

Repayment Policy

Students who receive financial aid and withdraw officially or unofficially from Metro State prior to completion of a term may be required to repay a portion of financial aid and scholarships. All required financial aid repayments must be made to Metro State before the end of the current academic year or before additional Title IV funds can be disbursed to the student, whichever occurs first. Repayment is made to the Metro State Business Office. Please go to Metro State's Web site (www.mscd.edu) for more specific information.

Financial Aid as a Form of Payment

Please refer to Metro State's Web site (www.mscd.edu) for information regarding payment of tuition and fees with awarded aid.

SERVICES AND PROGRAMS FOR STUDENTS

Academic Advising

At Metro State, students are provided multiple sources of academic advising support. Continuing students with declared majors receive advising assistance from their academic departments. New students and students without declared majors receive advising support from the Academic Advising Center, CN 104. Services available to students in the center include the following: assistance with course selection, scheduling and registration; help with long-term degree planning; identification of degree enhancement strategies; and ongoing developmental advising, including assistance with the major-minor selection process, adjustment to college, etc. For additional information call 303-556-3680.

Alumni Relations

The Office of Alumni Relations and Alumni Association is located at 1059 Ninth Street Park. Its primary mission is "To cultivate relationships, motivate participation and create opportunities for a continuous connection with the College, its alumni and the community." The Alumni Office connects alumni to students and the college community through events, volunteer opportunities, mentoring programs, alumni chapters and annual giving opportunities with the purpose of maintaining and renewing personal relationships established during student days. Several alumni programs and services are offered including: discounted insurance programs and career development resources, loan consolidation, credit union membership and free online transcripts. In addition, the Alumni Office sells the Metro State collegiate license plates that benefit student scholarships and alumni programs. The alumni association also provides student scholarships annually.

For a detailed list of programs, services and upcoming alumni events, visit www.mscd.edu/~alumni or contact the office directly at 303-556-8320.

Auraria Campus Police Department

The Auraria Campus Police Department is fully certified and authorized to provide police services to the Auraria campus and is proud to maintain its reputation as one of the safest campuses in the state.

In addition to a police chief and 22 full time police officers, the Auraria Campus Police Department employs security guards and communication personnel. Officers patrol the campus 24 hours a day, seven days a week, on foot, bicycles, golf carts, and in patrol cars.

The Auraria Campus Police Department also provides additional services to the campus community such as vehicle unlocks, crime prevention programs, emergency responses, and fingerprinting.

The Auraria Campus Police Department is located at 1201 Fifth Street. Routine calls–303-556-5000; EMERGENCY CALLS–911 (or use one of the emergency phones located around campus).

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Auraria Early Learning Center

The center provides high quality early childhood care and education to the children of students, staff and faculty. A discovery, child-oriented approach is provided by professional teaching staff to children ages 12 months to 6 years. Preregistration is required. Please call 303-556-3188 for information.

Auraria Parking and Transportation Services

Parking Services Department

Daily Fee Parking: (in-and-out privileges in Lot E only): daily fees range from \$1.50 to \$10.00. Several lots are unattended and require purchasing a receipt from the vending machine. Make sure the parking receipt is placed face-up on the driver's side of the dashboard. Receipts are valid only on the day and for the lot where purchased and are not transferable from one vehicle to another. With an Auraria I.D., parking is available in the Tivoli lot for a maximum fee of \$5.00.

Permit Parking: Parking permits are available on a semester basis. They go on sale on the first day of registration, the Monday prior to the start of the semester. Contact the Parking Office at 303-556-2000 for more information.

Motorist Assistance Program: Personnel will help jump-start dead batteries and assist in changing tires. Jumper cables, bumper jacks, tire tools and gasoline cans are also available at no cost to campus parkers. Call 303-556-2000 for assistance. The Parking Services Department is located at 777 Lawrence Way (first floor of the parking centre). Hours are from 7:30 a.m. to 5:30 p.m. Monday-Friday.

Handivan Services: The wheelchair-accessible handivan provides free on-campus transportation for students, faculty and staff from 7:00 a.m. to 10:00 p.m., Monday–Thursday and from 7:00 a.m. to 6:00 p.m. on Friday. Call 303-556-2001 for information.

