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 at any time in the future. In addition, individual offices may update policies, procedures, etc. which may not be reflected in this handbook. In those situations, the updated policies, procedures, etc. are in effect.

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: 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: http://calendar.nwmissouri.edu/

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

When referencing registration, add, and drop dates please remember:

DROP means to officially terminate your enrollment in a given class, but to remain enrolled in at least one class with the university.

WITHDRAWAL means to officially leave the University, terminating enrollment in all classes for the entire semester.

Any hours added through self-enrollment or at the Registrar’s Office require the student to report immediately to the Cashiering Office to take care of the increased fees.

Financial Calendar
For the most current and accurate information regarding financial dates from the Bursar’s Office, please use the following link: www.nwmissouri.edu/bursar/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: http://www.nwmissouri.edu/Bursar/refund.htm

Room and board
For details on refunds related to housing, and meal plans please refer to the same link listed above: http://www.nwmissouri.edu/Bursar/refund.htm
Tuition & Fees Information

Current Academic Year
For the most recent and accurate information pertaining to tuition & fees please follow this link:
www.nwmissouri.edu/bursar/ tuition.htm

Finance Policies

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 information on file with our offices, 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:
http://www.nwmissouri.edu/Bursar/refund.htm

Billing policy
Our Billing Policy can be found at this link: http://www.nwmissouri.edu/Bursar/billing.htm

Payment Plan Enrollment & Late Fees
Northwest’s Installment Payment Plan provides an alternative to a large lump sum payment each semester. A $50 enrollment fee will be due at payment plan enrollment for all students who enroll by Aug. 15 and a $100 enrollment fee will be administered to all students with an outstanding balance and not enrolled in a payment plan by the payment deadline. Payments not made by the 15th of each month will be subject to a $20 late payment fee. Non-enrolled accounts with outstanding balances are subject to 1% per month charge (12% Annual Percentage Rate) and collection cost.

Payment Schedule
For information regarding installment due dates please see Financial Calendar above.

Financial Assistance
Available 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 Appeals
Appeals regarding financial matters will be heard by the Student Financial Appeals 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/bursar/PDF/StudentFinancialAppe.pdf

Miscellaneous Fees
Check the web at www.nwmissouri.edu/bursar for a listing of miscellaneous fees that could be
charged to your account.

**Academics: General Information**

**Academic Course Load**
The normal load of an undergraduate student is 14-18 hours of academic work per semester. To be considered full-time, you must be taking at least 12 academic hours in any semester.

**Attendance**
Please refer to the following link to view the University’s policy for attendance:
http://www.nwmissouri.edu/policies/academics/Attendance.pdf

**Course numbering**
Courses are numbered according to the following plan:

- 001-099  Non-College Parallel
- 100-299  Lower Division
- 300-499  Upper Division
- 500-599  Upper Division/Graduate
- 600-699  Graduate
- 700-799  Education Specialist
- 800-899  Doctoral Level

Freshmen are encouraged to take 100-299 level courses their first semester at Northwest.

**Credit system**
The “semester hour” is the unit of credit used at Northwest. Generally speaking, a three-hour course meets three times a week for one hour each meeting, or two times a week for an hour and a half each meeting. Lab courses average two or more hours each week for each hour of credit given. Credit hours for a given course are listed in the Northwest Undergraduate Academic Catalog which is available [online](http://www.nwmissouri.edu/policies/academics/Attendance.pdf) and under the Student tab on CatPAWS.

**Incomplete grade**
In some circumstances, an incomplete grade ‘I’ can be assigned when a portion of a course has not been completed. If a student is unable to complete a course’s requirements, the student should contact their instructor about receiving an incomplete grade, “I”. An incomplete grade serves as an agreement between student and instructor that the student will complete the remaining coursework by the end of the following semester or receive an “F” for the course.

**Department numbers**
Department numbers are first in a course listing, for example, 10-111. By this number, you'll know 10 designates the Department of English and 111 represents the course number. The table below shows all current department numbers:

<table>
<thead>
<tr>
<th>Department</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>51</td>
</tr>
<tr>
<td>Agriculture</td>
<td>03</td>
</tr>
<tr>
<td>Art</td>
<td>13</td>
</tr>
<tr>
<td>International Studies</td>
<td>80</td>
</tr>
<tr>
<td>Languages</td>
<td>14</td>
</tr>
<tr>
<td>Management</td>
<td>54</td>
</tr>
</tbody>
</table>
Standard Grading System

Your work will be evaluated with the following marks:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Above average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below average</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from school</td>
</tr>
<tr>
<td>AT</td>
<td>Audit</td>
</tr>
<tr>
<td>P</td>
<td>Pass (on a pass/fail system)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Pass/fail Grading System

The pass/fail option is used to encourage students to attempt courses outside the major or minor which would not ordinarily be attempted because of lack of background. Pass/fail cannot be used by first-time freshmen, nor can it be used in your major or minor areas. Additionally, it cannot be used to meet general education requirements. For more details, see the Undergraduate Academic Catalog.

Honor Roll

The Academic Honor Roll is compiled at the close of each semester and includes all full-time undergraduate students earning a GPA (grade point average) of 3.50 to 3.99 on the University’s 4.00 scale. Students who earn a 4.00 GPA are named to the President’s Honor Roll. Students who take an incomplete grade will not be considered for the honor roll that semester.

Academic Integrity Policy
Please review and understand the University’s expectations and standards related to Academic Integrity.

Plagiarism
You can avoid plagiarism by observing the following rules: 1) the use of another writer’s ideas or facts must be documented; and 2) the use of another writer’s phrasing must be indicated by documentation AND by quotation marks or indentation. For more details, see the Undergraduate Academic Catalog.

Academic Probation
Please refer to the following link to view Northwest Missouri State University’s Academic Probation, Suspension, and Dismissal Policy. Additionally, you are encouraged to see the information regarding the Academic Recovery Plan.

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
If you enrolled during the previous semester, you may adjust your class schedule through your CatPAWS account on the University computer system. (Please refer to the Undergraduate catalog for the information on the use of your CatPAWS account.) If you were not at Northwest during the previous semester or would like assistance, adjustments to your schedule can be made in the Registrar’s Office with the proper forms. If there are no seats available for a class and you receive approval to enter the class, you will need to bring a Schedule Change Form signed by the instructor of the course and the department chair to the Registrar’s Office to add that course to your schedule.

Courses may be added to your schedule during the first day of any short course, two-week course, or four-week course; during the first two days of a six-week or eight-week course, and during the first seven calendar days of any course longer than eight weeks of instruction. This includes adding a course, exchanging courses, dropping courses, and transferring from one sections of a course to another section. No change in program should be made without prior approval of the student’s advisor. If you wish to add a course after this “add” period, you will need to bring a signed Schedule Change Form to the Registrar’s Office.

Courses may be dropped during the first half of any length course. If you do not properly drop a course from your schedule, you will receive a grade of ‘F’ on your permanent record. Check the Financial Dates on the opening pages to determine when you can receive a refund for dropped courses. If due to extraordinary reasons—beyond the control of the student—a student desires to drop a course after the deadline, the student must petition the Committee on Admissions and Advanced Standing. Extraordinary reasons which may be considered include advisor error, administrative error, or documented medical reasons. Courses may not be dropped during the final exam period.

