

Marshall University

Resource Handbook 2018-2019



For more information contact
Division of Student Affairs
304-696-2284 • studentaffairs@marshall.edu



WELCOME TO THE MARSHALL U FAMILY

! IN CASE OF EMERGENCY

DIAL 911

MUPD/Office Of Public Safety

(304) 696-4357 (HELP)
1801 Fifth Ave.

www.marshall.edu/mupd

Cabell Huntington Hospital Emergency Room

(304) 526-2111
1340 Hal Greer Blvd.

www.cabellhuntington.org

University Switchboard

(304) 696-3170

Environmental Health and Safety Marshall University

211 Sorrell Maintenance Building
304.696.2993

Welcome to Marshall University!

If you are a new or returning student, the Division of Student Affairs and the Office of Advocacy & Success welcomes you to a new school year! We are dedicated to your success and this handbook was designed to connect you to all of our amazing campus and community resources designed for your overall success. During your time at Marshall there will be many times you need to connect with an office/department, or learn more about a policy. Always remember your handy guide is there to assist.

Feel free to reach out to the Office of Advocacy & Success in the Division of Student Affairs if you have any questions. We are so happy you are part of the Herd Family!

Go Herd!

Michelle Biggs
Student Advocacy & Success Specialist
304-696-2284
miller138@marshall.edu

Student Affairs Department Contact Info

Division of Student Affairs

304-696-2284
studentaffairs@marshall.edu

Lead Center:	304-696-6776
Military & Veteran Affairs:	304-696-5278
MU Wellness:	304-696-4800
Office of Fraternity & Sorority Life:	304-696-6775
Office of Advocacy & Success	
/Parent & Family Programs:	304-696-2284
Office of Student Conduct:	304-696-2495
Office of Community Outreach and Volunteer Services:	304-6963546
Office of Disability Services:	304-696-2467
Student Activities:	304-696-2262
Student Counseling Center:	304-696-3111
Student Health Services:	304-696-1100
Student Involvement & Leadership:	304-696-2283
Women's & Gender Center:	304-696-3112

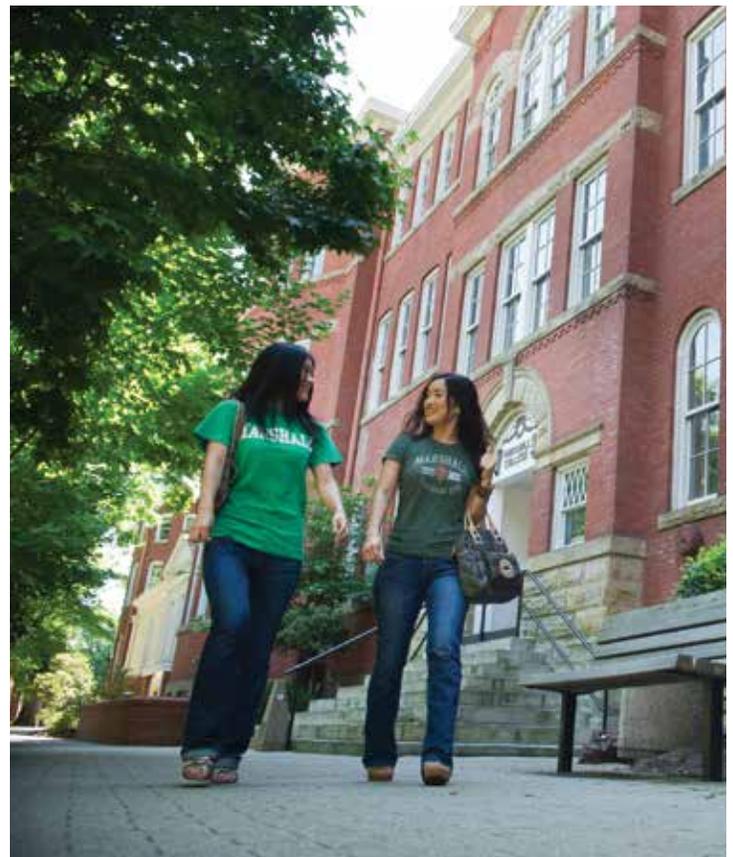


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Division of Student Affairs *Vision and Mission*

Mission: The Division of Student Affairs cultivates collaborative engagement opportunities by creating intentional and innovative programming, support services, and transformational experiences designed for students to develop understanding of self, community, and their contributions to a global society.

Vision: The Division of Student Affairs aspires to create and sustain transformative experiences for students that include:

- Civic Responsibility: preparing students to become socially responsible individuals who contribute to the betterment of society.

- Inclusive Excellence: active, intentional, and ongoing engagement relating to diversity of culture in students, the co-curriculum, and in communities.
- Integrative Learning: an understanding and a disposition that students build across the curriculum and co-curriculum, from making simple connections among ideas and experiences to synthesizing and transferring learning to new, complex situations within and beyond campus.
- Ethical Leadership: developing personal values and competencies with regard to controversy and civil discourse, especially during times of conflict.

ACT (Walk-in ACT)

- Website:** www.marshall.edu/student-affairs/walk-in-act
- Contact:** Marlita Berry-Cagogan, 304-696-3996; and Rodney Sanders, 304-696-4302
- Location:** Second floor of the Memorial Student Center, Room 2W22
- Hours:** Check-in begins at 7:30 a.m and testing begins at 8 a.m
- Cost:** \$50.00 (cash or check made payable to Marshall University)
- Information:** The Residual (“Walk-In”) ACT is similar to the National ACT, in terms of format and scoring, but the score received from the Residual ACT can only be used for admission at Marshall University. Test dates are staggered throughout the year. Please see the website for restrictions. Test scores are immediately sent to the MU Admissions Office and are available to students on the first business day after the exam date. Scores will **ONLY** be released to the individual who tested via phone (304-696-6833), or in person by visiting the Welcome Center, Office of Recruitment with a valid photo identification.

Admissions

- Website:** www.marshall.edu/admissions
- Contact:** (304) 696-3160 or 1-800-642-3499
- Location:** Old Main 107
- Hours:** 8 a.m. to 5 p.m.
- Cost:** All services are free for Marshall University students.
- Information:** The Office of Admissions can provide resources and information regarding admission requirements for the university. Whether you have questions about making your deposit or enrolling online, our Admissions staff can be a valuable resource for you during your time at Marshall.

Academic Advisor

- Website:** www.marshall.edu/advising
- Contact:** Your Academic Advisor is listed in myMU
- Location:**
- Hours:** Office hours vary by Advisor
- Cost:** N/A
- Information:** Your academic advisor is a person who can help guide you through your chosen course of study at MU, refer you to campus resources, and provide general information on relevant occupations. Academic advisors discuss curricular decisions with you, and help you to create the ideal course schedule for your chosen major with the goal of graduating on time. They also guide students through a number of challenges which can create barriers to graduation.

Artist Series

- Website:** www.marshall.edu/muartistseries
- Contact:** 304-696-6656
- Location:** Joan C. Edwards Performing Arts Center, located on 5th Avenue, across from the Student Center.
- Hours:** Monday - Friday, 12:00 p.m. - 5:00 p.m.
- Cost:** Full-time students: Receive ONE free ticket with valid MUID; Part-time students: Receive ONE half-price ticket with valid MUID. The majority of events are free to students with a Marshall ID. Some have service charges.
- Information:** Valid MUID is required for all box office transactions and for show admission. Student release dates are generally 3 weeks prior to each event. Also, advance ticketing is not necessary for the International Film Festival. Student ticketing is only handled at the box office, and students must present Marshall ID at event to be allowed to enter into show.
- Guest Tickets:** Guest tickets can be purchased at the time that students pick up their tickets. Guest tickets are regular price.

Athletic Ticket Office

- Website:** www.herdzone.com
- Contact:** 800-THE-HERD or herdtickets@marshall.edu
- Location:** 801 3rd Avenue - Ground floor (Level C) of the Henderson Center
- Cost:** Tickets are free for students to all sporting events
- Guest Tickets:** **Football** student guest tickets are \$20 and allow the guest to be in the student section during the game. **Basketball** students may also purchase guest tickets as well for \$10 each so their guests may accompany them in the student section. Men’s and Women’s soccer, Women’s basketball & volleyball games are free with MU ID.

Antivirus Software

- Website:** www.marshall.edu/it/departments/information-security
- Contact:** IT Service Desk • itservicedesk@marshall.edu
304-696-3200 - Huntington
304-746-1969 - Charleston • 304-689-8638
- Location:** Drinko Library, First floor
- Cost:** Free to all Marshall students, faculty and staff
- Information:** The MU Information Security office strongly recommends using antivirus software and keeping operating systems up-to-date. Symantec® Endpoint Protection (SEP) is an antivirus software solution which is offered to all Marshall students, faculty, and staff at no extra charge.
- The current version of SEP is available as a web download for Windows and Mac OS operating systems. An MUNET account username and password are required to access the download link.

Bookstore

Website: www.bkstr.com/marshallstore
Contact: marshall@bkstr.com or 304-696-2456
Location: Memorial Student Center, First floor
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Saturday 10 a.m. to 6 p.m.
Sunday: 1:00 p.m. - 6:00 p.m.
Cost: They match prices with some online vendors for textbooks.
Information: A portion of each purchase goes back to the university to be used for scholarships. Hours are subject to change due to athletic events.

Bursar's Office

Website: www.marshall.edu/bursar
Contact: bursar@marshall.edu, Telephone: 304-696-6620, Fax: 304-696-3588
Location: Old Main 101
Hours: Monday-Friday, 8:00 a.m. - 5:00 p.m.

Cable TV Service

Website: www.marshall.edu/housing/philohbogo
Contact: Housing & Residence Life - housing@marshall.edu or 304-696-6765 • Residence Halls (incoming freshman) 304-696-3362
Location: Holderby Hall - Housing & Residence Life Office
Cost: Free
Information: Marshall University is pleased to offer Philo to all of our on-campus residents. Philo allows you to watch live television on your own terms - on laptops and other devices anywhere on campus. With a stellar channel lineup, the ability to pause and rewind live TV, and 20 hours of your own DVR space, Philo gives you the flexibility and control you need to stay up-to-date on sports, current events, and the shows that matter to you most.

Calendars - Academic & Event

Website: **Calendar of Events:** www.marshall.edu/calendar
Academic Calendar: www.marshall.edu/calendar/academic
Contact: For questions about the Academic Calendar - Contact Academic Affairs, academic-affairs@marshall.edu; 304-696-6840 or Room 200 Old Main
Information: The Academic Calendar serves as an information source and planning document for students, faculty, staff and departments, as well as outside organizations. The calendar includes registration dates, class start dates, add/drop deadlines, exam dates and more.

Career Education

Website: www.marshall.edu/career-services
Contact: 304-696-2370 or career-services@marshall.edu
Location: 17th Street & 5th Avenue **and** Memorial Student Center Room 2W16
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Cost: Free for all students and alumni
Information: Professional staff members are available to assist with any of the services below:

- Deciding on a major and/or career
- Career counseling and testing
- Computers and printers exclusively for job search activities
- Counseling & advice for all phases of the job search (resumes, cover letters, interviewing skills)
- Job postings—full and part-time, summer jobs and internships
- Creating a personal credential file
- Job Fairs (where employers come to campus to meet with students)

Child Care (Child Development Academy)

Website: www.marshall.edu/cda/about
Contact: 304-696-5803
Location: 520 22nd Street
Hours: Monday - Friday, 7:30 a.m. - 5:30 p.m.
Cost: Fees are based on a sliding scale. Students may also be eligible for academy fee assistance.
Information: Services at the Academy are designed to meet the needs of University students who are parents. Priority is given to full-time and part-time students enrolled at Marshall University. Enrollment is open to Marshall University faculty, staff and families in the community as space is available.

Computer Labs

Website: www.marshall.edu/it/ucf
Contact: 304-696-3249
Location: Drinko Library, Smith Hall Room 532, Corbly Hall Room 330, Harris Hall Room 444, Marco's basement of Memorial Student Center, Residence Services - Marshall Commons, Twin Towers East, Twin Towers West, Buskirk and Holderby. Residents of the First-Year Residence Halls may use the computer lab in Twin Towers East.
Hours: Based on the location
Cost: Free
Information: An assortment of learning spaces that range from general individual use computer stations to computer lab classrooms are available.

Community Engagement and Volunteer Services

Website: www.marshall.edu/community-engagement/
Contact: Will Holland, 304-696-2285
holland23@marshall.edu
Location: Office of Community Engagement,
1W23 (Lead Center)
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.
Cost: N/A
Information: The Office of Outreach and Volunteer Services serves as a facilitator and referral service for students and staff who are interested in community service.

Commuter Student Services

Website: www.marshall.edu/student-affairs/commuter
Contact: Michelle Barbour, 304-696-2284,
miller138@marshall.edu
Location: Memorial Student Center 2w38, Commuter Lounge
MSC Lower Level Information: Commuter Student Services is the Marshall connection for commuter students. Commuter students can connect with the office with questions about campus and community resources. Also, students can learn about getting connected on campus.

DegreeWorks

Website: www.marshall.edu/degreeworks
Contact: Office of the Registrar
Location: Old Main 106A
Cost: N/A
Information: DegreeWorks tracks your academic achievement and compares where you are currently with the requirements for your selected major as determined by the Marshall Course Catalog. Using DegreeWorks, you can check your academic progress toward a degree, review the requirements already completed, and use the information provided to plan courses you should take to complete your degree requirements. The audit reports on:

- Courses and credit hours earned as applied toward your degree program
- Catalog requirements in effect when you choose a major
- All requirements necessary to receive a specific degree
- Transfer credits used to satisfy degree requirements
- Courses for which you are currently registered
- Courses that do not apply to specific degree requirements, but do apply toward overall earned hours and cumulative GPA

Dry Cleaning

Website: www.marshall.edu/msc/dry-cleaning
Contact: 304-696-2365
Location: Memorial Student Center Information Desk located in front of the MU Bookstore
Hours: Drop off hours are 9:00 a.m. - 5:00 p.m.
Cost: Based on garments
Information: The dry cleaning is typically returned in 3-5 days.

Email (Office 365 – Outlook)

Website: www.marshall.edu/mymu
Contact: IT Service Desk
itservicedesk@marshall.edu
304-696-3200 - Huntington
304-746-1969 - Charleston
304-689-8638 - Toll free
Location: Assistance provided at the IT Help Desk located on the first floor of Drinko Library
Cost: Free
Information: All currently enrolled students have a personal email account using Office 365 email, otherwise known as MUMail. This can be accessed through the MyMU portal.

Emergency Loan

Website: www.marshall.edu/bursar/student-loans/student-emergency-loans
Contact: Bursar's Office, 304-696-6620
Location: 101 Old Main
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Cost: \$10 processing fee
Information: The Marshall University Emergency Loan Program is available to continuing Marshall students who have experienced an unforeseen financial emergency. Students may receive one loan per semester, and the loan amount will not exceed \$250. Failure to repay the loan in full by the due date will result in the student becoming ineligible for any future emergency loans. In addition, a financial hold will be placed on the student's account restricting future registration and University services. Applications are available in the Office of the Bursar, 101 Old Main. If the emergency loan request is approved, the student may pick up the loan check from the Marshall University Office of the Bursar at the cashier window after 3:00 p.m. the following day. The loan needs to be repaid in 45 days.

Emergency Phones

Website: www.marshall.edu/mupd/community/help-phone-locations

Contact: On-Campus: 304-696-HELP (4357);
Off-Campus: 911

Location: Various locations around campus. Some of the phones are mounted to existing structures, and some are located on posts.

Hours: N/A

Cost: Free

Information: For assistance or an emergency, press the "call" button on these devices.

Equipment Available – Drinko Library

Website: www.marshall.edu/library-forms/equipment-requests

Contact: circ@marshall.edu or 304-696-2321

Location: Drinko Library, Circulation Desk, 1st Floor

Circulation

Hours: Sunday, 1:00pm – 11:00pm
Monday – Thursday, 7:30am – 11:00pm
Friday, 7:30am – 6:00pm
Saturday, 10:00am – 6:00pm
Free

Cost:

Items

Available

to Borrow:

- CDs...7 days (total limit 6 per checkout)
- DVDs...7 days (total limit 6 per checkout)
- VIDEOS...7 days (total limit 6 per checkout)
- MICROFILM/MICROFICHE...in-library only
- LAPTOPS...24 hours
- LASER POINTERS...24 hours
- PROJECTORS...24 hours
- CAMERAS...24 hours
- CALCULATORS...24 hours
- CD DRIVES...24 hours

Fraternity & Sorority Life

Website: www.marshall.edu/fsl

Contact: Nicolas Wright, 304-696-6776

Location: Memorial Student Center Lower Level

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Cost: Based on organization

Information: Fraternity and Sorority Life (FSL) at Marshall University includes 20 organizations, two Greek-specific honorary chapters and three governing councils. The mission of FSL is to provide a quality and safe undergraduate fraternal experience that enhances student development through the active advising of student leaders. FSL endeavors to provide opportunities that will create life-long bonds through the principles encompassed in fraternal values.



The Green Machine

Website: www.marshall.edu/student-affairs/greenmachine

Contact: TTA for schedule-related questions, 304-529-7433, or track the bus live at www.tta.wv.com. You can also contact Student Affairs at 304-696-2284 for more information.

Location: Major bus stops include: Pullman Square, Visual Arts Center, Engineering Complex, Kroger and MU Football Stadium.

