when it is presented with evidence of an abuse of University policies, contractual agreements, or local, state and federal laws.

Members of the community have an expectation of privacy. If a user is suspected of abusing this policy, their right to privacy may be suspended by the University's requirement to protect the integrity of its information/technology services and resources. The University, thus, reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that a local, state or federal law is being

broken or the standards for acceptable and ethical use are being violated by a member of the University community.

The University reserves the right to monitor accounts, usage and information stored on or transmitted over its facilities/equipment if there is evidence of a policy violation, illegal or unethical use or viral activity. (See Northwest's information security policy at: <https://www.nwmissouri.edu/policies/technology/Information-Security.pdf> for additional information.)

#### Personal Data and Campus Notebooks:

Please refer to the following link to view Northwest Missouri State University's policy on personal data and campus notebooks:

<http://www.nwmissouri.edu/policies/technology/Personal-Data-and-Campus-Computer.pdf>

#### Mass Email:

Please refer to the following link for Northwest Missouri State University's policy on mass email: <https://www.nwmissouri.edu/policies/technology/Mass-Email.pdf>

#### Information Security Policy:

Please refer to the following link for Northwest Missouri State University's Information Security Policy:

<https://www.nwmissouri.edu/policies/technology/Information-Security.pdf>

### **Copyright Restrictions**

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, library and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a photocopying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Individuals using the campus public photo-copiers are also liable for any infringement of copyright laws.

### **Demonstrations and Picketing**

Please refer to the following link to view Northwest Missouri State University's policy on demonstrations and picketing:

<https://www.nwmissouri.edu/policies/operations/Demonstrations-and-Picketing.pdf>



**Disruptive and Concerning Behavior**

The behavior of a student or group of students that disrupts or threatens to disrupt a class, university function, or otherwise materially and substantially disrupts the functioning of the institution or that affects, or threatens to affect, the safety or health of an individual or group of individuals (student or employee) will immediately be referred to the Assistant Vice President of Student Affairs- Student Engagement and Development (AVP), who will determine appropriate actions. Disruptive behavior includes a student's failure to address and/or manage emotional or health issues thereby putting his or her well-being at risk, as well as the living/ learning environment of others. Examples include, but are not limited to, failure to take medications, suicidal threats, self-starvation or purging, or on-going substance abuse or addiction. The AVP has the discretion to address instances of disruptive behavior by referring them either to the student judicial system or by taking other actions deemed appropriate.

**Mandated Risk Assessment**

Northwest expects and encourages students to demonstrate a reasonable concern for their own welfare. This is particularly true in the arena of self-harm. Please refer to the following link to view Northwest Missouri State University's policy for mandated risk assessments:

<https://www.nwmissouri.edu/policies/student/Mandated-Risk-Assessment.pdf>

**Involuntary Withdrawal and Readmission**

Information regarding the University's involuntary withdrawal and readmission policy can be found at <https://www.nwmissouri.edu/policies/student/Involuntary-Withdrawal-and-Readmission.pdf>.

**Distribution of Non-University Publications Policy**

The purpose of this Policy is to set forth the circumstances under which non-University publications may be distributed at the University. The distributor of the non-University publication is responsible for compliance with this Policy. The distribution of non-University publications will be unrestricted on the Northwest campus if:

- The publication is intended primarily for dissemination of news, opinion and information, and not for promoting sale of goods, products, or services.
- The Vice President of Student Affairs, or designee, is notified prior to the distribution of the publication materials.
- The distribution is limited to areas deemed appropriate by the Vice President of Student Affairs, or designee.
- The non-University publication is distributed in person.
- The publications being distributed include the name and address of the publisher and the names of the editors and officers of the publication.
- The publication does not in any manner state or imply that it is connected with or under the auspices of the University.
- The publication does not contain anything that is defamatory, illegal, obscene, likely to inflict injury or tend to incite immediate violence (fighting words) or directed to inciting or producing imminent lawless action, or violate any other University policy.

## **Family Educational Rights and Privacy Act (FERPA)**

Please refer to the following link to view Northwest Missouri State University's policy for Family Educational Rights and Privacy Act (FERPA):

<https://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>

## **Hazing**

Hazing is banned by Missouri state law and the University. All fraternities and sororities have strict policies against hazing practices. Hazing is forbidden and will not be tolerated by any student organization. Please see the University's Hazing Policy for more information <https://www.nwmissouri.edu/policies/student/Anti-Hazing.pdf>

The University and each (inter)national fraternity and sorority expects its members to obey all local, state, and federal laws and to abide by the chapter's policies, guidelines, and standards. Significant resources are allocated at all levels to educate the members about alcohol and substance abuse and being responsible for their behavior and actions.

All activities sponsored by student organizations, including Fraternity and Sorority Life organizations, must be consistent with the founding principles of the organizations and must compliment the educational mission of Northwest Missouri State University. If you are concerned about any suspicious activities, or have any questions, please contact the Office of Student Involvement at 660.562.1226.

## **Parking**

Parking on campus requires a permit. Student parking permits are \$90 for the academic year. Students must register for vehicle permits online through CATPAWS and pick up permits at the Cashiering Office in the Administration Building. Rules and regulations governing parking on campus are located online at

<https://www.nwmissouri.edu/police/parking> and in print at University Police.

## **Towing and Immobilization Policy**

Information regarding the University's policy on towing and immobilization can be found at <https://www.nwmissouri.edu/policies/operations/Vehicle-Towing-and-Immobilization.pdf>.

## **Skateboards, Rollerblades, Bicycles, Hover boards, etc.**

Skateboard, rollerblade, bicycle, and hover board activity should be conducted with courtesy toward all students using the sidewalks. Such activity should be conducted away from University buildings and high traffic areas. We encourage everyone to register their bicycle with University Police.

1. All University sidewalks and walkways are to be considered high-traffic areas.
2. All pedestrians have the right of way over the above mentioned modes of transportation using the sidewalks.

3. Cycling, skateboarding, rollerblading, and hover boarding in buildings and off stairways, picnic tables, benches and retaining walls is prohibited.
4. Any student who violates the above policy may face disciplinary action by the University.
5. Bicycles should be chained only to bicycle racks — not to sign posts, railings or trees.
6. Hover boards are restricted to outside use only. They are not allowed in University buildings, including residence halls, for any reason (including for storage and/or charging purposes).

### **Title IX Sexual Harassment (includes sexual assault, dating violence, domestic violence, stalking)**

The University is committed to providing a learning, living, and work environment that is safe, comfortable, and free of sexual harassment. Sexual harassment is a violation of Title IX, as well as Northwest policy. All faculty, staff, and students are subject to our Title IX process for a reported allegation. Sexual harassment is not acceptable within the University, whether it is in an academic, employment, residential, or social situation. Please see the University's [Title IX](#) webpage for more information.

#### **If you are the recipient of sexual harassment:**

1. If you feel safe and capable, tell the offender clearly and directly that the behavior is unwelcome and offensive to you, and that you want it to stop at once.
2. Get help from others if you are unable to or find it difficult to confront the offender directly. Staff members in the Title IX and Equity Office, Wellness Services, the Human Resources Office, or the Student Affairs Office can help you.
3. Document the incident, including time and place, and the names of possible witnesses.
4. Report the problem to someone who can do something about it! The following resources will be able to assist you:
  - Your resident assistant or resident director
  - Your instructor or supervisor
  - The offender's supervisor, department chairperson or dean
  - The Counseling Services Director: University Wellness Center, 660.562.1348
  - AVP for Title IX and Equity as referenced in the University's [Title IX](#) webpage or by emailing [titleix@nwmissouri.edu](mailto:titleix@nwmissouri.edu). The Title IX and Equity Office can take corrective action and provide supportive measures.