Nightrider: The Nightrider is a free security escort service for any campus parking lot. Service is available from dusk to 10:00 p.m., Monday–Thursday during fall and spring semesters. Call 303-556-2001 for information.

Career Services

Tivoli (TIV) Room 215, 303-556-3664, www.mscd.edu/~career

Career Services offers assistance to students and alumni in the following areas:

- Career counseling and career assessments – Individuals are assisted in clarifying their career interests and personality strengths as they relate to college majors and the world of work. Videotaped mock interviews are available as well.
- Career events – Fairs and seminars are held throughout the fall and spring semesters. These events provide an opportunity to network with prospective employers and identify career opportunities. Information is available through the Career Services Web site, www.mscd.edu/~career. Click on the *Events* link.
- Job Postings – A customized online employment service for students and alumni. Post resumes and other job search documents and search through current full-time, part-time and internship postings for entry-level positions listed by employers specifically targeting Metro State.
- Career workshops – These workshops provide information about resume writing, job search strategies, interviewing skills, image management and graduate school.
- Career library – The library includes print and electronic resources, job vacancies, salary surveys, graduate school information, and various career research resources. Consult with Career Services staff and learn to utilize an extensive set of electronic resources for career planning, searchable job databases, and other job search tools.
- eChoices Discover programs – These online programs are comprehensive and possess easy-to-use databases that provide information on occupations, colleges, financial aid resources, individualized career planning, and career assessments.
- www.mscd.edu/~career – Our Web site has a wealth of information about jobs and careers.

Center for Visual Art

Located off-campus in the heart of LoDo, the Center for Visual Art (CVA) was created in 1990 by Metro State to serve the College and the Rocky Mountain region. Open all year, CVA organizes and hosts diverse exhibitions including artists of national and international significance, which otherwise would be unavailable to the College community and state populace. CVA is a cornerstone of the N.A.S.A.D. accredited art department. Past exhibitions have included works by Sandy Skoglund, Picasso, Alfred Stieglitz, Romare Bearden. CVA hosts Metro State's BFA Thesis exhibitions featuring the works of the College's graduating art students and a biannual exhibition of the Metro art faculty.

Education and community outreach are important facets of CVA. Students, including the Art Department's 1000 majors/minors and 12,000+ members of the general public, visit CVA each year. Visitors take advantage of the many lectures, tours and workshops available in conjunction with the exhibitions. Outreach programs, providing art workshops and activities for Denver's at-risk youth are another element of CVA's education program and commitment to the community. Work-study positions, internships and volunteer opportunities are only a few ways that Metro students can become involved at CVA. Metropolitan State College of Denver's Center for Visual Art is located at 1734 Wazee Street, Denver, CO 80202; Telephone: 303-294-5207, Fax: 303-294-5210; www.mscd.edu/news/cva.

Counseling Center

The Counseling Center staff provides services to currently enrolled Metropolitan State College students at no additional charge beyond student fees. The staff is ethnically and culturally diverse. Services include personal therapy, support groups, stress management, and crisis intervention. The center also coordinates an active Peer Education Program. Students may request an appointment for their first visit in advance. Follow-up appointments are made to accommodate class schedules. The staff also provides consultations to faculty, staff, and student groups upon request. Faculty are encouraged to invite Counseling Center staff to address mental health issues in their classes. The center is open from 8:00 a.m. to 5:00 p.m. Monday–Friday. and is located in Tivoli 651. For additional information call 303-556-3132.

Access Center for Disability Accommodations and Adaptive Technology

Providing equal opportunity is an important and shared responsibility at Metro State. The Access Center shares this responsibility by assisting students with documented disabilities in reaching their academic potential. Our office strives to accomplish this by providing qualified students with disabilities reasonable academic accommodations as mandated under ADA and Section 504 of the Rehabilitation Act.

Disability categories served by our office include: ADD/ADHD, Systematic Illness, Deaf/HOH, Learning, Cognitive, Psychological, Vision, and Physical.