Hours: Monday - Thursday, 7:30 a.m. - midnight
Friday, 7:30 a.m. - 3:00 a.m.
Saturday, Noon - 3:00 a.m.

Cost: Free - included in your tuition and fees

Information: This is a partnership between Marshall and the Tri-State Transit Authority (TTA). The Green Machine is the student TTA bus with stops specifically relevant to the Marshall community. So, whether you need to get downtown for an art class, go grocery shopping at Kroger or Walmart, or take a day trip to the mall, all it takes is a swipe of your MUID to ride. Download the RouteShout v 2 app for live bus tracking, or visit www.tta-wv.com for a full list of buses, schedules and stop times.

Guide

Website: www.eabguide.com

Contact: Academic Affairs, academic-affairs@marshall.edu, 304-696-6840

Location: *Google Play* or *App Store* – Search for "Guide College Simplified" or desktop version: <http://eabguide.com>

Hours: N/A

Cost: Free

Information: A free app that helps you thrive in college that is specific to what you need to know at MU. Guide lets you know how and when to get important things done, like completing financial aid paperwork and registering for classes. Guide will also help you choose a major, get involved in student activities, find tutoring resources, and much more.

Herd Link

Website: www.herdlink.marshall.edu
Contact: Andy Hermansdorfer-304-696-2283, Andy.hermansdorfer@marshall.edu
Information: Marshall University's Herd Link platform was implemented in Fall 2017 to allow students to explore the university's 200+ student organizations, discover events happening on campus and in the community and record a students' activities and memberships on campus to showcase their involvement. Students can register their organization at herdlink.marshall.edu.

Herd Points

Website: www.marshall.edu/it/departments/campusid/cardaccounts
Contact: Campus Card Office, campusid@marshall.edu
304-696-6843
Location: Drinko Library, 1st Floor;
Automated Machine List Below
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Cost: No Fees
Information: Discounts are given when using your points in some on campus locations. The complete list can be found in the Campus Card Office.
There are five ways to make deposits:

- Online at www.marshall.edu/cardaccounts
- In person at the ID Office (cash, check, debit or credit card)
- At an automated deposit machine
- Over the phone (with a credit or debit card)
- By mail (with a check or money order)
- Automated deposit machines are located in the Twin Towers West lobby, the Memorial Student Center lobby, Harless Dining Hall, MOVc, the South Charleston Administration Building, and the Drinko Library Study Center.

Housing & Residence Life

Website: www.marshall.edu/housing
Contact: 304-696-6765, Fax: 304-696-6161, housing@marshall.edu
MU First Year Residence Halls
Phone: 304-696-3362 (Freshmen South)
firstyearhousing@marshall.edu

ID Office

Website: www.marshall.edu/it/departments/campusid
Location: Drinko Library, First Floor.
Information: The ID Office makes photo identification cards and badges for Marshall University students, faculty, and staff. The ID Office is required to verify the identity of any individual requesting a card with a valid, Government issued photo ID such as a driver's license or passport. All identification cards issued will bear the individual's official name on record with the University.

Intercultural Affairs

Website: www.marshall.edu/intercultural
Contact: Maurice Cooley, cooley@marshall.edu,
304-696-4677
Location: Administrative Offices - 107 Old Main
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Divisions: LGBTQ Office; Chancellor's Scholar Program; Center for African American Students; World Council; The Society for Black Scholars; The Louis Stokes Alliance for Minority Participation
Information: We sincerely welcome you to the Office of Intercultural Affairs (OIA), established in 2014 to nurture students as they aspire to become "citizens of the world." Our mission is to create an environment providing progressive learning experiences necessary to assist our students in the acquisition of skills, knowledge, and practices to successfully live, work and contribute to the well-being of others in a global society. We do so by creating student engagement initiatives, progressive and experiential educational programs, and highly individualized advising. We will create a diverse university of respect, learning, inclusion, and engagement.

Intramurals

Website: www.marshall.edu/campusrec/programs/sports
Location: MU Rec Center
Cost: Team fee may apply.
Information: Each year thousands of students participate in a variety of sports, leagues and divisions offered through the Marshall Intramural Program. This program strives to provide students with a variety of recreational opportunities that allow them to engage in healthy competition. Whether you're a gifted athlete or just want to play for fun, intramurals are a great way to get involved in recreation!

IT Student Guide

Website: www.marshall.edu/it/student-guide
Contact: IT Service Desk
itservicedesk@marshall.edu
304-696-3200 - Huntington
304-746-1969 - Charleston
304-689-8638 - Toll free
Location: N/A
Cost: Free
Information: The IT Student Guide covers the most commonly used technology resources available to MU students.

Learning Resource Center

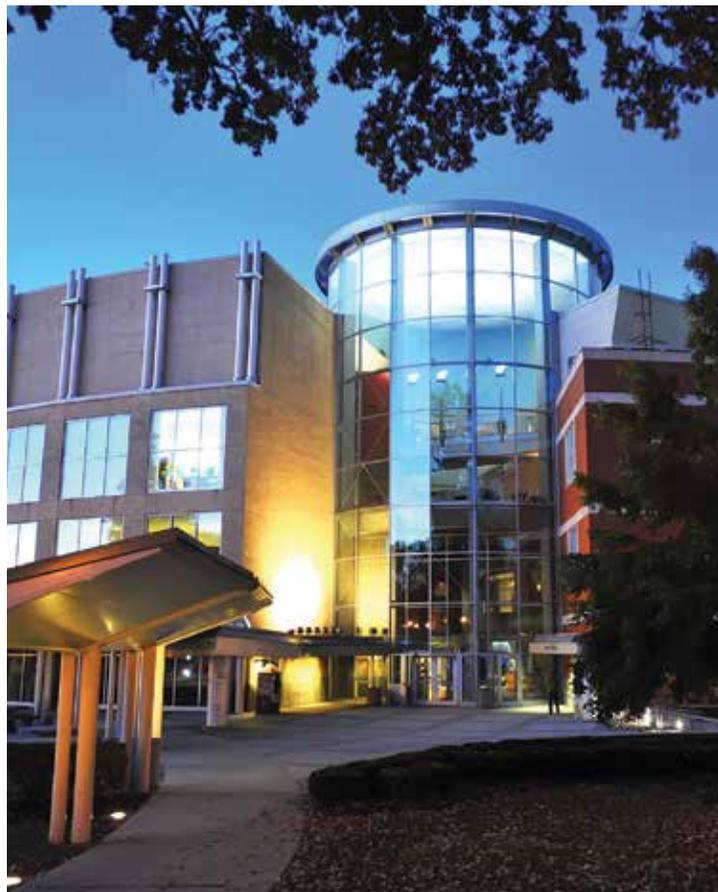
Website: N/A
Contact: 304-696-6761; lrc@marshall.edu
Location: Jenkins Hall, Room 101D
Cost: Based on service & item purchased
Information: The mission of the COEPD Learning Resources Center (LRC) is to provide teaching aids, technology equipment, and supplies for both teacher candidates and the entire Marshall University community. Resources available include: bulletin board supplies, die cuts, poster printing, booklet making/binding, lamination, laptop and camera check-outs, along with a printing center and full service computer lab equipped with Windows 10 touch-screen computers. The LRC operates on campus ID points.

LGBTQ+ Office Trans Closet

Website: www.marshall.edu/lgbtq
Contact: Shaunte Polk
Location: Memorial Student Center, Lower Level B14
Hours: Monday - Friday, 9:00 a.m. - 5:00 p.m.
Cost: Free
Information: The LGBTQ+ Trans Closet is a free service open to all Marshall students with a primary focus on our trans community. The closet offers a safe and welcoming environment where students can browse and try on clothes. All of our items are gently washed and donated and are available to view Monday - Friday. We have clothing to accommodate all gender expressions and our inventory includes: Casual Clothing, Formal Clothing, Swimwear, Chest Binders, Jewelry, Shoes, Make-up and more.

Library

Website: www.marshall.edu/library
Contact: Research, 304-696-2334
Circulation, 304-696-2321
Location: Drinko Library 1st Floor
Cost: Free
Information: Ask a Librarian is available at www.marshall.libanswers.com



MU Alert

Website: www.marshall.edu/emergency/mualert
Contact: MUPD - 304-696-4357
Emergency - 911
MU Switchboard - 304-696-3170
Location: Sign up online at www.marshall.edu/mymu
Hours: N/A
Cost: Free
Information: Marshall University Emergency Messaging System (MU Alert) is one of several elements of the Marshall University Emergency Notification System. The MU Alert system allows Marshall University to quickly communicate health and safety-related emergency information through a combination of various communication methods. In the event that information needs to be communicated to students and staff immediately, Marshall University will use several information delivery methods to make sure the pertinent information reaches you. MU Alert will be used solely for the purpose of alerting the Marshall University community in an emergency. These emergency notices can be delivered via phone calls, text messages to mobile devices, and e-mail. All students, faculty, and staff can manage their own contact information and choose the contact methods that they prefer.

MUMobile App

Website: www.marshall.edu/mumobile

Contact: IT Service Desk
itservicedesk@marshall.edu
304-696-3200 - Huntington
304-746-1969 - Charleston
304-689-8638 - Toll free

Location: Drinko Library, 1st Floor

Cost: Free for everyone

Information: MUMobile provides access to the latest news and information from Marshall University and delivers it to your hands through your mobile device. Use MUMobile to search the campus phone directory, locate buildings on campus, view available courses, keep up with the latest sports scores, and get access to all the events happening on campus. The platform also allows access to account information, campus maps, virtual tours, news and events, social media, and more.

MUPD

Website: www.marshall.edu/mupd

Contact: University Police, 304-696-HELP (4357)

Location: Public Safety Office; 1801 Fifth Avenue;
across from Twin Towers West

Hours: 24 hours per day

Cost: N/A

Information: By virtue of West Virginia state law, MU Police Officers have the same responsibilities and authority as that of any other law enforcement officers in the state. Uniformed officers provide 24-hour-a-day patrol protection to the campus, adjacent university-owned facilities, and parking lots.

- Report an emergency, crime, or situation you feel isn't right.
- There are numerous help phones located around campus. Should you need any assistance, or have an emergency, press the "call" button on these devices.
- The MU Alert system allows Marshall officials to quickly communicate health and safety-related emergency information through a combination of various communication methods. MU Alert will be used solely for the purpose of alerting the Marshall University community in an emergency. These emergency notices can be delivered via phone calls, text messages to mobile devices, and e-mail.
- If you feel your personal safety is at risk while walking to your vehicle after dark, call MUPD and an officer will escort you to your vehicle.
- To contact a member of the Counseling Service after normal office hours, contact University Police.

MUPD Escort

Website: www.marshall.edu/mupd/community/escort-service

Contact: University Police, 304-696-HELP (4357)

Location: Public Safety Office; 1801 Fifth Avenue;
across from Twin Towers West

Hours: 24 hours per day

Cost: Free

Information: If you feel your personal safety is at risk while walking to your vehicle after dark, call University Police at 696-HELP (4357), and an officer will escort you to your vehicle. When walking on campus during the evening hours, you are encouraged to walk with another person; and, use well-lighted and well-traveled routes. Be prepared to state your name and location, and an officer will be dispatched to meet you.

MU Wellness Center

Website: www.marshall.edu/shep

Contact: shep@marshall.edu or 304-696-4800

Location: First floor of the Marshall Recreation Center, in the Wellness Suite

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Cost: Free

Information: An office of Student Affairs, Wellness Center is a free resource which provides wellness opportunities, substance abuse prevention, and health education to Marshall University students. Wellness Center's goal is to help students achieve wellness through the promotion of healthy lifestyle habits and choices. The lifestyle decisions that students make now will affect them later in their lives. Marshall University is committed to helping students make healthy, responsible choices concerning their own well-being.



Military & Veterans Affairs Office

Website: www.marshall.edu/military
Contact: Jonathan McCormick, mccormick33@marshall.edu, or 304-696-5278, Office of the Registrar
Lora Varney, VA Certification Specialist, 304-696-2254
Location: Gullickson Hall Room 211
Hours: 8:00 a.m. -5:00 p.m.
Cost: Free
Information: The Military & Veteran's Affairs Office's Mission Statement is: To ensure that our active duty military and veteran men and women have the services and resources needed to achieve their academic goals at Marshall. Services are offered for students now serving in the military or who are veterans. Assistance is available in applying for benefits, referrals to academic support services when needed, a veteran's lounge, and services through the Marshall Counseling Center. A lounge is available for veterans, active military, and dependents/spouses. The lounge has three computers, new recliners, a sofa, refrigerator, and televisions where students can play video games, watch TV, or sit quietly and read if they prefer.

myMU

Website: mymu.marshall.edu
Contact: IT Service Desk • itservicedesk@marshall.edu • 304-696-3200 – Huntington
Location: Drinko Library, 1st Floor
Cost: Free
Information: myMU is the Marshall University portal to many online services and to the Internet. This is where you can register for classes, check email, view grades, financial aid status, and make secure payments. To log in, you'll need your ID no. (beginning with "901") and your PIN (Personal Identification Number).

National Student Exchange

Website: www.marshall.edu/uc/national-student-exchange
Contact: Robin Taylor, 304-696-5819 or taylorro@marshall.edu
Location: Smith Hall – Communications Building
Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m.
Cost: \$150 Registration fee
Information: Marshall University is one of 200 colleges and universities that participate in the National Student Exchange (NSE) throughout the United States, its territories, and Canada. The NSE Program allows qualifying students to study for up to 2 semesters at participating universities and colleges for the price of their Marshall University tuition. In order to qualify for the program, students must be in good academic, financial, and social standing with the University, as well as have a minimum of a 2.5 overall GPA.

Office 365 – free software

Website: www.marshall.edu/it/office365
Contact: IT Service Desk
itservicedesk@marshall.edu
304-696-3200 - Huntington
304-746-1969 - Charleston
304-689-8638 - Toll free
Location: Drinko Library, 1st Floor
Cost: Free
Information: Office 365 Education for Students is an Office 365 plan that is available at no additional charge to current Marshall students. The latest version of Office can be installed on up to 5 PCs or Macs and on other mobile devices including Android, iPad®, and Windows tablets. It includes 1 TB of OneDrive storage, managed by Marshall University, for schoolwork and homework. In addition, students can edit and collaborate using Office Online, Yammer, and SharePoint sites.



Office of Disability Services

Website: www.marshall.edu/disability
Contact: Stephanie Ballou, 304-696-2467
Location: Prichard Hall, Room 117
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Cost: Free
Information: Services are available for all students with disabilities at the University, whether they are full- or part-time students. Students are required to provide documentation of the disability. The program staff will work with students to individualize the type and level of services provided.

Office of Student Financial Assistance a.k.a. Financial Aid

Website: www.marshall.edu/sfa
Contact: sfa@marshall.edu; 304-696-3162
Location: Room 2W38
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Cost: N/A
Information: Our primary objective is to assist you in planning for and meeting your educational costs. Financial assistance in the form of scholarships, grants, loans, and work-study is available to full- and part-time students who qualify.



Office of Student Conduct

Website: www.marshall.edu/student-conduct
Contact: Lisa Martin, martil@marshall.edu, 304-696-2495
Location: Memorial Student Center, Suite 2W29A
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Cost: N/A
Information: Marshall University expects all members of its community to act in respectful and responsible ways towards one another. MU is committed to providing programs, activities and an educational environment free from discrimination and harassment of any kind. The Code of Student Rights and Responsibilities reflects these expectations and standards. This code and student judicial system are founded on principles of fairness and due process. The form to file a general complaint against a student or student organization can be found on the above website. If you have an emergency, call MUPD, 911, or 3041-696-HELP.

Parking

Website: www.marshall.edu/parking/
Contact: 304-696-6406; or parking@marshall.edu
Location: Charles Bliss Office of Public Safety Building, 1801 Fifth Avenue
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.
Cost: Based on the parking lot you select.
Information: Permit parking is enforced from 7:00 a.m. - 7:00 p.m., Monday through Thursday and 7:00 a.m. - 4:00 p.m. on Fridays. All parking facilities, except the pay lot meter, parking meters, and the pay-by-the-hour 6th Avenue Garage, require a parking permit during enforcement hours. Purchase permits or pay tickets in the Parking office or in the Office of the Bursar.

Parthenon

Website: marshallparthenon.com
Contact: parthenon@marshall.edu
Location: Communications Building, Room 109
Hours: N/A
Cost: Free
Information: *The Parthenon*, Marshall University's student newspaper, is published online and in print by students Monday through Friday during the regular semester and Fridays during the summer. The editorial staff is responsible for all news and editorial content.

Personal Websites

Website: www.marshall.edu/it/personalwebsites

Contact: IT Service Desk
itservicedesk@marshall.edu
304-696-3200 - Huntington
304-746-1969 - Charleston
304-689-8638 - Toll free

Location: Drinko Library, 1st Floor

Cost: Free

Information: Marshall University currently offers students, faculty & staff the ability to create and maintain personal websites hosted off Marshall's servers, which have a total of 200MB of space available for network file storage.

Please note: You may not create a personal university web page for a business; this is against the acceptable use policy, which in part states that the ITE "may NOT be used for commercial or profit-making purposes." For more information on policies, see Information Technology Acceptable Use Policy.

Printing & Duplication Services

Website: www.marshall.edu/it/pd

Contact: Circulation Services
library@marshall.edu or 304-696-2321
Residence Hall Front Desk Clerk

Location: Drinko Library 1st floor or Residence Hall front desk

Hours: 1:00 p.m. Sunday – 6:00 p.m.
Friday (24 hours)

Saturday: 10:00 a.m. to 6 p.m.