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

Calculating Your Grade Point Average
First, know these guidelines:
A. Each hour of a course represents a credit. A three-hour course equals three credits.
B. Northwest is on the 4.00 system, so:
   A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points
C. Points for a specific course are arrived at by multiplying the course grade point value times the number of hours attempted.

For example*:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Points</th>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE Activity</td>
<td>1</td>
<td>(F=0)</td>
<td>0</td>
<td>(A=4)</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Comp.</td>
<td>3</td>
<td>(B=3)</td>
<td>9</td>
<td>(B=3)</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td>3</td>
<td>(A=4)</td>
<td>12</td>
<td>(A=4)</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Seminar</td>
<td>1</td>
<td>(B=3)</td>
<td>3</td>
<td>(B=3)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American History</td>
<td>3</td>
<td>(C=2)</td>
<td>6</td>
<td>(B=3)</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology/Lab</td>
<td>5</td>
<td>(C=2)</td>
<td>8</td>
<td>(C=2)</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15  38  45

*course titles and corresponding hour values listed above are not taken from the Northwest Academic Catalog

Divide the total number of points by the total number of hours to find the grade point average. In the example above, Student A will divide 38 by 15 to discover that 2.53 is their GPA for this semester. Meanwhile, Student B must divide 45 by 15 to find that their GPA for the same classes is 3.0.

Remember, grades in college are a lot different than grades in high school. The difference between a 2.53 and a 3.00 can mean a scholarship, admission to an honor society or going active in a Greek organization. Really, the only difference between the two students is that Student B did well in PE and went the extra mile in American History. Failing grades, even in a one-hour class, are very detrimental to a student’s GPA, as you can see above.

**Improving Your GPA**

A student who has received a grade of “C”, “D”, or “F” in a course may repeat, or “supersede” that course in an effort to raise the grade, provided in the meantime the student has not completed a more advanced course for which the repeated course is a prerequisite. A student may supersede a given class a maximum of twice which, in addition the first time the student took the course, provides a total of three opportunities to earn the desired grade. When a course is repeated, all of grades will appear on the student’s record but only the highest grade earned will be used in determining the cumulative grade point average. Students must complete a petition to supersede through CatPAWS at the time of registration.

For more information visit: [www.nwmissouri.edu/registrar/registrationguide/policies.htm](http://www.nwmissouri.edu/registrar/registrationguide/policies.htm)

**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.
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) 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 1st Block or the 2nd 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.

\[
\textbf{Campus Life}
\]

**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/index.htm](https://www.nwmissouri.edu/getinvolved/familyweekend/index.htm)

**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/index.htm](https://www.nwmissouri.edu/getinvolved/homecoming/index.htm)

**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 (660-562-1218) 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: [www.nwmissouri.edu/studentaffairs/ssenate/index.htm](http://www.nwmissouri.edu/studentaffairs/ssenate/index.htm).

**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 over 200 student organizations that fit into fourteen different categories:

<table>
<thead>
<tr>
<th>Events &amp; Event Planning</th>
<th>Media</th>
<th>Multicultural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greek Life</td>
<td>Religious</td>
<td>Residential Life</td>
</tr>
<tr>
<td>Honor Societies</td>
<td>Performing</td>
<td>Service</td>
</tr>
<tr>
<td>Governing</td>
<td>Special Interest</td>
<td>Sports Clubs</td>
</tr>
<tr>
<td>Political</td>
<td>Academic/Departmental</td>
<td></td>
</tr>
</tbody>
</table>
To find student organizations to connect to, follow this link to Bearcat Link: [https://nwmissouri.collegiatelink.net](https://nwmissouri.collegiatelink.net). 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.

**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: [http://www.nwmissouri.edu/getinvolved/sac/index.htm](http://www.nwmissouri.edu/getinvolved/sac/index.htm)

Involvement in SAC is open to all Northwest students. Located in the Office of Student Involvement and meeting every Thursday @5pm in the Union. 660-562-1226

**Late Nights at the Union**
Late Night events are held across campus throughout the Fall and Spring trimesters. The Late Night Committee of Student Activities Council selects a variety of activities during the academic year which includes comedians, movies, and events like spa nights, casino nights 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 and beverages included as a bonus.

**Greek organizations**
Since 1927, Greek Life 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 Greek help students develop and grow into outstanding community and civic leaders.

At Northwest, there are fifteen nationally recognized and award-winning Greek 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 Greek Community dedicated to the standards of scholarship, leadership, service, and brotherhood which serve as the guiding values of the council 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, Delta Sigma Phi, 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 Greek fraternities and sororities. 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 affiliate members 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, Delta Sigma Theta, Phi Beta Sigma, and Omega Psi Phi.

**Panhellenic Council (Panhel)**
Panhellenic Council is the administrative and governing body that unites five 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 Greek Recruitment please visit the following link: http://www.nwmissouri.edu/greek/index.htm

The Greek Life Office is located in the Office of Student Involvement, for any other questions regarding Northwest Greek 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 a valuable experience to apply to the post-college careers.

Service & Engagement offers several established programs, as well as various opportunities throughout the year. Recurring projects include:
- Bearcat Service Days (see local agencies for more information)
- Lobby Day
- Martin Luther King Day
- Alternative Spring Break
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 transcript, also available in Bearcat Link. ([https://nwmissouri.collegiatelink.net](https://nwmissouri.collegiatelink.net))

For more information please contact the Office of Student Involvement 660-562-1226 or you can email Service & Engagement at serveandengage@nwmissouri.edu.

**Leadership Development**

Northwest Leadership develops strong leaders and teaches our leaders how to apply the five practices of *The Student Leadership Challenge* into their leadership styles. *The Student Leadership Challenge* offers everyone the chance to take the initiative and make a difference. The Five Practices of *The Student Leadership Challenge* are:

- **Model the Way** – Clarify Values & Set the Example
- **Inspire a Shared Vision** – Envision the Future & Enlist Others
- **Challenge the Process** – Search for Opportunities & Experiment and Take Risks
- **Enable Others to Act** – Foster Collaboration & Strengthen Others
- **Encourage the Heart** – Recognize Contributions & Celebrate the Values and Victories

As student leaders, just like you, we’re excited to help you develop into a strong leader and learn the five practices. Northwest Leadership combined with *The Student Leadership Challenge* is about a climate in which people turn challenging opportunities into remarkable success. Northwest Leadership offers the following leadership opportunities: Lead Green Mentors, Bearcat Leadership Training, Exemplary Leadership Academy, 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: [http://www.nwmissouri.edu/getinvolved/leadership/index.htm](http://www.nwmissouri.edu/getinvolved/leadership/index.htm)

**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: [http://www.nwmissouri.edu/getinvolved/lecture.htm](http://www.nwmissouri.edu/getinvolved/lecture.htm)

**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 660-562-1713.
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: www.nwmissouri.edu/crec.

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: www.nwmissouri.edu/services/fitnesscenter

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 students throughout Northwest and the Maryville community.

The Safe Ride Home Program offers two distinct services for specific operations, the Safe Ride Home Shuttle and the Safe Ride Home Taxi Service.

- **Safe Ride: Shuttle**
The Safe Ride Shuttle drives two continuous routes throughout the campus and city communities with stops placed in the areas of highest usage for pick-up and drop-off requests. The Safe Ride Home Shuttle includes retail and business locations for running errands and transporting merchandise. Students must present a current bearcat identification card at the pick-up location. The Safe Ride Shuttle is similar to a city bus system. The hours of operation and routes are posted on the Northwest Missouri State University website.