Feel free to bring a friend with you. No one will force you to take any action you do not want to take and you will be protected against retaliation for reporting. Additional questions about Title IX and the Sexual Harassment policy should be addressed to those listed above.

### **Minors on Campus**

Please refer to the following link to view Northwest Missouri State University's policy for child protection-minors on campus: <https://www.nwmissouri.edu/titlexequity/>

## **Smoking**

Please refer to the following link to view Northwest Missouri State University's policy on smoking: <https://www.nwmissouri.edu/policies/personnel/Smoking.pdf>

## **Lactation**

Any student needing access to a lactation room while on campus may utilize the lactation room in the Administration Building. The room may be accessed by going to the Human Resources Office on the first floor of the Administration Building and they can assist with locating and utilizing the room.

## **Solicitation**

It is the policy of Northwest to permit solicitation in University buildings and on University property only by recognized student organizations and University offices. There are special considerations for solicitation in and around the Residence Halls; please consult the [Residential Life Handbook](#) at this link. Additionally, the Athletic Department may authorize selected solicitation activities in the "Bearcat Zone" in accordance with the provisions set forth in the "Bearcat Zone" policy. The "Bearcat Zone" is an area located in College Park and its adjoining parking lots that is designated for tailgating activities at home football games. Solicitation shall be defined as any commercial, profitmaking, or fund-raising activity. Solicitation shall be permitted when consistent with the guidelines outlined in this section.

Any fundraising efforts performed on campus must be planned, sponsored, and coordinated by a recognized student organization or University office, not be sponsored by an individual or by a for-profit company outside of the University. The organization sponsoring the fund-raising must obtain the product to be sold, advertise, deliver the product, and handle any complaints.

Monetary transactions may be conducted through the organization's University account (sales tax collection/payment issues). Contact the Office of the Vice President for Financial Affairs for details.

## **Weapons**

Please refer to the following link to view Northwest Missouri State University's policy on firearms and weapons on campus:

<https://www.nwmissouri.edu/policies/personnel/Firearms-and-Weapons-on-Campus.pdf>

## **Photo and Video Recording Policy**

Northwest captures photographs and videos of students throughout the year. These images often include students in classrooms, labs, residence halls, athletic events and other University activities. Northwest reserves the right to use these photographs and videos in the promotion of the University. Students who enroll at Northwest do so with the understanding that photographs and videos may be taken which would include them and which may be used in University publications, newspapers, and other media for promotional purposes including advertising and marketing. Names of students may also

be released to the press regarding student involvement in academic and extracurricular activities.

## Posting Policy

To begin the poster approval process:

1. Student Organizations recognized by Student Senate can have their event approved through Presence or approved by hand in the Office of Student Involvement.
2. Postings from Northwest Departments can be approved by obtaining a stamp from the Office of Student Involvement or University Marketing and Communication.
3. Individual students, sponsored by a Northwest Department, can have their posting approved by the Office of Student Involvement.
4. Businesses (non-Northwest), public organizations, and private citizens can email their poster to [OSI@nwmissouri.edu](mailto:OSI@nwmissouri.edu) or have it approved by hand in the Office of Student Involvement.
5. Northwest Departments and Student Organizations with an approval stamp can post on University Boards. All others can only post on the Public/Non-University Boards.
6. Posters are required to have the following information:
  - a. Who is sponsoring the event?
  - b. What is the event being promoted?
  - c. Where will the event take place? (Be Specific)
  - d. When? Date and time of when event is being held.
  - e. Contact information
7. Requests must be submitted at least two days prior to the event and posted for only a maximum of two weeks.
- 8.

Regulations:

1. No posting on walls, doors, or windows.
2. No postings permissible in the bathrooms, except with express permission of the OSI.
3. No postings on trees, fences, benches, lampposts, signs, monuments or buildings, or placed on parked cars.
4. Postings may be attached with staples or push pins (tacks) to Bulletin Boards. No tape or glue is permitted.
5. Postings must be removed within one week after the event.
6. Postings may be no longer than 14.5 by 22.5 inches.
7. No inappropriate content that is disruptive to the educational environment of the University or that violates the University's policies prohibiting discrimination and harassment. This includes but is not limited to: pornography, obscenities, pictures or association to alcohol and/or illegal substances.
8. Postings not in English need to include an English translation on the posting. Exceptions may be made for phrases that are of common knowledge.
9. There may be only one posting hanging on each University Board.

10. All postings on the University Boards must have Student Involvement stamp or University Marketing & Communication stamp.
11. For unusual postings outside the norm (i.e. oversized, odd locations, etc.), contact Auxiliary Services: [auxserv@nwmissouri.edu](mailto:auxserv@nwmissouri.edu)

## Violations

1. Reports of violations of this Policy may be submitted to the Office of Student Involvement.
2. For minor violations such as failure to remove expired postings, covering or removing another posting, or hanging more than one posting per bulletin board, the following sanctions will be imposed:
  - a. The first offense each academic year shall result in a written warning directed to the president of the organization or the department head.
  - b. Each subsequent offense shall result in the loss of posting privileges for 15 weeks excluding Northwest Holidays beginning on the date the violation was submitted.
3. For major violations such as forgery of approval or hanging an unapproved posting, the following sanctions may be imposed:
  - a. Revocation of posting privileges for up to one academic year from the date of the violation.
  - b. A monetary fine of \$25.
  - c. In extraordinary cases, the charges and evidence may be turned over to local or state authorities.

## Sidewalk Chalking Policy

1. Organizations must be registered and recognized by Student Senate and registered in Presence to chalk. Individuals sponsored by a Northwest Department may also chalk.
2. A recognized organization or individual sponsored by a Northwest Department who wishes to perform sidewalk chalking must submit a Sidewalk Chalking Application. Please print the form or pick one up from the OSI, complete it and return it to the Office of Student Involvement on the 2nd floor of the J.W. Jones Student Union.
3. Upon submitting the Sidewalk Chalking Application, the organization will receive sidewalk chalk from the OSI.
4. Individuals submitting applications must submit either their organization's Northwest ID#, or provide their own student ID# and sign the form, agreeing to the terms of this policy.
5. Chalking may only be done on sidewalks and with non-permanent chalk.
6. No content shall be made in chalking that materially and substantially disrupts the functioning of the institution, or is unlawful, or involves speech that rises to the level of illegal harassment as defined by the University's policies prohibiting discrimination and harassment.
7. No libelous, harassing, or discriminatory references shall be made in the chalking.



8. Northwest Missouri State University's policy is to allow up to two recognized organizations or individuals to post during the same period, not to exceed 2 weeks (Sunday - Sunday).
9. Organizations and individuals are asked to rank preference of locations for chalking on the application. If a second organization or individual signs up for the same period, the OSI will notify both parties which locations they are allowed to chalk.
10. Chalking must be cleaned with soap and water within 2 days after the chalking end-date, or the ID# provided on the application will be charged a \$10 fee per location

## **Student Union Banner Policy**

Banners may be hung on the exterior of the J.W. Jones Student Union only with prior written approval from Auxiliary Services.

