YOU ARE THE FIRST CONTACT
FRONT-LINE STAFF, PROFESSORS, TEACHING ASSISTANTS, COACHES

You have the power to make a difference by noticing a situation that may be concerning.

If you notice something, report it.

Action...now.

Aggression - Immediate Threat

University Security
222 Wackring Center
www.mnsu.edu/security/

If a student is exhibiting aggressive behavior, or you perceive a threat of violence or other unlawful behavior, call Security immediately.

Security Patrol Officers and dispatchers are on duty 24/7.

507-389-2111

In case of an Emergency, call 911.

Student Health
Services
21 Carkoski Commons
www.mnsu.edu/shs

Students who exhibit symptoms of illness that prevents them from participating in class:

• Send the student to Student Health Services.
• Contact Security (2111) if the condition is serious or after hours.

507-389-6276

Reporting a suspected crime or personal safety concern

All emergencies occurring on campus should be reported immediately to Security at 222 Wackring Center, V/TTY at 507-389-2111.

Emergencies include, but are not limited to: fires, suspicious people or activities, medical assistance, crime reports, traffic accidents and other illegal activities.

Other personal safety concerns may be reported to Security at 2111 or online at http://www.mnsu.edu/security/crime.php

Emergency

Security, VC 222
www.mnsu.edu/security/

Academic Affairs, WA 315
www.mnsu.edu/acad/aff

Affirmative Action, SA 112
www.mnsu.edu/aaff

Counseling Center, CU 245
www.mnsu.edu/counseling/

Disability Services, ML 132
www.mnsu.edu/dsds/

Institutional Diversity, WA 228
www.mnsu.edu/id/.

Kearney International Center, SU 250
www.mnsu.edu/kearny/.

New Student and Family Programs, PS 103
www.mnsu.edu/fsap/.

Student Health, ML 117
www.mnsu.edu/health/

Student Affairs, VA 228
www.mnsu.edu/sta/.

Student Conduct, WC 155
www.mnsu.edu/conduct/.

Student Health Services, CC 221
www.mnsu.edu/shs/.

Student Support Services, WC 355
www.mnsu.edu/sa/.

Violence Awareness & Response Prog., SU 218
www.mnsu.edu/haveyou/

Student Relations Coordinators

Allied Health, MF 124
507-389-5194

Arts and Humanities, AH 266
507-389-1770

Business, MA 151
507-389-2963

Education, AH 117
507-389-1215

Nursing, VH 319
507-389-6810

Science, Engineering and Tech, TR C125
507-389-1521

Social & Behavioral Sciences, AH 114
507-389-2416

Emotional Behavior

Counseling Center
CU 245
www.mnsu.edu/counseling/

For concerns such as: depression, marked behavior change, hopelessness, anxiety, agitation, and thoughts of harming self or others, contact the Counseling Center.

Services include consultation, crisis intervention, and short-term counseling.

• Call 911 or Security (2111) if the student is at imminent risk of harming self or others.
• Call the Counseling Center for consultation or refer the student to the Counseling Center, if the concern is less immediately serious.

507-389-1455

Missing Student

Parents concerned about a missing student or student’s welfare

If it is suspected that a student is missing:

• Contact Security immediately.
• Security will collect information, generate a report and initiate an investigation.
• Security’s investigation will use multiple resources to try and locate the student and verify the student’s safety.
• Should Security’s investigation determine that a student may be missing, Mankato Police will be notified.

507-389-2111

Disability Services
ML 132
www.mnsu.edu/ds/

If a diagnosed or possible undiagnosed disability could be negatively affecting a student’s academic performance, contact or refer the student to the Office of Disability Services.

An accommodation plan can be established to ensure equal access.

507-389-2825

Disability Services ML 132
www.mnsu.edu/ds/

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Services include consultation, crisis intervention, and short-term counseling.

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www.mnsu.edu/ds/

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An accommodation plan can be established to ensure equal access.

507-389-2825

Interpersonal Violence

Violence Awareness Response Program
CU 218
www.mnsu.edu/here4you/

Refer students impacted by sexual assault, intimate partner violence, stalking or sexual harassment, for support, resources and information referral.

507-389-5127

Harmfulness/ 
Discrimination/Sexual Violence

Office of Affirmative Action
AH 112
www.mnsu.edu/affact/

• Assistance is available to individuals who believe they have been harassed or discriminated against because they are a member of a protected group.

The office also investigates sexual assault reports and Title IX sex discrimination complaints.

507-389-2986

EMERGENCY PREPAREDNESS

In today’s society, we must be more vigilant of surrounding influences that can affect the safety of our community. 

Medical emergencies, disasters, accidents, injuries, severe weather, and crime can occur at any time without warning. By working together, we can be prepared to respond to emergencies in a timely and coordinated manner.

Familiarize yourself with the following:

• Emergency Preparedness Guide - Review regularly and keep the information accessible.

http://www.mnsu.edu/security/emergencies/emergency_preparedness_guide.pdf

• University Security web site/Security Videos – Safety videos are available including instructions on what to do if gun shots are fired on campus.

http://www.mnsu.edu/security/

• Star Alert Emergency Notification System. Sign up to receive text messages. Students, faculty and staff can subscribe to Star Alert or change a text message number after logging in to http://www.mnsu.edu/password.

• When incidents occur on campus that may threaten the safety of the campus community, Security releases Personal Safety Alerts which are posted on the Security website, on posters around campus, and by phone on the Personal Safety Hotline 507-389-2594.

STUDENT CONDUCT

The Statement of Student Responsibilities policy can be found at www.mnsu.edu/conduct. Examples of violating behavior include, but are not limited to: academic dishonesty, falsifying documents, substantially disrupting teaching or learning, hosting, illegal or reckless substance use, physical violence, rathos acts, theft, vandalism, arson, weapons, failure to cooperate with security or law enforcement, and non-compliance with disciplinary sanctions.