➢ Safe Ride: Late Night Taxi
The Safe Ride Home Taxi transports students to and from residences and points of interest, such as entertainment venues and local establishments, on a call-in basis late at night. The Safe Ride Taxi is intended for student transportation only, not retail locations or merchandise. Students must present a current bearcat identification card at the pick-up location. Guests may ride only when escorted by a currently enrolled Northwest Student. Students call 660-562-1254 with the information below to schedule a Safe Ride Late Night Taxi.

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➢ 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, Bursar’s Office, Cashiering, Financial Aid, Registrar’s Office, and Career Services…to name a few.

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

Bursar’s and Cashiering Office
The Bursar’s and Cashiering Offices are located on the first floor of the Administration Building. The Bursar’s Office is responsible for billing and payment arrangements. The Cashiering Office handles all account payments, ticket sales and parking permits. Inquiries concerning student billing, installments, payment options, refunding dropped courses and account refunds should be directed to 660-562-1578 or cashiering@nwmissouri.edu. Individuals seeking information about the University may call 660-562-1212.

Career Services
Career Services provides students 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 major and career exploration, job and internship search strategies and interview preparation. They also offer support to the University community through feedback from surveys of students, recent graduates and employers. Students and alumni can use Hire A Bearcat, a comprehensive online recruitment system, to find job and internship opportunities. Hire a Bearcat also allows students to sign up for on-campus interviews, be included in resume referrals and much more. 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 and Education Expo
- Next Day Interviews
- Mock Interview Day
- Exploring Majors and Minors
- How to Find an Internship workshops
- On-campus recruiting with employer partners
- Classroom presentation
- Employer Panels

Registrar’s Office
The Office of the Registrar provides student services beginning with the student’s first registration for courses, continuing through graduation and beyond. Inquiries concerning registration, academic standards, loan deferments, enrollment certifications, grade records, adding and dropping classes, degree audits, graduation requirements, and transcripts should be directed to this office, located on
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. Positions pay minimum wage and above and is based upon the job duties and skills required. The program coordinator’s office is located in the Human Resources Office, 125 Administration Building.

TRIO Student Support Services
Student-oriented federally-funded learning assistance program dedicated to helping students transition into college and successfully make progress to graduation with advancement on to graduate school or a chosen career path. Through personal coaching and mentoring, participants will find and learn how to utilize a variety of academic support services to complete an undergraduate education. You may be eligible to participate in this program if neither of your parents graduated from college, you receive financial assistance, or if you have a disability. SSS is located on the third floor west wing of the Administration Building. For information: http://www.nwmissouri.edu/trio/sss/ or call 660-562-1862.

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, MoGEA and PearsonVue exams including the MoCA. For information, contact the Assessment Office, 660-562-1452 or 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 Bookstore, Campus Dining Office, and Student Engagement Center, and third floor includes various meeting rooms, which can be reserved. The offices located in the Student Engagement Center are Student Affairs, Residential Life, Auxiliary Services, Service and Engagement, Student Involvement, Greek Life, Student Leadership, Office of Equity and Accessibility, & Green Dot.

To reserve a meeting room go to 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, B.D. Owens Library, and the Forest Village Community Center. All on-campus dining locations accept Dining Dollars, Resident Dollars, cash, credit or debit cards, as well as inclining balance. 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 a Mediterranean Kitchen -- with fresh hearth baked pizza and zesty pasta dishes, produce market and deli, Produce Market, Deli, All-American Grill, Entrée Station, Tex-Mex, Exhibition Station, Mongolian Grill and the Bakery. 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, Einstein Bros. Bagels, Zen, and Provisions on Demand (P.O.D.) Express - mini-convenience store featuring Jamba Juice. 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.

**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 www.nwmissouri.edu/studentaffairs/auxiliary

**International Affairs**
The International Affairs (IA) team assist and advise international students and scholars with U.S. immigration concerns and benefits processing (SSN, OPT, etc.). IA also helps students understand Northwest Missouri State University policies and delivers social and interactive programs thus facilitating adjustment to our system of higher education. IA monitors international student enrollment and current addresses to be compliant with Department of Homeland Security regulations. All address and status changes must be reported to the office for SEVIS data entry in a timely manner. Address updates can be made via email to intlprog@nwmissouri.edu. Students and scholars can make appointments for other matters by stopping by the front desk, emailing, or calling 660-562-1367.
Student Affairs Office
Housed in the Office of Student Affairs are the offices of the Vice President of Student Affairs, Assistant Vice-President of Student Affairs-Auxiliary Services, and the Student Conduct and Development Coordinator.

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. 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, and phone. The library’s very popular “Help with Research” program provides learners the opportunity to receive personalized research assistance.

The library building houses over 250,000 print resources. Nearly 50,000 periodicals are available in electronic format. Approximately 190,000 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 arrive at B. D. Owens Library in 3-5 working days. Interlibrary loan service is available for materials not available within the state.

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 Talent Development Center, which offers free tutoring and academic support across the curriculum, and the Writing Center, which offers writing across the curriculum tutoring, are all located on the second floor. Information Technology support is also provided on the first floor.

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. B. D. Owens Library is fully wireless.

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 660-562-1974.

Curriculum Materials
The Audiovisual, Curriculum Materials, and Juvenile Collections 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. The Curriculum Materials collection includes elementary and secondary textbooks with corresponding teacher guides. A large collection of children and young adult books are located within the Juvenile Collection and in ebook 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. Contact the SI program at si@nwmissouri.edu and see session offerings online on the TDC webpage.

**Academic Success Coaching**
The Academic Success Coaching program works with ASSIST students and students on academic probation to provide additional academic support through mentoring, coaching, and supplementary courses. Individualized coaching appointments include:

- Goal Setting
- Time Management Strategies
- Referrals to Campus Resources
- Academic Skill Building
- Organizational Strategies
- Peer Mentoring

The coaches work with students to discuss progress and perform regular grade and attendance 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 experience their fullest personal, social, and academic growth. The program provides tools through individualized mentoring appointments that develop academic skills, time management skills, and organizational skills needed for athletes to be successful students. SASP holds each student accountable for their academic performance and meeting the NCAA eligibility and compliance guidelines.

**Writing Center**
Located on the second 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. The Writing Center also provides small group tutoring for students in Introduction to College Writing classes, English classes, and standing appointments for the English as a Second Language Program (ESL) students or students with special needs.

Mathematics and Statistics Homework Help and Tutoring
The first course of action should be to see your instructor when you are having problems in a class, but the following are some other options.

Each Northwest Core Mathematical Reasoning course offers help Monday – Thursday (and sometimes on Sunday) with a student who is understands well the issues associated with that course. See your course syllabi for times and locations and or talk to your instructor. The department also offers several hours per week of support for other courses in the department. For times and locations, ask your course instructor or look for the schedule posted at the beginning of the second week of classes.

We encourage you to use these resources early and often. For information, call the Mathematics & Statistics Dept. at 660.562.1230. Further help is available at the Student Success Center.

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:

- Mooyah Burger
- P.O.D. Convenience store
- Meeting rooms
- Public meeting space
- Residence Hall Association (RHA) office and meeting space
- Textbook Services

The goal of The Station is to provide outstanding customer service. Residents, faculty, staff, and guests to Northwest will observe this service in every interaction with The Station staff. This includes quick stops for stamps at the front desk, making a meeting room reservation, or just stopping by for a snack on the way to class.