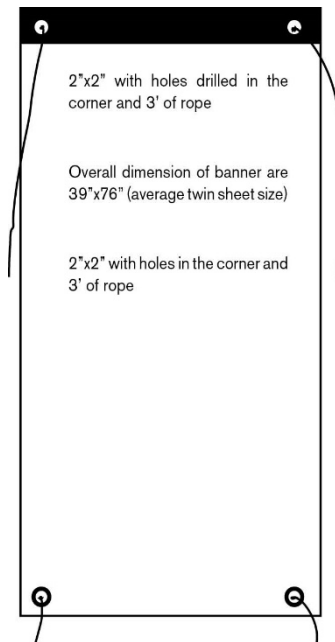
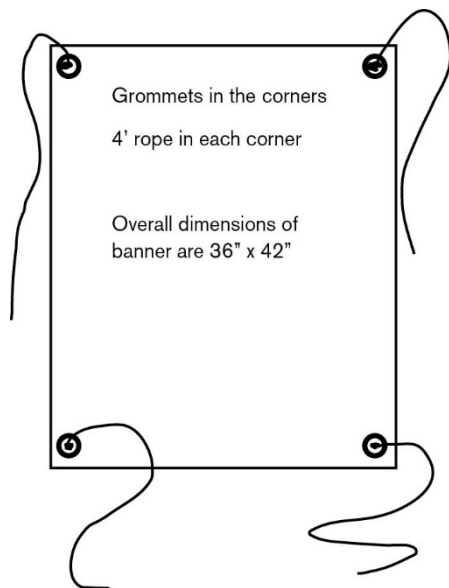
Conditions of Approval:

1. Only banners promoting Northwest campus-wide events that everyone is invited to attend and which are taking place on campus and organized by a campus organization or office will be approved.
2. Requests are approved on a first-come first-approved basis.
3. A Banner Approval Request Form must be completed which will include a sketch or photograph of the banner. The Banner Approval Request Form must be submitted no later than 5 business days before the banner is requested to be hung. The exceptions are Homecoming or Greek Week banners. These banners are approved and hung by the Office of Student Involvement.
4. Banners not in English should include English translation. Exceptions may be made for phrases that are of common knowledge.
5. The banner must specify the recognized student organization or Northwest office sponsoring or co-sponsoring the event.
6. Once approved, banners may be dropped off at the Auxiliary Services office to be hung. Banners will be hung by the Union staff only.
7. Banners may be hung on the building no more than 7 days. Banners may be removed in less time if space is needed. Damaged banners and/or banners that are hung on the building without approval will be removed. Banners will be taken down the day after the event. Banners may be picked up at the time, any banner not picked up after 1 week will be discarded.
8. There are 24 spaces to hang banners. Each space is 105' (8'9") wide by 117" (9'9") tall. In order to hang a banner it must be smaller than these dimensions. (See examples below)
9. Banners must include grommets at all four corners to be attached to the building. The exception is if the banners are using a wood 2"x2" or 1"x4" at the top, then there should be holes drilled through the wood or screw-in eyelets, to attach rope or bungee cords.
10. Bungee cords will be provided for the banners that are a minimum of 6'x7'. Smaller banners must have ropes attached.
11. Banners may not contain: libelous, harassing, or discriminatory references, inappropriate content that is disruptive to the educational environment of the

University, or content that violates the University's policies prohibiting discrimination and harassment.

Violations of the Banner Policy will be handled according to University Posting Policies.

Examples of Banners:



## The Student Conduct Process

When a student violates a policy or procedure they will be required to participate in a conduct process first to determine if an allegation amounts to a violation or misconduct. And if so, then to determine what steps must be taken in order to bring the student back into good standing with the university's conduct expectations. Below are some components of that process:

### Hearing Committees

The following Hearing Committees have been formed to hear cases based on where the violation took place, the severity of the violation, and which committee, in the opinion of the Student Rights and Responsibilities Coordinator or designated Residential Life Professional, is best equipped to handle the hearing of a particular violation.

#### **Residence Hall Discipline Committee**

A Northwest Missouri State University residence hall director will facilitate the selection of a discipline committee to hear Class A violations referred to them by the Student Rights and Responsibilities Coordinator, or designated Residential Life professional, as well as rules specific to each given residence hall. All such rules and regulations shall be in writing and shall be distributed to all residence halls and continuously posted in a prominent location. The Resident Director in question serves as an advisor to the Residence Hall Discipline Committee, which consists of representatives from the various living areas. The chairperson will be appointed by the Residence Hall Discipline Committee Advisor, is present to run the administrative process, and will not have a vote. There must be three voting committee members present in order to take any action. The disciplinary action taken by the Committee must be approved by a majority vote. The Resident Director may, at their discretion, give the respondent an opportunity to have the case heard administratively in lieu of being heard by the full committee. If this option is presented, the decision to accept or reject belongs to the student. Additionally, in cases of Class A violations, the Resident Director may issue a warning via a letter. This warning will serve as an official judicial sanction and may be considered in subsequent sanctions. The student has the right to meet with the Resident Director to have a hearing.

#### **Student-Faculty Discipline Committee**

This committee is composed of four faculty/staff members and four students with a non-voting chairperson appointed as outlined in the By-Laws of the Constitution of the Student Government Association. The Committee may hear Class B violations and those cases in which dismissal from the University could be the sanction recommended. It may also serve as an Appeal Committee for Hall Discipline Committee. The Committee may impose all disciplinary actions outlined in the Student Code of Conduct. The Student Rights and Responsibilities Coordinator serves as the committee advisor to the Student-Faculty Discipline Committee. All actions of the Committee shall be taken with approval by a majority of the members present at a meeting in which at least six voting members are present.

## Interim Suspension

As set forth herein, the Vice President of Student Affairs, or a designee, may impose a University or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only when there is reasonable cause to believe the student's participation in certain University activities will lead to conduct that threatens the health or safety of any member of the University community; or other activity that is disruptive to the orderly operation of the University.
2. During the interim suspension, a student's access will be restricted to the minimum extent necessary as the Vice President of Student Affairs or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required. However, the student will be notified in writing of this action and the reasons for the suspension. The notice will include the process for a student to appeal the interim suspension decision.
4. Appeals of an interim suspension are considered by an Appeal Board made of three (3) Northwest Leadership Team members. The student's appeal should include information the student would like considered by the Appeal Board. When submitting an appeal, the student may write a letter and submit any evidence for the Appeal Board to show why there was no reasonable cause for the interim suspension. The student will be given notice of the date and time of the meeting of the Appeal Board, which will take place within seven (7) days of the interim suspension appeal. Limited exceptions to this timeline may apply on a case by case basis. Students will not be present for this meeting unless requested by the Appeal Board. The Appeal Board has the option to uphold, overturn, or modify the interim suspension. The Appeal Board will make a determination and communicate the determination to the student. Decisions of this Board are final. The terms of the Interim Suspension will be in effect until a final decision is made by the Appeal Board.
5. Notice of an interim suspension will not be used as evidence in a Student Conduct Board Hearing. However, failure to comply with the provisions of an interim suspension is a violation of this Student Code of Conduct and may be used as evidence when there is an alleged violation of the provisions of the interim suspension.

## Parental Notification

The university retains the right to review meeting issues/decisions with parents and relatives when allowed by law, including when the student appears to be endangering self or others, if the student has violations related to alcohol or drugs, a health or safety emergency, or if the University has a FERPA release form on file.

For more information please visit our website:

<https://www.nwmissouri.edu/studentaffairs/> looking specifically to the Student

Resources tab for documents relating to the conduct process including sanctioning guidelines.

## Consensual amorous relationships

### In General

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the University context, such positions include (but are not limited to) supervisor and employee, senior faculty and junior faculty, mentor and trainee, and professor and student. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Such relationships may be less consensual than the individual whose position confers power or authority believes. The relationship is likely perceived in different ways by each of the parties to it, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relations in which one party is in a position to review the work or influence the career of the other may provide grounds for complaints by third parties when that relationship gives undue access or advantage, restricts opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct after notice is given that such conduct is no longer welcome.

