

GRADUATE STUDENT RESOURCES

Advocacy and Support, Office of

www.marshall.edu/student-affairs/advocacy/ (<https://www.marshall.edu/student-affairs/advocacy/>)

Staff within the Office of Advocacy and Support are committed to helping you navigate Marshall University. A trustworthy place and staff, we care, we advocate, and we can refer you to campus and community partners. We want to help you succeed in class and life. We encourage you to maximize your educational experience, and we prepare you for involvement in the larger community and life beyond college. Additionally, we aim to empower you to overcome obstacles and to assist in resolving issues

Bookstore

www.bkstr.com/marshallstore (<https://www.bkstr.com/marshallstore/>)

Textbooks for Marshall University graduate courses are available from the Marshall University Bookstore in Huntington. In the case of South Charleston campus or off-campus locations, students may order books by mail, phone, or online at www.marshall.bkstr.com (<http://www.marshall.bkstr.com>).

The Marshall University Bookstore in Huntington (telephone 304-696-3622 or toll free at 1-800-547-1262) is located at One John Marshall Drive, Huntington WV 25701, in the Memorial Student Center on the Huntington campus. The store is open from 8:00 a.m. to 5:30 p.m. Monday-Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and 10:00 a.m.-2:00 p.m. on Saturday. Summer hours are 8:00 a.m.-5:00 p.m. Monday-Friday. Online orders are encouraged at www.marshall.bkstr.com (<http://www.marshall.bkstr.com>).

The bookstore accepts checks, MasterCard, VISA, Discover, and American Express. The Point Card is also accepted at the Huntington store. Third-party direct billing is accepted with a purchase order or written authorization from the funding agency. Textbooks may be returned for refund or credit. Contact the store for details. The store also buys books from students at any time.

The university has established a textbook policy with the objective of minimizing textbook costs to students. This will be accomplished by repurchasing and reselling used textbooks, and using certain basic textbooks for a reasonable number of years, ordinarily not less than two years.

Campuses And Centers

South Charleston Campus
100 Angus E. Peyton Drive
South Charleston, WV 25303-1600
 304-746-2500
schas@marshall.edu

Marshall University's South Charleston campus is dedicated to making higher education opportunities more accessible to people living in the Kanawha Valley and surrounding counties. The South Charleston campus delivers general education core courses, special interest courses, and college courses in the high schools. We offer courses

to meet the needs of traditional-age college students, nontraditional adult students, and accelerated high school students.

Regional Centers

Mid-Ohio Valley Center, Point Pleasant
 304-674-7200
www.marshall.edu/movc (<http://www.marshall.edu/movc/>)
movc@marshall.edu

Erma Byrd Higher Education Center, Beckley
 304-256-0266, ext 1.

Career Education

Cristina McDavid, Director
career@marshall.edu
www.marshall.edu/careereducation (<http://www.marshall.edu/careereducation/>)

The Office of Career Education assists students in all phases of professional development leading to a career including self-assessment of skills, interests, and career goals as well as exploring and declaring a major. Career Coaches also guide students in effective resume-building and interviewing skills. In addition, students are offered practical, hands-on techniques for networking and searching for part-time, internship, and entry-level employment.

The office is located on the corner of 5th Avenue and 17th Street (Huntington).

Child Development Academy

www.marshall.edu/cda (<http://www.marshall.edu/cda/>)

The Child Development Academy at Marshall University provides child care services to children of Marshall University students, faculty, staff and the greater community. It serves as a location for Marshall University undergraduate and graduate students participating in various clinical experiences as part of their academic program. It is located at 520 22nd Street in Huntington and is open Monday through Friday from 7:30 a.m. to 5:30 p.m.

Counseling Center

www.marshall.edu/counseling (<http://www.marshall.edu/counseling/>)

The Counseling Center is located on the first floor of Prichard Hall and provides free confidential mental health counseling and crisis intervention for students. Students may call 304-696-3111 to schedule an appointment with one of the full time counselors. Students can also use WellTrack for wellness resources (marshall.welltrack.com/) (<https://marshall.welltrack.com/>).

