

# GRADUATE STUDENT RESOURCES

## Accessibility and Accommodations

**Stephanie Ballou, Director**

[www.marshall.edu/d](http://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 Accessibility and Accommodations 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."

## Bookstore

[www.bkstr.com/marshallstore](http://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) (<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) (<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](mailto: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 Center

**Mid-Ohio Valley Center, Point Pleasant**

304-674-7200

[www.marshall.edu/movc](http://www.marshall.edu/movc) (<http://www.marshall.edu/movc/>)

[movc@marshall.edu](mailto:movc@marshall.edu)

## Career Education

**Cristina McDavid, Director**

[career@marshall.edu](mailto:career@marshall.edu)

[www.marshall.edu/careereducation](http://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

**Brittany Jobe, Director**

520 22nd Street/304-696-5803

[perry271@marshall.edu](mailto:perry271@marshall.edu)

[www.marshall.edu/cda](http://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. The programs currently placing university students at the Child Development Academy are Early Education, Elementary Education, and Psychology. The facility was opened in August of 1999 and the construction was a joint venture of Marshall University and the City of Huntington.

## Counseling Center

[www.marshall.edu/counseling](http://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/](http://marshall.welltrack.com/)) (<https://marshall.welltrack.com/>).

## H.E.L.P. Program (Higher Education For Learning Problems)

**Hillary Adams, Director**

Myers Hall/304-696-6256

help@marshall.edu

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

Higher Education for Learning Problems (H.E.L.P.) Program was established in 1981. H.E.L.P. provides qualified college students who have Learning Disabilities and/or Attention Deficit Disorder (ADD) the rights they are guaranteed under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The program offers these services:

- Assessment to determine presence of LD and/or ADD.
- Tutoring by Graduate Assistants in coursework, note-taking, study skills, organization and memory improvement.
- Remediation in reading, math, spelling, and written language skills by Learning Disabilities Specialists.
- Liaison among professors, H.E.L.P., and students.
- Arrangement for accommodations in testing.
- Counseling for problems with self esteem and severe test anxiety.

Application to H.E.L.P. must be made separately from application to the university and should be completed no fewer than six months in advance.

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](mailto:housing@marshall.edu), or on the Web at [www.marshall.edu/housing](http://www.marshall.edu/housing) (<http://www.marshall.edu/housing/>).

## Information Technology

**Jodie Penrod, Chief Information Officer**

[www.marshall.edu/it](http://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.

## Military and Veterans Affairs

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

<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 304-696-5278.

## Marshall Online

**Dr. Julia Spears, Assistant Provost of Online Education and Certification**

Old Main 200

[online@marshall.edu](mailto:online@marshall.edu)

[www.marshall.edu/oec](https://www.marshall.edu/oec) (<https://www.marshall.edu/oec/>)

Marshall Online's mission is to inspire innovation and creativity in online education and transform the online learner experience at Marshall University. With values focusing on student-centered learning, technology integration, exemplary student and faculty service, and innovative thinking, Marshall Online is an emerging leader in championing the online student experience and pathways to success. This unit focuses on three critical areas: student engagement (Online Student Engagement Team (<https://www.marshall.edu/online-student-engagement/>)), faculty support (the Design Center (<https://www.marshall.edu/design-center/>)), and microcredentials (Marshall Skills Exchange (<https://www.marshall.edu/microcredentials/>)).

Marshall Online oversees distance courses at Marshall. "Distance education" is defined as education that uses technology, such as the internet, to deliver instruction to students who are separated from the instructor, and to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously (34 CRF 600.2). See "**Course Modalities**" in the Academic Information and Resources section for descriptions of Marshall's in-person and distance courses.

## Psychology Clinic

**Keith Beard, Director**

[www.marshall.edu/psych/clinics/campus-psychology-clinic/](http://www.marshall.edu/psych/clinics/campus-psychology-clinic/) (<https://www.marshall.edu/psych/clinics/campus-psychology-clinic/>)

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 Center

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

The Marshall Recreation Center (Campus Rec), a 123,000-square-foot facility, contains 4 wood gym courts for basketball, volleyball, badminton, and dodge ball; 3 racquetball courts; a 37 foot climbing wall with bouldering area; outdoor pursuits center with rental equipment; 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, and selectorized machines; 4 group fitness studios; a 3 lane 1/7th mile walking/jogging/running track; pro shop and lounge area. Campus Rec provides an array of provides an array of fitness classes that are free with membership as well as personal training services, swim lessons, intramural sports and a series of special events throughout the year. These events include a 5k run, disc golf championship and indoor triathlon. The entire facility is accessible for persons with disabilities. The Rec Center is also the largest student employer on campus.