Where such a relationship exists, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he or she – and this is particularly important for teachers – does not exercise any supervisory or evaluation function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his or her supervisor or department head, so that such supervisor or department head can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory evaluative arrangements to be put in place. Staff members, may instead, as an option, notify the Office of Human Resources. To reiterate, the responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and notification requirements is a violation of this policy, and therefore grounds for discipline, up to and including termination. This behavior may also be a possible Title IX violation.

### With Students

The University will view it as unethical and a violation of this policy if University employees engage in sexual or romantic relationships with students enrolled in their classes or subject to their supervision. Such employee-student relationships may include, but are not limited to, faculty and student, advisor and advisee, teaching assistant and student, coach and athlete, and the individuals who supervise the day-to-day student living environment of student residents. The behavior is, in most cases,

unethical even when the relationship is consensual (i.e., both parties have consented), because the voluntary consent of the student is in doubt, given the power imbalance in the student-employee relationship. Even if consent were to be shown, a clear conflict of interest would still exist which might create the appearance of discrimination or favoritism in grading or access to educational opportunities. Relationships between a graduate student and an undergraduate student, when the graduate student has some supervisory responsibility for the undergraduate student, are covered by this policy.

An employee with questions or concerns about consensual amorous relationships in the workplace is encouraged to bring these issues to the attention of the EEO Officer. Such interactions may also be a possible Title IX violation.

## **Sexual Offenses on Campus**

When a convicted sex offender enrolls or begins employment at Northwest, members of the campus community can access the information they need to protect themselves. Information on sex offenders that live within Nodaway County and have registered can be obtained at the Nodaway County Sheriff's Department located at 402 North Vine, Maryville, MO 64468, 582.7445.

Sexual violence has a profound negative affect on those directly involved, and disturbs the peace of the community in which the incident occurred. While incidents of sexual violence, domestic/dating violence, and stalking are not limited to the college/university environment, such activity has become a major concern on campuses throughout the country. We at Northwest have taken a proactive stance in educating our students about these issues and have developed an action plan for cases that are reported. It should be noted that sexual and relationship violence will not be tolerated at the University, and violators will be adjudicated. The following information is in compliance with the Higher Education Amendments (HEA) of 1998.

### **Northwest's Response**

Northwest is committed to providing a learning, living, and work environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual harassment. The University considers sexual harassment and gender discrimination in all its forms to be a serious offense. Sexual harassment constitutes a violation of the University's Title IX policy and will not be accepted. The Title IX and Equity Office is committed to the following

- 1) to provide equitable supportive measures and remedies for the accuser and the accused;
- 2) to refer students to law enforcement and entities that can provide necessary resources; and
- 3) to educate and engage the Northwest community on issues related to sexual harassment, relationship violence, and prevention.

For more information, please see the University's [Title IX](#) webpage.



**Assistance is Available**

**If you have been subjected to sexual harassment or sexual violence, you have options and choices, consider the following:**

1. It is important to get help. Contact a friend or someone you can trust for emotional support. Depending on the situation, get to a safe place (e.g., RA's room, University Police, a friend's apartment). On weekends, SAFE RIDE HOME is an option: 660.562.1245.
2. Support services during weekdays (8 a.m.–5 p.m.)
  - Wellness Services, 660.562.1348
  - Title IX and Equity, 660.562.1873 or [titleix@nwmissouri.edu](mailto:titleix@nwmissouri.edu)
  - Student Rights and Responsibilities, 660.562.1226

\* University Police can be reached 24 hours a day (660.562.1254 or 911 from on campus), and a North Star Sexual Assault Advocate can be reached by calling University Police at any time. Assistance is also available from Maryville Public Safety (660.562.3209 or 911 from off-campus). Incidents occurring off campus, in Maryville should be reported to Maryville Public Safety. In addition, help is available from Residential Life staff during evening and weekend hours. Reporting the incident to authorities does NOT mean that you must proceed with any action. You can decide what you would like to do at any time..

3. Seek medical assistance at once.  
Mosaic Emergency Department's phone is 660.562.2600. Do NOT change clothes, shower, douche or otherwise clean up because:
  - A doctor will provide you with information and make recommendations about testing and care. S/he will also address your personal health concerns and check for physical problems, sexually transmitted diseases and other evidence.
  - If you wish to file a formal report, the medical exam and your clothing will be used as evidence. (It is suggested that you take a change of clothes with you.)
4. Seek counseling. Even if you do not report the offense and press charges, you should see a counselor to help you manage the trauma of sexual assault.
5. Consider pressing charges or filing a University complaint.
6. Filing an Anonymous Sexual Assault Form is also an option. Wellness Services can assist you in filing this form. Additionally, you can submit an anonymous report via the online [Sexual Misconduct Reporting Form](#).

**Title IX Process**

A victim of sexual harassment, sexual assault, dating violence, domestic violence, or stalking has the right to seek resolution, and options/policy are available on the [Title IX webpage](#).

Sexual misconduct cases addressed through the University Title IX process will follow the procedures outlined in the University's Title IX Sexual Harassment Policy.

### **More Assistance Available**

Every effort will be made to accommodate the victim of sexual harassment/violence with interim measures, including adjustments to housing assignment and academic schedules when such options are reasonably available. The Title IX Coordinator should be contacted for assistance at [titleix@nwmissouri.edu](mailto:titleix@nwmissouri.edu). Additional contact information is listed in the Title IX webpage linked above.

## **Alcohol and Drug Abuse Education**

All members of the Northwest community now covered by this policy will be required to participate in a drug and alcohol awareness seminar. Special sessions will be scheduled for new employees within the first three months of their employment. The drug and alcohol awareness seminars shall include:

- The content of this policy.
- The extent and nature of the abuse problem, including national and Northwest statistics, as well as social, personal and health risks.
- Recognition of symptoms of abuse and discussion of recent perspectives on the problems (i.e., focus on prevention, environment and norms rather than only on full-blown addiction, value of early intervention, process of addiction and health risks).
- Referral information on available counseling, rehabilitation, and self-help groups.
- Penalties to be imposed for violation of this policy.

### **Assessment**

Assessment activities to guide program development will be conducted by the Wellness Services staff, and results will be used to evaluate and guide program development.

Assessment, at a minimum, will include the following information:

- An appraisal of the environment for subtle causes of alcohol and drug abuse;
- Surveys of campus awareness, attitudes and behaviors regarding the abuse of alcohol and other drugs;
- The collection and use of alcohol and other drug-related information from police and security reports;
- The collection and use of summary health and counseling client information;
- The collection and use of summary data from drug-related disciplinary actions.
- Northwest uses the Missouri College Health and Behavior Survey (MACHB) to monitor the behaviors of Northwest students. A substance abuse task force (MVPIIP) with representation from all facets of the University reviews the MACHB data annually. By reviewing this data annually, it ensures the University is properly addressing certain behaviors effectively.
- A yearly summary of Northwest's alcohol and drug related efforts is available in the Student Affairs Office.

## **Local and on-campus referral information**

### **Off-Campus**

Contact Wellness Services at 660.562.1348 for off-campus referrals.

### **On-Campus**

Information and assistance are available through the Wellness Services and University Police. Wellness Services provides individual and campus-wide education and resources to promote healthy living and reduce consequences from alcohol and other drug use.

Classroom presentations, interactive programs for residence halls, campus organizations and individuals about alcohol and other drug use, laws pertaining to their use, and personal risks related to using these substances are available.