Students requesting an accommodation need to contact the Access Center and arrange an intake interview. Students need to provide appropriate documentation that describes their diagnosed disability and current functional limitations. Accommodations and/or services for which the student may be eligible will be based on the provided documentation. Examples of accommodations and services include: extended exam time, peer note-takers, interpreters, alternative text, priority registration and disability counseling and advocacy.

The Access Center provides eligible students with access to some of the latest adaptive technology. Approved students will receive training and access to a variety of hardware and software products in our computer lab area. Software available for use includes JAWS, Dragon Naturally Speaking, Zoom-Text and TextHelp Read & Write.

The Access Center is located in the Auraria Library, Suite 116. For further information, call 303-556-8387 or access the Web site at www.mscd.edu/~access.

Extended Campus

Fully accredited courses are offered at two convenient locations in the Denver metro area: Metro South, 5660 Greenwood Plaza Boulevard, Greenwood Village, 303-721-1313 and Metro North, 11990 Grant Street, Northglenn, 303-450-5111. Extended Campus offers evening, weekend and accelerated

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classes in a variety of formats including telecourses, correspondence courses, and other distance learning options. Extended Campus schedules are available each semester.

Gay, Lesbian, Bisexual, Transgender Student Services at Auraria

Gay, Lesbian, Bisexual, Transgender (GLBT) Student Services is open to all Auraria students as a resource for exploring issues of sexual orientation and gender identity. This program offers a variety of support, education and advocacy services for the entire campus community:

- Support for those who may have questions about sexual orientation and gender identity;
- Advocacy for students experiencing discrimination or harassment based on a real or perceived gay, lesbian, bisexual or transgender identity;
- Speakers bureau for classes and events on various aspects of sexual orientation, gender identity and related issues;
- Training programs and workshops about combating homophobia, transphobia, working with GLBT individuals, and sensitivity considerations;
- Library of books, videos and resource files available for research and leisure;
- Sponsored events; educational, academic, and social; such as National Coming Out Day Celebration, GLBT Awareness Month keynote speaker, World AIDS Day, Transgender Day of Remembrance and many other forums providing information and dialogue about GLBT issues.

The GLBT Student Services office is located in the Tivoli Student Union, Room 213, and is staffed by a director with the support of student employees and volunteers. Input and involvement from the entire campus community is welcome. For additional information call 303-556-6333, visit www.mscd.edu/~glbtss or email info@glbtss.org.

Health Center at Auraria

All Metro State students have access to medical services at the Health Center. Student health insurance is **NOT** required in order to use the Health Center. Physicians, physician assistants, nurse practitioners and medical assistants staff the facility. Students will be asked to complete a sign-in sheet and show a current semester ID card each time they check in.

Services include treatment of illness and injuries, lab testing, medications, physicals, health maintenance exams, sexually transmitted disease information/testing, birth control information/services, minor surgery, cholesterol screening, immunizations, HIV testing, blood pressure checks, casting, suturing and X-ray. *Payment is required at the time of service except for students who participate in the Student Health Insurance Program. Plan exceptions or co-pays may apply.*

Scheduled and walk-in appointments are available. Walk-in services begin at 7:50 a.m., Monday–Friday. Walk in access varies daily, contingent upon when all patient slots have been filled; thus, the daily closure time for walk-in care is variable. Patients are encouraged to call for an appointment or walk in as early as possible. The Health Center at Auraria is located in the Plaza Building, Room 150, on the lower level. Brochures with additional information are available at the Health Center or go to our Web site at www.mscd.edu/student/resources/health/. For further details call 303-556-2525.

High School Upward Bound

This program is designed to generate the skills and motivation necessary for success in and beyond high school for youths who are low-income and first-generation college-bound students. The program provides intensive academic instruction during the school year, as well as a six-week summer session. A full range of academic skill preparation in reading, writing, and mathematics is part of a comprehensive counseling and enrichment program. Upon completion of their high school studies, program participants are enrolled in the Upward Bound Bridge Program, prior to pursuing their full-time postsecondary studies at an institution of their choice and ability. This program develops creative thinking, effective expression and positive attitudes toward learning. The students are recruited at the beginning of their sophomore year in high school from five target-area high schools located in Denver County (East, Lincoln, Manual, North, and West High School). For additional information call 303-556-2812.

