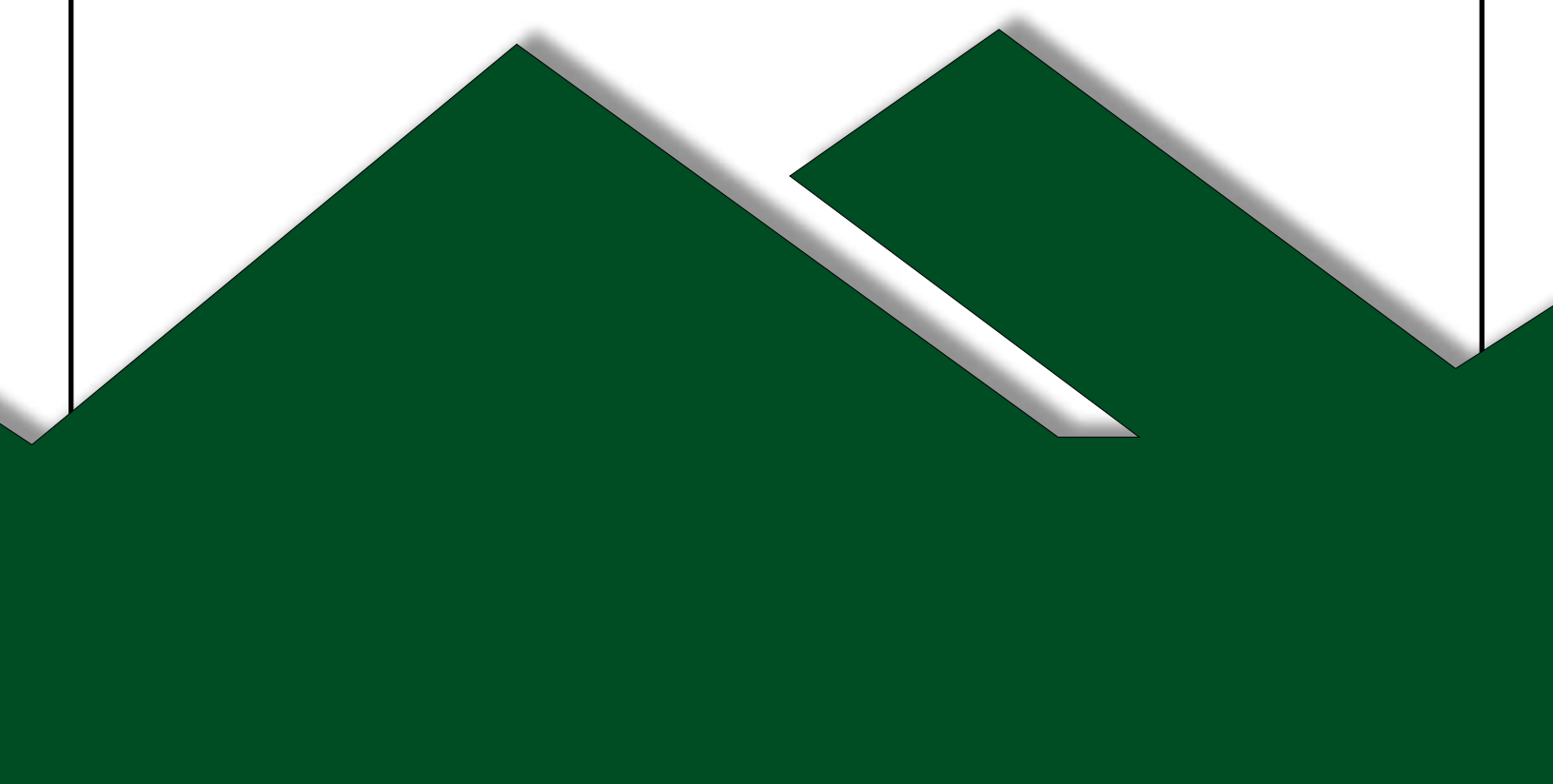


MontanaTech

StudentHandbook

2018 - 2019



WELCOME FROM THE DEAN OF STUDENTS

Welcome to the 2018-2019 Academic Year!

The Montana Tech Student Handbook is a road map for your success and is intended to provide you with information about services available at Tech and our policies and procedures. Montana Tech views itself as a community. We expect each member to become familiar with the standards of the community, and to assume responsibility for making decisions governing his or her behavior within the community.

The information in this handbook is intended to be a reference for basic college information and expectations. you are responsible for knowing the information included in this handbook. You are also responsible for knowing the information included in the College Catalog. The Catalog (published online at www.mtech.edu/catalog) is the official publication of Montana Tech, which lists policies, procedures, requirements, and course descriptions for all departments. The Catalog takes precedence over all other materials. If you have further questions, you should always feel free to contact any member of the faculty or staff.



Carrie Vath, Ph.D.
Dean of Students
Engineering Hall 101
406.496.4198
CVath@mtech.edu

BE SURE TO BOOKMARK
MTECH.EDU/CATALOG
RIGHT AWAY!

Check out the [Dean of Students webpage](#) for more resources and information!



FIRST THINGS FIRST...

Have a question? We're here to help! Here's a quick guide to people and places on campus you'll want to know.

