Department of Advisement

What service do you provide to MBU?
- Advise undecided, Ministry and Leadership, and non-degree seeking students
- Assign advisors
- Change majors
- Register students for classes
- Assign advisees to Advisors
- Assist advisors with registration assistance, printing transcripts, and printing advisor lists
- Provide forms to Add/Drop Courses
- Provide forms to Register for Classes
- Provide forms to Change Major/Advisor
- Host the MBU Majors Fair
- Offer assistance to advisees in absence of their advisors when needed

Why is it important for students to know you?
Because we are here for them! If it were not for the students we would have no purpose. We want to make their college experience a pleasant one. We have faculty and staff who care and want students to get what they came here for—a college education. So, we point them in the right direction with an advisor for their major, the right classes for their major and tools to help them along the way. That is the least that we can do to help!

Where are you located? What are your hours?
- Dr. Rick Maclin, Dean of Advisement Field 316
  - 9:00 – 10:30 a.m. - M, W, F
  - 12:00 – 2:00 T, R
- Mrs. Desiree’ Peters, Asst. Director of Advisement Field 350
  - 8:00 a.m. – 4:30 p.m. M - F

What advice would you give a new student?
Ask questions and be proactive. If you don’t know something or you’re not sure, ask; we’re here to help you. Don’t let pride or fear get in the way. Be proactive and take the time to become familiar with the campus and find out where your classes are before the first day of school. Read through all the material you are given including the catalog. Study hard but also rest and have fun; you need a healthy balance. Last but not least, the “R” listed under the days on your Statement/Schedule means Thursday. 😊

Is there anything special that students need to know about your department?
The Missouri Baptist University Department of Advisement recognizes Academic Advising as an integral part of a students’ educational experience. Academic Advising allows students to clarify their desired educational goals in relation to degree offerings and prepare for life after MBU.
Department of Records

What service do you provide to MBU?

- Schedule Adjustments
- Waiting Lists
- Transfer of classes
- Transcripts
- Grades
- Change of Address
- Graduation Checks (Jr. year)
- Graduation

Why is it important for students to know you?

We can and will answer any questions regarding academics. If we don’t know the answer to your question, we will help you find it!

Where are you located? What are your hours?

1st floor of the Field Academic Building

Hours are:

- MTR 8am – 6pm
- W 8am – 5pm
- F 8am – 4:30pm

What advice would you give a new student?

Take charge of your own education – don’t rely on anyone else. Be responsible – if you tell an instructor you are dropping their course, this does not drop you. You must fill out the correct paperwork.

Is there anything special that students need to know about your department?

We are very nice people – we would like to meet you!

Jung Kellogg Library

What service do you provide to MBU?

We provide informational services, learning services, and research services to all disciplines at MBU:

Why is it important for students to know you?

Because our services give them an academic foundation to build on and a chance to do better in life.

Where are you located? What are your hours?

We are located in between the Administrative Building and the Field Building.

Our hours are:

- Monday-Thursday 7:30a.m.-9:30p.m.
- Friday 7:30a.m.-5:00p.m.
- Saturday 10a.m.-2p.m.

What advice would you give a new student?

Be diligent. Study hard. Don’t be afraid to ask questions.

Is there anything special that students need to know about your department?

We assist students anytime they call on us, and have a myriad of academic on-line databases that are current and accessible to students 24/7 with a valid MBU ID log on. Another student privilege is our Inter Library Loan. Check our site: http://www.mobap.edu/academics/library for further information.
Financial Services

What service do you provide to MBU?
We meet with new students in a one-on-one setting to discuss
1. how financial aid works,
2. what they are eligible for,
3. how to go about paying for college and
4. scholarship and budgeting resources so that they can research ways not only to pay for college but also to establish good budgeting habits. This will help them not only in their first year of college but also in the future.

We also process financial aid for continuing students.

Why is it important for students to know you?
It is important for students to know how to reach the Financial Services Staff because we can answer questions they may have about billing statements, award letters, and the overall financial aid process.

Financial aid and money in general play a key role in students’ education and they need to know that the Financial Aid Staff is here to help them and show our students the resources available to them to take control of their finances.