Students may schedule appointments with Wellness Services for confidential consultation and recommendations for assistance related to alcohol use.

Wellness Services chairs the Maryville Partners in Prevention, a multidisciplinary team that reviews policies, assesses needs and develops plans that are aligned with best practices in college health.

## **Self Help Groups**

The following is a list of self-help groups available in the Maryville area. Similar groups meet in St. Joseph and other surrounding towns.

### **Alcoholics Anonymous (AA) Meetings**

AA closed meetings are for anyone with a desire to quit drinking. AA meetings are for anyone who wants to learn more about alcoholism.

- Mondays – 12:15 p.m., Wesley Center (Northwest campus)
- Mondays – 6 p.m., 1<sup>st</sup> United Methodist Church, 102 N Main, Maryville
- Wednesdays – 6 p.m., 1<sup>st</sup> Presbyterian Church, 211 S Main, Maryville
- Thursdays – 12:15 p.m., Wesley Center (Northwest campus)

### **Narcotics Anonymous (NA) Meetings**

Narcotics Anonymous is a community-based association of recovering drug addicts.

- Tuesdays – 6 p.m., Countryside Christian Church
- Thursdays – 6 p.m., Countryside Christian Church
- Saturdays – Noon, Countryside Christian Church
- Sundays – 6 p.m., Countryside Christian Church

### **Overeaters Anonymous (OA) Meetings**

Overeaters Anonymous offers a program of recovery from compulsive overeating that addresses physical, emotional and spiritual well-being.

- Mondays – 5:30 p.m., MOSAIC, Maryville
- Saturdays – 9 a.m., MOSAIC, Maryville

## Health Information

### Physical Consequences of Drug and Alcohol Abuse

#### **The Liver**

Alcohol — Severe swelling, cirrhosis and hepatitis.

Cocaine — Hepatitis from injecting with non-sterile needles.

#### **The Muscles and Bones**

Alcohol — Weakness and loss of muscle tissue, decreased bone strength, nutritional deficiency.

#### **The Nose**

Cocaine — Ulcers in the mucous membrane. Tobacco — Deadens the sense of taste.

#### **The Lungs**

Alcohol — Greater chance of infections. Marijuana — More susceptible to colds, pneumonia and flu. May lead to chronic bronchitis, emphysema and lung cancer.

Cocaine — Breathing failure.

Tobacco — Leads to incurable cancer; also bronchitis and emphysema.

#### **The Stomach**

Alcohol — Inflammation, ulcers.

#### **The Brain**

All — Permanent brain cell damage. Alcohol — Brain atrophy, deficits in problem solving, abstract thinking and difficult memory tasks. Links to violence and aggression, accidental deaths and injury. Dementia, blackouts, seizures, deficits in general intelligence and verbal learning. Memory loss, confusion, hallucinations.

Marijuana — Acute fears and anxiety. Cocaine — Paranoia, aggressiveness, hallucinations, convulsions.

Amphetamines — Speech and thought disturbance.

Tobacco — Neurotransmitters disrupted.

#### **The Heart**

Alcohol — High blood pressure, enlarged heart, heart failure.

Marijuana — increases heart rate by 50%, lowers oxygen supply to heart muscle.

Cocaine — Heartbeat irregularity, heart attack. Tobacco — Heart disease, heart attack.

Amphetamines — Rapid or irregular heartbeat, heart disease or attack from injecting high doses.

#### **The Pancreas and Intestines**

Alcohol — Inflammation, diarrhea, chronic and acute pancreatitis.

## **The Sex Organs**

Alcohol-Impotence. Hormonal changes lead to organ damage.

Marijuana-Temporary loss of fertility. Impairs normal sexual development. Especially harmful during adolescence or pregnancy.

## **The Immune System**

Alcohol-increased susceptibility to infection, pneumonia, peritonitis.

Drugs Injected — AIDS

## **The Blood Vessels**

Amphetamines — Serious and life-threatening infections including AIDS from injecting amphetamines with non-sterile equipment or contaminated solutions.

Alcohol — High blood pressure.

Tobacco — Constricts blood vessels.

Circulatory problems, increased cholesterol deposits.

## **Signs and Symptoms of Substance Abuse**

Presentation may vary depending on the substance. The following are general signs and symptoms that may indicate substance abuse.

- Odor of alcohol on the breath
- Unexplained changes in personal or professional relationships
- Deteriorating work performance
- Mood swings with increased anxiety or depression
- Facial telangiectasia's (spiders)
- Unusual scarring or bruising
- Deterioration in appearance
- Social isolation
- Unusual hoarseness
- Increased irritability
- Speech, coordination, memory problems
- Hyperactivity and/or psychomotor retardation
- Eye redness, irritation

## **Wellness Services**

Counseling Services staff can work with students impacted by crime. Counselors can be contacted to respond to emergency situations and can also provide ongoing care to students. Students needing assistance outside of Wellness Services' office hours have multiple resources available to them, including online tele-counseling service, contacting University Police at 660.562.1254, the Suicide and Crisis Lifeline at 988, the North Star Advocacy Center hotline at 866.382.7867, or by dialing 911 in the event of an emergency. In addition, Wellness Services' Wellness Education program provides prevention programming on topics such as acquaintance rape, sexual assault and abusive relationships.

Wellness Services takes a holistic approach to care, which includes quality outpatient clinical care, counseling services, and wellness education and prevention. Services include crisis response care, preventive health promotion services, women's health clinical care, and individual and group counseling services.

Wellness Services staff provide educational programs on topics such as personal safety, bystander intervention, alcohol responsibility, healthy relationships and promoting a respectful campus climate.

## Campus Safety & Security

### Emergency Procedures

Planning and preparation is the best defense in emergency, disaster and crisis situations. Being prepared prevents injuries, saves lives, reduces fear and anxiety, and increases the speed of response and recovery. Emergency procedures are posted prominently in campus buildings, are accessible on the Northwest Crisis Manager app and located at <https://www.nwmissouri.edu/police>.

### Notifications

Northwest communicates emergency, disaster and crisis information through the indoor alarm and voice public address system, outdoor alarm and voice public address system, text messaging (Bearcat Alert), University website (Campus Alert), University email, and/or official Northwest social media accounts. For more information on notification processes, refer to the Combined Annual Security Report and Fire Safety Report at [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police).

### Fire

When an indoor fire alarm is activated, identify the closest exit, and evacuate the building. If there is smoke or fire present and no alarm, alert others in the nearby area by activating a fire alarm pull station while evacuating and contact the University Police Department at 660.562.1254.

### Thunderstorm

Be aware of severe storm forecasts. If thunder roars, go indoors. The safest location is inside a building when lightning is in the area. A Thunderstorm Watch means severe thunderstorms are likely to occur. Remain alert for approaching storms. A Thunderstorm Warning means a severe storm has been reported by spotters or indicated by radar. Warnings indicate imminent danger to those in the path of the storm.

### Tornado

Monitor tornado notifications. When the indoor or outdoor tornado warning sirens are activated, seek shelter. In areas where a tornado shelter is not available, the safest location is an interior room without windows on the lowest level of a building. Northwest tests the outdoor warning system at 11 a.m. each Wednesday, weather permitting. A Tornado Watch means tornadoes are possible. Remain alert for approaching storms. A



Tornado Warning means a tornado has been sighted or indicated by weather radar. Take shelter immediately.

## **Winter Weather**

Be aware of the weather forecast and plan for food, water, clothing and heat source needs in the event of a power outage. Watch for signs of frostbite including the loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. Watch for signs of hypothermia including uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms are detected, get medical help immediately.