ISSUE/CONCERN	CONTACT	PHONE EXT. 406.496.XXXX	LOCATION
Advising/Class Registration	Academic Advisor		Academic Department
	Enrollment Services	4256	MG 207
	Director of ACE	4166	ENG 102
	Dean of Students	4198	ENG 101
Changing Major Major Exploration, Career Options	Career Services	4140	URC 109
	Director of ACE	4166	ENG 102
	Dean of Students	4198	ENG 101
	Enrollment Services	4256	MG 207
Help with a Class	Class Instructor	See Syllabus	See Syllabus
	Faculty Advisor		Academic Department
	Academic Center for Excellence	4418	ENG 102
	Dean of Students	4198	ENG 101
Disability Services	South Campus	3730	South Campus 126A
	North Campus	4429	ENG 103
	Dean of Students	4198	ENG 101
Technology	IT Help Desk	4244	MG 107
After Hours Emergency	If Life Threatening, Call 911		
	Campus Safety	4357	Physical Plant
	Residence Life (if in the Halls)	4425	Prospector/Centennial Desk
	Dean of Students	352.682.2492	
A Personal emergency requiring accommodation	Dean of Students	4198	ENG 101

ISSUE/CONCERN	CONTACT	PHONE EXT. 406.496.XXXX	LOCATION
Student Employment	Financial Aid	4223	MG 207
Financial Difficulties	Financial Aid	4213	MG 207
	Dean of Students	4198	ENG 101
Food Service	Director of Dining	4590	SUB 206A
Health Concerns	Student Health Center	4243	SUB 123
Internships/Job Search	Career Services	4140	URC 109
Undergraduate Research	Academic Advisor		Academic Department
	Vice Chancellor of Research	4102	MUS 206
Nothing to do at Tech	Campus Life	4211	SUB 203
	ASMT	4451	SUB 201
	Intramurals	4744	HPER 150
	Dean of Students	4198	ENG 101
Parking Permits, Tickets, or questions	Physical Plant	4268	Physical Plant 2nd Floor
Relationship difficulties	Cricket Pietsch (South Campus)	3730	South Campus 126A
	Amy Lorang (North Campus)	4429	ENG 103
Roommate Problems	Director of Campus Life	4211	SUB 203
Stress/Grief	Cricket Pietsch (South Campus)	3730	South Campus 126A
	Amy Lorang (North Campus)	4429	ENG 103
Transferring Schools	Enrollment Services	4256	MG 207
	Academic Advisor		Academic Department
When you don't know where to go???	Dean of Students	4198	ENG 101

GET CONNECTED

You have access to a suite of online resources that will help you achieve your educational goals and ambitions. Upon admission, you were assigned a set of credentials to be used when accessing any campus-based computer. These same credentials are also used to access your Montana Tech email account, OrediggerWeb, MyMTech, and Moodle.

NEED HELP FINDING YOUR CREDENTIALS?

- Access the **MyMTech** webpage at mymtech.mtech.edu
- Click on **New User?** in the top right corner of the page
- Use your Student ID number and last name to retrieve your username and password

If this is your first time retrieving your credentials, you will also need to enter a security question, security answer, and your birthdate to access your information.

MONTANA TECH EMAIL

Your assigned Montana Tech email account is your official source of communication with the school. You are responsible for maintaining and responding to all notifications sent to you via this account, so check it daily!

Information sent to you will include:

- Student Life Events
- Important Enrollment Notifications
- Campus Safety Updates
- Course Information from Professors

Email addresses are formatted:
username@mtech.edu

OREDIGGERWEB

OrediggerWeb is Montana Tech's student information system. It is your official student record while attending Tech and allows you to access your information 24/7.

This system allows you to:

- Register for Classes & Print a Schedule
- Accept/Decline Financial Aid
- Pay for Tuition and Fees
- Update Outdated Contact Information
- Check Mid-Term and Final Grades
- Verify Enrollment
- Request a Transcript

MYMTECH / MOODLE

MyMTech is Montana Tech's campus portal and provides direct access to all of Tech's digital services, including Moodle. Moodle is a web-based course management tool designed to enhance teaching and learning.

Moodle allows easy access to:

- Course Materials
- Assignments
- Tests & Quizzes
- Virtual Classrooms

DIGGER CENTRAL

The Digger Central webpage is your go-to place for everything happening across campus, and is the information hub for all things Digger. Wondering what's for lunch? Looking for a class to add? Need an Enrollment Services form? You can find it here!