Where are you located? What are your hours?
Financial Services is located in the Administration Building.

The Financial Service Office Hours are:
M,T, TH: 8am to 6pm
W & F: 8am to 4:30pm.

Students can also contact us via financialservices@mobap.edu, and online at www.mobap.edu/financial-services.

What advice would you give a new student?
Never be afraid to ask questions, of teachers, staff, fellow students, or of yourself.

Is there anything special that students need to know about your department?
There is a lot of information to be had regarding financial aid which means there are lots of opportunities for questions. I encourage all students to check the Financial Services Website: http://www.mobap.edu/financial-services and their Student Handbook and Catalog first for the answers to their questions. If they still don’t find the information they are looking for, then contact their Financial Aid Advisor.
What service do you provide to MBU?
We provide many services to MBU.
- We provide student ID cards
- We provide parking stickers
- We maintain student logins and school e-mail accounts

Why is it important for students to know you?
Every student is required to get a new ID and parking sticker every semester from our office.

We also handle any problems logging into:
- Blackboard
- Spartan space
- E-mail
- The computers on campus

Each of these components are vital to the success of students at MBU. Students should refer to our office with these problems.

Where are you located? What are your hours?
We are located in the Administration building on the first floor.

We are open Monday-Friday 8am-7pm.

What advice would you give a new student?
Make sure you are familiar with all the departments on campus and how they can help you. Your time at MBU will be a lot easier if you know where to go for every problem and what each department is there for. We are ALL here to help you. Also, don’t do things at the last minute. Try to get everything done ahead of time to avoid standing in lines or any problems that may come up.

Is there anything special that students need to know about your department?
If there are any problems that you would like to e-mail us about you can do so at helpdesk@mobap.edu. A ticket will be created and a technician assigned to the problem so it can be resolved as quickly as possible. Got questions? Just ask!
What service do you provide to MBU?
The MBU Department of Public Safety is tasked with the protection of persons and property on all MBU campuses. We are also responsible for parking and traffic control on the main campus.

Why is it important for students to know you?
The Department of Public Safety can serve you in many ways.

- We are the collection point for lost and found items.
- If you, or someone you know at MBU, is a victim of a crime, a report and/or investigation will come from our office.
  - To better serve you, an anonymous tip line will be available soon.
- We love talking with students and hearing your opinions and concerns about safety. Got a tip? Call or email us. We’d love to hear from you.
- We provide Crime Prevention Information.

Where are you located? What are your hours?
The Department of Public Safety is located in the Campus Services building located in the southwest corner of D-lot (adjacent to the men’s dorm).

We are here to serve 24 hours a day/7 days a week. When you look around campus, you will see an officer on patrol—in a patrol car, on foot or on the patrol bike. The On-Duty officer can be reached by calling (314) 882-1601.

The Director of Public Safety, Stephen J Heidke, has office hours from 6am—2pm Monday through Friday and can be reached by phone or email: heidkesj@mobap.edu; (314) 392-2372.

What advice would you give a new student?
The best advice we can give is to read your student handbook and also review safety tips posted on the Public Safety web page (http://www.mobap.edu/students/public-safety-home). Also, always report any suspicious activity on campus to a Public Safety Officer.

Is there anything special that students need to know about your department?
The Department of Public Safety is here to keep you safe. We work around the clock, through good weather and bad, to insure that your educational experience is a safe one. Please show respect to the Public Safety Officers as they work hard to serve you.

Got questions? Just ask. When it comes to safety there truly is never a “stupid question”.
Student Development

What service do you provide to MBU?
The Student Development Suite is home to many departments. We are here to help guide you through your college experience! We care about you and want to aid spiritually, emotionally, mentally, and socially.

Offices of Student Development:
Campus Ministries (AMP)                      Student Activities
Resident Life                                Career Services
Office of International Student Services     Counseling and Wellness
Academic Success Center                      Intramurals

Why is it important for students to know you?
The offices of Student Development contain knowledge about all things college and we are waiting in anticipation for you to stop by and take hold of what we know. We also provide an ear to hear you when you need one (we make one great sounding board), advice about different situations, and guidance for personal and academic concerns. We also enforce the Student Conduct Code.