Cost: \$0.10 per page for black & white prints and \$0.25 per page for color prints (in the library). At most stations, pages are 8.5 x 11; other options are available in the Drinko Study Center. This charge for printing applies to all users.

Psychology Clinic

Website: www.marshall.edu/psych/clinics/campus-psychology-clinic

Contact: For an appointment, call 304-696-2772
If you are in crisis and need immediate assistance, go to the hospital nearest you or call 911.

Location: Office - 335-A Harris Hall
Clinic - 449 Harris Hall

Hours: Office hours to schedule an appointment: Monday - Friday, 8:00 a.m. - 4:30 p.m.
Clinic Hours: Monday - Friday, 9:00 a.m. - 4:30 p.m. (closed holidays and weekends)

Cost: Please visit the website for the fee structure.

Information: Psychotherapy: Regularly scheduled sessions with an assigned clinician are offered. The term, length and modality of therapy are determined by the clinician in consultation with his or her supervisor and the client.

Psychological Assessment: Psychological assessment of several types is offered at the Marshall University Psychology Clinic. The nature and scope of all psychological assessments will be determined by the clinician in consultation with his or her primary supervisor and is designed to answer one or more specific referral questions. Psychological assessments usually require two to four visits by the client, but occasionally more are needed. Evaluations are completed within 30 calendar days after the client's final testing visit.

Group Psychotherapy: Clinicians may have opportunities to design and lead, or co-lead, groups of several types, including process groups intended to address specific areas and issues such as assertion training, parenting, self-esteem, wellness, eating disorders, adult children of alcoholics, etc. Groups offered will depend on clinic facilities and demand. A corresponding reduction in the individual psychotherapy caseload is arranged for any student leading a group. Such a reduction will be done in consultation with the clinician's supervisor.

Educational Workshops and other events: Depending on individual interests and the opportunities available, clinicians may be involved in planning and conducting special workshops or selected groups on- or off-campus. For example, a clinician might be involved in presenting information on conflict management to dormitory residents and advisors.

Rec Center

Website: www.marshallcampusrec.com
Contact: 304-696-4REC (4732)
Location: 20th Street & 5th Avenue
Cost: Free for full-time students
Information: The Marshall Recreation Center offers a variety of options to suit your individual, healthy lifestyle. Options include personal training, group workout sessions, nutrition consultations, equipment rentals, outdoor trips, intramurals or any of many more options. The Marshall Recreation Center is dedicated to helping you maintain a healthy lifestyle. They hire MU students for various positions in the Center.

Registrar

Website: www.marshall.edu/registrar
Contact: registrar@marshall.edu
Email for Transcript
Questions: transcripts@marshall.edu
Registrar
Services: 304-696-6410
Fax Number: 304-696-6476
Fax for Transcript
Requests: 304-696-2252
Location: Old Main 106A
Hours: Monday - Friday, 8:00 a.m. – 5 p.m.

Religious Affiliations

Website: www.herdlink.marshall.edu
Information: Facilities on campus include the Campus Christian Center and the Catholic Newman Center

Resource Librarian

Website: www.marshall.libanswers.com
Contact: Text A Librarian: 304-241-6641 or call 304-696-2334
Location: Drinko Library
Cost: Free
Information: Librarians are first and foremost here to help students with all their research needs. They quickly and confidentially connect students with the best information and teach students how to utilize scholarly and peer-reviewed resources to create the best academic projects. They can help students find print materials (such as books and journals) in the library, instruct them on how to properly evaluate sources and properly cite sources to avoid plagiarism. They can demonstrate how to use the databases in order to save time and while finding the latest and greatest information on all topics. Please note that research librarians are not available for online appointments.

Social Media

Information: Find information about all of our social media efforts at Marshall University by visiting www.marshall.edu/connected

Sodexo

Website: marshall.sodexomyway.com
Contact: General Manager, Cheryl King, at 304-696-3329
Locations: Towers Market Place, Harless Dining Hall, Memorial Student Center, Drinko Coffee Shop, Starbucks Coffee, MU Campus Express
Hours: Hours vary by location
Cost: Meal plans, Herd Points, cash and credit cards are welcome
Information: This is the official food service supplier for the University. One of their main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. Their Campus Dining Services Program can accommodate special dietary requirements.



Software (Free)

Website: www.marshall.edu/it/services/availablesoftware

Contact: IT Service Desk
itservicedesk@marshall.edu
304-696-3200 - Huntington
304-746-1969 - Charleston

Location: Drinko Library, First floor

Cost: Free

Available

Software:

Office 365
Adobe Fireworks
Antivirus Applications – Symantec
Adobe Premier Pro
Blackboard IM
Adobe Speed Grade
Quicktime
Microsoft Access
Skype for Business
Microsoft Lens
Windows Essentials
Microsoft OneNote
Windows Media Player
Microsoft Outlook
Adobe Acrobat/Reader
Microsoft OneDrive
Adobe Bridge
Microsoft Visio

Sports Medicine Institute

Website: marshallsportsmedicine.org

Contact: 304-691-1880 or msmi@chhi.org

Location: 2211 Third Avenue

Cost: Cost varies depending on services

Information: The Sports Medicine Institute has orthopedic sports medicine physicians who treat injuries for Thundering Herd athletes and active people alike — working closely with trainers, therapists and other specialists to offer an innovative, multidisciplinary approach to rehabilitation, recovery and performance improvement.

The Walk-in Sports Medicine Clinic has physicians, X-ray technicians and physical therapists available to diagnose and treat athletic injuries promptly and effectively – with or without an appointment.

On Saturdays from September to May, the Saturday Sports Medicine Clinic can assess your condition or injury and advise you on what to do next. Free Sports Clinics take place Saturdays from 8:00 a.m. - 10:00 a.m. at the Marshall Sports Medicine Institute.



Student Activities

Website: www.marshall.edu/student-activities

Contact: Dakota Maddox, d.maddox@Marshall.edu,
304-696-2262

Location: Memorial Student Center Lower Level
The Lead Center

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Cost: Based on activity

Information: The Office of Student Activities is the point of contact for all students who wish to be involved. Student Activities envisions an active, engaged student community that develops leaders, builds strong friendships, embraces service to others, and exemplifies a respect for diversity.

Student Advocacy and Success

Website: www.marshall.edu/student-affairs/advocacy

Contact: Michelle Biggs,
miller138@marshall.edu, 304-696-2284

Location: Memorial Student Center, Suite 2W32

Hours: 8:00 a.m. - 5:00 p.m.; Walk-in visits or individually scheduled appointments are welcome.

Cost: Free

Information: Providing support and guidance for academic and personal success; Helping with steps for academic appeals; Assisting with process of appealing Student Conduct decisions; Providing accountability plans to ensure academic success; Serving as the contact for University Excused Absences. Assisting parents & families with resources and questions.



Student Counseling Center

Website: www.marshall.edu/counseling

Contact: Candace Layne 304-696-3111, layne32@marshall.edu

Location: Prichard Hall, 1st Floor

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Walk-In Hours: Monday - Friday (Fall & Spring semesters),
1:00 p.m. - 6:00 p.m.

Cost: Free

Emergency

Response: A Counseling Services staff member is available 24 hours a day seven days a week, and can be reached by calling 304-696-3111 or the Campus Police Department at 304-696-HELP (4357).

Information: The decision to seek help in resolving your concerns is a difficult one, but Marshall University's Counseling Center is committed to helping you overcome your adversities. We offer services to help manage stress, depression, and anxieties, including the serious problem of test anxiety. Also, we can guide you through conflict resolution, anger management and relationship issues. During walk-in hours, students are seen on a first-come, first-served basis.

Student Government Association

Website: www.marshall.edu/sga

Contact: 304-696-6436

Location: Memorial Student Center, Suite 2W29B

Hours:

Cost: N/A

Information: The Student Government Association (SGA) is comprised of three branches: the Executive Branch, the Legislative Branch, and the Senate Apprenticeship Program. Collectively, SGA promises to serve as the vehicle of the Marshall student body, to field its concerns and provide them with real results, and to create programs and initiatives to enhance the collegiate experience at Marshall University.

Student Health Services

Website: www.marshall.edu/studenthealth
Contact: Clinic Phone: 304-691-1100 or, 304-696-2284
Location: Cabell Huntington Hospital, 2nd Floor
Hours: 8:00 a.m. - 10:45 a.m. and 1:00 p.m. - 4:00 p.m., Monday through Friday when classes are in session
Cost: Free
Information: The purpose of the Student Health Services is to provide health care services for acute illnesses to students. Students may show up to see a doctor without an appointment, but an appointment is highly recommended to avoid potentially lengthy wait times.

Services provided include:

Diagnosis of acute and chronic illnesses; treatment of acute illnesses; routine non-surgical procedures conducted in the office; limited lab procedures; limited x-rays; prescription medications; prevention and education; testing, such as TB (there is a charge); and specialist referrals.

Transportation: Provided to students at the Student Health facilities free of charge by Cabell Huntington Hospital shuttle. It picks students up at 9:00 a.m. and 1:00 p.m. at the 5th Avenue entrance to the Memorial Student Center (MSC). Return trips are provided at 11:00 a.m. and 3:00 p.m. from the Student Health entrance of Cabell Huntington Hospital.

Cold Packs: Available on the 1st Floor, Prichard Hall (Pack for cold; 1 pack per semester)

Student Involvement & Organizations

Website: www.marshall.edu/student-activities
Contact: Andy Hermansdorfer, 304-696-2283
Location: Memorial Student Center Lower Level
The Lead Center
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Cost: Based on activity
Information: A complete list of clubs and organizations can be found at www.marshall.edu/student-activities/organizations/organizations. The Office of Student Involvement and Leadership is the point of contact for all students that wish to be involved. We envision an active, engaged student community that develops leaders, builds strong friendships, embraces service to others, and exemplifies a respect for diversity.

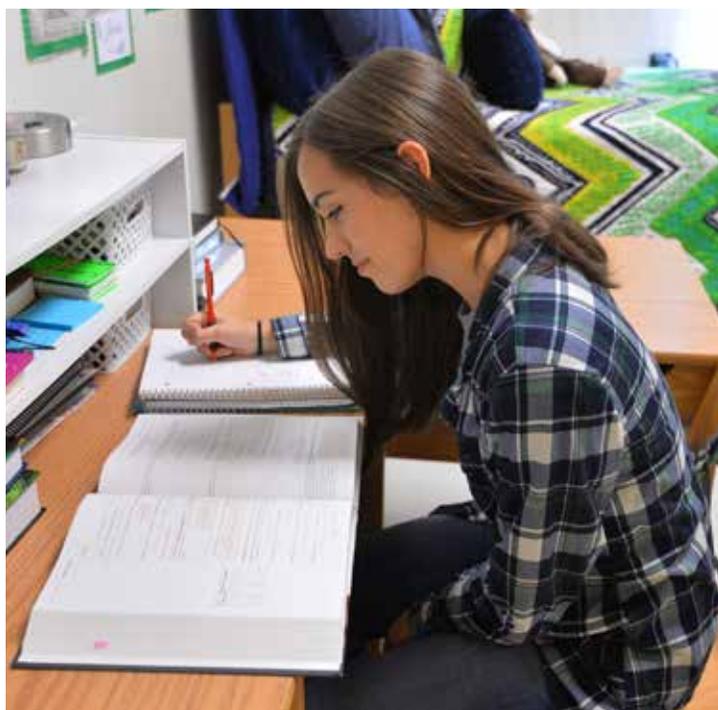


Study Center Rooms

Website: www.marshall.edu/it/ucf
Contact: 304-696-3249
Location: Drinko Library 1st Floor, Study Center Entrance with card swipe
Cost: Free
Information: The Drinko Study Center is located on the north side of the first floor of the Drinko Library. The Study Center contains 45 individual use Windows computer stations, a visually impaired technology room, a scanning room and a Pharos Printing Station. The UCF assistance desk is located inside the Study Center.

Textbook Loan Program

Website: www.marshall.edu/uc/textbook-loan-program
Contact: 304-696-3169
Location: Drinko Library Reference Desk
Hours: 1:00 p.m. Sunday – 6:00 p.m.
Friday (24 hours)
Saturday: 10:00 a.m. to 6 p.m.
Cost: Free
Information: Textbooks for several gateway and core curriculum courses that have high enrollment are now available in the Drinko Library for a short-term loan period of three hours. To request additional textbooks, please visit the University College webpage listed above.



Training Online for Software, Program Techniques & Programming

Website: www.marshall.edu/lynda
Contact: **IT Service Desk • Lynda.com**
itservicedesk@marshall.edu
888-335-9632 (M - F, 6:00a.m. - 5:00 p.m. PST)
304-696-3200 - Huntington
304-746-1969 - Charleston
Location: Drinko Library 1st Floor
Cost: Free
Information: Lynda.com is an online skills development resource for a wide variety of computer software products, program techniques, and even programming languages. Your Lynda.com Online Training Library provides easy-to-follow video lessons from experts in each subject area. As a Marshall University student, faculty or staff member, you have access to the full Lynda.com library using your MUNET username and password as your login credentials.

Transcripts (Official)

Website: www.marshall.edu/registrar/transcripts
Contact: transcripts@marshall.edu, 304-696-6410
Location: Old Main, Room 106A
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
Cost: Transcript fee is \$12 for electronic delivery via email and \$10 for mail delivery via U.S. mail
Information: The Registrar is the official custodian of student records. It provides transcripts for current and former students; manages end-of-term processes including recording grades, calculating GPA, and processing academic status decisions; maintains student directory information; monitors students' progress toward degree requirements, certifies students' completion of requirements, and issues diplomas and certificates; publishes and maintains the Dean's List; handles records retention and imaging; manages processes associated with dual and linked programs; and manages general person functions such as address changes, deceased student processes, etc.

Tutoring Services

Website: www.marshall.edu/uc/tutoring-services
Contact: tutoring@marshall.edu or 304-696-3169
Location: Communications Building, Room 211 - Communications Bldg. is connected to the 2nd Floor of Smith Hall
Hours: See website
Cost: Free
Information: The University College Tutoring Services Center provides a valuable service to the student population of Marshall University. A safe, comfortable environment is provided for students. Stop by University College or submit a Request a Tutor form from the website above. If you have not heard from the office staff within one week of submitting your application, please call 304-696-6622 or email.

V Drive Storage

Website: www.marshall.edu/it/v-drive
Contact: IT Service Desk
itservicedesk@marshall.edu
304-696-3200 - Huntington
304-746-1969 - Charleston
Location: Drinko Library, 1st Floor
Cost: Free
Information: Marshall University provides network space via the Personal File Cabinet, also known as the V Drive, that can be used for file sharing over the Internet. This is a more efficient alternative to sharing large files as attachments in e-mail. The shared files must be located in the 'public html' folder on your V: drive. If this folder does not exist, use a Windows machine and follow instructions to properly create the folder. The V: drive is 256MB of virtual disk space that Information Technology provides to all faculty, staff, and students.





WiFi

Website: www.marshall.edu/wifi

Contact: IT Service Desk
 itservicedesk@marshall.edu
 304-696-3200 - Huntington
 304-746-1969 - Charleston
 304-689-8638 - Toll free

Location: Drinko Library, First floor

Cost: Free

Information: MU WiFi is Marshall's campus-wide Internet service. Students have the ability to access this WiFi service anywhere it is available on Marshall's campus using each individual's MUNET ID and a password. Students have the ability to connect their gaming console, Apple TV, Smart TV, Nintendo DS, and other WiFi-enabled services through Marshall's MU DeviceNet service. Marshall's Residence Hall rooms are wired with high-speed Ethernet connections, enabling high-speed communications through network jacks found on wall plates in every room. Please note: Personal routers are prohibited on campus by Marshall University. For more information, or to learn how to connect your devices, please visit: www.marshall.edu/it/HowDoI.

Guest Account: Students, faculty and staff can also set up temporary guest wireless accounts for non-university individuals.

WMUL-FM 88.1/ The Cutting Edge

Website: www.marshall.edu/wmul

Contact: wmul@marshall.edu

Location: Communications Building, Room 201

Hours:

Cost: N/A

Information: The student radio station, WMUL-FM, is on the air 24 hours daily throughout the year. All University students are encouraged to volunteer at WMUL-FM. DJ Request Line: 304-696-6651
 Talk Show Hotline: 304-696-2293

Women's & Gender Programs

Website: www.marshall.edu/wcenter

Contact: Leah Tolliver, Director
wcenter@marshall.edu or 304-696-3338

Location: Prichard Hall, First floor

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Cost: Free

Information: The Marshall University Women's Center serves to foster the personal growth and development of women as independent, confident, and healthy individuals. The Center organizes events of interest to women and men such as discussion groups, speaker series, workshops, festivals, and films. The Center also maintains a resource library with information on sexual assault, stalking and domestic violence, dating violence, sexual harassment, and women's health, body image, eating disorders, and date rape drugs.