www.mtech.edu/diggercentral

IT HELPDESK

Mining and Geology Building - Room 112
406.496.4244 | ithelpdesk@mtech.edu

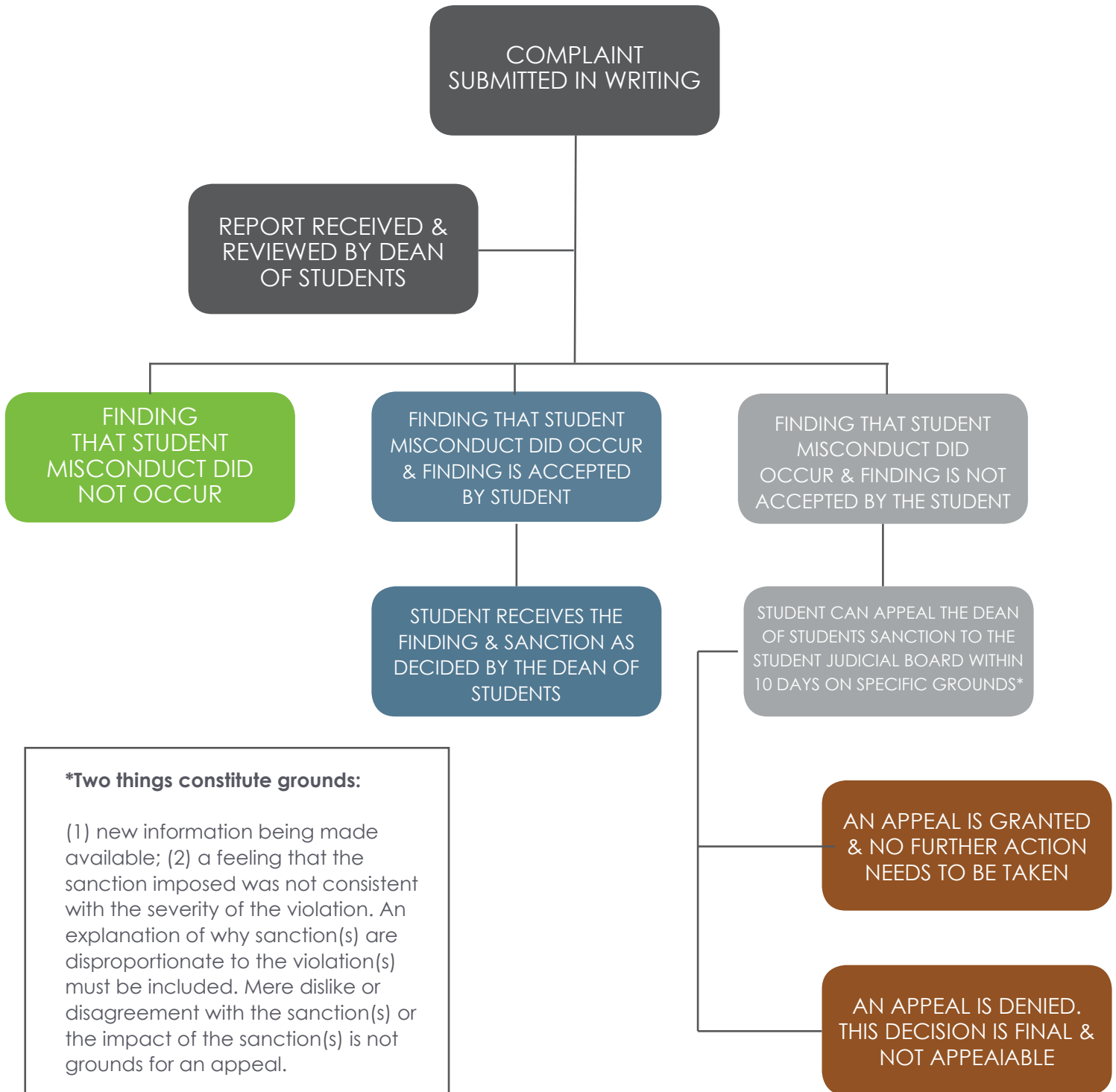


Tech students receive a **free license of Microsoft Office 365**, which includes Web Apps for Word, Excel, and PowerPoint.
Download your copy at: www.mtech.edu/cts

STUDENT CONDUCT

What's expected of you?

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life. Any campus community member who feels that his or her rights have been infringed upon by the conduct of another student may process a referral to the Dean of Students, using the process outlined below.



***Two things constitute grounds:**

(1) new information being made available; (2) a feeling that the sanction imposed was not consistent with the severity of the violation. An explanation of why sanction(s) are disproportionate to the violation(s) must be included. Mere dislike or disagreement with the sanction(s) or the impact of the sanction(s) is not grounds for an appeal.

LIFE ON CAMPUS

LIVING ON CAMPUS

The Office of Residence Life is dedicated to assisting students in all facets of residential living and is committed to furthering the college students' development outside the classroom. On campus housing provides a safe, clean, and orderly environment in which students are enabled to develop and grow. mtech.edu/housing



DINING

Montana Tech Dining Services provides a wide variety of options for your food service needs. From our Fire House Grill to grab-and-go items, our services are convenient, and our food is superior. Meal plans and Digger Dollars are accepted at all Dining Services locations. Montana Tech Dining Services offers three different meal plans:

- **Everyday** - This plan may be used seven days a week
- **Weekday** – This plan is limited to use Monday through Friday
- **Upperclassmen** – This plan is available to students who have achieved sophomore status (30 credits or more) and may be used seven days a week

CAMPUS LIFE

The **Office of Campus Life** plans, supports, and promotes diverse, cultural, educational, social and recreational programs that enhance the quality of the student experience outside the classroom. In order to do this we provide student-focused spaces in the Student Union and Mill building. We also support student organizations (clubs, ASMT, etc.)

The **Student Union Building (SUB)** contains the Marcus Deli, meeting rooms, offices for Student Activities and Student government, Student Health Center, Copper Lounge, Mail/Copy Center, Digger Card Center, and much more. The Digger Den, located in the Mill Building, has a selection of pool tables, ping-pong tables, music and video games.

The **Associated Students of Montana Tech (ASMT)** is the student government association serving as the elected voice of the students of Montana Tech. ASMT has been organized to represent student interests, needs and welfare within the college campus and to provide for the expression of student opinion and interests to the community at large on issues affecting student life. ASMT strives to encourage constructive relationships among the students, the faculty, and the administration, and to supplement and complement formal education on the Montana Tech campus.

WANT TO GET INVOLVED? CONTACT THE DIRECTOR OF CAMPUS LIFE AT 496-4211

[MTECH.EDU/STUDENT-LIFE](https://mtech.edu/student-life)

ACADEMICS

REGISTERING FOR CLASSES

Before registration, make sure you meet with your advisor to review and plan your schedule for the semester. You'll register for classes (and find your advisor if you're not sure who they are) in OrediggerWeb. Get step-by-step instructions for registration at mtech.edu/online.