All students, including those with a disability, are responsible for their actions and must fulfill expected standards of behavior.

Through involvement in the disciplinary process, students have an opportunity to learn new ways of relating to others while strengthening their comprehension of the rules necessary to maintain a safe environment conducive to learning and growth.

To submit a formal report of concerning student behavior, contact the following:

University Security: 507-389-2111

Office of Student Conduct: 507-389-2121

Intake form available at http://www.mnsu.edu/student/bct.html

Behavioral Consultation Team: 507-389-2121

Intake form available at http://www.mnsu.edu/student/bct.html

Office of Affirmative Action: 507-389-2986

(To file a complaint of sexual assault; or discrimination/harassment based on membership in a protected group)

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http://cset.mnsu.edu/sacc/

http://ahn.mnsu.edu/advising/

http://ed.mnsu.edu/advising/

http://cob.mnsu.edu/advising/

http://arts.mnsu.edu/advising/

http://social.mnsu.edu/advising/
Q. What proactive strategies can reduce disruptive classroom behavior?
- Faculty members have the authority to establish reasonable guidelines for expected behavior in the classroom or online.
- At the first class session, review expectations for civility, attendance, tardiness, cell phone use, and academic integrity. Many professors include this information in the course syllabus. Identify consequences and enforce consistently.
- To maintain control of the classroom, move close to inattentive students, pause until everyone quiets down, and make direct eye contact with students who are talking to one another. Typically, a general reminder to the class about paying attention is sufficient.

Q. What should I do if a student is persistently disruptive?
- Meet privately with the student after class to explain why the behavior is distracting and identify what must be corrected. Use the student’s name to build rapport. Refrain from anger or sarcasm even if the student is being difficult. Advise the student that a referral to the Office of Student Conduct will be necessary, if the behavior is not corrected. If the behavior continues, you may discuss the student with the faculty member for the remainder of the period and require a meeting with you prior to the student’s return. You may ask a colleague to attend the meeting. Consultation with the Office of Student Conduct is also encouraged. Document the incident.

Q. What actions should I take if I have immediate safety concerns?
- A warning is not necessary to dismiss a violent or inebriated student for the class period. If you feel you are in danger, call 911 or Security at 507-389-2111.
- A report will be forwarded to the Office of Student Conduct and the Behavioral Consultation Team for follow-up. Any threatening communication should be reported promptly to Security. Save concerning emails or voice messages.

RESOURCES FOR ACADEMIC SUCCESS
Center for Academic Success
The Center for Academic Success provides comprehensive academic support for all students. Trained staff guide students through the process of writing an effective paper, preparing for an important exam, or completing a tough assignment. Tutors are available to assist students with writing, languages, math, science, and more.

New Student and Family Programs
Programs and services are available to assist new and transfer students transition to college. Offerings include: orientation, first-year seminar, learning communities, postsecondary enrollment option (PSEO)/concurrent enrollment, and undecided academic advising. A large number of first-year students are undecided, or are choosing or changing majors. Staff serve undecided students as advisors, by providing thorough knowledge of the General Education curriculum, and by encouraging students to intentionally explore majors early in their college careers. Students struggling with difficult academic or other college transitions can visit the office for assistance and possible referral. Staff collaborate with academic college advisors and the Career Development Center to meet student needs.

Career Development Center (CDC)
209 Wigley Administration Center, 507-389-6061, www.mnsu.edu/cdc/
Core offerings include:
- Mavjobs.com: Exclusive online system for connecting students and alumni of all majors with part-time and seasonal jobs, internships/coops, and professional employment after graduation.
- Quick Stop Walk-In Hours: Walk-in sessions are held when classes are in session. One hour appointments can also be scheduled.
- The CDC Website: The site is a comprehensive tool that students/alumni can use to access career planning and job search information and resources.
- Classroom Career Planning & Job Search Education: CDC staff provide numerous guest lectures and workshops on career and job search topics targeted to specific majors and class levels.
- Career and job search events: The CDC sponsors many events on and off campus that are listed on the CDC website.

Residential Life
111 Carkoski Commons, 507-389-1011, www.mnsu.edu/reslife/
There are many reasons to live in a Residence Community. Studies have shown that students who live on campus tend to have higher GPAs, are more likely to graduate, and find more opportunities to make connections at the University. Residential Life programs are designed to support the academic and personal success of residents. Residents can benefit from learning communities, WOW (What’s on Wednesday) social events, Maverick Mentors, and leadership opportunities in community councils. Trained staff help students create an enjoyable and memorable college experience.

Institutional Diversity
228 Wigley Administration Center, 507-389-6125, www.mnsu.edu/cultivate/
Institutional Diversity actively promotes campuswide crosscultural understanding and an appreciation of differences. Services provided include comprehensive direct services to students, enriching educational programs, cultural activities, and insightful conferences for the campus and community.

Student Support Services
355 Wiecking Center, 507-389-2797, www.mnsu.edu/ssb/
This federally funded TRIO program offers comprehensive personalized services to meet the needs of first-generation college students, students with disabilities, and students with qualifying low incomes. The one-on-one support helps students plan their schedules, negotiate financial aid, study for exams, prepare for successful careers and more.

CONFIDENTIALITY
The Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act prohibit disclosure of students’ educational records to a third party, including family members, without the student’s prior written consent. Certain exceptions are permitted, such as summoning police or contacting parents of a dependent student in an actual health or safety emergency. Data privacy laws also allow sharing of information between faculty and staff on a bonafide need-to-know basis. Counseling and health records are subject to stricter rules of confidentiality.

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