Writing Center

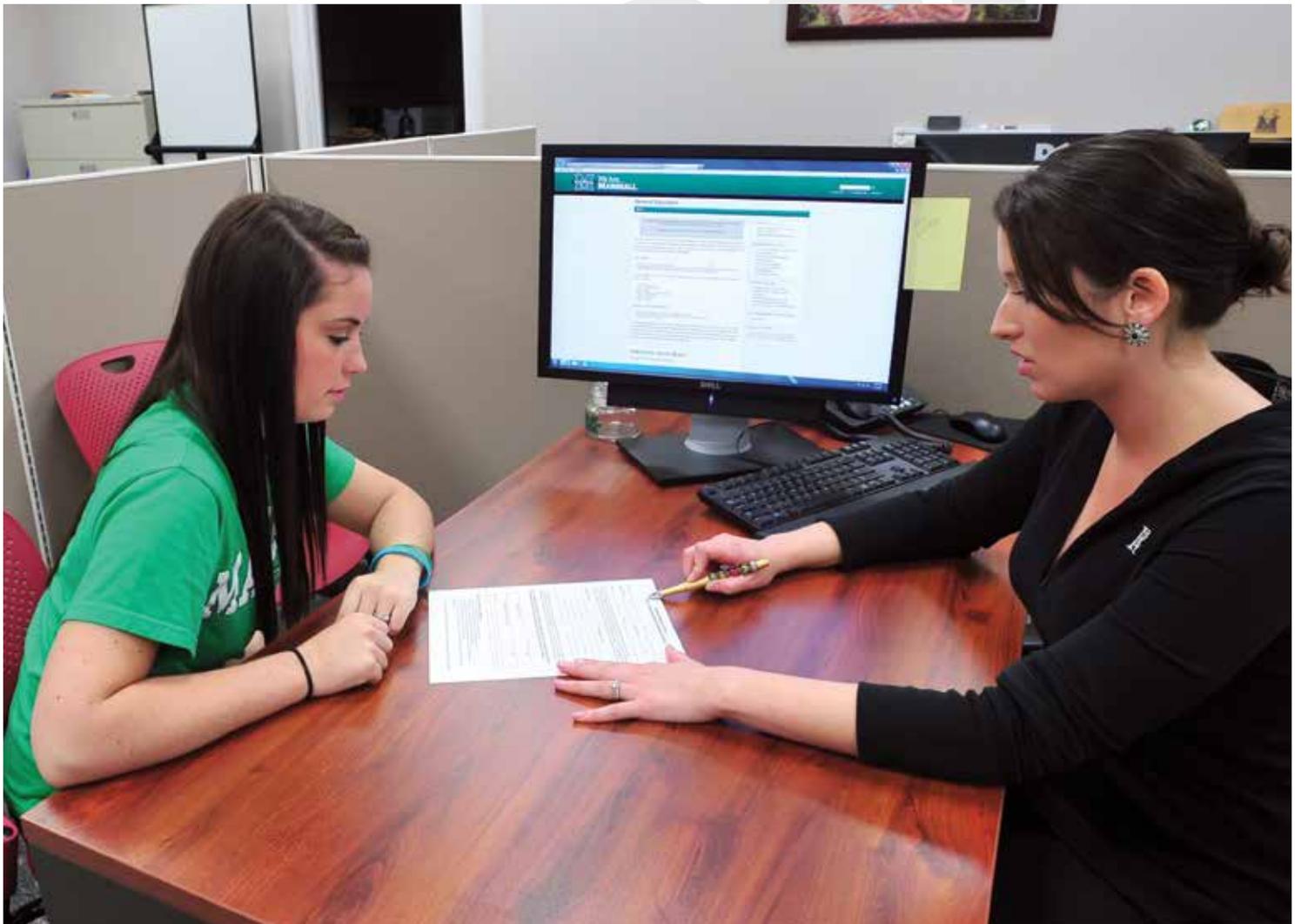
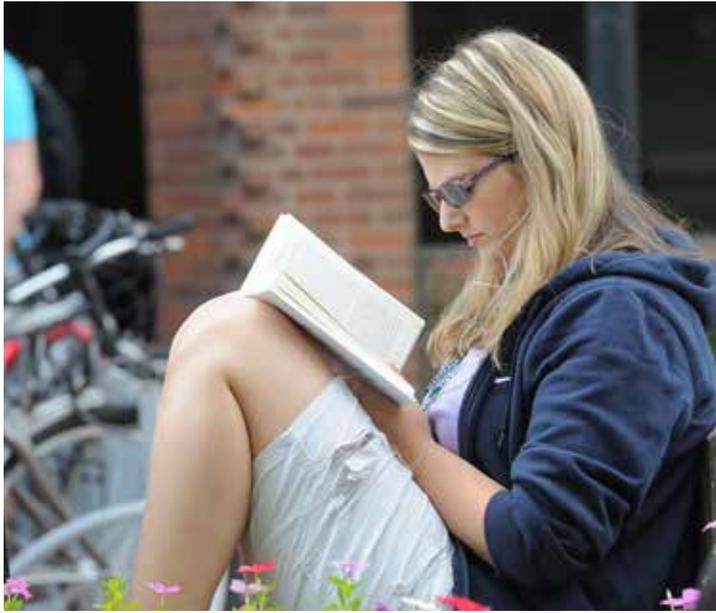
Website: www.marshall.edu/writingcenter

Contact: writing@marshall.edu or 304-696-6254

Location: LOCATION #1: 2nd floor of Drinko Library.
 LOCATION #2: Your Computer! The Writing Center offers virtual appointments for all Marshall students, including distance learners. If you would prefer to work with a tutor virtually, look for tutors with "online" and/or "eTutoring" designations.

Cost: Free

Information: The Writing Center at Marshall University is a free tutoring service for all Marshall students who want help with their writing. The Writing Center is staffed by graduate and undergraduate students who are trained to help at all stages of the writing process and in any discipline.



ACADEMIC PROGRAMS

College of ARTS AND MEDIA

In 2013, Marshall's College of Fine Arts joined with the W. Page Pitt School of Journalism and Mass Communications to form the College of Arts and Media. Through its rich public programs, CAM offers professional, discipline-based training within broad learning context in four schools:

- » School of Art and Design
- » School of Music
- » School of Theatre
- » W. Page Pitt School of Journalism and Mass Communications

Together, CAM offers students the chance to perform, exhibit, broadcast, publish and more. Primed to think critically, CAM graduates are prepared to live as global citizens and 21st-century leaders, as what and how the world communicates continues to be transformed. Minors in advertising, art, dance, journalism, music, public relations or theatre make it easy for all Marshall students to become involved with CAM during their studies. In addition, since 1936 the Marshall Artists Series has presented world-class artists and organizations to our students and communities through special events and festivals.

The College of Arts and Media is the front door to the university. Among the four schools in the college and the Marshall Artists Series, the college "touched" over 69,000 individuals in 2015 through concerts, recitals, exhibitions, various news platforms exclusive of radio, speakers, matinees, educational programs for K-12 students and community service projects. That figure does not include the estimated 200,000 people that the Marching Thunder and Marshall Pep Band performed for at athletic events, or tens of thousands who listen to WMUL on the radio.

MARSHALL CENTER FOR WELLNESS IN THE ARTS

Two of Marshall's most dynamic colleges joined together to provide a unique opportunity for students in the performing arts. Since August 2014, the College of Health Professions and the College of Arts and Media have offered performing and visual arts students the chance to work with various disciplines to prevent injury from occurring during performances. Learn more at www.marshall.edu/cwa.

www.marshall.edu/cam

Phone: (304) 696-6433 • cam@marshall.edu

Visual Arts Center

Housing eight programs from the School of Art and Design, the \$13 million, 66,000-square-foot Visual Arts Center is located downtown, directly adjacent to Huntington's Pullman Square. The ground floor features retail space and a 2,200-square-foot gallery with upwards of 150 feet of linear display space.

Students have the chance to study and create in interactive spaces throughout the building, which is situated just six blocks down the Old Main Corridor that leads to Marshall's Huntington campus.



Lewis College of BUSINESS

The Marshall University Lewis College of Business is a proven producer of quality graduates who become world-class business professionals. You'll find our alumni working in a variety of industries across the globe as CEOs, CFOs, managers, accountants, marketers and entrepreneurs. They learned the skills needed to make them adaptable and successful in an ever-changing financial climate. Just ask Brad Smith, CEO of Intuit; Paula Tompkins, CEO and founder of ChannelNet; Verna Gibson, the first female CEO of a Fortune 500 company (The Limited) or West Virginia Governor Jim Justice.

Marshall's business degrees are accredited by AACSB International—The Association to Advance Collegiate Schools of Business. Fewer than 5 percent of business schools worldwide are AACSB accredited for their business programs. Fewer than 1 percent are AACSB accredited for both business and accounting. We are in this elite 1 percent group! AACSB-accredited schools have the highest-quality faculty along with relevant and challenging curriculum, and provide educational and career opportunities that are not found at other business schools.

PROGRAMS

UNDERGRADUATE MAJORS

- » Accounting
- » Economics
- » Energy Management
- » Entrepreneurship
- » Finance
- » Health Care Management
- » International Business (major only)
- » Management
- » Management Information Systems
- » Marketing
- » Risk Management and Insurance (minor only)

GRADUATE MAJORS

- » Accountancy
- » Health Care Administration
- » Human Resource Management

MASTER OF BUSINESS ADMINISTRATION (MBA)

Areas of emphasis:

- » Finance
- » Health Care Administration
- » Human Resource Management
- » Management
- » Marketing

www.marshall.edu/cob

Phone: (304) 696-2314 • cob@marshall.edu



College of EDUCATION AND PROFESSIONAL DEVELOPMENT

The College of Education and Professional Development, accredited by NCATE since 1954, is the oldest academic unit within Marshall University, dating back to 1867. Approximately 33 different educational certifications are offered, including certifications in early childhood, elementary education, middle childhood education, secondary education and administration. The Master of Arts in Teaching provides students with degrees in other fields the opportunity to take professional education courses along with field experiences and graduate with teaching certification and a master's degree.

The College of Education and Professional Development continues to prepare teachers and other professional educators, including counselors, principals, supervisors and superintendents. It also provides continuing education opportunities for professional educators and advances educational opportunities to the people of West Virginia through teaching, public service and research. All teacher education programs at Marshall are under the direction of the College of Education and Professional Development. Programs are delivered in traditional and nontraditional ways using a core group of dedicated, full-time faculty complemented by an excellent cadre of expert adjunct faculty. Both undergraduate and graduate courses are taught on both campuses and at several Marshall University centers throughout the service region: Mid-Ohio Valley Center in Point Pleasant, Teays Valley Regional Center, Erma Byrd Center in Beckley and the Southern Mountain Center.

www.marshall.edu/coepd

Huntington: (304) 696-3131

So. Charleston: (304) 746-1992

coepd@marshall.edu



College of **HEALTH** **PROFESSIONS**

The College of Health Professions is one of the largest, fastest-growing colleges at Marshall University, with many programs and degrees ranging from associate to doctoral levels. There is a degree for anyone interested in the rapidly growing health professions field. The COHP is committed to offering quality education through classroom time, as well as being interactive with the community in rural and underserved areas. All programs are nationally recognized and accredited, or in the case of new programs, seeking accreditation as required.

The College of Health Professions was first in the state to offer a professional Master of Athletic Training degree, which began in 2016. Additionally, the Graduate Health Informatics program was named No. 1 most affordable in the U.S. in 2014 by MBA Healthcare Management. This program is one of only three accredited Health Informatics master's degree programs in America.

PROGRAMS

- » Athletic Training
- » Biomechanics
- » Clinical Lab Sciences
- » Communication Disorders
- » Dietetics
- » Exercise Science
- » Health Informatics
- » Health Sciences
- » Kinesiology
- » Nursing
- » Physical Therapy
- » Public Health
- » Social Work
- » Sport Management
- » St. Mary's Cooperative Programs: Respiratory Care, Medical Imaging, Nursing
- » Mountwest and Kanawha Valley CTC Transfer Programs

www.marshall.edu/cohp

Dean's Office: (304) 696-3655

Student Services Office: (304) 696-2620

cohp@marshall.edu

College of INFORMATION TECHNOLOGY AND ENGINEERING

From its inception, the College of Information Technology and Engineering (CITE) at Marshall University has been dedicated to the delivery of undergraduate and graduate programs in high-technology fields that optimize opportunities for students and support the growth and reputation of our university, state and region. In 2015, *U.S. News & World Report* named Marshall's Undergraduate Engineering program as No. 104 in the United States.

Students receive hands-on instruction through classroom and lab experiences. They also participate in university research initiatives, capstone projects and internships throughout the calendar year. Students also have opportunities to compete with other universities on projects including designing and building concrete canoes and steel bridges.

PROGRAMS

WEISBERG DIVISION OF COMPUTER SCIENCE

- » B.S. in Computer Science
- » Pre-Computer Science
- » M.S. in Computer Science
- » M.S. in Information Systems

WEISBERG DIVISION OF ENGINEERING

- » B.S. in Engineering (B.S.E.) Emphasis in Civil Engineering
- » B.S. in Mechanical Engineering (B.S.M.E.)
Engineering Transfer Program
- » Pre-Engineering
- » M.S. in Engineering

Majors:

- Engineering Management,
Environmental Engineering,
Transportation and Infrastructure Engineering
- » M.S. in Mechanical Engineering

DIVISION OF APPLIED SCIENCE AND TECHNOLOGY

- » B.S. in Safety Technology
- » M.S. in Environmental Science
- » M.S. in Safety
- » M.S. in Technology Management

Applied Engineering Complex

In 2015, Marshall celebrated the long-awaited opening of the Arthur Weisberg Family Applied Engineering Complex and added new engineering degree programs. The new 155,000-square-foot complex features advanced learning environments, teaching/research laboratories and resources to support undergraduate and graduate programs in engineering, mechanical engineering and bioengineering, computational sciences, environmental sciences, transportation and applied digital/simulation technology.



ACADEMIC PROGRAMS

College of LIBERAL ARTS

Marshall University is known for its strong liberal arts tradition, and the College of Liberal Arts continues to grow and achieve today. As of 2016, the college offers more than 20 degree programs, spanning undergraduate to doctorate. As of 2017, the college offers more than 20 degree programs, spanning undergraduate to doctoral offerings in:

- » Anthropology
- » Communication Studies
- » English
- » Modern Languages (Spanish, French, German and Japanese)
- » Geography
- » History
- » Humanities (Classics, Latin, Philosophy and Religious Studies)
- » International Affairs
- » Political Science
- » Psychology
- » Sociology

Although the College of Liberal Arts has only 28 percent of the faculty at Marshall, through the years our faculty have been the recipients of at least 50 percent of the Pickens-Queens Teacher Awards and Hedrick Faculty Awards, and 45 percent of the John Deaver Drinko Distinguished Fellows since 1994 have been COLA faculty.

www.marshall.edu/cola

(304) 696-2350 • cola@marshall.edu

CLIO

Whether you are a visitor to the City of Huntington or a resident, an educational website and mobile app created at Marshall University can guide you to the history and culture of our community. Similar to other popular locator apps, Clío (www.theclio.com) picks up your location and shows you nearby sites, along with a concise summary of the history and significance of each location. Clío is free for everyone and includes nearly 1,000 entries for historic and cultural sites in West Virginia. The information comes from hundreds of universities, historical societies, museums and other organizations. It also includes more than 10,000 historic sites from Maine to California. We hope you enjoy using Clío to discover the history of Huntington as well as the next place your travels may take you.



College of SCIENCE

Science is the way to progress. It is new and better medicine. Faster, safer electronic communication. A healthier planet. An expanded frame of reference. A new solar system. It is the center of intelligent life and the advancement of humankind. Scientists are pioneers on the frontiers of industry, government, academia, research and professional careers. They are policymakers, engineers, lawyers and doctors. They are critical thinkers and problem solvers.

The Marshall University College of Science seeks to provide students with opportunities for undergraduate research and development. Undergraduates, even first-year students, are encouraged to work in research labs alongside graduate students and research professors. The college's outstanding faculty includes accomplished scholars committed to academic excellence and professors with university-wide teaching awards. With small class sizes and state-of-the-art laboratory facilities, the College of Science provides opportunities for every student to succeed in his or her chosen field.

SCHOOLS

- » School of Biological and Natural Resource Sciences
- » School of Forensic and Criminal Justice Sciences
- » School of Mathematics and Applied Informatics
- » School of Physical Sciences

www.marshall.edu/cos

Phone: (304) 696-2371

Joan C. Edwards School of **MEDICINE**

Consistency in mission and innovation in execution characterize the Marshall University Joan C. Edwards School of Medicine's history and its promising future. Its small class size and community-integrated structure help make the school responsive to the region's educational and health care needs.

