

YOUR RIGHT TO KNOW

You Have a Right to Know:

Regulations promulgated by the United States Department of Education to implement changes made to The Higher Education Act of 1965 (HEA), as amended, by the Higher Education Amendments of 1998 (HEA98), mandates that MSU - Great Falls annually distribute to all current and prospective students a notice of the availability of institutional and financial assistance information required to be disclosed under Title IV of the Higher Education Act amendments, and pursuant to the Family Educational Rights and Privacy Act (FERPA), which governs access to student educational records maintained by educational institutions and the release of information from those records.

The *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* requires MSU-Great Falls to provide timely warnings of crimes representing a threat to the safety of students or employees and to make public their campus security policies. It also requires crime data be collected, reported, and disseminated to the campus community, and to the Department of Education annually. *The Clery Act* is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so they can make informed decisions. Such disclosures are permitted under FERPA. The following website provides more information about these and other provisions about campus safety: U.S. Department of Education, Campus Security:

www.ed.gov/admins/lead/safety/campus

The annual disclosure of crime statistics is prepared by the office of the Controller/Safety Officer to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of this report can be located on our web site at: <http://www.msugf.edu/YourRightToKnow/Synopsis%20of%20Campus%20Crime%20Statistics,%202010.pdf>. Campus crime, arrest and referral statistics include those reported to local law enforcement agencies, as well as designated campus officials (including but not limited to the dean, associate deans, assistant deans, executive directors, and selected staff members).

Each year, notification is made to all enrolled students providing the web site to access this report. Faculty and staff receive similar notification. All prospective and current students, employees, or the general public may obtain a copy from the Assistant Dean of Student Services by requesting it at 406-771-5133 or jhay@msugf.edu.

MSU-Great Falls is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin. The College's Equal Opportunity Officers are the Human Resources Director and the Assistant Dean of Student Services, located at 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

INFORMATION	WHERE TO FIND IT:
Academic Programs, Facilities and Faculty	Current MSUGF Catalog: www.msugf.edu/catalog Professional & Continuing Ed, Outreach: http://outreach.msugf.edu/ Faculty Directory: http://www.msugf.edu/catalog/FacAdminStaff.html Great Falls Campus: 2100 16 th Avenue South, Great

	Falls, MT 59405 For more information contact: Heidi Pasek Associate Dean hpasek@msugf.edu 406-771-4397; and/or Scott Karaffa Facilities Director skaraffa@msugf.edu 406-771-5140 Link with information on Instructional, Lab, and Other Facilities, including a "Virtual Tour" of campus: http://www.ecampustours.com/virtualtours/default.aspx?FafsaCode=009314&login=false
Accreditation, Approval and Licensure	http://www.msugf.edu/about/Accreditation/index.html For more information contact: Wendy Dove Executive Director of Institutional Research wendy.dove@msugf.edu 406-771-4399 Heidi Pasek Associate Dean hpasek@msugf.edu 406-771-4397
Campus Safety Reports	MSU-Great Falls' Annual Safety Report is located at http://www.msugf.edu/YourRightToKnow/Synopsis%20of%20Campus%20Crime%20Statistics,%202010.pdf . For more information contact: Ed Binkley Controller ebinkley@msugf.edu 406-771-4307; and/or Judy Hay Assistant Dean of Student Services jhay@msugf.edu 406-771-5133
Disability Services and Facilities for Students	http://www.msugf.edu/students/DisabilityServices/index.html For more information contact : Katherine Meier Director of Disability Services Phone: 406-771-4311/TTY FAX: 406-771-4342 katherine.meier@msugf.edu
Drug and Alcohol Abuse Prevention Information	Employee Standards of Conduct policy: http://www.msugf.edu/about/PoliciesProcedures/400/407.1_EmployeeStandardsOfConductFINAL.pdf Student Conduct Policy: http://www.msugf.edu/catalog/StudentInformation/ComplaintProcedures.html Drug Free Workplace Policy: http://www.msugf.edu/about/PoliciesProcedures/400/403_8_Drug_Free_Workplace.pdf Drug Free Campus Policy: http://www.msugf.edu/about/PoliciesProcedures/300/303.1_DrugFreeCampus.pdf For more information contact:

	<p>Mary Kay Bonilla Director of Human Resources (faculty and employees) mbonilla@msugf.edu 406-771-5123; and Judy Hay Assistant Dean of Student Services (students) jhay@msugf.edu 406-771-5133</p> <p>Resources for Drug and Alcohol Abuse Prevention: 24-Hour Addiction Referral Network..... 800-577-4341 AA Alcohol Rehab & Drug Rehab Treatment Center for Recovery and 24 Hour Helpline.....406-454-5302 Alcohol & Drug Treatment & Referrals..... 800-662-HELP or..... 800-729-6686 Alcoholics Anonymous, Al-Anon/Alateen...406-452-1234 Alcoholics Anonymous – Montana.....888-607-2000 Alcoholics Anonymous Treatment Center, 24 Hour Helpline:..... 800-317-9038 Benefis Addiction Center, Great Falls.....406-455-2367 Chouteau County, Fort Benton.....406-722-3211 Drug Abuse Absolute First Call Detox, Rehab 24 Hour Helpline.....800-311-3069 Gateway Record Center, Great Falls.....406-727-2512 Hi-Line Recovery Inc., Conrad.....406-278-5245 Emergency.....406-450-4937 Headquarters, Cut Bank.....406-873-2155 Montana Addiction & Mental Health Disorders Division, Helena.....800-444-3964 Montana Tobacco Quit Line.....800-QUIT-NOW or.....800-784-8669 Narcotics Anonymous 24 Help Line.....800-990-6262 National Helpline of Problem Gambling.....800-522-4700 One On One Center, Great Falls.....406-761-9107 Rocky Mountain Treatment Center.....406-727-8832 The Salvation Army.....406-453-0391 Voices of Hope.....406-453-4357</p>
Emergency Plans and Alerts	<p>IN THE CASE OF PERSONAL INJURY/VIOLATION REQUIRING MEDICAL ATTENTION, EMERGENCY MEDICAL SERVICES (911) SHOULD BE CALLED FOR ASSISTANCE AND INSTRUCTIONS.</p> <p>Emergency Plans and Alerts See Annual campus security report: http://www.msugf.edu/YourRightToKnow/Synopsis%20of%20Campus%20Crime%20Statistics.%202010.pdf Procedure for immediate notification of the campus community of a significant campus emergency or dangerous situation: Immediate notification: MSUGF Alert http://www.msugf.edu/Alert email/text/voice notification of emergency events All-call telephone messaging to all employees with phone extensions Group call to Crisis Team Email distribution to media</p> <p>MSUGF Alert: Internet-based sign-on and dissemination All-Call – designated personnel dial menu ‘75’ extension ‘5555’ press ‘5’ to record an emergency message and send by pressing ‘79.’</p>

	<p>Group Call – designated phones have a ‘Group Call’ button that will dial 10 extensions that include members of the Cabinet and front line staff simultaneously</p> <p>Email distribution lists are held by three people in Community Relations who have the ability to directly email news representatives For more information, contact: Pam Parsons, Executive Director, Community Relations pparsons@msugf.edu 406-771-4314 Ed Binkley, Controller ebinkley@msugf.edu 406-771-4307 Scott Karaffa, Director of Facilities Services skaraffa@msugf.edu 406-771-5140</p> <p>Notification of Larger community Community telephone tree to notify all schools of emergency Member of Local Emergency Preparedness Committee Member of Disaster Preparedness Subcommittee Media distribution group Conduct test of emergency procedures at least annually. Immediate notification system (MSUGF Alert) is tested monthly Periodic evacuation drills</p> <p>Consider special needs of students with disabilities: Along with audio alarms for evacuation notification, hallways, classrooms and restrooms have lights that flash alerts to those with hearing impairments.</p> <p>Statement of Current Campus Policies in compliance with 34 CFR §668.46(b)(2); 34 CFR §668.46(b)(4); See Student Affairs Policy 303.2 – Crime Awareness and Campus Security, http://www.msugf.edu/about/PoliciesProcedures/300/303_2_CRIME_AWARENESS_AND_CAMPUS_SECURITY_2011.pdf and Human Resources Policy 405.4 – Campus Security and Safety http://www.msugf.edu/about/PoliciesProcedures/400/405_4_Campus_Security_and_Safety_2011_002.pdf</p> <p>New students are informed of the immediate alert system, MSUGF Alert, http://www.msugf.edu/Alert, at Orientation prior to each semester and strongly advised to subscribe. The supervisors of new employees receive a checklist of items to stress with their new staff, the list includes signing up for the immediate alert system, MSUGF Alert and evacuation procedures. Emergency Procedures</p>
--	--