The Station houses four meeting rooms, available by reservation. One space is an enclosed room with a boardroom table and chairs. The other three areas can be reserved as a whole unit 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.
Provisions on Demand (P.O.D.) Market featuring Mooyah Burger
At The Station you will find Mooyah Burger and the P.O.D. Market. They will feature burgers, fries, café coffee service, and a wide range of grab-and-go items such as salads and sandwiches as well as an on-campus convenience market.

Pizza delivery
Flex dollars from your dining plan can be used to order pizza delivery from Pizza Hut. This merchant will also accept inclining balance for pizza delivery.

University Wellness Services
University Wellness Services, located on the northwest corner of campus in the Wellness Center, delivers high quality care to Northwest students. Wellness Services provides a multitude of services for students, including: Prevention, Outreach, and Education services; Personal Development and 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 Greek Life Chapter Houses); and (4) Tuberculosis Screening (required for all students) and/or Targeted Testing (required for certain students who may be foreign-born, students who have spent more than three continuous weeks outside the United States, and/or have a known exposure to Tuberculosis). Details on how to satisfy these requirements can be found at www.nwmissouri.edu/wellness/beforenw.htm.

Clinic Services
Wellness Services provides outpatient clinical health care to Northwest students, and is staffed with a Physician, Nurse Practitioners, RN’s and LPN’s. 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
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.

**Personal Development and 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, and collaborative events.

**Prevention, Outreach, and Education**
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 Prevention, Outreach, and Education staff members also play a vital role in campus compliance initiatives involving alcohol and other drugs, Title IX, Clery Act, and suicide prevention.

Additionally, Wellness Services oversees the Peer Education program at Northwest. Bearcat Peer Education consists of four student groups who work both independently and collaboratively on various health and wellness related initiatives. Through interactive activities in and out of the classroom, Bearcat Peer Educators share the vision of Wellness Services with the campus community. For more information about becoming a Bearcat Peer Educator, or to schedule a presentation, contact Wellness Services at 660.562.1348, or by email at PEEREDU@nwmissouri.edu.

**Health Education**
Wellness Services helps students realize they can make responsible and educated choices about their health and wellness by providing programming and presentations about all aspects of wellness. Wellness Services' health education staff plays a vital role in campus compliance initiatives involving alcohol and other drugs, Title IX, Clery Act, and suicide prevention.

**Health Promotion Services**
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 and peer education.

Bearcat Peer Education is a premier leadership opportunity within Wellness Services that utilizes the expertise of students who are trained to provide educational programs and outreach on various wellness topics. Their mission is to provide an effective peer network to encourage, support, and promote healthy living for all students. Wellness Services oversees five student organizations within Bearcat Peer Education: Concerned Advocates for Relationship Equality (CARE); To Write Love On Her Arms (TWLOHA); Greeks Advocating for Mature Management of Alcohol (GAMMA); and the Diabetic Support Group. For more information about becoming a Peer Educator, or to schedule a presentation, contact Wellness Services at (660) 562-1348.
Northwest Green Dot
At Northwest we’re ending violence one green dot at a time. Green Dot is a violence prevention initiative focused on reducing violence, including stalking, sexual assault, and partner violence.

A green dot is any behavior, choice, word, or attitude that sends the message that violence is not okay with you. By doing green dots, you help set the norm that violence is unacceptable and everyone is expected to do their part to keep our community safe. There are lots of ways we can do green dots:

- Look out for a friend at a party
- Write a paper on violence prevention
- Use social media to talk about Green Dot and violence prevention
- Talk to others about why violence prevention is important to you
- Call the police if someone is being shoved or harassed
- Ask someone to check in on an acquaintance who might be in an abusive situation
- Create a distraction to diffuse a fight or argument
- Get a friend a safe ride home if you see they’ve had a lot to drink
- Attend a Green Dot bystander training

No one has to do everything, but everyone has to do something. What’s Your Green Dot?

Though it’s a part of our University Wellness Services department, more information about the Northwest Green Dot 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 tours and collect information about the University, from admissions requirements to career choices, as well as information about financial assistance, scholarships, and extracurricular activities. 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. 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, athletic facilities, residence halls, academic buildings and classrooms, the library and much more. An Admissions representative 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, academic department visit days, junior visit days, and green and white visit days.

Mail/Copy Center
The Mail/Copy Center, located at 108 Thompson-Ringgold, is a contract station that offers the following services: first-class mail, priority mail, express mail, media mail and package services, certified mail, return receipt, insurance, delivery and signature confirmation. 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. We sell stamps and envelopes along with mailing tubes. Priority and Express mailers along with boxes in a variety of sizes are also available. The Mail/Copy Center only handles USPS mail and services, all other carriers such as FedEx, Airborne, UPS, and DHL are handled through MDC. (Material
Distribution Center) located at West 16th and College Park Drive. Residence hall mail is delivered Monday through Saturday. In order to help the Mail/Copy Center expedite your mail in a timely manner, please give your complete address to all persons who will be corresponding with you throughout your University stay.

In addition, the Mail/Copy Center is equipped with digital and color copiers as well as a HP full-color Plotter that prints on three sizes; 24, 36, and 42" widths. Paper is offered in text and cover weight and in a variety of colors. We also have résumé paper and print NCR forms. Folding, coil, and spiral binding as well as lamination are also services we offer. Hours of operations are 8 a.m.-5 p.m. Monday through Friday. Phone number: 660.562.1109 or 660.562.1137

University Police Station
The University Police are housed at their station on the North side of Campus. For after-hours emergencies, call University Police at 660.562.1254 or go to the ER at MOSAIC Hospital here in Maryville. In addition to calling University Police, students with urgent mental health needs during evening, nights and weekends may call the Support Line at 888.279.8188.

If you have a question about your condition after hours, Community Health Line offers a nurse line that can provide quality health information. This local service is free and confidential and is offered 24 hours a day, seven days a week. Please call 1.800.455.2476 to access this service.

For more information about how the Department serves our campus, please visit their website at: https://www.nwmissouri.edu/police/index.htm

Parking Permits
A vehicle is classified as a motorized means of transportation that is licensed by the state and requires a valid Northwest permit.

Unlicensed motorized vehicles (scooters) are allowed on campus streets and parking lots. **All vehicles (including scooters) must be registered with University Police** in order to use University parking facilities. Parking areas are designated for use by permit type, and copies of the traffic and parking regulations are provided upon registration of vehicles. Contact the university police department at 660.562.1254 for questions regarding permits. Permits are distributed from the Cashiering Office on the first floor of the Administration Building.

Temporary and visitor parking permits can be obtained from the Cashiering Office 8 a.m.–4 p.m., Monday-Friday and from University Police, 24/7.