In recent years, under the direction of Dean Joseph I. Shapiro, M.D., the school has developed innovative education programs focused on stimulating student interest in rural practice. In 2015, Marshall enrolled its first class into the newly created B.S./M.D. program for West Virginia students, which allows them to complete their bachelor's and medical degrees in just seven years. The school also forged a new partnership with St. George's University of London Medical School to allow research and clinical experiences abroad for Marshall students.

www.jcesom.marshall.edu

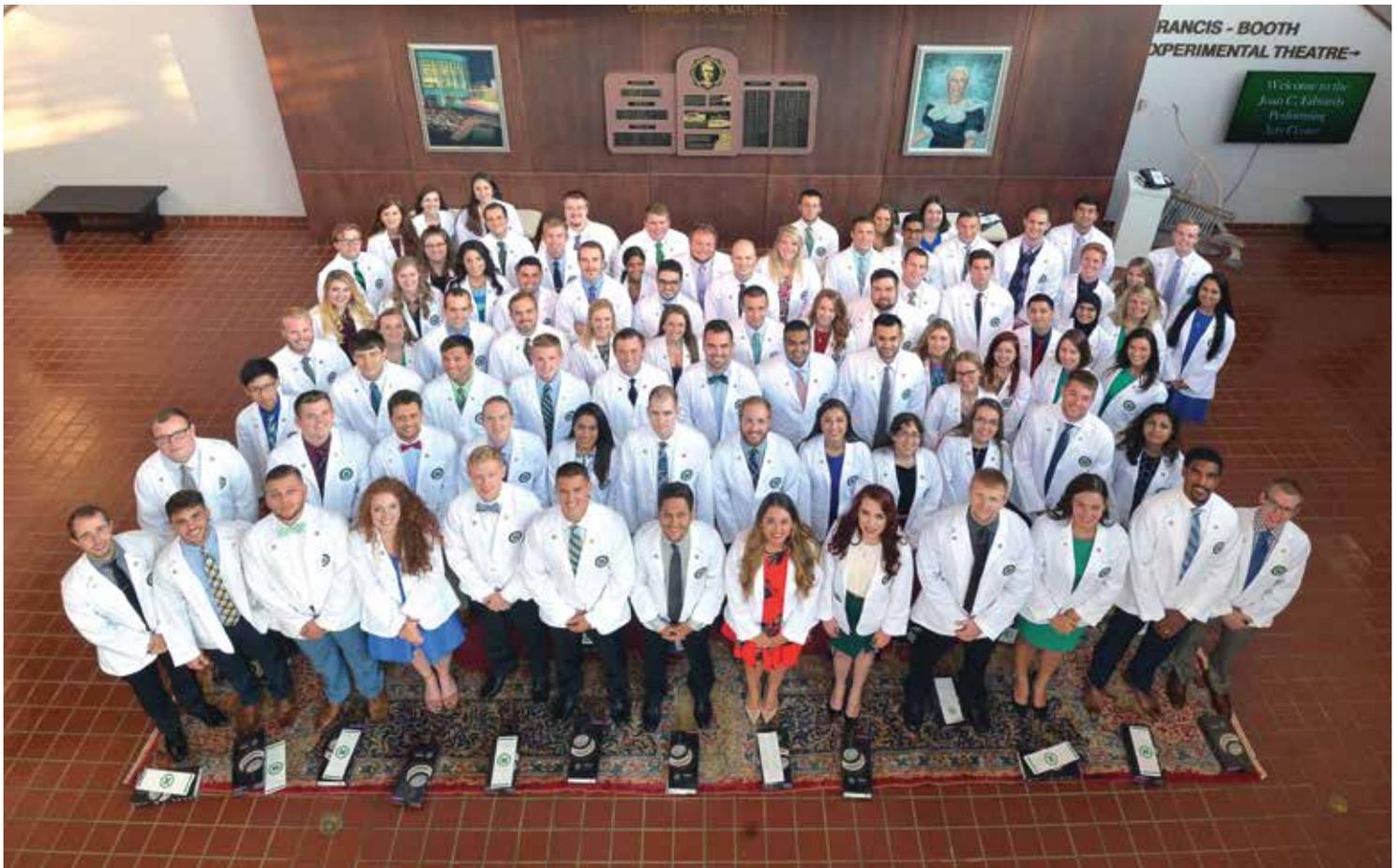
Phone: (304) 691-1700 • MUSOM@marshall.edu

Quick Facts

- » On average, **77 new students** are accepted annually into the M.D. program.
- » Nearly **1,700 School of Medicine alumni**.
- » **Eight residency** and seven fellowship programs attract nearly 200 residents and fellows annually.
- » **\$2 million** is distributed each year for medical student scholarships.

To make a gift, go to

jcesom.marshall.edu/alumni-giving.



ACADEMIC PROGRAMS



School of PHARMACY

The Marshall University School of Pharmacy opened its doors in 2012, immediately distinguishing itself as a premier professional education program leading to a doctoral-level pharmacy degree (Pharm.D.).

Leveraging the resources of a top-tier university through the College of Health Professions and the Joan C. Edwards School of Medicine as well as a strong relationship with the Huntington VA Medical Center, the School of Pharmacy boasts a dynamic learner-centered, interdisciplinary and team-based approach to education. The school strives to educate compassionate, ethical and competent students to become innovative thinkers, problem solvers and the nation's future pharmacy leaders.

National statistics show West Virginia is one of the top states in the country with an unmet need for pharmacists. And overall, nearly a third of the U.S. population resides in states in which filling vacant pharmacist positions has been characterized as moderately difficult. This outlook, coupled with the desire to grow Marshall's health sciences programs, led the Marshall University Board of Governors to approve the new program in December 2009.

Students at the Marshall University School of Pharmacy have chosen the program because of the clear advantages. Exposure to real-world challenges, emerging technologies and health care

Quick Facts

- » On average, **80 students** are accepted annually into the program
- » **One of three** exclusively "flipped classroom" schools of pharmacy nationwide
- » Huntington named **Best City** for Pharmacists in America
- » **Strong affiliation** with Huntington VAMC and Joan C. Edwards School of Medicine
- » **Inaugural class** graduated in 2016

delivery systems, as well as active learning environments and experiential education opportunities across the globe, add up to a robust and dynamic doctoral program for Marshall University School of Pharmacy students.

www.marshall.edu/pharmacy

Phone: (304) 696-7302 • pharmacy@marshall.edu

UNIVERSITY COLLEGE

University College is Marshall University's home for undecided students, conditionally admitted students and some pre-nursing students, students enrolled in college courses in the high schools/early entry high school students, special admissions, transient students and international transient students. The program's mission is to provide University College students with a solid foundation of academic skills for progression into an academic major and persistence toward graduation. University College extends this mission to all Marshall students by providing a broad range of academic services and transitional support programs.

HONORS COLLEGE

The Honors College fosters academic excellence in a community of learners whose undergraduate education is enhanced through innovative teaching and learning, an engaging interdisciplinary curriculum, creative and critical inquiry with talented faculty, and diverse leadership and service opportunities.

Admission to the Honors College is by invitation. Incoming first-year students who have applied and been accepted to Marshall University, who have a composite ACT score of 26 or higher (1170 SAT combined critical reading and mathematics) from a single test date (no super scoring) and a high school grade point average of at least 3.50 will be invited to join the Honors College. The above requirements must be achieved and reported before May 1 of the admission year.

Students in the Honors College are eligible for:

- » Honors housing (Honors LLCs in First Year Residence Halls & Willis Hall). Rooms may be limited and are available on a first-come, first-served basis.
- » Early course registration privileges
- » Extended library borrowing
- » Computer lab with printing (Old Main 230K)
- » Study lounge (Old Main 350)
- » Smaller classes
- » Interesting interdisciplinary seminars that can help toward general education credits
- » Opportunities for travel support to present at conferences or study abroad

SOCIETY OF YEAGER SCHOLARS

An important component of the Honors College is the Society of Yeager Scholars, which is named in honor of West Virginia native and USAF Brigadier General (Ret.) Charles (Chuck) Yeager. The mission of the Society of Yeager Scholars is to seek out and attract to Marshall University a diverse group of students with outstanding intellectual and leadership potential, as demonstrated by the breadth of interests, creativity, personal drive, civic involvement and commitment to excellence, and to provide an academic environment that will develop that potential.

NATIONAL SCHOLARSHIPS OFFICE

The newly formed National Scholarships Office, housed in the Honors College, works with students, aiding them in identifying appropriate scholarships based on such factors as major, core interests, leadership and community service and interest in study abroad. The program also helps students apply for numerous scholarships, including the prestigious Fulbright, Gates Cambridge, Critical Language and Truman scholarships. The services offered are available to all students at Marshall University. The success of this office reflects the quality of students who have chosen to attend Marshall.



WHERE TO EAT



Marshall offers a dining program complete with signature brands and menu selections that include just about every item imaginable, from fresh fruits, soups and salads to hot, home-style entrees and desserts, and more.

HARLESS DINING HALL AND TOWERS MARKETPLACE

Featuring all-you-care-to-eat buffets, these locations offer menu selections from around the world. From fresh fruits to sizzling entrées, pizza to soups, deli sandwiches to ice cream, you can get it all at Harless Dining Hall or Towers Marketplace.

MEMORIAL STUDENT CENTER FOOD COURT

The MSC Food Court is a perfect place to grab something on the way to a class or to sit down for a study session over food. There, students can choose from home-style entrees from Huntington Market, hot, grilled items from Herd Grille, a custom creation from Sub Connection or made-to-order Asian cuisine from Oodles. For the healthiest of selections, the MSC Food Court offers Freshens, with award-winning premium yogurt and all-natural blended smoothies, and Salad Creations, a station to create whatever salad is desired. Finally, the court offers carry-out options from Pizza Hut and Chick-fil-A.

MU CAMPUS EXPRESS—C STORE

Located in Holderby Hall, this option features hot sandwiches and soups, as well as a wide variety of grab-and-go items.

JOHN MARSHALL ROOM

While most dining options include a sit-down option, the John Marshall Room takes the cake for service. Located on the second floor of the Memorial Student Center, JMR offers hot entrees, a salad bar and dessert, all with fine linen and service with a smile!

STARBUCKS®

That's right! It's the Starbucks® students know and love! Located in the Memorial Student Center, this full-service coffee shop is a happening place, with hot and cold drinks, sandwiches and pastries.

DRINKO COFFEE SHOP

On the way to class or the library, encourage your student to stop by the Drinko Coffee Shop on the first floor of the Drinko Library. There, they can wake up and smell the selection of fresh-brewed coffees or kick back, relax and enjoy a Simply to Go salad, sandwich or baked good.

SIMPLY TO GO

Smith Hall Café is a popular stop for a quick meal. An ideal place to grab a bite between classes, Simply To Go features sandwiches, salads, hot dogs, soups, pastries and chips, as well as Starbucks® coffee and bottled beverages.

TAPINGO

Tapingo lets you order ahead and customize your purchase, so you never have to wait. Whether you live on or off campus, you can even use your meal plan or campus card! Sign up today at www.tapingo.com.

i Also review the website for updated hours and changes in schedule. Menus and other information about these locations can be found at marshall.sodexomyway.com.

MEAL PLANS

Our meal plans are flexible and allow students to get as much as they want from our dining halls. Whether unlimited or with a fixed number per semester, meal passes allow students to dine at Harless Dining Hall or Towers Marketplace's all-you-care-to-eat buffets. Flex Dollars, which are included with meal plans and can be purchased separately, are just like cash for personal or guest use at any of our campus dining locations. They are preloaded on each student's MUID and give students additional buying power. Remind your student to use their meal plan and Flex Dollars, because they expire at the end of each semester.

- » **Unlimited Meal Pass** w/ \$250, \$150 or \$50 FLEX
- » **140 Meal Passes** per semester plan w/ \$525 or \$725 FLEX
- » **160 Meal Passes** per semester plan w/ \$625 FLEX
- » **140 Meal Passes** per semester plan w/ \$625 FLEX
- » **140 Meal Passes** per semester plan w/ \$65 FLEX ***for juniors and seniors only***
- » **Commuter Meal Plans** are available in increments of 12, 20, 30, and 50 meals, with options for \$50, \$100, \$150 and \$200 in Flex Dollars.

For more information about Meal Plans or pricing, contact the Campus ID Office located first floor of Drinko Library or call (304) 696-MUID.

In addition to Meal Plans and Flex Dollars, students can also use Herd Points to purchase food and other on-campus needs. For more information, see page 12.

SPECIFIC DIETARY NEEDS

Our campus dining services program is fully equipped to accommodate special dietary requirements. For more information, contact the General Manager at (304) 696-3329.

STUDENT SAFETY GUIDE

If a situation doesn't feel right or if you need emergency assistance, always trust your instincts: Call 911.

If you're on campus, call MUPD: (304) 696-4357 (HELP)

Marshall Emergency NOTIFICATION SYSTEM

In an emergency, the university uses multiple systems to quickly alert community members of a threat and the steps to take to stay safe.

In qualifying health and/or safety emergencies, the Marshall University Police Department will issue what's known as an MU Alert to notify registered users in case of an imminent threat. Messages for MU Alerts are available across multiple platforms, including e-mail, text messages and voice calls. The university highly recommends that anyone within the campus community opt in to receive MU Alerts.

i Students can sign up for MU Alerts at www.marshall.edu/mymu.

CLERY ACT TIMELY WARNINGS

To provide timely notice to the university community in the event of a crime that may pose a serious or ongoing threat, the Marshall University Police Department (MUPD) may issue an MU Alert generally for the following crimes: arson, aggravated assault, criminal homicide, robbery, burglary, rape and hate crimes. Timely warnings also may be issued for other Clery Act crimes as deemed necessary. The purpose of a timely warning is to notify the university community of the incident and to provide

information that may enable community members to better protect themselves from similar incidents.

MUPD will issue a timely warning whenever the following criteria are met: (1) a Clery Act crime is reported; (2) the crime occurred in a Clery reportable location; (3) the perpetrator has not been apprehended; and (4) there is a serious or ongoing threat to the campus community because of this crime.

In certain circumstances, an incident may not meet the criteria of a Clery Act crime, but may constitute a serious or ongoing threat to the university community. When a timely warning is not required by law, the Chief of Police and/or senior leadership (or designee) may choose to issue an MU Alert notifying the campus community of the threat. The content of a community alert may vary depending on the type of incident reported and the location where it occurred.

i More information about the Clery Report can be found here: www.marshall.edu/disclosures/securityreport





SAFETY AT MARSHALL

MARSHALL UNIVERSITY POLICE DEPARTMENT

By virtue of West Virginia law, MUPD officers have the same responsibilities and authority as that of any other law enforcement officer in the state.

A police dispatcher can be directly contacted 24-hours a day by dialing (304) 696-4357 (HELP) or by using one of the HELP phones located throughout campus. Uniformed MUPD officers provide 24-hour patrol protection to the campus, adjacent university-owned facilities and parking areas. They patrol by vehicle and bicycle, which allows officers to easily penetrate crowds and navigate confined spaces.

Effective law enforcement and protection requires citizen cooperation and assistance. The rapid and successful detection of crime and the apprehension of criminals depend heavily on the speedy reporting and dissemination of facts to University Police. We all share the responsibility for making Marshall University the safest possible place in which to learn.

Contact the Marshall University Police Department at **(304) 696-4357 (HELP)**.

SAFETY REMINDERS

Summoning Help

- » Call 911 or MUPD at (304) 696-HELP from any phone, including your cell phone.
- » If you're on campus, you can just push a button on a HELP telephone, the blue-light green poles or wall-mounted units on and around campus. You will be automatically connected to MUPD.
- » The Office of Environmental Safety and Health and the Marshall University Safety Committee seek input from faculty, staff, students, and the community to identify safety hazards, unsafe conditions, or unsafe work practices. If you'd like to report an incident, please contact 304-696-3032 or visit www.marshall.edu/safety.

Personal Safety

- » Always be aware of your surroundings.
- » Avoid isolated areas.
- » Avoid walking alone at night. Use public transportation, walk with friends or contact MUPD for an escort.
- » Do not hesitate to contact police about a person or situation that does not seem right. You will not have to give your full name to police. Even if everything is fine, MUPD officers do not in any way consider this "bothering" them.

Residence Hall Safety

- » Remember: Your RA, RD and other staff are resources for safety concerns.
- » Call MUPD if you see someone in the building who seems suspicious.

- » Never prop open doors or leave room doors open.
- » Secure doors and windows prior to leaving.
- » Never be alone with anyone who is not a roommate or a trusted friend.

Home/Apartment Safety

- » Keep doors and windows locked.
- » Use outdoor lighting.
- » If you see any of the following, immediately call 911: a prowler; someone peeping into a residence; an individual who seems out of place and is watching, photographing or filming an area; or any other behavior that under the circumstances seems odd or suspicious.
- » Work with your neighbors and fellow community members to ensure a safe environment.

Pedestrian and Biking Safety

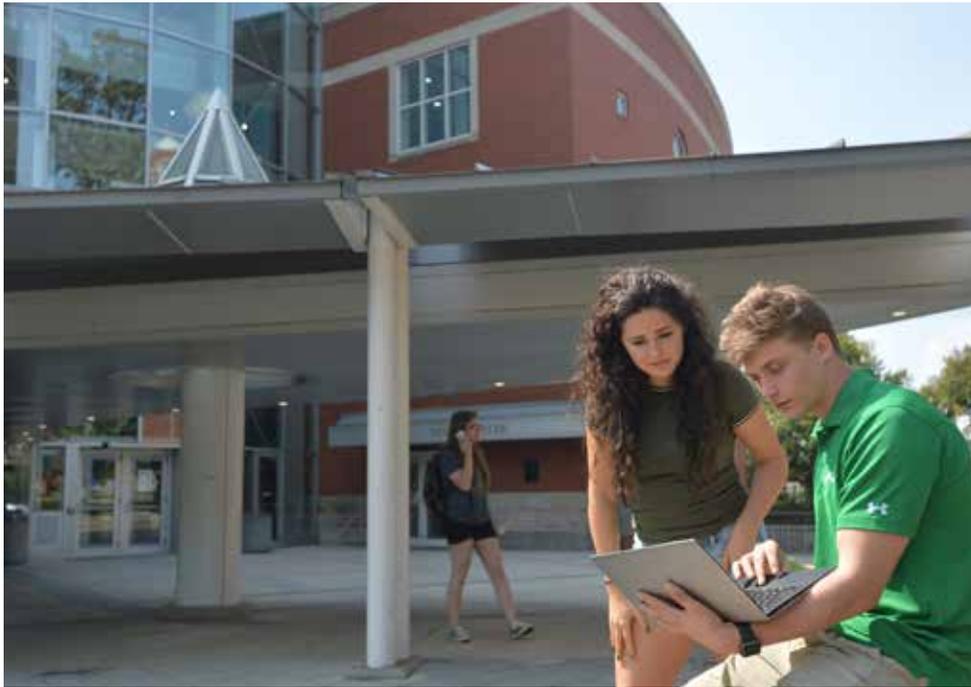
- » Use caution when crossing the street, especially in the dark. Cross only in designated areas and do not let music or a cell phone conversation distract you.
- » Be sure to push the buttons at crosswalks that instruct you when to cross.
- » Likewise, always use caution when bicycling. Wear a helmet and reflective clothing, and follow all rules of the road, whether you are a biker or motorist.
- » Register your bike with MUPD.

i For more information, visit www.marshall.edu/mupd.