## **Extreme Heat**

Monitor the temperature. The combination of high temperatures and high humidity is dangerous. During severe heat and heat emergencies, stay indoors, stay hydrated and limit exposure to the sun. Heat Cramps are muscle pains and spasms due to heavy exertion. Heat Exhaustion occurs with exertion in a hot, humid place where body fluids are lost through heavy sweating resulting in a form of mild shock. Heat/Sun Stroke, a life-threatening condition, is when the body's temperature control system, which produces sweat to cool the body, stops working. Seek medical attention immediately.

## **Earthquake**

Be aware of earthquake notifications. If indoors, take cover under sturdy furniture or against an inside wall. "Drop, Cover and Hold On" until the shaking stops. This means DROP down to the floor, take COVER and protect your head and neck with your arms, and HOLD ON to the sturdy piece of furniture you are under until the shaking stops. If outdoors, stay there. Move away from buildings, streetlights and utility wires.

## **Flooding**

Be aware of flooding in the area and don't drive through standing or moving water. Report building flooding to the residential life staff.

## **Hazardous Materials**

Follow directions and instructions provided by local authorities. Seek medical treatment for unusual symptoms immediately.

## **Campus Closings**

Northwest communicates the closing of campus to students via Bearcat Alert text messaging, Northwest email and official social media accounts.

## **Security on Campus**

Northwest campus security and safety requires the active cooperation, assistance and support from the entire campus community, including you.

## **University Police**

Located in the Support Services Building on College Park Drive, the University Police is staffed by state certified and trained police officers with the authority to maintain order,

preserve peace, investigate crimes and make arrests. The department enforces federal, state and local laws as well as University regulations 24 hours a day, 365 days a year.

The University Police supports public disclosure of policy and openness on matters of public interest through ongoing dialogue, mutual respect, fairness, and the courteous treatment of persons in the campus community. Review systems are in place to ensure personnel are flexible, independent thinkers and tolerant of diverse thought and behavior.

## **Crime Prevention**

The key to preventing crime is awareness and reporting. See something, say something. At Northwest, areas including University Police, Residential Life, Wellness Services, student organizations, etc. work together to assist students and employees with education and resources. Prevention efforts focus on personal safety. For more information on crime prevention at Northwest, refer to the Combined Annual Security Report and Fire Safety Report at [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police).

## **Education**

The University Police Department provides prevention programming such as self-defense upon request on campus, including in the residential halls. Request a prevention program at [police@nwmissouri.edu](mailto:police@nwmissouri.edu).

## **Reporting**

Report incidents to the University Police at 660.562.1254. University Police is in the Support Services Building on College Park Drive. Dispatchers and police officers are available at University Police 24 hours a day, 365 days a year to speak with you. The Office of Student Affairs assist students who are victims of a crime with changes in academic and living arrangements.

The University protects the confidentiality of victims. Only those with a need to know for purposes of investigation, victim resources or the conduct process will know the involved individuals' identities. To report anonymously, submit a Concerning Behavior Report on the Northwest website at [www.nwmissouri.edu/login](http://www.nwmissouri.edu/login). Reference the Combined Annual Security Report and Fire Safety Report at [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police) for more information on confidential and anonymous reporting.

## **Access and Security of Facilities**

During business hours, Northwest (excluding residential halls ) facilities are open to students, employees, and guests. During non-business hours, access to Northwest facilities is by an issued key, key fob or the University Police Department. The University Police Department is open and accessible 24 hours a day, 365 days a year.

Residence halls are secured 24 hours a day requiring key fob access to the facility and a key to access the rooms. All keys and key fobs are coded to prevent facility and room identification from lost or stolen keys. Keys should not be shared with others. Key

duplication is not permitted.

Security cameras are located at the entrances of residential halls. Blocking or propping residential hall doors compromises security and is prohibited by policy. Violations of the policy may result in disciplinary action. Telephones are located within residence hall entryways for emergencies. Dial 1254 or 911 to contact the University Police Department.

The University Police Department patrols the campus 24 hours a day, 7 days a week. Residential Assistants are on duty in each residence hall and make periodic rounds of the facility. Student Security patrols facilities, including residence halls, in the evening to assist residents and employees with reporting security concerns. Reference the Combined Annual Security Report and Fire Safety Report at [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police) for more information.

## **Lighting**

The quantity and effectiveness of campus lighting is surveyed periodically by a committee of students and employees. Report malfunctioning lights to Facility Services at 660.562.1181 or [facserv1@nwmissouri.edu](mailto:facserv1@nwmissouri.edu) during business hours, or to the University Police Department at 660.562.1254 or [police@nwmissouri.edu](mailto:police@nwmissouri.edu) after business hours.

## **Grounds**

University facilities and landscapes are maintained by Facility Services to minimize hazardous conditions. Report safety concerns to Facility Services at 660.562.1181 or [facserv1@nwmissouri.edu](mailto:facserv1@nwmissouri.edu) during business hours, or to the University Police Department at 660.562.1254 or [police@nwmissouri.edu](mailto:police@nwmissouri.edu) after business hours.

## **Security, Safety and Statistics**

An informed campus community is a safety conscious community. Visit the Northwest University Police Department webpage at [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police) to access the Combined Security and Fire Report pursuant to the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” previously known as the Federal Student Right to Know and Campus Security Act of 1990. It provides information on the University’s security arrangements, policies and procedures; programs that provide education on topics such as alcohol and other drugs, sex offense awareness, and the prevention of crime; and procedures the University will take to notify the campus community in the event of an emergency. The purpose is to provide information that will help make informed decisions relating to personal safety and the safety of others. <https://www.nwmissouri.edu/police>.

## **Residential Life Staff**

The Residential Life staff provides a continuous multi-level presence in the residence halls. The staff consists of a director, two coordinators, six resident directors and over 50 student staff. They are charged with creating an educational living and learning community in a clean and safe environment.

## Security Programming in the Halls

Hall Programs. All residential hall staff members are required to plan educational programs for their living units. Many of these determine if there is an ongoing threat to the community and if the distribution of a timely warning is warranted. Timely warnings may also be posted for other crime classifications, as deemed necessary.

## Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action with the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Office of Student Affairs, Residential Life Office and Staff, Wellness Services, Counseling Center and University Police can file a report on the details of the incident without your identity being disclosed.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Northwest can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## Criminal Activity Off-Campus

The Office of Student Affairs maintains contact with recognized fraternity and sorority organizations through the efforts of the Fraternity and Sorority Life advisors. The Maryville Police Department provides law enforcement services to off-campus residences, however, recognized fraternity and sorority organizations and activities recognized by the University authority are held accountable to Northwest policies and procedures. Criminal activity at recognized fraternity and sorority residences are monitored and recorded by the Maryville Public Safety. The offices of Student Affairs and University Police enjoy a close working relationship with the Maryville Public Safety Department. This cooperative team approach addresses situations as they arise as well as future concerns.

## Anonymous Reporting

Northwest will also maintain methods of anonymous reporting of unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of such activities (in compliance with MO Senate bill 52). Northwest's University Police Department monitors anonymous reports 24/7 through an electronic form of reporting, available at <https://www.nwmissouri.edu/police/forms/reportconcern.htm>. The University Police Department is also available by phone on a 24/7 basis, at (660) 562-1254. In the case of an emergent situation, please contact University Police or call 911 immediately.

Northwest also utilizes other anonymous reporting systems that are not monitored continuously, and are not to be used for emergent situations, or situations involving

suicide or the threat of suicide. These systems include Maxient, Northwest Success 360, and Northwest's interdisciplinary Behavioral Intervention Team.