Disability Services

Stephanie Ballou, Director
www.marshall.edu/d (<http://www.marshall.edu/disabled/>)isability (<https://www.marshall.edu/disability/>)

A student with a disability may be eligible to receive academic accommodations. It is incumbent upon the student to follow the policy detailed on the university website and to request any academic accommodations through the Office of Disability Services at the beginning of each semester. Students must follow this procedure

to ensure they will receive appropriate and reasonable academic accommodations.

Please see "Students with Disabilities" in the section titled "University Policies and Procedures."

Graduate Student Council

The Graduate Student Council is an organization open to all graduate students. Meetings are designed to discuss problems common to graduate students and propose their administrative solutions. Probably the most attractive aspect of the GSC is its ability to initiate administrative changes favorable to graduate students. GSC appoints representatives to a number of Faculty Senate standing committees and to the Graduate Council. A second and related goal of the GSC is to provide an environment in which contact with graduate students in other disciplines is expanded. Above all, the GSC is concerned with enriching the academic and personal lives of its members. The council can be reached through the Graduate Studies office on the Huntington Campus.

Higher Education for Learning Problems (H.E.L.P.)

www.marshall.edu/help (<http://www.marshall.edu/help/>)

H.E.L.P. is an individualized tutorial program for students who have learning disabilities and/or Attention Deficit Disorder. Assistance with coursework, study skills, note-taking skills, and appropriate accommodations in testing are available. Graduate assistants and master's-level tutors conduct tutorial sessions. Remediation in reading, spelling, written language, and math is available, via learning disabilities specialists. In addition, assistance is also available for professional students, without a diagnosis, in specialties such as medicine, law, and physical therapy. Our diagnostics program can provide evaluations for MU students as well as those in the community. Application to H.E.L.P. must be made separately from application to the university. For information, including fees, call the H.E.L.P. Center at (304) 696-6252.

Please see "Students with Disabilities" in the section titled "University Policies and Procedures."

Housing and Residence Life

Mistie Bibbee, Director
housing@marshall.edu

The Department of Housing and Residence Life is committed to providing a residential experience that supports and enhances students' learning, personal growth, and academic achievement. We strive to be a residential program that aspires to excellence as a leader in campus living. Our commitment is to student learning, safe residential facilities, engaging and educating our students outside of the classroom, and creating communities of learners and responsible citizens, as well as the academic and personal development and success of our students. For more information about living on the Huntington campus, please contact the Department of Housing and Residence Life by phone at 304-696-6765 or 1-800-438-5391, by e-mail at housing@marshall.edu, or on the Web at www.marshall.edu/housing/.

Information Technology

www.marshall.edu/it (<http://www.marshall.edu/it/>)

Information Technology at Marshall University provides and creates an evolving, reliable, innovative, integrated and service-oriented information technology environment. This environment empowers, enhances and engages the academic, support and research activities of the university by delivering effective IT products and services that help students, faculty, and staff to achieve their goals. The IT Service Desk provides the university community with technical support services on a variety of issues and platforms. Technical assistance is available in person, on the telephone, or online via e-mail and live chat. Some of the more common visits to the service desk include assistance with username/password issues, connecting to MU WiFi, setting up e-mail on mobile devices, and downloading software.

Intercultural Affairs

Marcie Sims, Vice President for Intercultural and Student Affairs
www.marshall.edu/mcip (<http://www.marshall.edu/mcip/>)

Marshall University Intercultural Affairs comprises the Office of the Associate Vice President for Multicultural Affairs, the Center for African American Students, the Lesbian Gay Bisexual Transgender Office and the Women's and Gender Center. Each department is further broken down into individual units responsible for a host of programs and initiatives that contribute to Marshall University Intercultural Affairs' primary objectives. Intercultural Affairs affirms Marshall's commitment to an environment of teaching and learning which recognizes and welcomes diversity of race, disability, color, sex, sexual orientation, age, religion, national origin, marital status, political and ethnic backgrounds. Consistent with its awareness of different people, backgrounds and cultures, Intercultural Affairs is committed to developing the potential of all students by creating and maintaining an environment that promotes and fosters a multicultural, international, global community. Intercultural Affairs is organized to provide underrepresented populations with programs that enhance knowledge, skills and awareness to function in a complex global society.