Immigrant Services Program

The Immigrant Services Program provides assistance to students whose first language is not English. The program offers intensive academic and personal advising, assessment, tutoring, assisting with the financial aid application process, and monitoring student progress. Because the program does not offer ESL classes, students with limited English proficiency are referred to the appropriate curricula. For more information call 303-556-3676.

Information Technology

Information Technology at Metropolitan State College of Denver provides students with the opportunity to use the most current technology either on campus or from home. Metropolitan State College of Denver offers more than 30 computer laboratories for use by all current students. The software in laboratories ranges from word processing and computer graphics to the most current engineering software. Information on the location and operating hours of student labs is available in the current class schedule or at www.mscd.edu/~infotech/complabs/hours.htm. Metro State students needing adaptive equipment or additional assistance with technology due to a disability can visit the Access Center, Library Room 116. The computer lab currently has software to assist students with hearing, learning, visual and orthopedic disabilities. Further information is available at www.mscd.edu/~access; 303-556-8387 (Access Center).

The Metro State Homepage (www.mscd.edu) provides many online services for students including:

- online registration
- online admissions
- orientation and assessment
- financial aid
- records
- course catalog
- class schedules

Responsible Use Policy

Before students receive e-mail accounts, they are required to read and agree to the *Responsible Use of Technology Resources Policy*. This policy is in place to protect all students, faculty, and staff, as well as the stability of the computing environment. It is important to be familiar with the terms of the *Responsible Use Policy* as misuse of computing resources may include suspension of computing privileges, referral to an appropriate authority on campus and referral to a law enforcement agency. Disciplinary action by the College may include suspension, expulsion and requirements to make financial restitution. The policy is listed in the student handbook and online at www.mscd.edu/infotech/policies/itpolicy2.htm.

Information Technology at Metro State is committed to providing students with the best possible computing service on campus and from home. Assistance is available in the student labs or through the Metro State Center for Technology Services at 1-877-35ASKIT (1-877-352-7548) or at www.mscd.edu/AskIT.

International Student Services

Metro State provides a variety of services to international students attending Metro State. These include counseling on visas, school transfers, work permission and housing; conducting academic and cultural orientation sessions; assisting with immigration issues; providing information to embassies and sponsors; advising on academic issues; and organizing social and cultural events. International students should contact the Academic Advising Center. Please see International and Intercultural Education on page 52 of this *Catalog*.

Metro Bridge Program

The Metro Bridge Program's mission is to facilitate the successful transition of high school graduates as they enter Metro State and to increase the academic preparedness, retention, and graduation of participants in the intensive summer program. Program participants develop through academic and social learning communities that unite students from diverse cultural and social backgrounds in an

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environment that promotes academic excellence and collegiality. Students receive a scholarship for the summer program, earn college credit, and participate in enrichment workshops and activities that enhance their summer experience, transition, and connection to Metropolitan State College of Denver. The office is located in Central Classroom Building, Room 102. For information call 303-556-4023.

Metro North and Metro South

Please see **The Campuses** on page 6 of this *Catalog*.

Short-Term Emergency Student Loan Program

The Short-Term Emergency Student Loan Program offers short-term (30-day) interest-free loans to eligible Metro State College students of up to \$210.00 per loan; with a maximum of two loans per term. Applications are available at the Scholarship Center in the Central Classroom, room 120, Monday-Friday from 8 a.m. to 5 p.m. Qualifying criteria, procedures for submission and online applications are available through our Web site (www.mscd.edu/financialaid/types/shortterm.shtml); or contact the Short-Term Loan office in the Scholarship Center at 303-352-4247.

Student Travel Program

The Student Travel Program is pleased to offer funding opportunities up to \$2,000 to qualified student groups and up to \$650 for qualified individual students to help facilitate their attendance at educational conferences nationwide. (Individual students may only be considered when they have been invited to give poster presentations, conference workshops or papers, or they have some other significant role in the conference.) Expenses for transportation, conference registration, and lodging may be considered for funding from Student Travel. Students must formally apply for this funding at least two months prior to the event, along with their faculty or administrative advisor who has agreed to attend the conference with them. Detailed information about student eligibility, procedures for applying, the proposal due dates, other qualifying criteria and the online application are available on our Web site at www.mscd.edu/~travel. More information is also available in Tivoli 305, or call 303-556-5026 or 303-556-2595.