STUDENT RIGHTS *and* RESPONSIBILITIES

“The Division of Student Affairs,
Office of Student Conduct supports
the mission of Marshall University..”

The Division of Student Affairs, Office of Student Conduct supports the mission of Marshall University by objectively and efficiently administering our Student Rights and Responsibilities, promoting academic integrity, balancing individual and community interests in order to encourage student accountability, and connecting students to resources that foster student success.



Academic Record Access

According to the Family Education Right and Privacy Act (FERPA), it is illegal to distribute adult (18 years or older) academic records to any person other than the student. As such, no information will be disclosed to any individual, including parents, without the student's prior consent. Students and parents should establish the expectations of record sharing during this transition.

The Director of Student Conduct (Director) or his/her designee is responsible for administering the Rights and Responsibilities. The director's responsibilities are set forth in this procedure and include, but are not limited to reviewing complaints, issuing charges, making determinations on the responsibility of accused students, imposing sanctions, selecting and training student advisors, presenting complaints to the Student Hearing Board and any other responsibilities related to the Rights and Responsibilities as determined by the Vice President of Student Affairs and/or the President that may not be specifically set forth in these procedures.

The Rights and Responsibilities reflects the University community's expectations and standards established for each of its members. The code of and the student conduct system are founded on principles of fairness and due process, and a commitment to the educational development of students, and are designed to balance the interests of the university community as a whole with the protection of students' individual liberties.

Disciplinary action on campus deals administratively and developmentally

with prohibited or unacceptable student behavior in the university community. Any individual may refer any student or organization to the Office of Student Conduct. Official university action will be taken when a student's or student group's behavior violates community standards, and interferes either with the university's educational purpose or with its duty to protect and preserve individual health, welfare and property. When the behavior is aggravated or presents a continuing danger to the university community, accused students are subject to separation from the institution.

Our disciplinary system is substantially less formal than a court of law. The objective of a system of student discipline is to promote responsible citizenship in a complex organizational or social setting while affording due process to the accused.

JURISDICTION CONDUCT

These provisions govern student conduct on campus or related to university property, or at official university functions and university-sponsored programs conducted away from the campus. Each student shall

be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Conduct that occurs before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if such conduct is not discovered until after a degree is awarded), is subject to the Rights and Responsibilities. The code shall apply to a student's conduct even if the student withdraws from school or a particular course while a disciplinary matter is pending.

OFF-CAMPUS CONDUCT

The Director of Student Conduct is responsible for deciding whether the Rights and Responsibilities shall be applied to conduct occurring off campus, on a case-by-case basis, at his/her sole discretion.

Student conduct that occurs off university property is subject to the code where it: a) adversely affects the health, safety or security of any other member of the university community, or the mission of the university; or b) involves academic work or any records or documents of the university. In determining whether or not to exercise jurisdiction over such conduct, the

Office of Student Conduct will consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions that occurred both on and off university property.

CRIMINAL CONDUCT

Alleged violations of the Rights and Responsibilities may also constitute violations of municipal, county, state or federal law. Any individual may report an incident alleging criminal conduct by calling 911 in an emergency, by contacting the Marshall University Department of Public Safety at (304) 696-HELP or by contacting any other local law enforcement agency.

The administrative investigation of complaints filed in accordance with these procedures is different from a law enforcement investigation. The technical rules of evidence and procedure do not apply. A law enforcement investigation will not take the place of an investigation, adjudication or disposition of a complaint filed in accordance with these procedures, and the results of a law enforcement investigation, adjudication or disposition are not determinative



of whether an individual is responsible for violating university rules, regulations, policies or the Rights and Responsibilities. The administration of complaints filed in accordance with these procedures may be carried out prior to, simultaneously with or following civil or criminal investigations and/or proceedings. The university will cooperate fully with law enforcement and other agencies in the enforcement of

criminal law on campus or in matters that affect the campus community, and such cooperation may require the institution to temporarily suspend the fact-finding aspect of the administrative investigation or any of these proceedings while the law enforcement agency is in the process of gathering information. Suspensions of investigations typically last from three to 10 days, but may be extended depending upon the circumstances of each case. The university will promptly resume its administrative investigation/proceedings as soon as notified by the law enforcement agency that it has completed the evidence-gathering process.

TITLE IX/SEXUAL MISCONDUCT

Please note that the disciplinary procedures regarding allegations related to sexual misconduct as defined in the Discrimination, Harassment, Sexual Harassment, Sexual & Domestic Misconduct, Stalking and Retaliation Policy (BOG GA-1) are located in Appendix B of the Administrative Procedure that can be found at www.marshall.edu/board/board-of-governors-policies. Further, those procedures supersede these Student Disciplinary Procedures and, to the extent those procedures are differing, they take precedence in those cases related to sexual misconduct.

RESIDENCE HALL VIOLATIONS

Disciplinary procedures for violations of



the Residence Hall Contract or Residence Hall Guide are located in Appendix C of the Administrative Procedure that can be found at www.marshall.edu/board/board-of-governors-policies. Provided that, residence hall incidents that involve suspected use or possession of drugs or alcohol, or any actions that could, under the Rights and Responsibilities, result in suspension or expulsion, will be referred to the Office of Student Conduct for investigation and adjudication and sanctioning, if applicable, under the procedures set forth herein.

PROGRAM-SPECIFIC CONDUCT CODES

This Rights and Responsibilities shall apply to all students enrolled in undergraduate or graduate programs. Academic and professional standards of conduct will also apply to students enrolled in programs that have adopted such standards. All students are subject to this Rights and Responsibilities, and some students may be concurrently subject to additional standards and sanctions as determined by their respective academic programs. The administration of complaints filed in accordance with these procedures may be carried out prior to, simultaneously with or following program specific academic and professional standards of conduct



investigations and/or proceedings. Sanctions imposed under the Rights and Responsibilities may be in addition to sanctions imposed in accordance with program-specific academic and professional standards of conduct. For example and without limiting the general language herein, a student found responsible for violating the Rights and Responsibilities may receive disciplinary probation as a sanction in accordance with this procedure but may also be dismissed from a program for the same conduct in accordance with program-specific procedures and conduct codes.



Social Media

We want you to be safe on campus and online. Check out our Social Media Procedures and Guidelines.

i For more information and to sign in, visit www.marshall.edu/student-affairs/files/Marshall-University-Social-Media-Procedures-and-Guidelines.docx

For more information about or the most recent version of the Student Rights and Responsibilities or Student Code of Conduct, visit www.marshall.edu/studentconduct.



ACADEMIC DISHONESTY & EXCUSED ABSENCE POLICY

ACADEMIC DISHONESTY

As described in the Marshall University Creed, Marshall University is an “Ethical Community reflecting honesty, integrity and fairness in both academic and extracurricular activities.” Academic Dishonesty is something that will not be tolerated as these actions are fundamentally opposed to “assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance” as described in Marshall University’s Statement of Philosophy. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University accepts the academic requirements and criteria of the institution. It is the student’s responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process. For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward

the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practical and creative work of any kind. Definitions of Academic Dishonesty Below are definitions of some common types of academic dishonesty. Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition. For more information: Visit the Marshall University Catalog www.marshall.edu/catalog/files/UG_17-18_published_09-15-17.pdf.

EXCUSED ABSENCE

Students are expected to attend punctually all class meetings, laboratory sessions, and field experiences and to participate in all class assignments and activities as described in the Course Syllabus. Absences are counted from the first class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor. Students should be aware

that excessive absences, whether excused or unexcused, may affect their ability to earn a passing grade. The instructor of each class shall establish a policy on class attendance and make-up work, and provide the policy to students in the Course Syllabus. This policy must not conflict with university policies, including this policy. Class attendance may be a criterion in determining a student’s final grade in the course if the instructor provides a statement to this effect in the course syllabus. Students must promptly consult with their instructors about all class absences. Instructors will work with students to identify appropriate documentation and discuss any missed class time, tests, or assignments. Except in the case of University Excused Absences, it is the decision of the instructor to excuse an absence or to allow for additional time to make up missed tests or assignments. A student may not be penalized for an excused absence, provided that the student, in a manner determined by the instructor, makes up the work that has been missed. Instructors are required to honor valid University Excused Absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Academic obligations that cannot be made up should be addressed by the course instructor in consultation with the student to ensure that continued enrollment is feasible while there is still an opportunity to drop the course within the established withdrawal period. For more information about what constitutes a University Excused Absence and how to complete a form go to: www.marshall.edu/catalog/files/UG_17-18_published_09-15-17.pdf. marshall.az1.qualtrics.com/jfe/form/SV_6XKSQXg5eRSjmK1



TRANSPORTATION AFTER HOURS

LATE NIGHT BUS SERVICE

The Green Machine operates until midnight Monday through Thursday, and until 3 a.m. Friday through Sunday. Students can also ride TTA buses for free with their MUID. Marshall University does not keep a record of which students use the Green Machine or TTA, so never fear that using this service will impact a student's standing at the university. The university wants you safe, first and foremost. See www.tta-wv.com.

MUPD ESCORT

University Police officers are available and more than willing to escort students to or from their residence hall, class or office. The service is provided free of charge to members of the university community and may be obtained by calling (304) 696-4357 (HELP). Be prepared to state your name and location, and an officer will be dispatched to meet you as soon as they become available. Contact the Marshall University Police Department at **(304) 696-4357 (HELP)**.

All members of the university community are urged to lend their support both in reporting crimes and practicing preventive measures to reduce them.

REPORTING TOOLS IN AN EMERGENCY

Reporting an emergency, or a situation you feel isn't right, is the first step to getting help. It is very important that you know the steps to report an emergency, so if you ever have to report one, you will know how to do it. Here are some steps to know: Assess the situation, call emergency services, report your precise location, give the dispatcher your name and phone number, describe the nature of your emergency in great detail and most importantly, follow the dispatcher's instructions. Call 911 or contact the Marshall University Police Department at **(304) 696-4357 (HELP)**.

GENERAL COMPLAINT FORM

Marshall University expects all members of its community to act in respectful and responsible ways toward one another. Marshall University is committed to

providing programs, activities and an educational environment free from discrimination and harassment of any kind. To file a general complaint against a student or student organization, visit www.marshall.edu/student-conduct.

SUBMIT A TIP

If you witness a crime on campus, or just want to give MUPD a heads up, submit a tip. We understand that sometimes you may want to remain anonymous, but the more information you can provide will help us follow up on your tip. Submit a tip: www.marshall.edu/mupd/tip.

SAFETY TRAINING

R.A.D. SELF-DEFENSE TRAINING

MUPD officers lead classes in self-defense for students. R.A.D. (Rape Aggression Defense) instruction is designed for female students and covers escape, physical attack, personal awareness, risk avoidance, community assistance and procedures for prosecution. Self-defense training is also available for male students. See www.marshall.edu/mupd/rad-systems.

GREEN DOT

The Green Dot program, adopted by Marshall in 2015, is grounded in research and aimed at measurably and systematically reducing power-based personal violence (sexual assault, dating violence and stalking) by creating a cultural shift. In order to create a cultural shift within a community, a critical mass of individuals needs to engage in a new behavior that makes violence less sustainable. That new behavior is a Green Dot. The power of Green Dot is the momentum that can be built and sustained when individuals see themselves in connection with others as part of something ultimately bigger than the sum of its parts. Students are invited to learn more and get involved in Green Dot. Contact Leah Tolliver at tolliver@marshall.edu.

SAFETY RESOURCES EMERGENCY PHONES

More than 30 emergency phones are located throughout campus where students live and congregate. These phones include the blue-

light green phones and wall-mounted units that are located along frequently traveled pathways and in parking lots, garages and some buildings.

To use the phone, simply push the button or pick up the phone (depending on the model) to immediately be connected with a MUPD dispatcher. If for any reason you cannot remain at the phone, you should push the buttons on the phones that you pass; police will respond to that area. See www.marshall.edu/mupd/community.

RELATED SAFETY AND HEALTH RESOURCES

STUDENT COUNSELING CENTER

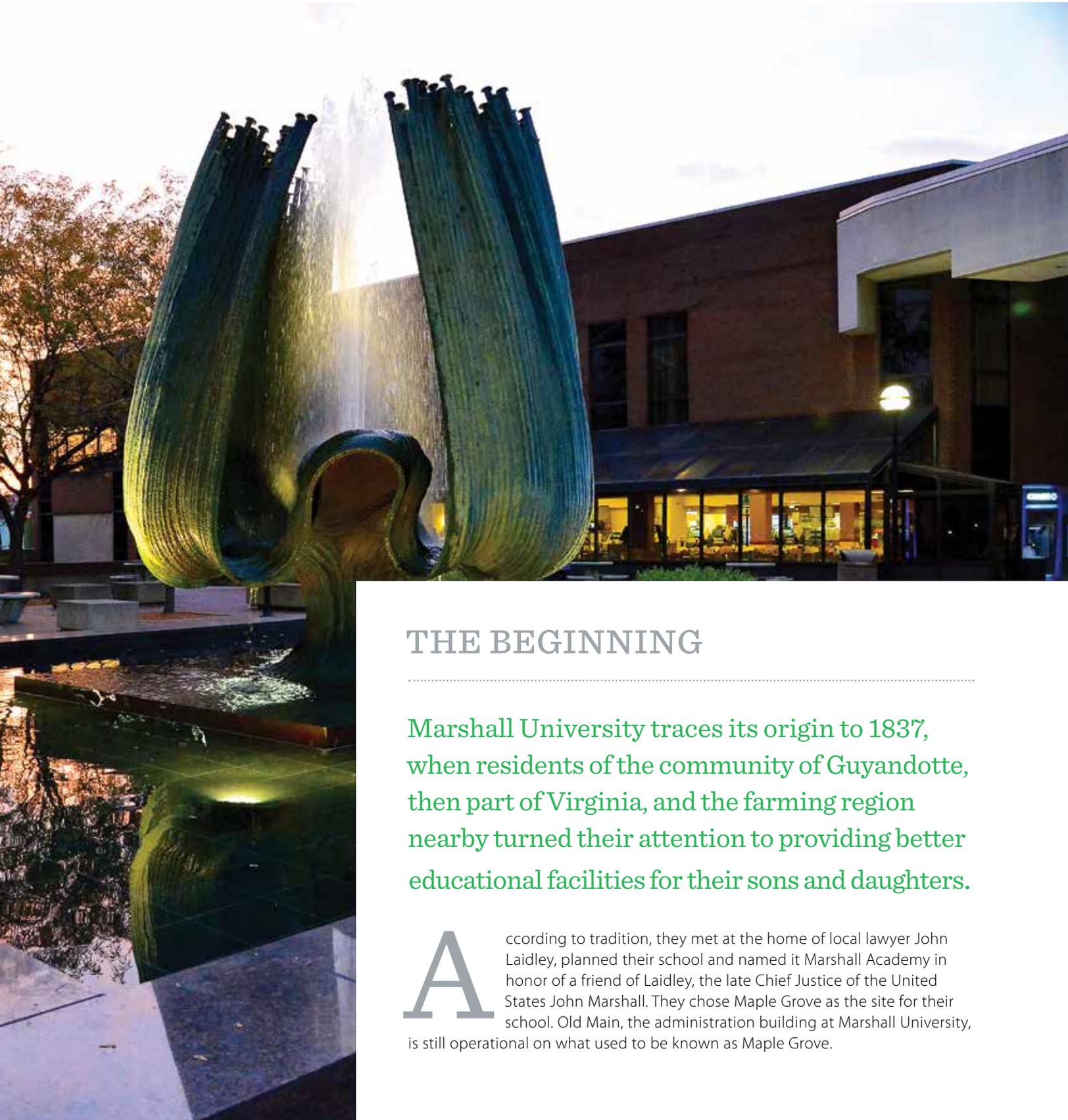
The Counseling Center staff is made up of licensed and license-eligible mental health specialists trained to provide all of your student's counseling needs. Counseling services are free of charge for Marshall University students. In the event of an emergency, an MU Counseling Center staff member is available 24 hours a day, seven days a week and can be reached by calling (304) 696-3111 during regular office hours or the MU Police Department at (304) 696-4357 outside of office hours. See www.marshall.edu/counseling.

SEXUAL ASSAULT SUPPORT

Marshall University takes gender-based violence seriously and provides support and information to survivors, friends and families of survivors, and the university community. The Women's Center website provides information on what to do after an assault, how to support a survivor, reporting options and how to get involved in addressing and preventing sexual violence. See www.marshall.edu/wcenter.

SUBSTANCE ABUSE PREVENTION

The goal of MU Wellness is to help students achieve wellness through the promotion of healthy lifestyle habits and choices. The lifestyle decisions that students make now will affect them later in their lives. Marshall University is committed to helping students to make healthy, responsible choices concerning their own well-being. See www.marshall.edu/shep.



THE BEGINNING

Marshall University traces its origin to 1837, when residents of the community of Guyandotte, then part of Virginia, and the farming region nearby turned their attention to providing better educational facilities for their sons and daughters.