## **Student Programs**

All new students attend summer orientation, which includes a seminar by University Police on campus crime, policies, and crime prevention. Freshman/ transfer student seminars are visited by University Police officers who speak on sexual assault, alcohol and crime prevention.

## **Employee Programs**

Like new students, new faculty and staff that attend an orientation session will receive information on crime on campus, policies and crime prevention by University Police officers. These officers also speak with faculty and staff groups and office areas annually on safety, security and crisis planning.

## **Self Defense**

This one-hour course is offered to women on rape, sexual assault and prevention techniques.

## **Wellness Services**

Counseling Services staff can work with students impacted by crime. Counselors can be contacted to respond to emergency situations, and can also provide on-going care to students. Students needing assistance outside of Wellness Services' office hours have multiple resources available to them, including contacting University Police at 660.562.1254, the 24-hour Support Line at 888.279.8188, the North Star Advocacy Center hotline at 866.382.7867, the National Suicide and Crisis Lifeline at 988, or by dialing 911 in the event of an emergency. In addition, Wellness Services' Wellness Education program provides prevention programming on topics such as acquaintance rape, sexual assault and abusive relationships.

Wellness Services takes a holistic approach to care, which includes quality outpatient clinical care, counseling services, and wellness education and prevention. Services include crisis response care, preventive health promotion services, women's health clinical care, peer education, and individual and group counseling services.

Wellness Services staff, as well as Bearcat Peer Educators, provide educational programs on topics such as personal safety, bystander intervention, alcohol responsibility, healthy relationships and promoting a respectful campus climate.

## **Safety Tips**

### **Protecting Yourself From Assault**

There are no guarantees against becoming a victim. Assailants select their victims based upon the assailant's desires — they seek an opportunity.

The following are suggestions that will help to reduce the opportunity and make you less vulnerable.

1. Know the environment:
  - a. Emergency phones.
  - b. University Police emergency — 911
  - c. Stay in well-lit areas.
  - d. Know where you can go for help.
2. Reduce the time you spend alone:
  - a. Walk with a friend.
  - b. Lock the doors to your room or apartment.
  - c. When out at night, use the escort service.
3. Plan what you will do if confronted by a potential assailant:
  - a. Will you scream, run, fight, or try to gain the assailant's confidence?
  - b. Only you can make the decision should you find yourself in a situation.
  - c. Attend seminars, which will better inform you of your options. Ask questions.

College and university campuses, like any busy neighborhood, are not exempt from crime. BUT, students, faculty and staff can make this special community a safe place to live, learn and work by taking common-sense precautions, being alert, and looking out for others.

## **Home and Residence Hall**

- Lock doors and windows, even if you are just going down the hall for a few minutes.
- In over half of all reported rapes, women know their attackers. Be wary of bringing casual acquaintances into your living space.
- Take care of your keys; do not give anyone the opportunity to duplicate them.

## **Cellular Phone Use**

- Be suspicious of surveys or wrong number calls, and do not divulge your name and address
- Hang up immediately on obscene phone callers
- Never reveal that you are home alone
- Do not respond to obscene text messages

## **Safety While Driving**

- Lock your doors and windows when you are leaving your car, whether it be for a few minutes or several hours
- Park in well-lit areas and try not to walk alone in parking areas at night
- Store valuables out of sight and lock them in the trunk when the car is parked
- If your car breaks down in an isolated area, raise the hood. Stay in the locked car.



- If someone stops to help, ask them to make a phone call for you. Sound the horn if threatened
- Never pick up hitchhikers

## **If Someone Tries to Assault You**

- Stay as calm as possible
- Evaluate your options
- Try to get an accurate description of an assailant's appearance what was said or anything else which would assist authorities

If you are robbed, threatened or raped, call University Police at 660.562.1254 or 911 immediately. You may stop someone else from becoming a victim.

## **Sex Offender Registry**

To obtain a list of currently registered sex offenders who work or attend school at Northwest please contact the Nodaway County Sheriff's Department located at 404 North Vine, Maryville, Mo. There is a fee for issuance of the list.

To make inquiries about individuals residing outside of Nodaway County, please check the Missouri State Highway Patrol website at:

[www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html](http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html)

## **Off-Campus Living**

Apartment complexes, townhouse/ condominium communities and other multifamily dwellings pose unique security problems. Because of the temporary nature of many residents of rent/lease property, you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to participants in Neighborhood Watch also apply to those living in apartment communities.

Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to help prevent this from happening to you:

- Always lock your vehicle.
- Always remove your key from the vehicle, and never hide a key. The thief knows all the places to look.
- Consider an alarm for luxury or expensive vehicles.

## **Good Security Habits**

- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Deadbolt locks should be on all exterior doors.
- Install locks or protective devices on windows.
- Make sure shrubbery is trimmed away from entryways and windows.
- Light all entryways, ALL NIGHT LONG!
- Use Operation ID to protect your property.

Take these extra safety steps when away or on vacation:

- Leave a key with a neighbor when away for an extended period.
- Have mail and newspapers stopped or picked up each day.
- Have someone leave a car in your assigned parking space or driveway.

### **If a crime does occur off campus**

- Call Maryville Public Safety immediately. A five-minute delay means that the chance of catching the criminal drops by two-thirds.
- It pays to prosecute.
- Being a witness in court is not as much trouble as you may think. Programs are available to help victims and witnesses with transportation, day care services and scheduling of cases.

In areas adjacent to the University, the Maryville Public Safety Department provides law enforcement and crime prevention services.

## Definitions Used in Compiling Crime Statistics

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Criminal Homicide:** Manslaughter by negligence: the killing of another person through gross negligence. Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another.

**Drug Abuse Violations:** Violations of federal, state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking

on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (All cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**Murder:** The willful (non-negligent) killing of one human being by another.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/ or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Consensual sexual behavior is mutually desired and freely chosen by partners who are fully capable of informed consent. To be fully capable of informed consent, an individual cannot be incapacitated by illness, injury, alcohol or other drug consumption, nor any other condition or circumstance that would preclude informed consent.

- A. **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- B. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/ or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/ her temporary or permanent mental or physical incapacity.
- C. **Sexual Assault With an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/ or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/ her youth or because of his/her temporary or permanent mental or physical incapacity.
- D. **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses-Nonforcible:** Unlawful, nonforcible sexual intercourse.

- A. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- B. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

## Crime Statistics

The University operates under the belief that an informed public is a safety conscious public. The following link provides access to statistics that have been collected pursuant to the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” previously known as the Federal Student Right to Know and Campus Security Act of 1990. <https://www.nwmissouri.edu/police>

## Miscellaneous

### Recycling

The University maintains a strong recycling program. All University housing offices and public areas are expected to participate.

Recycling is a part of our culture at Northwest and we need your cooperation in order to keep our program successful.

On-campus residents will receive additional information from residence hall leaders.

We recycle:

- 1) Aluminum
- 2) Paper
- 3) Plastics
- 4) Glass
- 5) Food service organics
- 6) Wood

### What and How to Recycle

**Aluminum:** All aluminum and soft drink cans. Empty the cans and place them in the recycling bins marked for aluminum. Don't throw half-full cans of soda into the bins. **DO NOT** recycle beverage containers with only aluminum tops and bottoms.