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 Office Hours

<table>
<thead>
<tr>
<th>Building/Facility</th>
<th>Hours of Operation</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.D. Owens Library</td>
<td><a href="https://www.nwmissouri.edu/library/hours.html">https://www.nwmissouri.edu/library/hours.html</a></td>
<td>660.562.1192</td>
</tr>
<tr>
<td>University Police</td>
<td>Always open</td>
<td>660.562.1254</td>
</tr>
<tr>
<td>Cashiering Office (Administration Building)</td>
<td>Monday – Friday  8am – 4pm</td>
<td>660.562.1578</td>
</tr>
<tr>
<td>Foster Fitness Center</td>
<td><a href="https://www.nwmissouri.edu/fitnesscenter/hours.htm">https://www.nwmissouri.edu/fitnesscenter/hours.htm</a></td>
<td>660.562.1708</td>
</tr>
<tr>
<td>Olive DeLuce Fine Arts Building</td>
<td>Monday – Friday  7am – 12am</td>
<td>660.562.1315</td>
</tr>
<tr>
<td></td>
<td>Saturday    7am – 5pm</td>
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<tr>
<td></td>
<td>Sunday      12pm – 12am</td>
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</tr>
<tr>
<td></td>
<td>Summer Hours: M-F 8am – 5pm</td>
<td></td>
</tr>
<tr>
<td>Wellness Services</td>
<td>Monday – Friday  8am – 5pm</td>
<td>660.562.1348</td>
</tr>
<tr>
<td>J.W. Jones Student Union</td>
<td>Open Daily from:  7am – 12am</td>
<td>660.562.1430</td>
</tr>
<tr>
<td></td>
<td>Summer Hours: M-F 8am – 5pm</td>
<td>After 5pm: 660.254.0175</td>
</tr>
<tr>
<td>Registrar’s Office (Administration Building)</td>
<td>Monday – Friday  8am – 5pm</td>
<td>660.562.1151</td>
</tr>
<tr>
<td>Text Book Services (The Station)</td>
<td>Monday – Friday  8am – 5pm</td>
<td>660.562.1150</td>
</tr>
<tr>
<td>Student Rec Center</td>
<td><a href="http://www.nwmissouri.edu/crec/schedule.htm">http://www.nwmissouri.edu/crec/schedule.htm</a></td>
<td>660.562.1606</td>
</tr>
<tr>
<td></td>
<td>Closed during MIAA doubleheader basketball games. Call the listed number for hours during breaks and intersession.</td>
<td></td>
</tr>
<tr>
<td>Student Success Center</td>
<td>Monday – Friday  8am – 5pm</td>
<td>660.562.1726</td>
</tr>
<tr>
<td>Campus Dining (Various Locations including: the Union, the Library, and the Station)</td>
<td><a href="#">Click Here for Hours</a></td>
<td>660.562.2555</td>
</tr>
</tbody>
</table>
Student Bill of Rights

Preamble
At an institution of higher learning, the pursuit of knowledge and attainment of mature attitudes can be greatly facilitated by freedom of expression and participation in decision-making. Students need to be informed of their positive rights under the law as well as their obligations. Therefore, in order to promote education, encourage responsibility and guarantee the rights of the students, we establish the following Bill of Rights. It is expected that students shall exercise these rights with maturity and responsibility and that they shall not be used as an excuse to infringe on the rights of others. No right enumerated in this bill shall be construed to be in conflict with the goals of the University or local, state, or federal laws.

Academic requirements
The student has the right to accurate and plainly stated information that enables him/her to clearly understand:
1. The general qualifications for establishing and maintaining an acceptable academic standing.
2. The graduation requirements for his/her particular curriculum and major.
3. The procedural course requirements set by the individual instructors for their courses.

Disclosure of information
The student has the right to protection against disclosure of certain personal information. Information concerning the student contained in medical and counseling records shall not be disseminated without a student’s expressed consent. Academic and disciplinary records are protected against disclosure by the Family Educational Rights and Privacy Act (FERPA), as amended, although that Act does permit disclosure in limited circumstances without the student’s consent.

Discrimination
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. All members of the University community should endeavor to insure against discrimination through word and action.

Search and seizure
No student residence shall be entered by anyone other than, or accompanied by, a member of the staff or administration, and only then after first obtaining consent of the student or approval of the hall director/coordinator of the Student Affairs staff. This privilege is subject, however, to entry gained by virtue of other legal authority.

Student-Teacher Relations
Students have the freedom to take reasoned exception to any data or any viewpoint expressed by an instructor. However, in exercising this freedom, students should not interfere with the instructor’s conduct of the class. Students have the right to be evaluated correctly and fairly in their academic performance, and not on their opinion, per se, controversial or otherwise, that may be expressed in or outside of class.

Students have the right to discuss their academic performance with their instructors. Students who feel they have been evaluated unfairly by the instructor have the right to an appeals procedure which shall be made known to them by the department chairperson.

Campus organizations
Any group of students may become a recognized campus organization subject to faculty sponsorship and approval by Student Senate. Recognition shall be denied only if the group’s goals and purposes are inconsistent with law, University policy, and/or the Northwest Bill of Rights.
Freedom of expression
Please refer to the following link to view Northwest Missouri State University’s policy on freedom of expression:

Students as private citizens
It is the right of every student as a responsible adult to freely exercise his/her full rights as a citizen. He/she may participate in off-campus activities singly or with any group, for any legal purpose, provided he/she does not officially represent the University.

Governance
It is the right of students to have meaningful representation through their student government on University committees that relate to students. Moreover, they have the right to know the reasons if such representation be denied. A written statement of the limits of such representation shall be furnished to all who are involved.

Curriculum
Students have the right to present proposals for curricular revision and the formation of changes in curriculum beginning at the departmental level.

Un-enumerated Rights
The enumeration in this bill of certain rights shall not be construed to deny or disparage others retained by the student. Students have the right to an appeals procedure originating with Student Senate concerning any infringement of points enumerated in this Bill of Rights.

Amendment
Procedure for amending this Student Bill of Rights shall be joint action by the Student Senate, Faculty Senate and the Administration, and approved by the Board of Regents.

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.

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 Title IX Coordinator or Deputy Title IX Coordinators. Contact information can be found within the policy found here: https://www.nwmissouri.edu/policies/student/Title-IX-Sexual-Misconduct.pdf

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.

Americans with Disabilities Act (ADA)
The federal Americans with Disabilities Act provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. The law addresses employment, public service transportation, public accommodations and telecommunications. The individuals covered include persons who have a physical or mental condition substantially impairing “major life activities.” Persons with a history of an impairment as well as those regarded by others as having an impairment are covered by this law. For more information contact the Coordinator of Accessibility, 660.562.1013 or at ADA@nwmissouri.edu.

Polices 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 Dr. Kori Hoffmann, Assistant Vice President of Student Affairs- Student Engagement and Development, 562.1535. Any questions concerning the policies and procedures within the Code should be directed to Dr. Kori Hoffmann, 660.562.1535.

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 Honesty
Please refer to the following link to view Northwest Missouri State University’s policy for Academic Honesty:

Alcohol and Drug Policy
Please refer to the following link to view Northwest Missouri State University’s alcohol and drug policy:

Appeals Process for Academic Policies
Please refer to the following link to view Northwest Missouri State University’s policy for the Appeals Process for Academic Policies:

Accommodations for Students with Disabilities
Students with disabilities who desire accommodations should request services through the Office for Equity and Accessibility. For more information, please visit: www.nwmissouri.edu/swd, or email ADA@nwmissouri.edu.

Northwest Disability Accommodations Syllabus Statement
Students in this course who need disability accommodations/modifications should present a copy of their official Northwest accommodation letter from the Office for Equity and Accessibility to the instructor during private office hours as early in the term as possible. Additional information can be found at:

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
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: www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.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, his/her 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 printed Computer User’s Guide at: www.nwmissouri.edu/Compserv/ClientComputing/online_support 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: http://www.nwmissouri.edu/policies/technology/Mass-Email.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:


**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:

http://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


**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): http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-
and-Privacy-Act.pdf

Hazing
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. Please see the University’s Hazing Policy for more information at
www.nwmissouri.edu/studentaffairs/PDF/policy/hazing.pdf

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.