ABSENCES

Montana Tech faculty make reasonable accommodations for students to make-up work missed because of an excused absence. If you're expecting to be absent, you should consult with your instructors early in the semester. Excused absences include official Montana Tech events or activities, or personal matters deemed appropriate by the instructor. Examples include:

- NAIA sanctioned sporting events
- Academic Team competitions (i.e. concrete canoe, steel bridge, human powered vehicle, ethics bowl, environmental design etc.)
- Travel for professional meetings related to major
- Class field trips
- Others as approved by the Chancellor



DISMISSAL AND SUSPENSION

A student may be required to withdraw permanently (dismissal) or for varying periods of time (suspension), and re-admission of such a student may be denied permanently or for a specific period of time for the following reasons:

- Failure to meet the established scholastic standards.
- Failure to observe the expected standards of conduct prescribed by regulations or implied by membership in the Montana Tech community.
- Failure to meet financial obligations prescribed by the Montana Board of Regents.
- Being in such condition of physical or mental illness as may be considered inimical to the welfare of others, or which makes continuance incompatible with the Montana Tech mission as an educational institution.
- A [change in enrollment](#) (withdraw from individual or all classes, complete or partial withdrawal for extraordinary reasons)

ACADEMIC DISHONESTY

Montana Tech believes that **academic honesty and integrity** are fundamental to higher education. Academic dishonesty includes but is not limited to cheating; plagiarism; forgery; falsification; facilitation or aiding academic dishonesty; multiple submission; theft of instructional materials or tests; alteration of grades or files; and any actions intended to gain academic advantage by fraudulent and/or deceptive means.

STUDENT RESPONSIBILITY

The student has full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors or academic staff, who will explain what is and is not acceptable in their classes or on campus.

THE PROCESS:

1. There is suspicion of academic dishonesty
2. The instructor of record/an academic staff member submits an Academic Dishonesty Violation online referral form and includes all evidence, conclusion, and actions
3. The decision maker chooses a "Decision Option"
4. The Vice Chancellor for Academic Affairs meets with the student

ACADEMIC DISHONESTY FLOW CHART

DECISION OPTION 1

NO FINDING THAT ACADEMIC DISHONESTY HAS OCCURED

DECISION OPTION 2

A DETERMINATION OF ACADEMIC DISHONESTY IS ACCEPTED BY THE STUDENT (THE STUDENT DOES NOT SUBMIT AN APPEAL)

THE STUDENT RECEIVES THE FINDING AND SANCTION AS DECIDED BY THE DECISION MAKER

DECISION OPTION 3

A DETERMINATION OF ACADEMIC DISHONESTY IS NOT ACCEPTED BY THE STUDENT

THE STUDENT MAY INITATE AN APPEAL TO ASC WITHIN 10 BUSINESS DAYS

AN **ACADEMIC STANDARDS COMMITTEE** (ASC) HEARING IS HELD

ASC DECISION OPTION 1

AN APPEAL IS GRANTED - NO FURTHER ACTION NEEDS TO BE TAKEN

ASC DECISION OPTION 2

AN APPEAL IS DENIED

THE STUDENT MAY INITATE AN APPEAL TO THE STUDENT JUDICIAL BOARD WITHIN 10 BUSINESS DAYS (ON SPECIFIC GROUNDS)*

IF THE STUDENT APPEALS THE ASC'S DECISION, THE NEXT LEVEL IS THE **STUDENT JUDICIAL BOARD** (SUBJECT TO HAVING GROUNDS* FOR APPEAL). PROVIDED GROUNDS EXIST, A SJB HEARING IS HELD

SJB DECISION OPTION 1

AN APPEAL IS GRANTED

SJB DECISION OPTION 2

AN APPEAL IS DENIED - THE STUDENT CAN APPEAL TO THE CHANCELLOR

AN APPEAL IS GRANTED

AN APPEAL IS DENIED - THIS DECISION IS FINAL AND IS NOT APPEABLE

***Two things constitute grounds:**

(1) new information being made available; (2) a feeling that the sanction imposed was not consistent with the severity of the violation. An explanation of why sanction(s) are disproportionate to the violation(s) must be included. Mere dislike or disagreement with the sanction(s) or the impact of the sanction(s) is not grounds for an appeal.

CAMPUS RESOURCES

DIGGER CARD

The Digger Card is the **official student ID card** of Montana Tech, and it's valid your entire college career! The Digger Card Center is located on the lower level of the Student Union Building.

You can use your Digger Card to:

- Use the Library, HPER, and Learning Center
- Print in the computer labs, and gain access to computer labs after hours
- Gain entry to home football, basketball, and volleyball games
- Pick up payroll and loan refund checks in the Business Office
- Take advantage of discounts around Butte
- Use your meal plan

For a complete overview of how you can use your Digger Card for a full list businesses participating in the Discounts for Diggers program, visit mtech.edu/diggercard

CAREER SERVICES

Career Services supports students and alumni in career exploration, preparation, implementation and management of their lifelong career development. In addition, the office connects employers with students, alumni, faculty and administration. Career Services works with students as early as their freshman year to assist in career planning and help identify career goals. The office also develops strong relationships with employers to assist them with their human resource needs. Career Services provides a full-array of career and employment services. Career Services helps you put it all together, from learning what you want to do, to polishing your skills and getting the job you really want.

TUTORING (ACE & ACES)

The goal of the Academic Center for Excellence (ACE) at Montana Tech is to assist and empower students to succeed and excel academically, persist through graduation, prepare for graduate and professional endeavors, and develop an appreciation for lifelong learning.