Where are you located? What are your hours?
We are located on the second floor of the Field Building to the right of the café and bookstore. Office hours are M-F 8-4:30. To meet with Dr. Chambers, Senior Vice President for Student Development, you can make an appointment through Krista Huse at (314) 392-2212 or husek@mobap.edu.

What advice would you give a new student?
Dr. Chambers—Don’t procrastinate.

Krista Huse—To get the most out of your college experience, live on campus. It provides a different perspective on life that you just don’t get living at home. Living on campus will teach you life lessons that you will need forever—especially if you want to get married! Also, no matter where you live, get involved! You will create friendships that last a lifetime in college!

Marie Tudor—A college education is more than just a piece of paper earned at the end of four years. If you let it, a college education can teach you more about life, love, happiness, relationships and responsibilities than you can ever learn from just reading books. So read your textbooks, pass your classes and earn your diploma, but don’t forget to get involved with those around you! You are part of a GREAT community! Take advantage of that while you can!

Is there anything special that students need to know about your department?
The departments within Student Development cover every major area of student life. We are here for you. Got questions? This is the place to ask and get answers!
Campus Ministries (AMP)

What service do you provide to MBU?
ON CAMPUS:

- Small Groups
- Large Group Ministry Gatherings such as Exist to Exit
- Chapel and Afterburn

OFF CAMPUS:

- Urban Up—an inner-city ministry. We work with several different people groups and organizations through this ministry—the homeless, the Bosnian Food Pantry, Habitat for Humanity, Winter Patrol.
- International Mission Trips—Previously we have gone to Puerto Rico, Haiti and Romania. We will be heading to Haiti and possibly Africa SU-12. Keep an eye out for more information!

Why is it important for students to know you?
Campus Ministries is not here just to serve others but also to serve you. We want to meet you and get to know you. We want to pray for you and walk with you through your college education. Life can be hard; stop by and meet with us so that we can get to know you as you embark on this life-changing journey.

Where are you located? What are your hours?
We are located on the second floor in the Field Building. Come into the Student Development Suite and ask for the cool office! Office hours are from 8-4:30 M-F, but we are often available after hours too. Just stop by and say hi! We’d love to meet you!

What advice would you give a new student?
Be assertive in getting involved with on-campus activities. Look for healthy relationships. See what Jesus has in store for you. And, go to the Perk!!!

Is there anything special that students need to know about your department?

Student Activities

What service do you provide to MBU?
Student Activities provides activities and events for students to enjoy. We love to get to know students and we want to plan activities that you are going to love and remember forever! We plan Welcome Weekend, Homecoming, trips out of town to Chicago and Gatlinburg, talent shows and many other events. Got an idea for an event? Stop by our office and let us know! We’d love to hear from you!

Why is it important for students to know you?
We offer AMAZING trips and activities! We are the FUN department and we offer escape from the hard studying of college!

Where are you located? What are your hours?
Field Building Office 209  M-F 8am-4pm

What advice would you give a new student?
Get to know at least one staff member very well. They can help you to be successful in college.

Is there anything special that students need to know about your department?
If you want to enjoy your college experience you have to get involved!
Career Services

What service do you provide to MBU?
The Career Services Office provides services to all students and alumni. Services include:

- Career planning
- Campus recruiting
- Job search assistance and referrals
- Resume and cover letter critiques
- Personal interviews and Interview coaching
- Internships
- Seminars, workshops and career fairs.

In addition, Career Services offers several web-based resources to connect students and alumni with its services. Those services include:

- Career Exploration through DISCOVER for those interested in exploring career options or who need help choosing a program of study. An Online Career Library through VAULT to allow students access to the most current periodicals, journals and resources to help them in their career journey.
- Job Search Assistance through MBULINK, an on-line job database used by Career Services to connect students and employers. Registration is required. All users must be current students or alumni of the university.
- Credential Files are established and maintained on-line through INTERFOLIO, a credential and dossier management system. Those who wish to establish a file may access Interfolio through http://www.mobap.edu/student/services/career/index.asp. Fees for services are available online through Interfolio or through the Career Services Webpage.