All activities sponsored by our Greek 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 Greek Advisor 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
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

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).

Sexual Misconduct
The University is committed to providing a learning, working, and living environment that is free of
discrimination on the basis of sex and gender, including sexual harassment. All members of the University
community are expected to contribute to an inclusive and discrimination free environment in a positive manner.
Furthermore, sexual harassment, including sexual violence, is a violation of federal and state law, as well as Northwest policy. All faculty, staff, and students need to be aware that they will be subject to disciplinary action for violations of this policy, up to and including termination. Northwest is committed to providing an environment in which individuals are treated equitably and with respect. Harassment will not be tolerated under any circumstances within the University’s jurisdiction, whether it is in an academic, employment, residential, or social situation. Please see the University’s Title IX policy for more information.

If you are harassed
1. If you feel safe and capable, tell the offender clearly and directly that the conduct 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 Office for Equity and Accessibility, Personal Development and Counseling, the Human Resources Office, or the Student Affairs Office can help you analyze the situation and determine the best way to handle the harassment.
3. Document the conduct, 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 hall director
   - Your instructor or supervisor
   - The offender’s supervisor, department chairperson or dean
   - The Counseling Services Director: University Wellness Center, 66.562.1348
   - Title IX Coordinator or Deputy Coordinator as outlined in the University’s Title IX policy or by emailing titleix@nwmissouri.edu.

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 concerning 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: http://www.nwmissouri.edu/policies/personnel/Child-Protection-Minors-on-Campus.pdf

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

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. 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: http://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 Bearcat Link 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 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

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 Bearcat Link 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 upon where the violation took
place, the severity of the violation, and which committee, in the opinion of the Assistant Vice President of
Student Affairs 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 those cases referred to them by the Assistant Vice President of Student Affairs or
designated Residential Life Professional (Class A or Class B violations) 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 Hall 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 Hall Director may, at his/her 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 Hall 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 Hall Director to have a hearing.

Student-Faculty Discipline Committee
This committee is composed of four faculty members and four students with a non-voting faculty
chairperson appointed as outlined in the By-Laws of the Constitution of the Student Government
Association. The Committee hears Class C violations and those cases in which dismissal from the
University could be the sanction recommended. It also may serve as an Appeal Committee for Hall
Discipline Committee. The Committee may impose all disciplinary actions outlined in the Student Code
of Conduct. The Assistant Vice President of Student Affairs serves as the committee advisor to the
Student-Faculty Discipline Committee. All actions of the Committee shall be taken by a majority of the
members in favor of such action at a meeting at which at least six 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, restrict 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.

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.

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, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of the University’s Title IX policy, is unacceptable, and will not be tolerated. The Title IX Office is committed to the following threefold process:

1) to provide equitable crisis intervention measures and campus judicial response 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/relationship violence and prevention.

For more information, please see the University’s Title IX policy.

Assistance is Available
If you have been subjected to sexual harassment or 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 systems during weekdays
   (8 a.m.–5 p.m.)
   • Wellness Services, 660.562.1348
   • Title IX Office, 660.562.1013
   • Student Conduct and Development, 660.562.1554
* University Police can be reached 24 hours a day (660.562.1254 or 911 from on campus), and the Northwest Survivor 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 there. 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 prosecution or university investigation. That issue can be determined at a later time. The more assault cases that are reported, however, the easier they may be to prevent.
3. Seek medical assistance at once.
   St. Francis Hospital's 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 deal with the issues surrounding an 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 Procedures
A survivor of sexual/relationship violence has the right to seek redress, and the following options are available via the Title IX policy.
Sexual/relationship violence cases processed through the University Title IX process will follow the procedures outlined in the University’s Title IX Policy.

More Assistance Available
Every effort will be made to accommodate the survivor of the sexual harassment/violence, including adjustments to housing assignment and academic schedules when such options are reasonably available. The Title IX Coordinator should be contacted for assistance with these matters titleix@nwmissouri.edu. Additional contact information is listed in the Title IX policy linked above.

Alcohol and Drug Abuse Education
All employees 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:
A. The content of this policy.
B. The extent and nature of the abuse problem, including national and Northwest statistics, as well as social, personal and health risks.
C. 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).
D. Referral information on available counseling, rehabilitation, and self-help groups.
E. 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:
A. An appraisal of the environment for subtle causes of alcohol and drug abuse;
B. Surveys of campus awareness, attitudes and behaviors regarding the abuse of alcohol and other drugs;
C. The collection and use of alcohol and other drug-related information from police and security reports;
D. The collection and use of summary health and counseling client information;
E. The collection and use of summary data from drug-related disciplinary actions.
F. Northwest uses the Missouri College Health and Behavior Survey (MCHBS) to monitor the behaviors of Northwest students. A substance abuse task force (MVPIP) with representation from all facets of the University reviews the MCHBS data annually. By reviewing this data annually, it ensures the University is properly addressing certain behaviors effectively.
G. 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 is 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.

Peer Educators plan and implement major awareness events to promote student wellness and safety throughout the year, and are an important educational resource for students.

Students may schedule appointments with the staff at the 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 – Noon, Wesley Center (Northwest campus)
- Mondays – 6 p.m., Methodist Church, 1st and Main, Maryville
- Wednesdays – 6 p.m., Margaret Davison Square, Maryville
- Thursdays – Noon and 8 p.m., Wesley Center, Northwest campus

Narcotics Anonymous (NA) Meetings
Narcotics Anonymous is a community-based association of recovering drug addicts.
- Mondays – 6 p.m., Wesley Center, Northwest Campus
- Tuesdays – 6 p.m., Countryside Christian Church
- Wednesdays – 6 p.m., Wesley Center, Northwest Campus
- Thursdays – 6 p.m., Countryside Christian Church
- Fridays – 8 p.m., Wesley Center, Northwest Campus
- Saturdays – Noon, Wesley Center, Northwest Campus
- 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

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
Campus Safety & Security

Severe and Inclement Weather

Notification
During severe weather, it is important for you to be aware of changing weather conditions so you will know when they may affect you. One of the easiest and most effective ways to keep informed is to monitor local radio or television stations which give periodic weather bulletin during severe weather. These stations give local severe weather information:

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>KXCV Radio</td>
<td>90.5</td>
</tr>
<tr>
<td>KXCV-FM</td>
<td>106.7</td>
</tr>
</tbody>
</table>

Television
Channel
KNWT Channel 8

For students with Smart Phones the University recommends use of a free weather application in addition to other sources of notification.

Tornado Watches & Warnings
In the event of severe weather conditions, University Police will notify hall directors of the approaching storm. In the event of a tornado warning (actual sighting of a tornado in the area), University Police will sound the Simplex Audible Alarm along with Maryville Public Safety Department which will sound the outdoor civil defense siren. Testing of the tornado warning system will be conducted on Wednesdays at 11:50am.

Emergency Procedures
In any university building where the Simplex Audible Alarm is sounding, follow the instructions of the alarm.

Upon hearing the outdoor sirens, do these things to protect yourself:

If You Are Indoors
Move immediately from your classroom, work area, office or residence hall room to an interior place of greater safety. Close and secure doors as you leave.

