

Who do I contact if I cannot complete my sanction by the assigned deadline?

- Contact your referral staff person by email, phone or in person for questions regarding your assigned deadline. Health Education staff do not have the ability to extend your deadline. Only your referring person can extend your sanction deadline.

Who do I contact if I do not know when my deadline is?

- Refer to your outcome letter or contact your referral staff person for questions regarding your assigned deadline. Health Education staff may not have your deadline information, so please contact your referring person for deadline information.

What happens if I do not complete my assigned sanction?

- Failure to complete your sanction in a timely manner will result in progressive disciplinary action including, but not limited to: a “hold” placed on registration and future enrollment, extended probation, relocation, housing contract termination and suspension from the University.

Where do I sign up for the CHOICES workshop?

- Go to www.mnsu.edu/shs under Health Education, click on Alcohol and Drug Education. In the right column, click on register for CHOICES workshop and follow instructions. If you need further assistance call Health Education at 389-5689.

If I am registered for CHOICES workshop and I get sick or an emergency comes up and cannot attend the workshop what happens next?

- Contact Health Education, 389-5689, at your earliest convenience to reschedule or go online and register for another CHOICES workshop. If you miss the CHOICES workshop and do not contact Health Education to reschedule or go online to reschedule another CHOICES workshop and your deadline has passed, referral staff will be notified of your failure to complete the assigned sanction. This will result in progressive disciplinary action including, but not limited to: a “hold” placed on registration and future enrollment, extended probation, relocation, housing contract termination, and suspension from the University.
- If you miss the CHOICES workshop and it is before your assigned deadline contact Health Education, 389-5689, at your earliest convenience to reschedule or go online and register for another CHOICES workshop.

If I am registered for CHOICES workshop and I do not show up, will my student account be charged twice when I register for another workshop?

- No, you will only be charged one program fee of \$110 for registering and attending a CHOICES workshop.

How much does taking CHOICES cost?

- The program fee for CHOICES is \$110 for fiscal year 2010 and will be charged to your student account.

How long will it take to complete UNDER THE INFLUENCE?

- Under The Influence is a nine-lesson online course that can be completed in about three hours.

How much does taking UNDER THE INFLUENCE cost?

- The program fee for UNDER THE INFLUENCE is \$40 for fiscal year 2010 and will be charged to your student account.

How long will it take to complete MARIJUANA 101?

- Marijuana 101 is a six-lesson online course that can be completed in about three hours.

How much does taking MARIJUANA 101 cost?

- The program fee for MARIJUANA 101 is \$40 for fiscal year 2010 and will be charged to your student account.

Where do I pay the program fee for CHOICES, Under The Influence or Marijuana 101?

- You must pay the fee by cash, check or credit card at the Cashiers Office, 128 Wigley Administration Center.
- Failure to pay the program fee may result in a “hold” placed on registration and future enrollment.

What will you tell the referring staff person about my sanction?

- Your referral staff person will be notified of your completion or failure to complete. No other information will be relayed to this person.

Will my parents be informed I had to take an alcohol and/or drug sanction education class?

- The Office of Student Conduct and Residential Life staff does not initiate contact with parents regarding a student's involvement in alcohol or drugs.
 - A parent disclosure form (Alcohol and Drug Disclosure Release of Information Form), not to be confused with a parent notification form, is available for student's to sign. Parents and students are told about the Alcohol and Drug Release of Information Form at Orientation.
 - An Alcohol and Drug Disclosure Release of Information Form is available in the Office of Student Conduct or Residential Life.
 - The Alcohol and Drug Disclosure Release of Information Form is a disclosure of records form intended to allow parents or other designated party to access information from the conduct file related only to alcohol and other drug violations in accordance with the Minnesota Government Data Practices Act.
 - With a student's signature on an Alcohol and Drug Disclosure Release of Information Form parents or other designated party can communicate with the Director of Student Conduct and Associate Director of Residential Life regarding the student conduct file related only to Alcohol and Other drug violations.
- The Student Health Services (SHS) office staff does not initiate contact with parents regarding a student's involvement in alcohol or drugs.
 - A SHS Authorization for Disclosure of Health Information form, not to be confused with a parent notification form, is available for student's to sign and can be obtained at the SHS office.
 - The SHS Authorization for Disclosure of Health Information form is a disclosure of records form intended to allow parents or other designated party to access information about a student's alcohol and other drug sanction education.

What will you tell my parents if they call asking questions about if I had to complete an alcohol and/or drug sanction education class?

- If a parent calls the Office of Student Conduct or Residential Life unless an Alcohol and Drug Disclosure Release of Information Form is signed by the student no information will be relayed to parents.
- If a parent calls the Student Health Services (SHS) office unless an SHS Authorization for Disclosure of Health Information form is signed by the student no information will be relayed to parents.

Will my alcohol and/or drug sanction information be on my background check?

- Potential employers must first obtain a written release of information from the student. Upon receipt of the release of information, the Office of Student Affairs will disclose the information requested on the release form.
 - That typically includes a date and description of the incident, the sanctions assigned, and whether or not the student completed the sanction in a timely manner.
- Common parties who may request a background check may be, but are not limited to future employers, transfer institutions, graduate schools, licensing boards, the military and rental managers deciding whether or not to lease to a student.

Who can I contact if I have questions about alcohol and /or drug use for myself, friends or family?

- Minnesota State University, Mankato Student Health Services (SHS)
Health Education
100 Carkoski Commons
507-389-5689
800-627-3529 or 711 (MRS/TTY)
www.mnsu.edu/shs
 - Health Education offers individual guidance, group workshops/classes and outreach on alcohol and drug issues.
 - Wendy Schuh, Alcohol and Drug Educator
 - wendy.schuh@mnsu.edu
 - Carly Hopper, Coordinator of Alcohol and Drug Sanction Education
 - carly.hopper@mnsu.edu
- Minnesota State University, Mankato Counseling Center
245 Centennial Student Union
507-389-1455
800-627-3529 or 711 (MRS/TTY)
www.mnsu.edu/counseling
 - Counseling services are available only to students currently enrolled at Minnesota State University, Mankato. You don't have to be experiencing an emotional or academic crisis to use the center. No concern is too small to bring in to discuss. To make an appointment stop by the Counseling Center.