Programs and services are available to all currently enrolled students on the North and South Campuses:

- Drop-In Tutoring
- Private Appointments
- Writers' Studio
- Academic Coaching
- Major Exploration

STRUGGLING WITH A CLASS?
Want to Turn those B's into A's? Come see us at ACE!

| [Learn time management](#) | [Develop strong study habits and testing strategies](#) | [Find an academic coach](#) |
| [Access online tutoring](#) | [Schedule private weekly appointments for tutoring](#) |
| [Drop in for a quick tutoring session before a big exam](#) |

CAMPUS RESOURCES

TRIO

The Federal TRIO Programs (TRIO) are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to postbaccalaureate programs. TRIO also includes a training program for directors and staff of TRIO projects. institute.mtech.edu

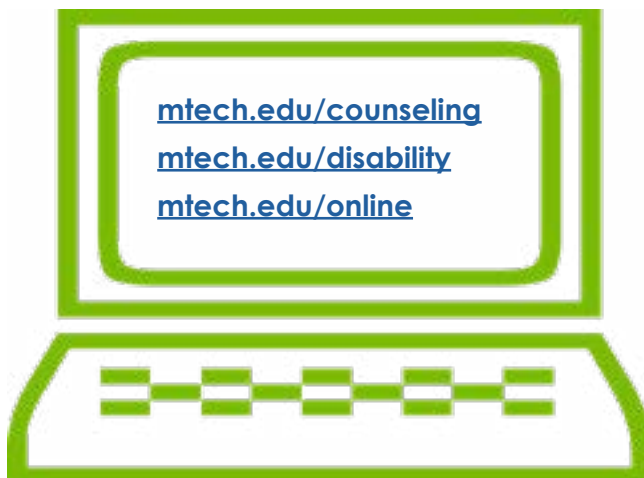


COUNSELING SERVICES

Happy, healthy students are productive students! A variety of services are offered to assist students in their academic and personal success. Montana Tech's professional staff can assist you in developing greater self-awareness, independence, and self-direction in such areas as interpersonal relationships, anxiety and stress management, loss and grief, alcohol and drug concerns, and any other issues.

DISABILITY SERVICES

Montana Tech is committed to ensuring full and equal participation by eliminating barriers and making appropriate accommodations which allow students with disabilities to have equal opportunity in all aspects of campus life. Learn how to request disability accommodations at mtech.edu/disability



SAFETY

The health & safety of students, faculty, staff and visitors is a primary concern to Montana Tech

PHONE NUMBERS TO KNOW

MONTANA TECH CONTACTS

If calling from a campus-based land-line, remove the 496 prefix to connect with the office extension.

Campus Security 496-4357 (HELP)

Campus Security officers are available 24 hours a day to respond to any emergency on the Montana Tech campus. You can file a report with an officer. Officers are available to answer questions and explain options in a secure and confidential setting.

BUTTE-SILVER BOW CONTACTS

If calling from a campus-based land-line, dial 9 before the number to exit the campus network.

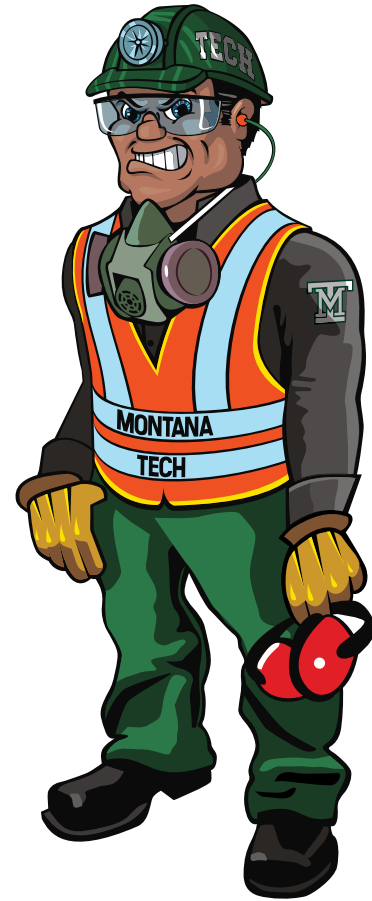
Fire Department 497-6481

Sheriff/Law Enforcement 497-1120

Ambulance 723-3132

St. James Healthcare 723-2500

400 South Clark Street



DISCRIMINATION, HARRASSMENT, SEXUAL MISCONDUCT, STALKING, AND RETALIATION

Montana Tech is committed to providing an environment that **emphasizes the dignity and worth of every member of its community** and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at Montana Tech. Acts of discrimination, harassment, domestic violence, dating violence, sexual assault, sexual misconduct, stalking, and retaliation are prohibited.

All complaints or any concerns about conduct that may violate this policy and retaliation should be reported to the Title IX Coordinator:

Title IX Coordinator

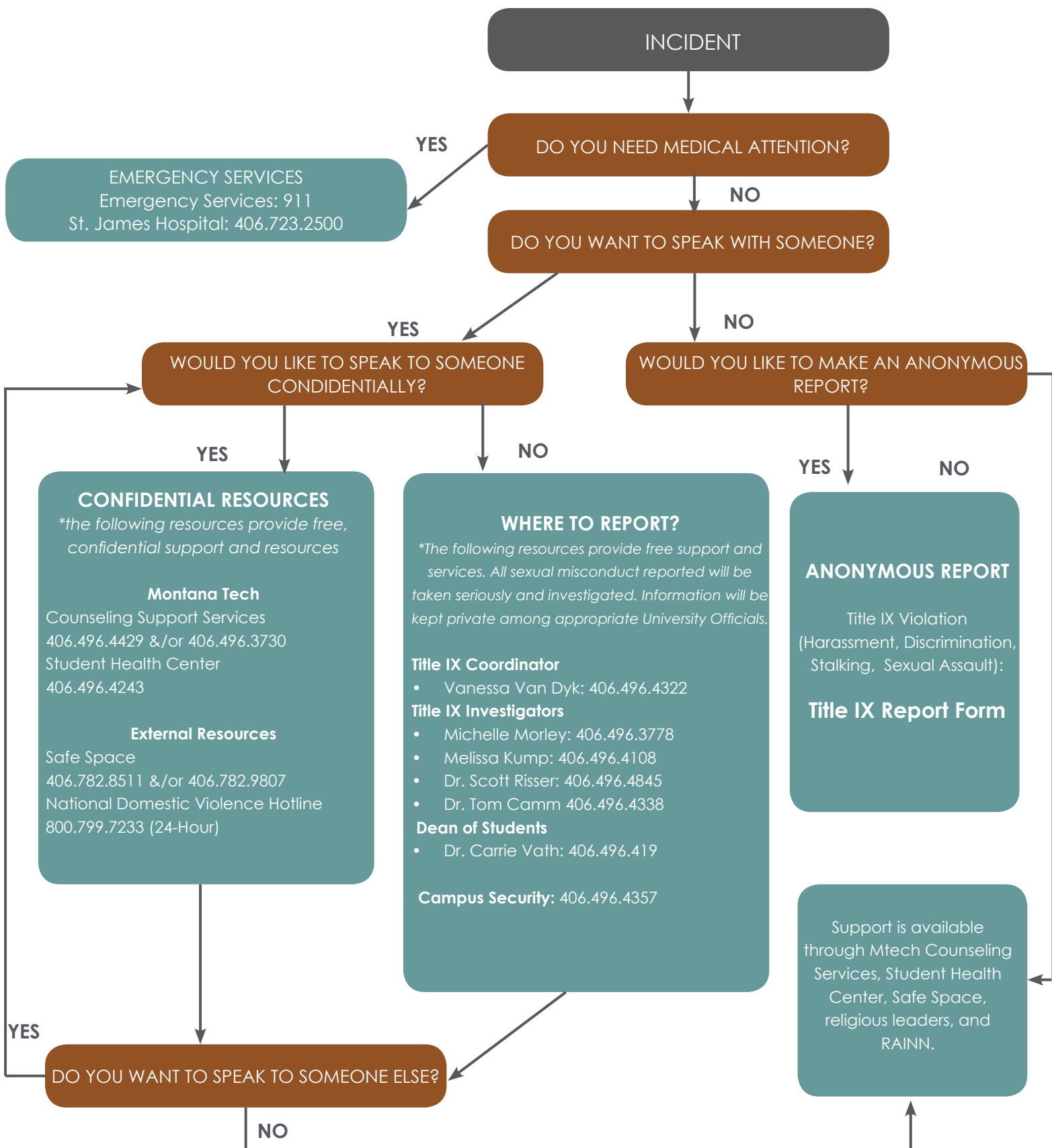
Vanessa Van Dyk Office: 406-496-4332
..... Cell: 406-603-0274
..... Email: vvandyk@mtech.edu

Read entire policies and find
anonymous campus resources at:
mtech.edu/student-conduct

SAFETY: TITLE IX

Support & Reporting Options related to Discrimination, Harrassment, Sexual Misconduct, Stalking, and Retaliation

You can speak with anyone at anytime. Reporting is always an option. Choosing one route does not exclude other options. You should pursue whatever routes will be most helpful to recovery.



EMERGENCY PROCEDURES

ACTIVE SHOOTER

In an active shooter situation, choose the best action based on how close you are to the shooter.



RUN

Escape quickly. Leave belongings behind. Help others if you can. Alter others to stay away. Remember to take cell phones.



HIDE

Lock and barricade doors. Silence phones. Keep silent. Cover windows.



FIGHT

As a last resort, do what it takes to stay alive. Work together. Be aggressive.

CALL 911 WHEN IT IS SAFE FOR YOU TO DO SO



EARTHQUAKE

1. Drop, cover, and hold on!
2. Take cover under heavy desk or table, cover your head and neck, hold onto whatever you are under, and stay put until shaking stops
3. If there's nothing to hide under, inner walls or door frames are your next choice
4. Stay away from glass, hanging objects, and bookcases
5. Shield head and face
6. If outdoors, move away from buildings and utility wires

BOMB THREAT

1. Call 911 but do not pull fire alarm
2. Follow evacuation procedures and sign in at assembly area

EVACUATION PROCEDURES

GENERAL

In any emergency, protection of all students, faculty and staff are a priority. Anytime the alarm sounds or you're instructed to evacuate, follow these instructions:

1. Follow evacuation route for that room/building
2. Close but do not lock doors unless necessary
3. Turn off equipment if safe to do so
4. Use stairs, not the elevator
5. Go to assigned assembly area and sign in so you're accounted for
6. Do not go back into a building until given the all clear

FIRE

1. Pull fire alarm and follow evacuation procedures; sign in at assembly area
2. Call 911 from safe location
3. Call Environmental Health and Safety at 496-4463 and Campus Security at 496-4357

If you're trained and the fire is less than the size of a garbage can, use a fire extinguisher!

HOSTAGE SITUATION

1. If you are not the hostage, call 911, Environmental Health and Safety (496-4463), Paul Beatty (496-4198) and Security (406-4357)
2. Remove uninvolved individuals to a safe location
3. Provide any information you have to authorities

HAZARDOUS MATERIALS INCIDENT

1. If in a lab and spill is small and manageable, wear personal protective equipment and clean appropriately. Notify Environmental Health and Safety (496-4463)
2. If in a lab and spill is large, toxic or flammable, evacuate lab. Notify Environmental Health and Safety (496-4463) and Campus Security (496-4357) immediately.
3. If incident is large from railcars or trucks, follow instructions to shelter-in-place or evacuate

ASSEMBLY AREAS FOR CAMPUS EVACUATIONS ARE POSTED IN EACH BUILDING

THE FINE PRINT

CATALOG

The Catalog is the official publication of Montana Tech's policies, procedures, requirements, and course descriptions for all departments. The catalog year in which you enter is the official guide to your graduation requirements. It is your responsibility to know the official degree/certifying requirements for your program, and to act upon this information in an effective manner. **The Catalog takes precedence over all other materials.**

catalog.mtech.edu

COLLEGE COMMUNITY EXPECTATIONS (STUDENT CONDUCT)

Montana Tech seeks to provide an environment that promotes academic achievement and integrity and that serves the University's educational mission. It is our expectation that students will conduct themselves in a manner that supports this environment. These expectations include, but are not limited to: regular class/lab attendance, timely completion of assignments, proper preparation for class/lab, and exhibiting behavior that fosters and encourages academic integrity and learning, defends freedom of inquiry and discussion, and allows for the free and open exchange of knowledge, ideas, and opinions.