In multi-story buildings or residence halls, move to the basement or interior hallways on lower floors. Upper stories of buildings should always be considered unsafe. Close draperies and move away from areas with exterior windows or glass.

In classrooms, offices or work areas, move to the basement, interior hallways, stairwells or other areas which are directly supported and which are free from exterior windows and glass.

Avoid the following:

- Top floors of buildings
- Elevators (power may fail)
- Food service areas
- Auditoriums, gymnasiums or other structures with wide, free-span roofs

Stay close to the floor and cover your upper body and head with jackets, blankets, pillows, etc., and/or shield yourself from falling and flying debris by staying under heavy furniture.
If time permits, take a flashlight and battery-powered transistor radio when you move to a place of shelter for first-hand weather information and a source of light, should electrical power fail.

If You Are Outdoors
- Seek indoor shelter if possible.
- Parked motor vehicles are unsafe – seek indoor shelter.
- If indoor shelter is not available and there is not time for escape, lie flat in a ditch or low spot.
- If you are on a flat ground and are caught in the path of a tornado, always move at right angles to its path.
- Remain in a place of shelter until you receive the all clear signal or until you are sure the tornado has passed.

Simplex Audible Alarm
Depending on the Emergency the alarm in your building will either order you to evacuate or shelter in place. Follow the directions of the alarm.

In case a tornado does hit the University, use a telephone only for emergency purposes. During disaster situations telephone overloads make coordination difficult for emergency operation forces.

Securing Immediate Areas:
- Lock and barricade doors
- Turn off lights
- Close blinds, block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection, i.e., concrete walls, decks, filing cabinets
- If not communicating with authorities, silence cell phones

Unsecuring an Area:
- Consider risks before unsecuring rooms
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area
- If doubt exists for the safety of the individuals inside the room, the area should remain secured and wait for officers to assist them from the scene

What to Report
- Your specific locations: building name and office/room number
- Number of people at your specific location
- Injuries: number of injured, types of injuries
- Assailant(s) location, number of suspects, race/gender, physical features, clothing description, backpack, types of weapons (if known) and identify of the shooter
Security on Campus
The overall safety of the institution requires the active cooperation, assistance and support of the entire campus community. Safety and the avoidance of crime are community issues and/or not limited to the Department of University Police. The department serves to maintain a safe campus environment and assumes responsibility for matters involving major incidents and/or injuries. The general prevention, detection and enforcement of procedures to identify hazards, assess degrees of vulnerability, mitigate risks and define emergency responses are the responsibilities of the Department of University Police. It is the function of University Police to minimize opportunities and conditions which nurture or result in crime or safety hazards by the development and implementation of proactive prevention and inspection programs and intercepting foot and motorized patrol. The function of the campus community is to consider their behaviors and discourage inappropriate activity.

University Police
Located in the Support Services Building on the north side of campus, the University Police is staffed with state certified and state trained commissioned police officers with the same authority to maintain order, preserve peace, investigate crimes and make arrests as held by other state certified peace officers.

The department enforces federal, state and local laws as well as University regulations and operates 24 hours a day with officers who work one of three shifts.

The University Police works closely with the Maryville Public Safety Department, Nodaway County Sheriff’s Department, the Missouri Highway Patrol and other state and federal law enforcement officials. These agencies routinely exchange crime-related reports and statistics. University Police operates under the principle that every person has the right to access the system and to seek redress of personal wrongs.

There shall be public disclosure of policy and an openness on matters of public interest. The contributions the University Police personnel make to this process is best served by an ongoing dialogue, mutual respect, fairness, and courteous treatment of persons in the campus community. Staff members are accountable to the community and are expected to conform to community standards and expectations. Review systems are in place to ensure that personnel are flexible, independent thinkers and are tolerant of various public attitudes and different types of behaviors. Every reasonable effort will focus on personal safety issues (e.g., date rape, self-defense, sexual harassment, alcohol misuse/DWI).

Crime prevention
The key to preventing crime is awareness, which is best achieved through education. At Northwest, several areas (including University Police, Residential Life, Personal Development and Counseling Services, and student organizations) work together to help students, faculty and staff take responsibility for their own safety.

The Residential Life Office and the University Police Department provide educational materials and programs to the University community throughout the year. Specific policy issues and problems are routinely addressed at residence hall floor, hall council and RHA meetings, or in the student newspaper. Through these efforts, community members are encouraged to care for themselves, and for each other.

As part of their patrol responsibilities, University Police officers report repairs needed for exterior lighting. Students and staff are also asked to report exterior lighting deficiencies or other needed repairs. To improve nighttime visibility, trees, shrubs, and other vegetation on campus are trimmed. Surveys of campus facilities, including lighting, are conducted periodically by a campus lighting committee composed of Student Senate members.

Most exterior doors on campus buildings are locked and secured each evening by the buildings’ staff members, the custodial or maintenance crew. Users of campus buildings are instructed not to compromise
security by propping open the doors. During the late night hours, student patrol teams and University Police officers provide random patrol of campus buildings and parking lots.

Students in residential halls receive programs and handouts on security. These programs and handouts emphasize the room key is the basic means of security. Students are encouraged to lock their room doors at all times. Students are also encouraged to report problems to University Police and to help improve security on campus.

Crime Prevention Tools Offered by University Police

- **Emergency Telephones.** These are placed in the entryways of every residential hall building on campus.

- **Campus Escort Service.** The University Police Department provides a campus escort service to visitors and campus community members. Escorts are provided across campus during evening/night hours. If an escort is desired, please call 660.562.1254.

- **Operation ID.** Operation ID is a program offered that allows all items that have a serial number to be logged into a local computer database. This will create a record of all of your items in case of theft or loss. University Police also maintains all lost items on campus for 30 days prior to releasing them to University Surplus in order for items to be disposed of or sold.

- **Security Survey.** This program allows campus community members to request that a University Police officer conduct a check of their room and provide them an oral or written report.

**Timely Warning Notification.** “Timely warnings” will be provided to the community in the event of a reported crime, either on campus or off that is received within 72 hours of the incidence occurrence that, in the judgment of the Chief of the University Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. The warnings are generally written by the Chief of Police or a designee and are typically distributed to the community via email to anyone that has a Northwest email address by University Relations. Updates about any particular case resulting in a timely warning will normally be distributed via email. Alert posters may be posted by University Police in campus buildings when deemed necessary. When safety and security alerts are posted in campus buildings they are printed on orange paper and posted in the lobby/entrance areas of the affected buildings for seven days.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Northwest community members and a timely warning would not be distributed. The University Police Chief or designee reviews all reports to be made to resolve conflicting interpersonal situations by discussion and reason.

**Reporting of Crime and Safety Violations**
Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the University Police in a timely manner. To report a crime or an emergency at Northwest, call 660.562.1254 or 911. All non-emergency incidents shall be reported by calling 660.562.1254. University Police is located in the Support Services Building. Dispatchers and police officers are available at University Police 24 hours a day to answer your call. The Office of Student Affairs will assist students who are victims of a crime with changes in academic and living arrangements if desired and possible.