According to tradition, they met at the home of local lawyer John Laidley, planned their school and named it Marshall Academy in honor of a friend of Laidley, the late Chief Justice of the United States John Marshall. They chose Maple Grove as the site for their school. Old Main, the administration building at Marshall University, is still operational on what used to be known as Maple Grove.

In its early years, Marshall College, renamed as such in 1867, was a normal school to train teachers. Finally, in the late 1960s, Marshall University was born, and the rest is history.

JOHN MARSHALL

Marshall University is named after John Marshall, the Chief Justice of the United States (1801–35). Often known as the “Definer of the United States Constitution,” John Marshall was the longest-serving chief justice to the Supreme Court, even today. Under his leadership, the Supreme Court became a third and equal branch of our government.

WE ARE MARSHALL

On November 14, 1970, Marshall University and the community of Huntington experienced the greatest air tragedy in college sports history. On that day, 75 people—players, coaches, university staff, community members and the flight crew—perished. The team was returning home from a game against East Carolina University when their charter flight crashed into a hill near the Huntington Tri-State Airport.

In 2006, Warner Bros. and Thunder Road Pictures produced a feature film titled *We Are Marshall* about the crash and the school’s struggle to create a new football team. The film itself has become part of the Marshall story—and an American story of tragedy, hope and endurance.

MEMORIAL FOUNTAIN

Each year on the anniversary of the plane crash, the Student Government Association conducts a service of remembrance at the Memorial Fountain. In recognition of those who lost their lives, a wreath is laid and the water to the fountain is turned off until the next spring. The service is a reminder of those we lost and of the strength and resilience of the Marshall family. The Memorial Fountain was erected in 1972 on the Memorial Student Center Plaza. At more than 13 feet high and 6,500 pounds, it was created by Harry Bertoia, an Italian-born artist and resident of Pennsylvania. It was his hope that the fountain would commemorate the living and endure as a symbol to “express upward growth, immortality and eternity.”

The Marshall *Alma Mater*

Marshall, gracious Alma Mater,
We thy name revere;
May each noble son and daughter
Cherish thine honor dear.
May thy lamp be ever bright
Guiding us to truth and light;
As a beacon o’er dark water
This is for thee our prayer.

May the years be kind to Marshall;
May she grow in fame;
May her children fail her never
True to her beacon flame.
May her spirit brave and strong
Honor right and conquer wrong;
This the burden of our song
Ever her truth proclaim.

—Dr. C.E. Haworth and James R. Haworth, 1906

Marshall University *Creed*

Inspired by the example of John Marshall, we, the students, faculty, and staff of Marshall University, pledge to pursue the development of our intellects and the expansion of knowledge, and to devote ourselves to defending individual rights and exercising civic responsibility. We strive to exemplify in our own lives the core values of John Marshall’s character: independence, initiative, achievement, ethical integrity, and commitment to community through association and service. As Marshall University, we form a community that promotes educational goals and that allows individuals maximum opportunity to pursue those goals.

We are:

An Educational Community in which all members work together to promote and strengthen teaching and learning;

An Open Community uncompromisingly protecting freedom of thought, belief and expression;

A Civil Community treating all individuals and groups with

consideration, decency, and respect, and expressing disagreements in rational ways;

A Responsible Community accepting obligations and following behavioral guidelines designed to support the common good;

A Safe Community respecting each other’s rights, privacy and property;

A Well Community respecting and promoting physical and emotional health;

An Ethical Community reflecting honesty, integrity and fairness in both academic and extracurricular activities;

A Pluralistic Community celebrating and learning from our diversity;

A Socially Conscious Community acting as citizens of the world and seeking to contribute to the betterment of people and their environments; and

A Judicious Community remaining alert to the threats posed by hatred, intolerance and other injustices and ever-prepared to correct them.

DIVERSITY

INTERCULTURAL AFFAIRS

The Office of Intercultural Affairs includes the Center for African American Students, the World Council and the LGBTQ office. Its mission is to create an environment providing the progressive learning experiences necessary to assist our students in the acquisition of skills, knowledge and practices to successfully live, work and contribute to the well-being of others in a global society. The office, located in Old Main 107, provides study spaces, computer access and more in an environment that allows students to chat and engage with cultures from around the world.

i For more information, visit www.marshall.edu/intercultural.

INTO

INTO Marshall University offers academic and English language programs for international students. At INTO Marshall, you will join a supportive community committed to helping you integrate easily into American university life. Since August 2013, students who come to INTO Marshall have been successfully furthering their educations and progressing to the university. Our students represent 57 different countries through the INTO Center. With multiple opportunities to get involved and learn about other cultures, students can participate in programs such as the Conversation Partner Program and Dinner in an American Home. At INTO Marshall and Marshall University, you're more than just a student. You're part of our family.

i For more information, contact [304-696-4686](tel:304-696-4686) or e-mail into@marshall.edu.

INTERNATIONAL STUDENT SERVICES

The Office of International Student Services at Marshall University was established in 1993 to promote an international community in both the university and Huntington. One of Marshall's primary missions is to educate and develop a citizenry that is prepared to participate in today's global environment.

i For more information, visit www.marshall.edu/iss

“Our Constitution is color-blind, and neither knows nor tolerates classes among citizens. In respect of civil rights, all citizens are equal before the law. The humblest is the peer of the most powerful.”

— John Marshall

MILITARY AND VETERANS AFFAIRS

Marshall University recognizes the service and sacrifice of those who have answered the call to defend our nation's freedoms. As fellow military, veterans and dependents, the staff is available to be your student's comrades and advocates. The Military and Veterans Affairs office and the Veterans Lounge are the go-to places for all needs for service members and their dependents.

i For more information, visit www.marshall.edu/military.

PRESIDENT'S COMMISSION ON DIVERSITY, EQUALITY AND INCLUSION

The President's Commission on Diversity, Equality, and Inclusion serves to support the Marshall University Creed and to embrace and promote diversity, equality and inclusion at Marshall University and in the surrounding Huntington communities. The Commission has been active in solidifying Marshall's partnership with the City of Huntington for the Open to All campaign, which designates businesses and organizations as open, inclusive and welcoming of all people, regardless of race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status.

i For more information, visit www.marshall.edu/diversity

PRESIDENT'S COMMISSION ON WOMEN'S ISSUES

The President's Commission on Women's Issues is charged with the responsibility of informing and advising the president, the senior administrative leadership, and the general university community on issues and concerns that have an impact on women at the University.

i For more information, contact [304-696-3338](tel:304-696-3338) or e-mail wcenter@marshall.edu.

WOMEN'S & CENTER CENTER

The Marshall University Women's Center serves to foster the personal growth and development of women as independent, confident and healthy individuals. The staff seeks to expand understanding of personal, political and social issues of concern and interest to women. The Women's Center is committed to being a multicultural, affirming resource through which women of varying race, ethnicity, sexual orientation, religion, ability and chronological age are encouraged to seek out our services and participate in our programs and event. The center provides information, educational programming, training, referrals, victim advocacy and services to facilitate education on issues related to feminism, women, men and gender.

i Visit www.marshall.edu/wcenter for more information.

STUDENT FAQS

Q What if I am not sure about my major?

A Don't worry: You are not the only one who didn't know what they wanted to do straight out of high school. If you are unsure about which degree you want to complete, contact the Office of Career Education for career exploration possibilities and more. www.marshall.edu/career-services

Q Can a student double major?

A In most cases, students can earn degrees in more than one discipline by completing the requirements for both majors. If the two majors are in different colleges, students must secure permission from both college deans in order to pursue both majors. For administrative purposes, students are placed in only one college on paper, and that college will be the one that maintains your student's records. You will need to complete the general education requirements for the college listed on their student records.

Q How do I get financial aid?

A All students must complete the FAFSA in order to receive financial aid. This form must be completed every academic year and is available every October 1 for the next school year. The processing time for the FAFSA is four to six weeks, and aid is sometimes on a first-come, first-served basis, so early processing is highly recommended. To apply for the FAFSA, students must visit fafsa.ed.gov. For more information on financial aid, call the Office of Student Financial Assistance at (304) 696-3162. www.marshall.edu/sfa

Q Are scholarships available to students?

A Incoming Marshall University freshmen and transfer students are automatically considered for scholarship assistance based upon their admissions records. In addition, many individual colleges and programs are available to sophomores, juniors and seniors. Scholarships are awarded for the upcoming academic year. www.marshall.edu/sfa

Q Do I need to meet with an advisor before I register for classes?

A Most colleges require you to meet with an advisor before you register for classes. An advising hold will be placed on your registration status until you meet with your advisor. After the meeting, in which you will complete an advising contract indicating you will register for the courses that are required and/or recommended by your advisor, the advising hold will be removed. Remember, it is your job to work with your advisor to stay on track.

Q When do I register for next semester?

A Currently enrolled students are eligible to register for classes based on a class-level priority. Registration for summer typically begins late March, registration for fall in early April, and registration for spring in early November. Graduate students and seniors register first, then juniors, then sophomores, and

then freshmen. For the exact dates for advance registration, you can view the Academic Calendar. Your advisor will know the specific date for your class level. Registration information for each semester is posted on this site.

Q How do I register for classes?

A Once you have met with your academic advisor and your advising hold has been removed, you can register two ways. One way is to register online through your myMU account. You can always check with your advisor or the Office of Advocacy & Success in 2W31 of the Memorial Student Center, or view these Registration Instructions. You may also register for classes by completing an add/drop form and taking it to the Office of the Registrar to complete your registration. You may obtain an add/drop form from your advisor or from the Office of the Registrar.

Q What classes should I take next semester?

A The classes that you will take for next semester should follow an academic plan as noted in the Undergraduate Catalog or 4-Year Plans. Also, login to DegreeWorks to see your plan. You should always consult with your academic advisor regarding your course choices.

Q What is a registration hold and how do I get it removed?

A A registration hold prevents you from registering for courses online or without a signed add/drop slip from your advisor or dean's office. In most cases, the hold is an advising hold, meaning you must meet with your academic advisor before you can register for classes. Other registration holds includes athletic holds for student athletes, social holds for students who have violated student conduct policies, or financial holds for students who still owe the university for the current semester tuition and fees or other charges such as housing, room and board, lock change fees, parking tickets, missing admissions requirements such as final transcripts or immunization records, insurance documentation for international students, or library fines. Such holds must be resolved with the department who placed the hold prior to course registration.

Q What is a pre-requisite?

A A pre-requisite is a requirement that must be met prior to enrolling in a course. A pre-requisite could be a test score (ACT, SAT, or placement exam) or another course. For example, if you want to enroll in ENG 201, you must have completed ENG 101 (with a grade of C or better). In some disciplines, such as math and science, it is essential to take classes in a specified order because the content of one class builds on the content of a prior class.

Q Can my advisor register me for a class that is closed?

A Your advisor is not permitted to register you for a course that is closed or full. Students seeking a seat in a closed course section should consult with the chair of the department who can grant an "overload" for the course. Your advisor can help you identify the department chair.

Q Where can I find academic policies, academic requirements, and the 4-year plans for every degree?

A Academic policies and academic requirements for each of Marshall's colleges and academic programs are available in the Marshall University Undergraduate Catalog. Your official catalog year is the year in which you declared your current major, so select the appropriate catalog for your program information. Academic 4-Year Plans are sample course schedules for each program. These plans are available by selecting your college and program.

Q What are the policies for academic probation, academic suspension, and academic dismissal?

A Definitions of these policies are available in the "Academic Information" section of the Marshall University Undergraduate Catalog.

Q What is the D/F Repeat Rule?

A The D/F Repeat Rule allows students to repeat a course in which they first received a grade of D or F and replace the first grade with the grade received the second time. The original grade will still appear on the student's transcript but the first grade will be excluded from the cumulative GPA calculation. This rule applies only to courses taken within the student's first 60 hours of enrollment. The course can be repeated at any time prior to graduation for the policy to apply as long as the course was originally taken in the first 60 hours. The rule is explained in detail in the "Academic Information" section of the Marshall University Undergraduate Catalog.

Q May I repeat a course if it is not covered under the D/F Repeat Rule?

A Yes. Students may take a course more than once (when not covered under the D/F Repeat Rule); however, the course will only count once toward the hours required for graduation. Both grades will be included in the cumulative GPA calculation.

Q How and when can I add/drop a course?

A If you want to adjust your schedule, you can add or drop courses without penalty (without a grade of "W" on your transcript) through the first week of the semester. Courses may not be added after the first week of school. Courses can be dropped after the first week, but will result in a grade of "W" on your transcript. Individual courses may be dropped until the end of the 10th week of the semester. After the 10th week, you may not withdraw from a single course; you must do a complete withdrawal from all courses. No withdrawals are allowed during final exam week. The exact dates are available here. It is in your best interest to consult with your academic advisor before completing any schedule adjustments or withdrawals. Dropping below full-time can affect financial aid, housing, health care coverage (on a parent's policy), and other student privileges such as athletic tickets.

Q How do I withdraw from a course?

A Students withdrawing from an individual course must complete an add/drop slip and obtain the instructor's signature. The form must then be submitted to the Office of the Registrar to complete the withdrawal. If a student is on academic probation, a signature from the Dean's Office is also required. Student athletes and students in special programs will also require an athletic advisor's signature or program advisor's signature. Online students do not need to obtain the instructor's signature; he or she can submit a request to the Office of the Registrar via email to registrar@marshall.edu. Students wishing to withdraw from all courses are not required to obtain signatures. Notification to the Office of the Registrar in person or via email to registrar@marshall.edu is sufficient to complete the withdrawal. Before you do a total withdrawal, contact someone from the Office of Advocacy & Success in room 2W31 of the Memorial Student Center for guidance.

Q Can I take courses at another institution and receive credit?

A Marshall University is considered your "home" school. If you choose to take classes at another school (for example, a school closer to your home during summer), you will be considered a visiting or transient student at that school. Typically, you apply for admission at that school as a transient (not a transfer). Applying as a transient student does not require that you submit a transcript from Marshall University; however, you do have to provide a statement of good standing. To do this, you will need to complete a Request for Advanced Standing Form on which you will indicate the courses you plan to take at the other school. The form will need to be signed by your dean's office. The form is then completed and signed by the Office of Admissions in 102 Old Main, to determine the exact course for which you will receive credit at Marshall. The Office of the Registrar completes the certification that you are in good standing and the form is sent to the other school. The process ensures that you will receive the credit you expect to receive when the course is transferred back to Marshall University. You will need to request a transcript from the other school be sent to Marshall's Office of Admissions upon completion of your course(s). Email admissions@marshall.edu, or stop by the Admissions office in 102 Old Main.

Q If I have taken courses at another institution, will all of the credit hours be accepted?

A Colleges and universities do not offer the exact same courses. If you take a course at another institution, you must have a transcript from that school sent to Marshall University. Upon receipt of that transcript, the Office of Admissions will review the courses to determine if they match a specific Marshall course. If a course is determined to match a specific Marshall course, you will receive that course credit on your transcript and it will count toward your academic program just as that

same Marshall course would have counted. If the Admissions Office determines that the course is not a match, it will be listed on your transcript as “unclassified” credit in the discipline of the course (MTH, ENG, etc.). You can appeal this decision to the department of the discipline. For example, if you wish to appeal the classification of a math course, you should make arrangements to meet with the chair of the math department and provide a copy of your course syllabus from the other school. The department chair will make the final decision on the conversion credit for the course.

Q How many hours are considered full-time?

A For an undergraduate student, 12 credit hours is considered to be full-time. Fewer than 12 hours is considered part-time.

Q How many hours are needed for each level of class standing?

A Students with 0 – 29 earned credit hours are considered to be freshmen; students with 30 to 59 earned hours are sophomores; students with 60 – 89 earned hours are juniors; and students with 90 or more credit hours are seniors.

Q How do I calculate my GPA?

A Marshall University utilizes a 4.0 grading scale. To calculate your GPA, add the total number of credit-bearing, graded hours and divide this number into the total number of quality points. To determine your total number of quality points, multiply the credit hours for each course by the numerical value of the grade earned for each course (A=4, B=3, C=2, D=1, F=0). Add these numbers together and you will have your total number of quality points. For example, if you think you have a grade of B in PSY 201 that is a 3-hour course, that would be 9 quality points (B = 3, multiplied by 3 credit hours = 9). If you have taken courses at another institution, you will have a transfer GPA, a Marshall GPA, and a cumulative GPA (calculating your Marshall and transfer grades together). If you have only taken courses at Marshall, your Marshall GPA and your cumulative GPA will be the same. Two different GPA calculators are available here.

Q Where do I get proof of enrollment?

A Information about proof of enrollment may be obtained by contacting the Office of the Registrar by calling 304-696-6410 or emailing registrar@marshall.edu.

Q How do I get an official copy of my transcript?

A Transcripts are available by submitting a request to the Office of the Registrar. Transcript Request forms for electronic or paper delivery can be accessed here.

Q How do I find out when my final exams are scheduled?

A Final exam schedules are posted on the Office of the Registrar website.

Q What if I am scheduled to take three exams in one day?

A Students with more than two exams in one day can request that a final exam be rescheduled. A “Final Examination

Rescheduling Form” can be obtained from the major department or the college office. The full process is defined in the “Academic Information” section of the Marshall University Undergraduate Catalog. In brief, the student is required to find an instructor who is willing to reschedule an exam. If no instructor is willing, the signed form can be submitted to the Office of the Provost for a final determination on rescheduling. Please note that the Provost will not consider any form submitted less than one week before the first day of finals, or any form that is incomplete. An instructor is not required to reschedule a final exam at the student’s request.