Why is it important for students to know you?
Career Services is designed to provide the students of Missouri Baptist University with career guidance and employment services. We extend services to all students and alumni and are committed to providing them with the best possible resources to assist them with obtaining employment within their chosen field.

Where are you located?  What are your hours?
The Career Services Office is located in Field Academic Hall in the Student Development Suite on the Main campus.  Our office hours are 8:00-4:30 Monday- Friday.  Our on-line programs can be accessed at any time.

What advice would you give a new student?
Start Early!  Many students go into panic mode by waiting the final semester to begin their job search. Now is the time to begin thinking about future plans including possible internships and developing a resume.

Is there anything special that students need to know about your department?
We love to help our students make good career decisions!  Please don’t hesitate to let us know how we can be of assistance!
What service do you provide to MBU?
Counseling and Wellness Services are coordinated through the Office of Student Development. An on-site counselor is available throughout the week to meet individually with students. Appointments are scheduled on an individual basis and all sessions are completely confidential.

Additional information and resources for counseling and wellness services are listed online at: http://www.mobap.edu/counseling-and-wellness

Why is it important for students to know you?
It is extremely important for all students to be aware of counseling services not only for themselves, but also as a resource to refer friends and classmates too if they are in need.

Where are you located? What are your hours?
Counseling Services are available by appointment only. To make an appointment for counseling you can contact Kim Grey, Associate Dean of Students at grey@mobap.edu.

What advice would you give a new student?
If you need help, ask for it. Don’t be afraid to seek counsel from a professional if you yourself or a friend is in need.

Is there anything special that students need to know about your department?
If you need to speak with a campus counselor, please don’t hesitate to contact Kim Grey grey@mobap.edu for a referral. All sessions with the counselor are confidential.
The Academic Success Center offers a number of **free** services to students. Please see below for a description of services and available hours in FA-11.

### Writing Lab
Students can meet with a writing coach to receive help with various parts of the writing process including brainstorming, structuring a paper, improving grammar, editing and properly citing sources. A writing coach is available by appointment, and the available hours are listed below. Please call the ASC, e-mail writing@mobap.edu, or visit our website to schedule an appointment.

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### Tutoring Services
For FA-1 we have a walk-in policy for math, biology and chemistry tutoring. The available hours are listed below. Tutoring for additional subjects is available by appointment and can be scheduled by calling the ASC, emailing tutoring@mobap.edu, or visiting our website.

**Math Tutoring:**
- Mon.  8:30 a.m. – 5 p.m.
- Tues. 8:30 a.m.-1:30p.m. & 2:30 – 5 p.m.
- Wed.  9 a.m. – 3 p.m.
- Thur. 9:30 a.m.-11 a.m. & 12 – 1:30 p.m.
- Fri.  10 a.m.-12:30 p.m. & 2:30 – 5 p.m.

**Biology/Chemistry Tutoring:**
- Mon.  8:30-10 a.m. & 3- 5 p.m.
- Tues. 8:30 a.m.-1:30 p.m.
- Wed.  9 a.m. – 11 a.m.
- Thur. 9:30 a.m.-11 a.m. & 12 – 1:30 p.m.
- Fri.  9-11 a.m.

By appointment: Accounting, Communications (i.e. AP Writing, journalism, public speaking), Economics, Greek, Music (i.e. fundamentals, theory, ear training), Old/New Testament History, Spanish

### Study Skills Development
The ASC offers a variety of handouts to help students with study skills such as time management, test preparation, note-taking, reading strategies, and memory strategies. These handouts are located in the literature rack just outside the ASC and are also available online. Student may also meet one-on-one with a study skills coach to help develop these skills. Please call the ASC, email study@mobap.edu or visit our website to schedule an appointment.

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### Testing Services
Classroom make-up exams and assessment tests are coordinated through the ASC, and the available testing hours are listed below. Students who need to schedule an exam time should call the ASC or e-mail testing@mobap.edu.

**Note:** Testing times are limited, so exams must be scheduled at least 24 hours in advance!

| Mon. – Fri. | 3 – 5 p.m. |