## Speech And Hearing Center

Smith Hall 143

Phone: 304-696-3641

Fax: 304-696-2986

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

**Sarah Clemens, Director of Clinical Education**

304-696-3246

**Pam Holland, Chair, Department of Communication Disorders**

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 and swallowing disorders including, but not limited to, articulation, fluency, voice and resonance, cognitive communication, augmentative and alternative communication, aural rehabilitation, feeding/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 and only 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 Affairs

**Marcie Simms, Vice President**

Memorial Student Center 2W38/304-696-2284

[student-affairs@marshall.edu](mailto:student-affairs@marshall.edu)

[www.marshall.edu/student-affairs](http://www.marshall.edu/student-affairs) (<https://www.marshall.edu/student-affairs/>)

### Intercultural and Student Affairs Office

The student as a planner, participant, leader, and presenter is best exemplified in the area called Student Affairs. Staff strives to create environments for students where they can practice leadership skills and responsible citizenship, clarify their values, and generally become full participants in the learning process. Staff provides advising, leadership development, support services in a variety of settings including but not limited to student social-cultural events, student governance, fraternities and sororities, legal aid, judicial affairs, and off-campus and commuting students.

The various units within the Division of Student Affairs are:

1. Student Life
2. Student Involvement and Leadership
3. Office of Student Conduct
4. Student Government Association
5. Student Advocacy
6. Parent and Family Programs
7. Fraternity and Sorority Life
8. Office of Community Engagement
9. Wellness Center
10. Women's and Gender Center
11. Violence, Prevention, and Response
12. Student Counseling Center
13. Intercultural Affairs
14. International Student Affairs
15. LGBTQ+ Office
16. Center for African American Students
17. Accessibility and Accommodations
18. Community Service

### Student Advocacy and Support

Memorial Student Center 2W32/304-696-2284

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 students to maximize their educational experiences, and prepare them for involvement in the larger community and life beyond college. Additionally, we aim to empower students to overcome obstacles and to assist in resolving issues.

### Student Conduct

**Lisa Martin, Director**

2W38 Memorial Student Center

304-696-2495

[martil@marshall.edu](mailto:martil@marshall.edu)

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

For Marshall University to function effectively as an educational institution, students must assume 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. The *Student Code of Conduct*, *Student Academic Rights and Responsibilities*, and the conduct processes are available in the *Student Handbook*, published by the division of Student Affairs.

## Student Development

The Student Development Center is best described as the educational support service area of the Division of Student Affairs. Its major goal is to enhance and support a student's personal and academic development. This assistance is accomplished through developmental, remedial, and preventive programs, activities, services which include, but are not limited to personal and social counseling; educational counseling; health education; returning students and disabled student services.

Student Development offices are located in Prichard Hall and the Memorial Student Center:

1. Counseling Services: assists students in the resolution of personal or emotional concerns; the center is staffed by mental health professionals and provides comprehensive services; call 304-696-3111 for information.
2. Wellness Center/Collegiate Recovery Program, 304-696-4800
3. Accessibility and Accommodations, 304-696-2271

## Student Health Service

The Student Health Service (SHS) is located at the Marshall Medical Center at Cabell-Huntington Hospital. The SHS is designed to treat acute illnesses. Services are delivered by the Department of Family and Community Medicine, a division of the School of Medicine. Operating hours are from 8 a.m.-4:30 p.m., and it is closed Saturdays, Sundays, and on school holidays. The Student Health Clinic operates on an appointment basis. Please contact the Student Health clinic for appointments and walk-in availability, 304-691-1100. See the Student Health website at for information on transportation.

## Student Life

Memorial Student Center 2W38/304-696-3395  
[www.marshall.edu/lead/](http://www.marshall.edu/lead/) (<http://www.marshall.edu/lead/>)

Student Life supports the academic mission of the institution by creating a vibrant, co-curricular Marshall student experience. This is achieved through the incorporation of outside-the-classroom programming, mentorship, educational activities, community engagement opportunities, and leadership development. We empower our students to become active in campus organizations so they may learn, grow, and achieve success beyond their collegiate experience.

## 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](http://www.tta-wv.com) for a full list of buses, schedules and stop times.

## Testing Center

**Demeley Smith, Director**

[www.marshall.edu/testing-center/](http://www.marshall.edu/testing-center/) (<https://www.marshall.edu/testing-center/>)

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/](http://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/](http://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) (<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.