	<p>Manuals are posted in all classrooms and offices. Evacuation Maps are also displayed.</p> <p>The college relies on an annual report from the Great Falls Police Department to provide off-campus crime reports for the physical area around the College. The College’s Controller procures this report annually. http://www.msugf.edu/YourRightToKnow/Synopsis%20of%20Campus%20Crime%20Statistics.%202010.pdf For more information, contact: Pam Parsons, Executive Director, Community Relations pparsons@msugf.edu 406-771-4314 Ed Binkley, Controller ebinkley@msugf.edu 406-771-4307 Scott Karaffa, Director of Facilities Services skaraffa@msugf.edu 406-771-5140</p> <p>Safety of and access to campus: MSU – Great Falls does not have campus residences. We have well lighted parking lots and sidewalks, as well as the exterior façade of the building. Failed lamp bulbs are changed as quickly as possible. Extreme weather conditions are addressed quickly and trash, snow and an occasional abandoned vehicle are removed to ensure the safety of students, staff and faculty.</p> <p>Security considerations used in the maintenance of campus facilities: Entrances are kept free of foreign objects, landscaping and external aides (garbage cans, benches, tables) are kept at a distance from entry/exits. Entry/exits are well lighted and doors operational, including handicap entry/exits. When security guards are on duty, rounds are made throughout the night of all doors and surrounding areas.</p> <p>Description of type and frequency of programs designed to inform students and employees about campus security procedures and practices to encourage responsibility for personal and community safety: Information is disseminated to students through our website, and in paper brochures available on campus. Employees receive various trainings throughout the year. Recent trainings include, but are not limited to, shooting in the building, emergency radio usage, procedures for a bomb scare, fire safety, first aid training, workplace violence, CPR training, 911 call procedures, emergency evacuation, lockdown training, shelter in place, zone warden training, zone steward training, Swine Flu updates, emergency disaster drill, emergency training with local agencies,</p>
--	--

	<p>H1N1 update, and cold weather precautions.</p> <p>For more information, contact: Pam Parsons, Executive Director, Community Relations pparsons@msugf.edu 406-771-4314 Ed Binkley, Controller ebinkley@msugf.edu 406-771-4307 Scott Karaffa, Director of Facilities Services skaraffa@msugf.edu 406-771-5140</p>
Family Educational Rights & Privacy Act (FERPA)	<p>http://www.msugf.edu/about/PoliciesProcedures/300/302.3_FERPA.pdf For more information contact: Judy Hay Assistant Dean of Student Services jhay@msugf.edu 406-771-5133; or Dena Wagner-Fossen Registrar dfossen@msugf.edu 406-771-4312</p>
Financial Aid Programs	<p>Financial Aid Assistance is available: http://www.msugf.edu/admissions_records/financialaid/index.html Information regarding our lender list for financial aid and our "code of conduct" regarding lenders: http://www.msugf.edu/admissions_records/financialaid/pdf/LenderSelectionPolicyDisclosure.pdf For more information contact: Leah Habel Financial Aid Director lhabel@msugf.edu 406-771-4327</p>
Lobbying	<p>HEOA §119 – Lobbying MSU – Great Falls consistently follows the federal guidelines. For more information, contact: Pam Parsons Executive Director of, Community Relations pparsons@msugf.edu 406-771-4314</p>
Refund Policy	<p>Refund Policy: http://www.msugf.edu/catalog/Admissions/TuitionAndFeesPolicy.html NOTE: See Admissions- Tuition and Fees section of the catalog. Refund schedule is adjusted for the shorter summer semester and MSU–Great Falls Outreach classes. For more information contact: Dena Wagner-Fossen Registrar dfossen@msugf.edu 406-771-4312; and/or Cheril Edam Acct. Tech II cheril.edam@msugf.edu</p>