Student Intervention Services

Student Intervention Services (SIS) administers and enforces the Academic Standing Policy by working closely with Academic Affairs. SIS works with many academically struggling students whose cumulative GPA is below 2.0, and with Re-admit students whose cumulative GPA is below 2.0. Students are assisted with developing an individualized success strategy which may include assistance with advising, scheduling, and referrals to appropriate services. SIS also reviews and makes decisions on Suspension Appeals for Academically Suspended students wanting to remain enrolled at the College. Students identified as needing our services are notified by e-mail and an academic hold is placed on their registration until they meet with a SIS staff member. SIS also administers the Academic Alert Program which provides staff and faculty with mid-term grades to assist students as early as possible in the semester.

Student Success Program

The Student Success Program's (SSP) goal is to assist provisionally admitted students with comprehensive and individualized services to successfully transition them into Metro State. The structured services and programming that SSP offers are peer advising, academic monitoring, and referral to other campus services. These efforts are to positively affect retention and graduation rates, and for the students to help themselves through college. Students admitted under this provision will be contacted after they have attended orientation, taken the assessment tests, and registered for class. The office is located in the Central Classroom Building 102, 303-556-4023.

Federal TRIO Student Support Services Program

The Federal TRIO Student Support Services program is designed to improve the retention and graduation rates of first generation, low-income students and students with disabilities at Metro State. Students enrolled in the program receive tutoring, personal counseling, academic advising, assistance in obtaining financial aid, and opportunities to participate in cultural activities. The program also provides educational and graduate school workshops, computer-assisted instruction and basic skills instruction in

reading, writing, and mathematics. The Office of Student Support Services is located in Central Classroom 101. For more information call 303-556-4722.

The Spring International Language Center at Auraria

Intensive English classes at the Spring International Language Center focus on all language skills: grammar, reading, writing and listening/speaking, in addition to special electives that students can choose each term, such as TOEFL preparation, vocabulary building and pronunciation. Five nine-week terms are offered throughout the year to enable students to complete their English study quickly. Students are placed at one of the six levels, with assessment of learner outcomes at the completion of each level. Spring International Language Center is located on the fourth floor of the Tivoli Student Union, Room 454. For more information call 303-534-1616.

Tivoli Student Union

The Tivoli Student Union, managed by Student Auxiliary Services, is the heart of campus service and social activities. The Student Union houses Student Government, Activities and Life offices as well as the newspaper offices for Metro State, the Community College of Denver, and the University of Colorado Denver. Other Metro State offices located here include the Tutoring Center, e.den Student Computer Lab, the Counseling Center, New Student Orientation, Testing and Assessment, and the UCD Career Counseling Center. You will also find the tri-institutional office of the GLBT at the Student Union.

Additional student services at the Tivoli Student Union include the Auraria Campus Bookstore, Campus Computers, the Club Hub, Clicks! Copy Center, Conference Services, and the ID Program and Commuter Resource Center. Conference Services, located in Tivoli 325, will help you make arrangements for meeting space in the Tivoli, St. Francis, St. Cajetan's and the P.E. Event Center, as well as outdoor table rentals.

If you want a break or a quiet place to study, the Tivoli Student Union is just the place. With a wide variety of food venues you will find a place to suit your appetite, schedule and budget. If you would rather retreat, you can watch TV in the Roger Braun Student Lounge, play a game of pool at Sigi's Pool Hall and Arcade, meet a study group in the multicultural lounge or study in total silence in the Garage Quiet Study Lounge.

For more information about the Tivoli Student Union, call 303-556-6330.