**Crime Statistics**
The campus community shall be made aware of criminal incidents so that each member may take those precautions as appropriate for his/her function in the community to avoid becoming a victim. Through the analysis of statistical information, other departments, agencies and groups within the campus community may develop programs to enhance the safety of the community and its members. Information about University Police activities is provided through the student newspaper, the Northwest Missourian. The University Police Chief works as a liaison and meets with the newspaper staff regularly to provide police report information, special briefings or press releases. In the event that it is necessary to alert students, faculty and staff to an emergency situation on campus, the message will be conveyed from the Offices of the Vice President for Student Affairs and University Relations to the University community. Northwest will provide as immediate and specific information as possible and will attempt to answer all questions raised by students. If the need warrants, parents will also be notified.

These alerts will be issued to the campus community via mass emailing, computer log-on message board, and posting signage on campus bulletin boards. Timely warning reports shall be issued within 24 hours of an occurrence in which it is conceived to represent a threat to others.

Timely Warning
In an effort to provide timely notice to the Northwest community and in the event of a serious incident which may pose an on-going threat to members of the Northwest community, a Clery Alert will be posted on the Campus Alert website for all students and employees on campus. Updates to the Northwest community about any particular case resulting in a Clery Alert may be distributed via email, posted on the website or may be shared with the Northwest Missourian for a follow-up story.

Clery Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR) classifications: arson, criminal homicide and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the University Police. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Northwest community members and a Clery Alert would not be distributed. The Northwest Police Chief or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Clery Alert is warranted. Once an ongoing threat is confirmed the University Office will be notified to update the Campus Alert website. Clery Alerts may also be posted for other crime classifications, as deemed necessary.

Notification of the Northwest Community About an Immediate Threat: In the event that the University Police Department or the Emergency Coordinator confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Northwest community, University Police will initiate some or all of the below described systems in order to communicate the threat to the Northwest community. The notification will be issued without delay.

Northwest has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Northwest community. These methods of communication include: voice and audible public address system (Simplex System), text messaging (Bearcat Alert), website (Campus Alert), and/or university email. All updates will be done through University wide email.

Criminal Arrests and Diversion
The decision to file criminal charges is based upon the interest of justice, the availability and desires of the victim and whether or not the community and/or offender would benefit from such action. The University community is uniquely equipped to divert appropriate offenders from the criminal justice process. The diversion of offenders may be considered when the institution is the victim, when the victim of the offense so desires or declines to testify in public proceedings or when such actions would be in the best interest of the community.
Residential Life Staff
The Residential Life staff provides a continuous multilevel presence in the residence halls. The staff consists of a director, assistant director, two area coordinators, six hall/complex directors and 85 student staff. They are charged with creating an educational living learning community in a clean and safe environment.

Access and Security of Facilities
During business hours, Northwest (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invites. During non-business hours access to all Northwest facilities is by an issued key or fob, or by admittance via the University Police Department or Residential Life staff.

In the case of periods of extended campus closing, Northwest will admit only those with prior written approval to all facilities. Residence halls are secured by an electronic key/fob and are locked from 10 p.m.–9 a.m. daily. Over extended breaks, all halls are secured 24 hours a day.

Residence halls are secured 24 hours a day by an electronic key/fob. All keys to Northwest facilities have a Medico key locking system in place or a fob lock. All keys and fobs are coded with numbers rather than room numbers or building names, so lost or stolen keys cannot be matched with a particular room or building.

Each evening residential assistants are on duty in each residence hall and make periodic rounds of the facility. University Police officers are also on patrol each evening. In addition, University Police student security patrol works part-time during the late evening hours as a group of trained observers. The patrol supplements University Police coverage by observing, reporting and when appropriate dealing with potential security problems. In instances where a person, through his/her prior action, has demonstrated an inability or unwillingness to conduct him/herself in accordance with University policy or applicable law, that person can be denied access to all University facilities.

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 Greek Affairs advisor. University Police does not provide law enforcement service to off-campus residents of recognized fraternity and sorority organizations nor are activities off-campus recognized by the University authority. 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
Personal Development and 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 Children and Family Center hotline at 866.382.7867, the National Suicide Prevention Lifeline at 1.800.273.8255, or by dialing 911 in the event of an emergency. In addition, Wellness Services Health 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 clinical care, personal development and counseling services, and health education and promotion. Services include emergency response medical 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.

The Northwest Coalition Against Violence (CAV) through Bearcat Peer Education is a group dedicated to raising awareness about violence prevention and breaking the silence about violence on campus and in our community. They put on programs and conduct trainings for the campus community. Personal Development and Counseling at Wellness Services provides resources for victims of sexual violence to assist in healing through access to services and the provision of on-going emotional support. For more information, contact Wellness Services at 660.562.1348. The Children and Family Center of Northwest Missouri, which is the county-wide violence shelter, has a 24/7 hotline that you can call if the need arises: 866.382.7867. We also
encourage you to consider your rights in regard to Title IX. Northwest’s Title IX policy can be found here: www.nwmissouri.edu/facts/titleix.htm

PROJECT HOPE at Wellness Services is a program designed to help prevent suicide and encourage help seeking behaviors on the Northwest campus. For information on resources, trainings, and programs available at Northwest you can visit the PROJECT HOPE website at www.nwmissouri.edu/wellness/hope, or call Wellness Services at 660.562.1348.

Physical Security Features

Residence Hall Doors
All student room doors are secured with commercial grade hardware. Each student living in a residence hall is assigned an individual exterior electronic key fob. These keys should not be shared with others; duplication is not permitted.

All residence hall exterior doors are locked 24 hours a day. Residents are expected to abide by this policy by not blocking or propping doors.

Lighting
The quantity and effectiveness of campus lighting is surveyed periodically. Malfunctioning lights should be reported immediately to Environmental Services (660.562.1181 during normal working hours; and 660.562.1186 after hours) for repair.

Grounds
University facilities and landscaping are maintained by Environmental Services so as to minimize hazardous conditions.

Telephones
Telephones have been strategically located outside the residence halls or within residence hall entryways to allow others to contact residents when the buildings are locked. These phones can also be used for emergency situations.

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.
- Additional information on off-campus living may be found at [www.nwmissouri.edu/admissions/transfer/housing.htm](http://www.nwmissouri.edu/admissions/transfer/housing.htm)

**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. [www.nwmissouri.edu/police](http://www.nwmissouri.edu/police)

### Miscellany

#### 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. 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.
Voter Registration

Registering in Maryville
The Higher Education Act Reauthorization of 1998 requires that all colleges and universities supply each student with a Voter Registration Application Form. Visit the Volunteer, Service Learning and Civic Engagement Office or the online form is available at [www.sos.mo.gov/elections/goVoteMissouri/register.aspx](http://www.sos.mo.gov/elections/goVoteMissouri/register.aspx).

We at Northwest realize that many of you are already registered and may prefer to vote by absentee ballot in your home district. However, if you wish to vote in Nodaway County (Maryville), you are eligible to do so. If you are already registered, you must check the address change box in Section 1 and complete the form to change your registration to allow you to vote in Maryville. If you have never registered and wish to vote here, check the new registration box and fill out the form. Fill out the form, attach a first class stamp and mail to:
Nodaway County Clerk’s Office
403 N Market
Maryville, MO 64468

Registering at Home
If you wish to register to vote in your parents’ home district and you need the address, please stop by the Volunteer, Service Learning and Civic Engagement Office, second floor, J.W. Jones Union or call 660.562.1954 to obtain the correct mailing address.

We urge you to take a few minutes to register. Your educational experience should certainly include participation in your government.