Military and Veterans Affairs

www.marshall.edu/m (<http://www.marshall.edu/student-affairs/supportservices/military-veteran-affairs/>)ilitary (<https://www.marshall.edu/military/>)

The Office of Military and Veterans Affairs works with veterans in all branches of the military and with Marshall students who are considering joining the military after receiving their degrees. The office provides services to citizen-soldiers who have completed their service as well as individuals currently serving who wish to take advantage of veterans' benefits. The office also works with military dependents and their families. The office is located in Gullickson Hall 211. Telephone is 304-696-2364 or 304-696-5767.

MUOnline

Julia Spears, Assistant Provost of Online Education and Certification Academic Affairs
200 Old Main
www.marshall.edu/muonline (<http://www.marshall.edu/muonline/>)
muonline@marshall.edu

MUOnline: Blackboard Learn is the electronic course delivery software used to power the online system and its peripheral programs. Housing approximately 600 fully online courses, with up to 250 active sections per term, and serving close to 15,000 students annually, this program strives to meet student needs by facilitating faculty development and supporting quality, affordable, and convenient distance education courses and programs.

Online Learning: The Marshall University distance education program is supported by four Instructional Design Specialists and a team of well-trained student developers who aid faculty in developing and delivering online and hybrid courses. In addition to development support, the MUOnline Instructional Designers also provide regular training and workshop opportunities to faculty who participate in any aspect of online course delivery and support.

The *Online Learning Instructional Design Center*, located in the Drinko Library room 235, provides teaching and learning with technology training and online course development support for Marshall University's faculty and staff. This unit provides the hardware, software, networking and technological assistance and support to assist faculty with online courses and traditional course supplements. Faculty interested in developing an online course or in using an online course section as a supplement to a hybrid or face-to-face class, simply submit an online form to launch their project and obtain the checklist and paperwork to initiate the development and review process. Complete information about teaching online and using technology in general for instruction is provided along with a user group seminar series to allow faculty to present and share their online courses materials, lesson plans, and projects.

Online course development is facilitated and approved by faculty peers. The Distance Education Course Committee (DECC) is coordinated by a member of the faculty who provides guidance, support, and training. The DECC conducts regular online course reviews to ensure that new and existing online faculty meet best practices and technical requirements for delivery. The DECC was formed in 2002 under its original name, Faculty Development Committee for Online and Multimedia Instruction, with the ongoing responsibility to evaluate newly developed online courses according to a set of standard requirements formulated by the committee. DECC members also coordinate and conduct monthly user group meetings on both campuses to keep faculty apprised of software developments and additions, teaching-learning with technology strategies, and online teaching tools, techniques, and tips. With over 300 faculty involved in the program in some way, the committee is an excellent venue for dissemination of distance education delivery development at the local and national level.

Online Course Quality Initiative: Collaboration with providing faculty training and development with the Center for Teaching and Learning during 2011 helped solidify our decision to launch the Quality Matters (QM) program at Marshall that year. In conjunction with the Higher Education Policy Commission's Statewide Director of Higher Education e-Learning,

Marshall became an institutional subscriber to the nationally recognized Quality Matters program and began providing the "Applying the Quality Matters Rubric" training on the Huntington and South Charleston campuses and online. QM is a faculty-centered, peer review process that is designed to certify the quality of online and blended courses in reference to course design and course outcomes alignment. Adopted by the MU DECC committee as the baseline for internal

online course reviews, QM is a leader in quality assurance for online education and has received national recognition for its scalable, peer-based approach and continuous improvement in online education and student learning.

Copyright Education Program: Currently, Library and Online Learning faculty and staff provide support for a multi-campus copyright education program designed to keep faculty apprised of appropriate use of copyrighted materials provided in a variety of formats in both face-to-face and online courses. Members of the team stay abreast of national shifts in copyright interpretation, field questions from the university community, make referrals to University Counsel when appropriate, and provide support for university policies that ensure compliance with Title 17 of the US Code and the TEACH Act.

Course Designations and Definitions: "Online course" refers to any distance education course in which 100% of the course content is delivered asynchronously. There are no synchronous, face-to-face, or on-site attendance requirements. Online courses are designated as such in the schedule of courses. Designation: Online Course (OC). "Hybrid course" refers to any distance education course in which a portion of the course is delivered synchronously with scheduled and required online, face to face, or on-site attendance requirements; the remainder of the course is delivered asynchronously. Designation: Virtual Course (VC).