Tutoring Program

The Tutoring Program provides free tutoring assistance to all students enrolled at Metropolitan State College of Denver in an effort to promote academic success. The Tutoring Center promotes an environment that is welcoming to the diverse student body of Metro State by providing professionally trained tutors who are competent in subject material and areas such as diversity, learning styles, and communication. You can either schedule a session with a tutor or you can simply drop in during our group tutoring times. The office is located in the Tivoli 124 and online at www.mscd.edu/~tutoring.

Veterans Services

The Veterans Services Office assists students in obtaining their GI Bill education entitlement. The Veterans Services Office acts as the liaison between the U.S. Department of Veteran Affairs and the veteran/dependent student. Different VA classifications provide different types of entitlement. Student veterans/dependents may be eligible for tutorial assistance, VA work-study, advance payment, emergency student loans, etc. The office also certifies and tracks the academic progress of entitled veterans. If there are any questions or problems regarding eligibility, payment, tutoring, etc., please speak with a representative in CN 203 or call 303-556-2993.

Federal TRIO Veterans Upward Bound

The primary mission of the Veterans Upward Bound Program is to provide eligible military veterans with academic skills refresher training through a core curriculum of subjects that prepares them to learn as well as succeed at the postsecondary educational level. VUB participants are also informed of various support services that are available to all students on nearly every college campus. Upon suc-

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Successful completion of the VUB Program, veteran participants are not only familiar with the services and resources that would be available to them as college students, but more importantly they possess a renewed confidence in their academic abilities — a vital asset that is necessary for success in college.

Women's Services

The Institute for Women's Studies and Services is committed to the empowerment of women through education. To help students have a positive college experience, women's services provides referrals to campus and community resources, information about scholarships, assistance with the process of entering Metro State College, advocacy services for students dealing with harassment or discrimination, and programs and events that focus on issues of particular concern to women. The institute houses a small library with a variety of books and other resource materials on women's experiences, histories and contributions to society. Call 303-556-8441 or stop by 1033 Ninth Street Park for more information.

Writing Center

The Writing Center staff of composition instructors and trained writing tutors is committed to working with students in developing their writing abilities. Tutors help students identify problem areas and provide instruction on how to eliminate them. Through one-on-one instruction, tutors teach students to generate, organize, and develop ideas; to revise and edit with confidence; and to handle issues of format and documentation. For more information contact the Writing Center at 303-556-6070.

STUDENT LIFE

The Office of Student Life offers students a wide range of services and programs designed to enhance classroom experiences and encourage campus involvement. These co-curricular programs include educational, cultural, recreational and social interaction as well as unique opportunities for leadership development. To learn more about these services, visit our offices located in the Tivoli Student Union, Room 311 or call 303-556-3559. The Web site is www.mscd.edu/~studlife.

In addition, the Office of Student Life also administers the following programs:

Student Affairs Board (SAB) - The Student Affairs Board enables students to have continuous representation in the use and allocation of their student affairs fees. The SAB is comprised of student government representatives, faculty senate representatives and administrative representatives.

Student Problem Action Network (SPAN) - The SPAN Program is a network of volunteer advisors who help students resolve problems they may be experiencing with faculty, staff or other students in the Metro State classroom or workplace. Advisors are there to: help sort out the facts in a given situation, identify specific issues and concerns, recognize the perspective of others involved in a situation, articulate options for resolution, formulate strategies for resolving the situation, help navigate campus systems and advise the student on how to implement the chosen strategy.

Outstanding Student and Who's Who Awards - The Office of Student Life partners with academic departments and hosts the annual college-wide Outstanding Student Awards and the selection of nominees for Who's Who in American Universities and Colleges.

Judicial Affairs

The responsibility of the Office of Judicial Affairs is to administer the discipline system for Metro State. Metro State's Standards of Conduct clearly state the College's expectations for student behavior. For additional information, refer to the *Student Handbook* or visit the Tivoli, Room 311. Information is also available on our Web site at: www.mscd.edu/~judicial.

Student Activities

Tivoli Student Union (TV) 305, (303) 556-2595, studentactivities.mscd.edu

The Office of Student Activities enriches students' college experiences by helping them "Get Involved & Learn More" about campus life through dynamic activities such as events, co-curricular opportunities, student organizations, leadership education and Metro COOL.