**Paper:** Recycle newspaper, cardboard, office paper, telephone books, magazines, catalogs, cereal boxes, computer paper, all clean paper, frozen food and pizza boxes. **DO NOT** recycle laminated paper or cellophane. Keep the paper clean and dry. Remove metal spirals from notebooks. Break cardboard boxes down flat. Tie in a bundle or put in a paper sack. Place in the recycling bins outside each building

**Plastic:** We Recycle **ALL Plastic Containers, including** any food or household chemical container with a narrow neck purchased at a grocery store, **drink containers and bottles used for** syrup, cooking oils, liquid detergent, fabric softener, cleaning

fluids, lotions, milk, juice, ketchup, bleach, shampoo, liquid soap and pill bottles. **DO NOT** recycle Styrofoam

Leave label on plastic container and rinse. Crush plastic bottles by carefully stepping on them so they take up less space.

**Food service organics:** Students are asked to use the compost bins located in Bearcat Commons. All food and napkins can be composted.

**Glass:** Recycle any generic glass container, such as glass soda bottles. Place glass products in recycling containers located in each campus building. Remove caps and dispose of in the waste. **DO NOT** place broken glass in recycling bins. It can pose a danger to custodial staff. Place broken glass in appropriately marked containers. **Please No Laminated or Safety Glass.**

**Other:** Recycle used and empty printer cartridges by sending to Central Stores through campus mail or drop off at the front desk of your residence hall. Fluorescent bulbs may be returned to the Health/Safety Manager.

**Wood:** Small pieces can be left next to the dumpster, and large pieces should be taken to the University Pellet and Recycling Plant.

**Waste:** Anything that doesn't fit into these categories goes in the garbage can.

At the end of the fall and spring trimesters: Residence Halls offer students an opportunity to recycle clothing, household goods, unopened foods and lofts. Information about this program will be posted in the halls.

## Feral Cats on the Northwest Campus

Northwest permits "feral" cats to live on campus, subject to their population management and continuous care. The University/faculty/staff/student organization called Northwest Advocates for Animal Awareness (NWAAA) is authorized to and responsible for this care and management. Managed feral cats become more docile and may become tame acting, but should not be handled by the public. In some areas of campus, cat shelters are provided. Do not disturb cat shelters. Cats are fed at certain times of the day in specific areas. Do not disturb the feeding grounds. If you have questions about cats on campus or a particular cat, contact [NWAAA07@nwmissouri.edu](mailto:NWAAA07@nwmissouri.edu). If you feel a situation concerning a cat requires immediate attention, contact University Police (660.562.1254).

## Maryville

Maryville is the county seat of Nodaway County, which was organized on Feb. 14, 1845. Folklore has it that "Nodaway" is an Indian word meaning "placid." It was to this placid county that Kentuckians Amos and Mary Graham came to set up a homestead. They joined Thomas Adams, the first settler in Polk Township, who came in 1840. Also

nearby was Isaac Hogan, the first white man to live in northwest Missouri when he settled in 1839.

Amos became a popular county official, holding several offices. To honor his service and his wife's frontier courage, the officials decided to name the new county seat after his wife.

Maryville was dedicated in June 1845 and was incorporated in 1856.

By 1869, Maryville was the terminus for the Kansas City, St. Joseph and (later) Council Bluffs Railroads, opening up the St. Joseph and Kansas City markets for Nodaway County meat and grain. The county population exploded; in 1870, the Nodaway County Democrat reported 25 new county schoolhouses were built. Around the turn of the century, Maryville got paved streets and sidewalks.

Maryville has come a long way since the days of the "iron horse." Mary Graham would have been proud to know that Maryville sent two men to the governor's house. Albert P. Morehouse served in 1887–1889 and Forrest C. Connell served in 1941–1945.

Maryville is the birthplace of artists as well as statesmen. Dale Carnegie was born in Maryville around 1888, and went on to write *How to Win Friends and Influence People*. And his friend and fellow writer Homer Croy was also born in Maryville, around 1883. Maryville is also the birthplace of conductor Sarah Caldwell. The mural in Maryville's downtown depicts several of these historical characters.

## Regional Recreation

In addition to the Northwest lineup of athletics, films, theatre and concerts, Maryville offers sports, recreation, shopping, dining and a five-screen movie theater. The Maryville Aquatic Center (MAC) at Beal Park features zero-depth entry and two water slides.

Maryville is also proud of Lake Mozingo and the 18-hole championship golf course. The area includes the lake, golf course, beach, marina, camp sites and picnic shelters. Jet ski and boat rentals are also available. The remaining 1,900 acres in the area will become a wildlife reserve.

Near Mound City is Big Lake State Park, a 625-acre recreational lake area and Squaw Creek National Wildlife Refuge, which hosts more than 250,000 migrating geese each year. Hunting is allowed outside the refuge.



## **Make a Plan to Vote**

The University is committed to instilling the values of civic learning and democratic engagement (CLDE) in students so that they may readily engage with their communities and the issues facing them. Below is critical information on how students can create a plan to vote.

### **Register to Vote**

The Higher Education Act Reauthorization of 1965 requires that all colleges and universities supply each student with a Voter Registration Application Form. Students can find information and documents specific to their state by using this link:

<https://www.eac.gov/voters/register-and-vote-in-your-state>

College students have the right to register to vote in the district they attend school, or may vote by absentee in their home district, but only one or the other. If you wish to vote in Nodaway County (Maryville), you are eligible to do so. To register in Missouri/Nodaway County, use the following link to get started:

<https://s1.sos.mo.gov/elections/voterregistration/>

If you are already registered somewhere else, you can submit the Missouri Voter Registration Application above to change your address and allow you to vote in Maryville. To do so, check the box that says “Address Change.”

Once you have completed a registration form, you must print and mail or deliver it to the Nodaway County Clerk’s Office. The address for the clerk’s office is:

403 North Market Street Room 211  
Maryville, MO 64468

### **Understand Your Options**

Most people will choose to vote in person on election day, but there are other ways to vote. Out-of-state students or students who are not registered in Nodaway County are typically entitled to cast an absentee ballot (otherwise known as “voting by mail”) by virtue of being absent from their home jurisdiction on election day, though this may vary state to state. It is important to check your state’s specific criteria.

In Missouri, you may request an absentee ballot from your local election authority (i.e. Nodaway County Clerk) in person, by mail, or by email.

Here is the form to request an absentee ballot:

<https://www.sos.mo.gov/CMSImages/ElectionGoVoteMissouri/AbsenteeBallotRequestForm.pdf>

For questions or assistance regarding voter registration, please contact the Student Rights and Responsibilities Coordinator in the Office of Student Involvement at [osi@nwmissouri.edu](mailto:osi@nwmissouri.edu) or 660.562.1226

### **Know Your Rights and Responsibilities**

It is your right to vote in Missouri if you are a.) a citizen of the United States, b.) a resident of the State of Missouri, and c.) 17 years and 6 months old (but must turn 18 by Election Day).

It is your responsibility to bring the correct photo ID with you to the polls. Different states have different regulations for acceptable forms of voter ID.

It is your responsibility to arrive at the polls on time on election day, or to submit absentee ballots before the deadline. Missouri polling places are open from 6 AM to 7 PM. It is your right to cast your vote if you are in line before or at the closing time of 7 PM.

It is your responsibility to know your voting location and be properly registered in that jurisdiction.

In Missouri, it is your right to receive assistance when voting, if needed. Those with limited mobility may choose to vote “curbside” or outside the polling place. Additionally, all polling places must have accessible voting systems for individuals with disabilities. You may choose to bring an assistant to help you vote if you are unable to do so because of physical disabilities.

If you witness or suspect election crimes, you may report them to your state election office, a local FBI office, a local U.S. attorney’s office, etc. For more information about election crimes visit <https://www.usa.gov/voter-fraud>.