Psychology Clinic

Penny Koontz, Director

www.marshall.edu/psych (<http://www.marshall.edu/psych/>)

The Marshall University Psychology Clinic has been established by the Department of Psychology to serve as a training facility for advanced graduate students enrolled in the clinical psychology program at the university and to provide high quality, low cost, confidential psychological services to individuals on the campus and from the local community.

The student clinicians are advanced graduate students in the Marshall University Clinical Psy.D. program. Student clinicians provide services under the supervision of qualified clinical faculty selected by the Department of Psychology to fulfill supervisory and teaching functions. A variety of services are offered by the clinic. These include individual psychotherapy, psychological assessment, and group psychotherapy, as well as educational workshops and other events. Some faculty also provide services. Although the clinic is not a for-profit venture, nominal fees are charged for some services; psychological counseling services are provided at no charge to students.

Recreation

www.marshall.edu/campusrec (<http://www.marshall.edu/campusrec/>)

The Marshall Recreation Center, a 123,000-square-foot facility, contains 4 wood gym courts for basketball, volleyball, badminton, and dodge ball; a 37' climbing wall with bouldering area; outdoor pursuits center with rental equipment area; aquatics center with 3 lap swim lanes, leisure pool, vortex pool and 20 person spa; men's and women's locker rooms; family changing areas with lockers; 17,000 square feet of fitness space on the second and third floor with free weights, selectorized machines with LCD televisions; 4 group exercise rooms; a 3 lane 1/7th mile walking/jogging/running track; massage area; fitness assessment room; pro shop; lounge areas and staff offices. Immediately east of the pool is an outdoor, fenced area for

sunning and relaxing. The entire facility is accessible for persons with disabilities. The Rec Center is also the largest student employer on campus.

Speech and Hearing Center

Pamela J. Holland, Director

www.marshall.edu/mu-speech-and-hearing-center/ (<https://www.marshall.edu/mu-speech-and-hearing-center/>)

304-696-2985

The Department of Communication Disorders in the College of Health Professions operates the Marshall University Speech and Hearing Center (MUSHC), which provides quality speech, language, and hearing evaluations and treatment services for people of all ages. The center provides services for a variety of communication disorders including, but not limited to, articulation, fluency, voice and resonance, cognitive communication, augmentative and alternative communication, aural rehabilitation, swallowing, and receptive and expressive language. In addition, services for communication differences, such as dialectal differences, are provided. Individual and group therapy sessions are also provided for dialect, pragmatics, and aphasia. Additional programs within the department include the Luke Lee Listening, Language, and Learning Lab (the first oral preschool for deaf and hard of hearing children in West Virginia) and the Scottish Rite Childhood Speech and Language Disorders Program. Services are available for Marshall students, faculty, and staff, as well as the general public. Costs for services may be handled through insurance, private pay, or an educational scholarship program. MUSHC is located in Smith Hall 143. For scheduling call 304-696-3641.

Student Conduct

Lisa Martin, Director

www.marshall.edu/student-conduct (<http://www.marshall.edu/student-conduct/>)

For Marshall University to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constituted authority. A student's admission to the university constitutes acceptance of these responsibilities and standards. Failure to adhere to the policies and conduct regulations of the university places the student in violation of the Marshall University Code of Student Rights and Responsibilities and may, therefore, subject the student to disciplinary action. All admitted students are subject to the code at all times while on or about university-owned property, or at university-sponsored events. Anyone may refer a student or student organization suspected of violating the Code of Student Rights and Responsibilities to the Office of Student Conduct.

Student Health Services

www.marshall.edu/studenthealth/ (<https://www.marshall.edu/studenthealth/>)

Student Health Services are provided by Marshall Health, an affiliate of the university's School of Medicine. The clinic is located at 1600 Medical Center Drive, Suite 1500, next to Cabell Huntington Hospital, and is open from 8:00 to 10:45 a.m. and 1:00 to 4:00 p.m. Monday through Friday. Summer hours vary. The clinic is closed on Saturday, Sunday, and days that class is not in session. Transportation is

provided using the TTA Bus System. See the Student Health website for route information.