Montana Tech faculty have the obligation and authority to maintain a classroom environment that promotes these values. Classroom behavior that is deemed inappropriate will be dealt with on a case-by-case basis by the faculty member and, if necessary, the administration.

In addition, any individual within the college community who feels that his or her rights have been infringed upon by the conduct of another student may process a referral to the College Community Expectations Program. In cases where an individual feels that his or her rights have been infringed upon, that individual may also elect to file a complaint with legal authorities, take no action, or discuss the situation with the other individual involved rather than process a referral. To learn more about our community expectations or to report an incident visit:

mtech.edu/conduct

FERPA

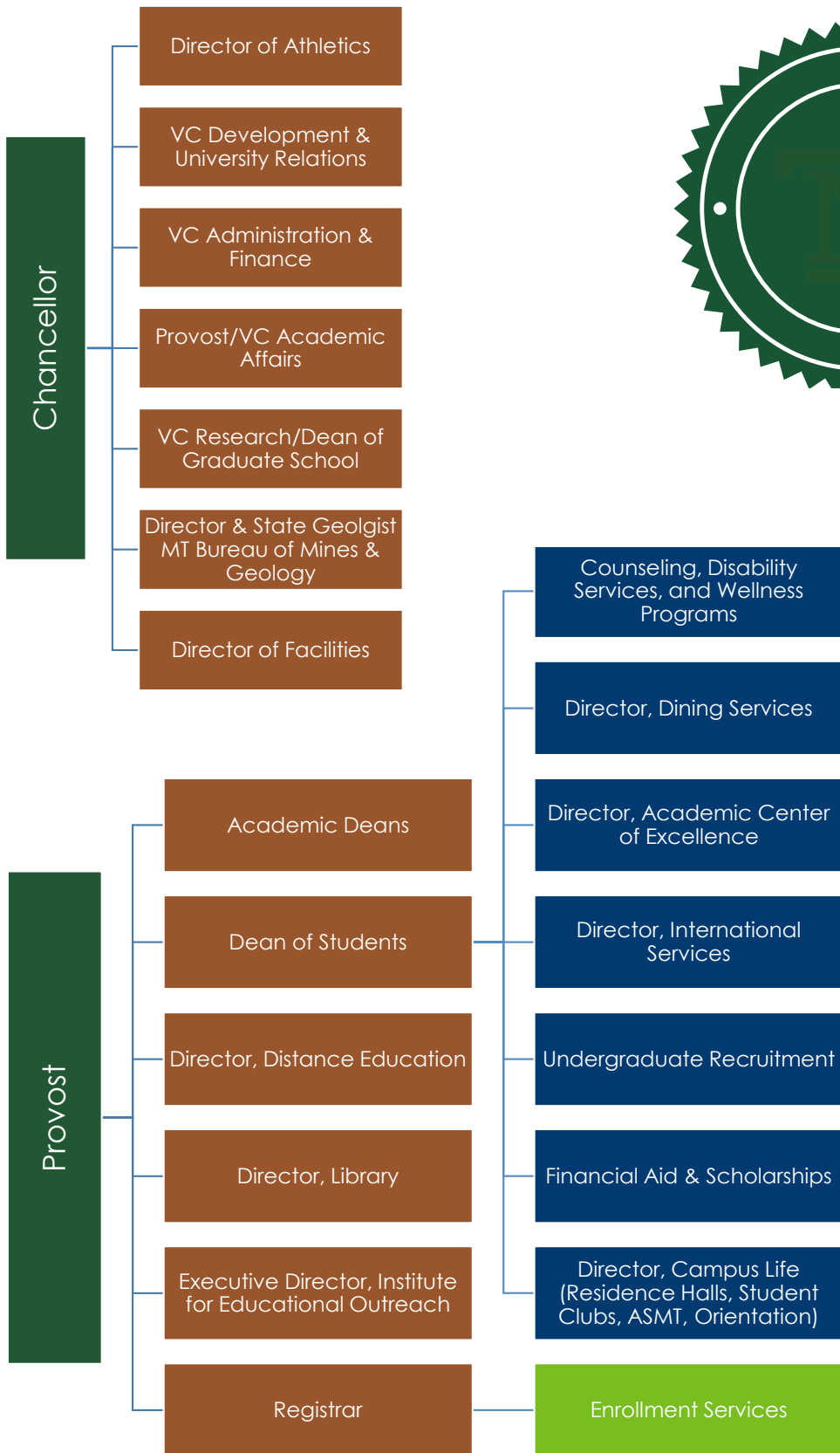
The Family Educational Rights and Privacy Act (FERPA) was enacted in 1974 to protect student rights in regard to their education records. FERPA guarantees you the right to inspect and review your education records, to seek to amend an error on your education records, and to have some control over the disclosure of information from those education records. Keep informed of your rights under FERPA and learn how Montana Tech may disclose your educational records at:

mtech.edu/FERPA



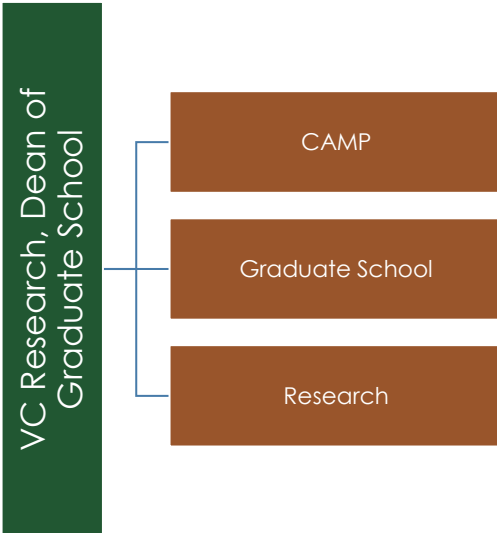
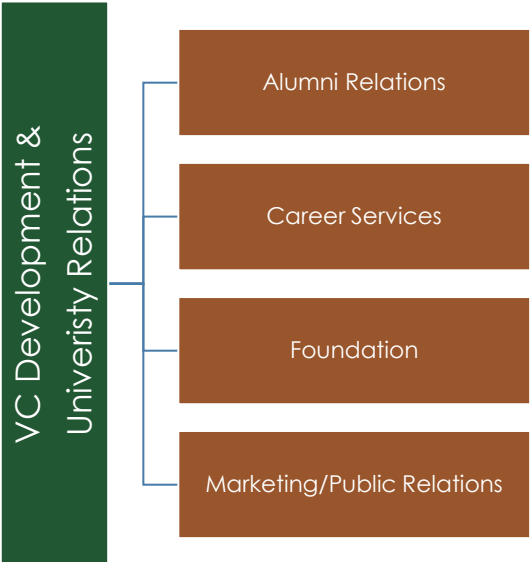
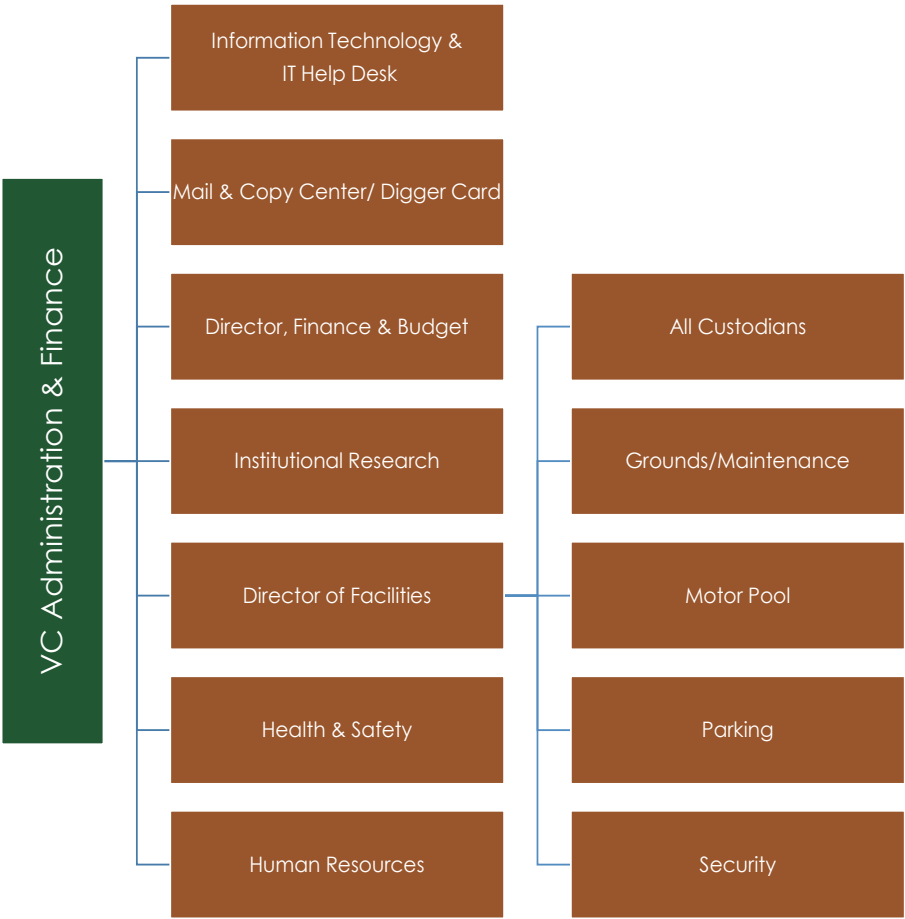
WHO'S WHO?

The next two pages give a brief overview of how campus leadership and departments are structured.



WHO'S WHO?

Continued...





DIRECTORY

Academic Center for Excellence	ENG 102	Campus Information	SUB 203	Enrollment Services	MG 207
Administration/Chancellor	MG 303	Career Services	URC 109	Foundation	URC 120
Alumni Affairs	URC 104	Computer Technology Services	MG 107	Health Center	SUB 111
Associated Students (ASMT)	SUB 201	Counseling/Disability Services	ENG 103	Mail & Copy Center	SUB 117
Bookstore	SUB 112	Dean of Students	ENG 101	Parking Decals	Phys. Fac.
Business Office	MG 205	Digger Card Center	SUB 116	Recruitment	MG 111

MontanaTech

1300 West Park Street
 Butte, Montana 59701
 1-800-445-8324
 www.mtech.edu

HIGHLANDS COLLEGE
 25 Basin Creek Road
 Butte, Montana 59701
 Campus Security: ext. 4357

SCHOOL SONG

“Forward Tech!”

Forward Tech!
You've gotta go forward Tech!
Forward Tech
You've gotta go forward Tech!
Let's make this game a
Vic-tor-y
Rah! Rah! Rah!
Hail to the Copper
Hail to the Green
Hail to the Orediggers
Whose praises we sing!
It's forward Montana Tech
We'll win this game!
Yea Copper!
Yea Green!
Come on Orediggers
Beat that team!
Forward Tech!
You've gotta go forward Tech!
Let's make this game a
Vic-tor-y
Rah! Rah! Rah!
Hail to the Copper



**HERE'S TO A GREAT YEAR.
GO DIGGERS!**