Q What can I do if I believe my professor has graded me incorrectly or unfairly?

A There is a process in place for appealing a course grade. The process is fully defined in the “Academic Information” section of the Marshall University Undergraduate Catalog. The first step in the process is contacting the instructor. It is best to contact the instructor by email in order to document the date of your contact and any response. If the response from the instructor is not agreeable to the student, the student then appeals to the chair of the department of the course in question. If that response is not agreeable, the next step is the Dean of the college where the course is housed, then the next step is Academic Affairs. The initial inquiry to the instructor must be initiated within 30 days of the beginning of the next semester for a final grade in the previous semester. Your academic advisor can assist you with this process; however, the Student Advocate & Success Specialist can also serve as a student advocate in this process.

Q Where may I talk to a counselor about personal issues?

A Professional counselors are available on campus to students in need of assistance. There is no charge for their services. Counselors are available for appointments during regular business hours and walk-in hours are also available. View an up-to-date schedule online or call 304-696-3111. For after-hours emergencies, an on-call counselor is available by calling 304-696-3111 or by calling MUPD at 304-696-HELP (4357).

Q Where can I find help getting involved on campus?

A Marshall University provides hundreds of opportunities to students who want to get involved. There are academic student organizations, Greek organizations, other social student organizations, special interest student organizations, intramural sports, opportunities for peer mentoring, community service opportunities, and more. For additional information on student involvement opportunities, visit the LEAD Center in the lower level of the Memorial Student Center. Or contact 304-696-6776.

HUNTINGTON AREA RESOURCES

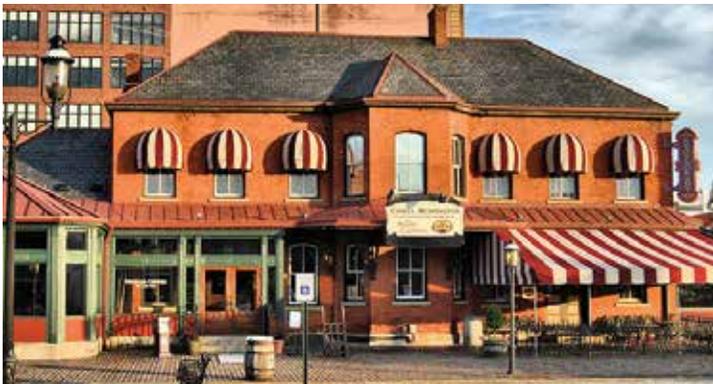




PULLMAN SQUARE

Pullman Square is located between Eighth and 10th Streets, and Third Avenue and Veterans Memorial Boulevard. It offers a variety of shopping, dining and entertainment for all ages.

i For more information, visit www.pullman-square.com.



HERITAGE STATION

Heritage Station is a former Baltimore & Ohio Railroad passenger station at 11th Street and Veterans Memorial Boulevard that was repurposed into a mixed-use development full of eclectic shops. These shops include a bakery and coffee shop, vintage clothing store, wine bar and craft beer tavern, just to name a few. Heritage Station is among the hot spots for nighttime entertainment in downtown Huntington.



HUNTINGTON MUSEUM OF ART

The Huntington Museum of Art is a nationally accredited fine art museum and the largest between Cincinnati, Pittsburgh and Richmond. It boasts an exceptional collection, innovative exhibitions and educational programs, and an extraordinary 52-acre site where art and nature trails blend in harmony.

i For more information, visit www.hmoa.org.



GREATER HUNTINGTON PARKS AND RECREATION DISTRICT

GHPRD offers over 14 park sites throughout Cabell and Wayne counties. Parks in the area offer recreational opportunities, open green space and rental facilities such as indoor meeting rooms, historic lodges and cabins, shelters with grills, sports fields, and more. Extensive trails are accessible for running, walking and bicycling.

i Visit www.ghprd.org.

INFORMATION & REFERRAL

Provides connections & referrals for many health, financial, and social needs.

3rd Floor, Cabell County Public Library
455 9th St. Huntington, WV 25701
304-528-5660 • Open Mon-Fri 9:30 am – 3:30 pm

United Way of the River Cities, Inc.
820 Madison Ave. Huntington, WV 25704
liveunited@unitedwayrivercities.org
304-315-2256

www.unitedwayoftherivercities.org

SEXUAL HEALTH AND CARE

Cabell-Huntington Health Department
703 7th Ave. Huntington, WV
304-523-6483

www.cabellhealth.org

Division of STD, HIV, and Hepatitis of WV
1-800-642-8244

www.dhhr.wv.gov/oeeps/std-hiv-hep

Tri State AIDS Task Force
1038 6th Ave. Huntington, WV
304-522-4357

www.yellowpages.com/huntington-wv/mip/tri-state-aids-task-force-530650293

CHILD AND ADULT SERVICES

WV Abuse & Neglect Hotline
1-800-352-6513

Adult Protective Services
1-800-352-6513

www.dhhr.wv.gov/bcf/Services/Pages/Adult-Protective-Services.aspx

Department of Health and Human Resources
2699 Park Ave. #100
304-528-5800

www.dhhr.wv.gov/BMS/pages/Office-Results.spx?County=Cabell

Hope's Place
1100 Greenup Ave. Ashland, KY
866-325-4737.

www.hopesplace.org

Prevent Child Abuse - West Virginia
P.O. Box 1652, Huntington, WV
304-617-0099

www.teamwv.org/prevent-child-abuse-wv-landing

CHILD SUPPORT

For a list of childcare centers please visit the following link:

www.childcarevenue.com/USA/WV_WestVirginia_Huntington.aspx

Bureau of Child Support Enforcement
2699 Park Ave. Suite 100 Huntington, WV
304-528-5818

www.dhhr.wv.gov/bcse

Link Childcare Resource
611 7th Ave. Huntington, WV
304-523-9540

www.linkccrr.org

CLOTHING AND HOUSING

Cridlin Food and Clothing Pantry

520 11th St. Huntington, WV
304-529-6084

(a voucher from Information and Referral (I & R) is required)
www.wvtrinitychurch.org/ministries-at-trinity.html

Dress for Success River Cities (interview clothing for women)
1141 4th Ave. Huntington, WV
304-522-3011

www.rivercities.dressforsuccess.org

Hire Attire (interview clothing for men)
1005 Virginia Ave. W. Huntington, WV
304-525-4861

www.goodwillhunting.org/hire-attire

Huntington West Virginia Housing Authority
Provides housing assistance & supportive services through
community partnerships.

300 7th Ave W. Huntington, WV 25701
304-526-4400

www.untingtonhousing.com

Salvation Army
1227 3rd Ave. Huntington, WV
304-529-2401

COUNSELING/MENTAL HEALTH

Alcoholics Anonymous: 24 Hour Helpline
304-231-5867 or 1-800-333-5051

www.aawv.org

Al-Anon and Alateen
3000 Washington Blvd. Huntington, WV
304-634-0319

www.wv-alanon-alateen.com/meeting%20locator.html

Associates in Psychology and Therapy
5185 Rt. 60 E, Suite 32 Huntington, WV
304-302-0526

www.wvpsychologist.com

Cabell Huntington Hospital Counseling Center
1340 Hal Greer Blvd. Huntington, WV
304-526-2049

www.cabellhuntington.org/services/counseling-center

Goodwill Family Service
1102 Memorial Blvd. W Huntington, WV
304-523-9454

www.goodwillhunting.org

Help4WV

24-hour helpline for West Virginians seeking help for substance misuse,
addiction, or mental health issues.

1-844-HELP4WV (1-800-435-7498)

www.help4wv.com

HER Place of Huntington
1524 10th Ave. Huntington, WV
304-525-7394

www.recoverypointwv.org/locations/her-place

Oasis Behavioral Health
689 Central Ave Barboursville, WV
304-733-3331

www.psychoasis.com

Prestera Center
3375 U.S. Route 60, East Huntington, WV
304-525-7851

www.prestera.org

Recovery Point of Huntington
2425 9th Ave. Huntington, WV
304-523-4673

www.recoverypointwv.org

Starlight Behavioral Health Services
5317 Cherry Lawn Rd. Huntington, WV
304-302-2078

www.starlightbhs.com

St. Mary's Medical Center
2900 1st Ave. Huntington, WV
304-526-1234

www.st-marys.org/centers-services/behavioral-health

CREDIT/FINANCIAL

Financial Stability Partnership
United Way of the River Cities
820 Madison Ave. Huntington, WV
304-523-8929, ext. 103

www.fsprivercities.org

Goodwill Consumer Credit Counseling Service
1102 Memorial Blvd. Hunt., WV
304-522-4321

www.goodwillhunting.org

DENTAL

Ebenezer Medical Outreach
1448 10th Ave. #100 Huntington, WV
304-529-0753

www.emohealth.org

Harmony House (Homeless Resource)
627 4th Ave. Huntington, WV
304-523-2764

www.harmonyhousewv.com

DEPARTMENT OF HUMAN SERVICES

Cabinet for Health and Family Services
2916 Holt St. Ashland, KY
606-324-7181

www.chfs.ky.gov

Ohio Department of Job and Family Services
1100 South 7th St. Ironton, Ohio
740-532-3324

www.jfs.ohio.gov

WV Department of Health and Human Resources
2699 Park Ave. #100
304-528-5800

www.dhhr.wv.gov/BMS/pages/Office-Results.aspx?County=Cabell

DOMESTIC VIOLENCE

BRANCHES Domestic Violence Shelter
P.O. Box 403 Huntington, WV
304-529-2382

www.branchesdvs.org/services.html

CONTACT of Huntington
1040 6th Ave. Huntington, WV
304-523-0558

www.contacthuntington.com

Love is Respect
866-331-9474

www.loveisrespect.org

National Resource Center on Domestic Violence
800-337-2238

www.nrcdv.org

Safe Harbor Domestic Violence Shelter
3700 Landsdowne Dr. Ashland, KY
800-926-2150

www.safeharborky.org

Sixth Family Circuit Court
750 5th Ave. Huntington, WV
304-526-8530

www.courtsww.gov/lower-courts/counties/Cabell.html

Violence Hotline
800-799-7233

www.thehotline.org

SUBSTANCE USE TREATMENT PROGRAMS/RECOVERY HOMES

Cabell County Substance Abuse Prevention Partnership
304-523-8929

www.unitedwayrivercities.org/our-work/health

The Healing Place of Huntington
2425 9th Ave. Huntington, WV
304-523-4673

www.thehealingplaceofhuntington.org

HER Place
1524 10th Ave. Huntington, WV
304-525-7394

www.recoverypointwv.org/locations/her-place

Huntington Treatment Center
135 4th Ave. Huntington, WV
304-525-5691

www.acadiahealthcare.com/locations/huntington-methadone-clinic

Lifehouse
631 4th St. Huntington, WV
304-416-5000

www.thelifehousewv.com

Lily's Place
1320 7th Ave. Huntington, WV
304-523-5459

www.lilysplace.org

Oxford House
2409 9th Ave. Huntington, WV
304-522-1150

www.transitionalhousing.org/ci/wv-huntington

Prestera Center
3375 U.S. Route 60, East Huntington, WV
304-525-7851

www.prestera.org

Riverpark Hospital
1230 6th Ave. Huntington, WV
304-526-9111
www.riverparkhospital.net

Shepard's House
1427 7th Ave. Huntington, WV
304-781-0264

Starlight Behavioral Health Services
5317 Cherry Lawn Road Huntington, WV
304-302-2078

EATING DISORDERS

Eating Disorder Anonymous
www.eatingdisordersanonymous.org

Eating Disorders Awareness and Prevention
800-931-2237
www.nationaleatingdisorders.org

Eating Disorder Prevention Center
888-236-1188

EMPLOYMENT/HOUSING

Extras Support Staffing
556 Washington Ave. Huntington, WV
304-522-4975
www.extrasstaffing.com

Goodwill Career Center
1102 Memorial Blvd. W Huntington, WV
304-523-7461
www.goodwillhunting.org

Huntington West Virginia Housing Authority
Provides housing assistance & supportive services through community partnerships.
300 7th Ave W
Huntington, WV 25701
304-526-4400
www.huntingtonhousing.com

Kelly Services
3135 16th St. Rd. #12 Huntington, WV
304-529-2141
www.kellyservices.com/global

Labor Ready
615 9th Ave. Huntington, WV
304-522-0300

Manpower
528 5th Ave. Huntington, WV
304-529-3031
www.manpower.com

Workforce West Virginia
2699 Park Ave. Suite 240 Huntington, WV
304-528-5525
www.workforcewv.org

WV Dept. of Rehabilitation Services
2699 Park Ave. #200 Huntington, WV
304-528-5585
www.wvdrs.org

EXERCISE/PHYSICAL HEALTH

Absolute Fitness
6005 U.S. 60 Barboursville, WV
304-733-1600

A.D. Lewis Community Center
1450 A.D. Lewis Ave. Huntington, WV
304-696-5908

American Health Centers
Several locations
888-557-5501

Brickhouse Cardio Club
Chesapeake Plaza, Route 60, Proctorville, Ohio
304-710-6092

Chesapeake Community Center
3748 Ohio 7 Chesapeake, Ohio
740-867-4532

Fairfield East Community Center
2711 8th Ave. Huntington, WV
304-696-4467

Huntington YMCA
935 10th Ave. Huntington, WV
304-525-8127

Marshall University Rec Center
402 Thundering Herd Drive Huntington, WV
304-696-4732

Phil Cline Family YMCA
917 9th St. Huntington, WV
304-697-7113

Planet Fitness
800 Mall Road Unit 975
304-736-8100

Studio 8 Yoga
803 8th Ave. Huntington, WV
304-634-0949

Brown Dog Yoga
210 11th St, Huntington, WV 25701
681-204-3968

LEGAL SERVICES

Legal Aid of West Virginia
1005 6th Avenue, Huntington WV 25755
304-697-3152
www.lawwv.net

Disclaimer: The 2018-2019 Resource Handbook is maintained to enhance campus and community resources to Marshall University Students. While every effort is made to ensure the accuracy of the information, we make no guarantees. The inclusion of an organization or service does not imply an endorsement of the organization or service, nor does exclusion imply disapproval. Additionally, please be aware that services and hours can change. Under no circumstances shall Marshall University, the Division of Student Affairs or its employees be liable for any information obtained from the community agencies or campus departments.



MARSHALL UNIVERSITY HUNTINGTON CAMPUS

1. Don Hicks Field
2. Art Warehouse =AW
3. Third Avenue Parking Garage
4. Robert C. Byrd Biotechnology Science Building =BBSC
5. Arthur Weisberg Family Applied Engineering Complex =AWEC
6. Chris One Athletic Complex
7. Jean C. Edwards Stadium
8. Sorel Maintenance Building
9. Midway Field
10. Gambleston Center =HC
11. Gambleston Center =HC
12. Lattley Hall =LA
13. Harris Hall =HH
14. Science Building =S
15. Morrow Library =ML
16. Communications Building =CB
17. Smith Hall =SH
18. Smith Music Hall =SM
19. Freshman Women Residence Hall =FW
20. Freshman Men Residence Hall =FM
21. Freshman Women Residence Hall =FW
22. Dickinson Hall =DH

23. East Hall (INTD) Center =EH
24. Proctor Hall =PH
25. Busick Hall =BU
26. Old Main =OM
27. Recreation Center =RC
28. Veterans Hall =VH
29. Memorial Fountain
30. Memorial Fountain
31. John Marshall Statue
32. Old Main =OM
33. Twin Towers =TT

34. Helderly Hall =HY
35. One Room Schoolhouse
36. Campus Christian Center
37. Memorial Student Center =MSC
38. Campus Bookstore
39. Corby Hall =CH
40. Bissel Center Public Safety Building
41. Wellness Dining Hall
42. Career Services Center
43. Jean C. Edwards Performing Arts Center =JEC
44. Jean C. Edwards Performing Arts Center =JEC

45. Brad D. Smith Foundation Hall (Frickson Alumni Center)
46. Marshall Newman Center
47. Joseph H. Galeite Wellness Center
48. Wilbur T. Myers Hall
49. Marshall Commons (Wilson Hall) =MC
50. Marshall Commons (Wilson Hall) =MC
51. Marshall Commons (Wilson Hall) =MC
52. Marshall Commons (Wagner Hall) =MC
53. South Avenue Parking Facility

OFF CAMPUS LOCATIONS

- Ferensik Science - 1401 Ferensik Science Drive - Huntington, WV 25701-3628
- Jean C. Edwards School of Medicine - 1600 Medical Center Drive - Huntington, WV 25701
- Medical Education Building - 1542 Spring Valley Drive - Huntington, WV 25704
- Robert C. Byrd Biotechnology Science Building - 1509 7th Avenue - Huntington, WV 25701
- Ralph W. Hoge School of Business - 1509 7th Avenue - Huntington, WV 25701
- School of Pharmacy - 1542 Spring Valley Drive - Huntington, WV 25704
- School of Physical Therapy - 2889 5th Avenue - Huntington, WV 25702
- Hoggs Family Veterans Memorial Soccer Complex - 2560 5th Avenue - Huntington, WV 25703
- South Charleston campus - 100 Angus E. Tyson Drive - South Charleston, WV 25303-1600
- Reynolds Valley Hospital Center - 101 Angus E. Tyson Drive - Huntington, WV 25306
- Wald Arts Center - 2612 3rd Avenue - Huntington, WV 25701



Marshall University
Division of Student Affairs

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Huntington, WV 25755
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