	<p>406-771-4315 http://www.msugf.edu/IR/StudentInformationPage1112.pdf For more information contact: Wendy Dove Executive Director of Institutional Research wendy.dove@msugf.edu 406-771-4399 Dena Wagner-Fossen Registrar dfossen@msugf.edu 406-771-4312; and Courtney Johnsrud Director of Advising & Career Center cjohnsrud@msugf.edu 406-771-4387</p>
Retention, Completion and Graduation Rates	
Student Loans; Terms and Conditions for Deferral or Partial Cancellations	<p>http://www.msugf.edu/admissions_records/financialaid/Loans.html For more information contact: Leah Habel Financial Aid Director lhabel@msugf.edu 406-771-4327</p>
Title IV Refund Policy	<p>http://www.msugf.edu/catalog/FinancialAid/ReturnofTitleIVFunds.html For more information contact: Leah Habel Financial Aid Director lhabel@msugf.edu 406-771-4327</p>
Tuition and Fees	<p>Cost of Attendance http://www.msugf.edu/admissions_records/financialaid/EstimatedCostofAttendance.html Tuition and Fee Requirements: http://www.msugf.edu/admissions_records/TuitionFees.html Residency Requirements: http://www.msugf.edu/catalog/Admissions/ResidencyRequirements.html Net Price Calculator http://www.msugf.edu/NPC/npcalc.htm For more information contact: Mary Ellen Baukol Associate Dean of Finance mbaukol@msugf.edu 406-771-4321; and Dena Wagner-Fossen Registrar dfossen@msugf.edu 406-771-4312 Wendy Dove Executive Director of Institutional Research wendy.dove@msugf.edu 406-771-4399</p>
Voter Registration	<p>http://sos.mt.gov/elections/Vote/index.asp For more information, contact: Linda McCulloch Montana Secretary of State secretary@mt.gov</p>

	<p>406-444-3976 TTY: 406-444-9068</p>
Withdrawing; Requirements for Official Withdrawal	<p>Withdrawal from the College: http://www.msugf.edu/catalog/Academics/Withdrawal.html For more information contact: Dena Wagner-Fossen Registrar dfossen@msugf.edu 406-771-4312</p>
Registered Sex Offenders	<p>Campus Sex Crimes Prevention Act Public Law 106-386 http://doj.mt.gov/svor/ Sexual or Violent Offender Registry - MT Dept of Justice For more information contact: Ed Binkley Controller ebinkley@msugf.edu 406-771-4307; and Judy Hay Assistant Dean of Student Services jhay@msugf.edu 406-771-5133 Mary Kay Bonilla Director of Human Resources (faculty and employees) mbonilla@msugf.edu 406-771-5123</p>

YOUR RIGHT TO KNOW

**IMPORTANT NOTICE:
COMPUTERS ARE AVAILABLE TO
ACCESS ALL WEBSITES LISTED IN THIS
BROCHURE FOR STUDENTS,
EMPLOYEES, PROSPECTIVE
STUDENTS, PROSPECTIVE
EMPLOYEES, AND THE GENERAL
PUBLIC AT MSU-GF COLLEGE OF
TECHNOLOGY DURING OPEN
BUILDING HOURS**



Changing Lives – Achieving Dreams

**Montana State University – Great Falls
College of Technology**

2100 16th Avenue South • Great Falls, MT 59405
[406] 771-4300 • [800] 446-2698 • Fax: [406] 771-4317
• www.msugf.edu