Student Health Services will be provided on weekdays that class is in session to Marshall University students who present current validated identification cards. Part-time students may be required to pay fees for service. Students enrolled for 5 hours or fewer (regular term) are assessed a charge of \$20.00 per office visit¹ and must pay for lab or X-ray services.

Services provided include: diagnosis and treatment by a physician, licensed practitioner or physician's assistant; limited routine laboratory and X-ray procedures; and injections for allergies (if vaccines and dosage directions are provided by the physician of the patient and approved by the staff physicians). Prescription medication is provided from a specified formulary at Medical Arts Pharmacy with a maximum \$5 co-payment.¹

Prescription medications, as ordered by the medical staff, are provided from a formulary with a \$5 co-payment. See Pharmacy Services for more details.

¹ Policies and fees are subject to change.

Student Life

www.marshall.edu/student-affairs/student-involvement/ (<https://www.marshall.edu/student-affairs/student-involvement/>)

The Office of Student Affairs is dedicated to fostering an educational, entertaining and exciting environment outside of the classroom. With over 240 active student organizations, 19 Greek-lettered social fraternities and sororities, an active community outreach and volunteer services office, and various recreational sports teams, you will never not find something to do! Explore this part of our website and become familiar with the countless excellent opportunities available to you. Get out of your residence hall, come to campus and get involved!

Student Transportation

All Marshall students are connected to the Tri-State Transit Authority's entire regional line through Marshall's partnership with 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 v2 app for live bus tracking, or visit www.tta-wv.com for a full list of buses, schedules and stop times.

Testing Center

Demeley Smith, Director

The Marshall University Testing Center administers the GRE, Praxis I, TOEFL, and various other tests in contract with the Educational Testing Service. For information, call 304-696-2604.

Women's and Gender Center

Leah Tolliver, Director; Blair Bocook, Coordinator

<https://www.marshall.edu/wcenter/>
304-696-3338, Old Main

The Marshall University Women's Center serves to foster the personal growth and development of women as independent, confident, and healthy individuals. We seek to expand understanding within the University community 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. We strive to be a place for all men and women to gather and explore and celebrate the richness and diversity of life.

The center provides information, educational programming, training, referrals, victim advocacy, and services to facilitate education on issues related to feminism, women, men, and gender. 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, domestic violence, dating violence, sexual harassment, women's health, body image, eating disorders, and date rape drugs.

Violence Prevention and Response Program

Leah Tolliver, Director; Alyssa Hager, Coordinator

www.marshall.edu/violence-prevention/ (<https://www.marshall.edu/violence-prevention/>)
304-696-5701

The Violence Prevention and Response Program is dedicated to creating and maintaining a safe and respectful campus environment by leading comprehensive and collaborative prevention initiatives, fostering a culture of community responsibility, and offering advocacy and support services to victims of interpersonal violence.

Wellness Center

Leah Tolliver, Director; Kaye Godbey, Coordinator

www.marshall.edu/wellness/ (<https://www.marshall.edu/wellness/>)
MUWellness@marshall.edu

The Wellness Center is home to Marshall's wellness programs, Collegiate Recovery, and the Violence Prevention and Response Program. The center is a free and open space for students to access resources, meet, meditate, or relax. Students also have free access to a meditation/prayer room, a small meeting room, and a study lounge.

Wellness Center Services

- Alcohol and drug education, online training, and personal risk reduction meetings
- Tobacco cessation resources
- Sexual health testing, education, and resources
- Stress management programming and resources
- Recovery support and resources
- Campus events and volunteer opportunities

Writing Center

Anna Rollins, Director

www.marshall.edu/writingcenter (<http://www.marshall.edu/writingcenter/>)

The Writing Center, staffed by graduate and undergraduate students of various majors, provides free writing consultation to all Marshall University students. Tutors help students through the entire writing process, from discussing initial ideas to revising and editing their work. The center is located on the second floor of Drinko Library. Students are encouraged, but not required, to make appointments ahead of time, and may find more information about making appointments on the Writing Center's website or by calling the Writing Center at 304-696-6254.