

Table of Contents

Welcome.....	1
International Student Orientation.....	3
TB Tests.....	4
Maintaining Visa Status.....	6
Academic Advisement.....	11
Colleges and Departments.....	12
Financial Information.....	17
Campus Resources.....	19
Living in Springfield.....	25
Finding a Place to Live.....	25
Identification.....	27
Banking.....	28
Cell Phones.....	29
Shopping.....	30
Shipping & Postal Services.....	32
Transportation.....	35
MSU Transportation.....	35
Springfield Transportation.....	35
Personal Vehicles.....	36
Missouri Driver License.....	37
Campus Maps.....	39
Facilities Map.....	40
Parking Map.....	42



Missouri StateTM

U N I V E R S I T Y

Welcome to Missouri State University

The Office of International Programs is excited you've chosen Missouri State University as your home in the United States. This guide will help you adjust to life in Springfield and show you how to use resources on and off campus to make the most of your stay.

We aren't able to include all the resources available to you here at Missouri State University in this guide, but it does include many of the most important ones for international students. For questions this guide does not answer, you may search the MSU website (www.missouristate.edu) or contact the International Programs office for additional help.

Office of International Programs

Jim D. Morris Center 413

Phone: (417) 836-4988

Email: InternationalPrograms@missouristate.edu

Web: international.missouristate.edu

Congratulations on your choice to become a Bear! We hope you have a great academic career here at Missouri State University!

New International Student Orientation

The Office of International Services looks forward to meeting both undergraduate and graduate students at the New International Student Orientation.

All international students **MUST** attend the New International Student Orientation. At this orientation there will be a variety of information regarding Missouri State University and immigration regulations. Some of the things covered at orientation will include:

- Student rights and responsibilities for SEVIS
- Academic Integrity
- Safety on and off-campus

All new international students **MUST** check in at the Office of International Services upon arrival in Springfield during regular business hours. The Office of International Services will need your current local address, telephone number, and your immigration documents in order for you to register for classes. Students who arrive immediately before orientation need to bring these documents to New International Student Orientation.

Be sure to bring your passport, visa, I-94 card, and I-20 to orientation.

If you are a MBA Admitted International Student, MBA program office will hold an additional MBA Orientation. This orientation will help students understand the MBA program and the registration process.

Required Tuberculosis Screening For F-1 and J-1 International Students

Tuberculosis is an infectious disease caused by a bacterial infection. It primarily targets the lungs. TB may cause a latent (inactive) infection or an active, progressive disease. The active TB disease does cause illness in the patient and can be passed to others through respiratory secretions such as spit or phlegm, coughing, sneezing, laughing, or breathing.

In compliance with directions of the World Health Organization (WHO) and the United States Centers for Disease Control (CDC), Missouri State University requires tuberculosis screening for all F-1 and J-1 students coming from countries on the list of tuberculosis endemic countries as displayed on the website (http://www.acha.org/Topics/tb_faqs.cfm) of the American College Health Association.

Missouri State University uses the T-Spot™ test for incoming students. This test screens students for tuberculosis to identify individuals with TB disease (active TB) or latent TB infection (LTBI). Both TB disease and LTBI should be treated. Blood samples for the test are collected by venipuncture. For more information on the T-Spot™ test, visit www.tspot.com.

Please bring the following information and check in at the front desk of Taylor Health and Wellness at your chosen T-Spot™ TB test appointment time:

1. Bear Pass ID or Passport for identification.
2. Completed T-Spot™ test consent form (if you are under 18 years of age this must be signed by a parent or guardian).
3. Immunization record (there are new recommendations regarding T-Spot™ TB testing after receiving live vaccines in the past four weeks - live vaccines are Measles, Mumps, Rubella, Varicella, Yellow Fever, and Oral Polio).
4. Completed health history form (if you are under 18 years of age this must be signed by a parent or guardian).
5. If you have previously had a positive TB test, please bring medical records documenting the positive TB test and any chest x-rays and treatment.

The T-Spot™ TB test \$65.00 charge will be covered by your student health insurance. If your T-Spot™ TB test returns positive results, you will have an additional chest x-ray and medical exam.

Any medical expenses incurred at Taylor Health and Wellness not covered by student health insurance are your responsibility. The finance charges will remain on your University financial account until paid. If not paid within 30 days, charges will accrue, an encumbrance will be placed on your University record, and you will not be allowed to register for courses for the following semester(s) until the charges have been paid and the encumbrance removed.

Taylor Health and Wellness business office personnel will file claims on the T-Spot™ TB test fee for students. If you have any question regarding health care or an insurance claim, please call Taylor Health Center at 417-836-4000.

Maintaining Your Visa Status

F-1 Status

There are basic requirements for maintaining F-1 status in the United States. It is very important for international students to follow the guidelines below to ensure that you remain in good standing with Immigration Services (USCIS).

- Keep your passport valid at all times.
- Attend the school noted on your I-20 or DS-2019.
- Studies should be completed by the completion of studies date on the I-20. However, if more time is needed, a program extension may be obtained from International Services before the completion date has passed. Documents cannot be extended after they expire.
- Notify International Services of any breaks or interruptions in your studies, such as taking a semester absence from the University. Breaks in study can impact your ability to apply for immigration benefits in the future.
- Do not engage in any employment without legal authorization from International Services or USCIS.
- Do not engage in any illegal activities.
- Report a change of address or phone number to the Office of the Registrar.
- Report other changes directly to International Services.
- If you change your major or degree level, you will receive a new I-20 from International Services.
- Maintain adequate health insurance coverage at all times for the whole academic year.

Undergraduate Students

International undergraduate students are required to complete 12 credit hours to maintain full-time enrollment every fall and spring semester. Full-time enrollment is required in the summer term (6 credit hours) only if you are a new or transferring student beginning studies at Missouri State, or you start a new level of study. Only 3 hours of internet-based courses count towards your full-time enrollment requirement. The rest of your hours must come from traditional seated courses.

Graduate Students

International graduate students are required to complete 9 credit hours to maintain full-time enrollment every fall and spring semester. Full-time enrollment is required in the summer term (6 credit hours) only if you are a new or transferring student beginning studies at Missouri State, or you start a new level of study. Only 3 hours of internet-based courses count towards your full-time enrollment requirement. The rest of your hours must come from traditional seated courses.

J-1 Status

A J-1 visa is issued to participants in Exchange Visitor Programs approved by the U.S. Department of State. Participants can be in one of the following categories: student, research scholar, professor, short-term scholar, alien physician, or trainee. To obtain a J-1 visa, an individual must be accepted by a U.S. institution and then issued the Certificate of Eligibility (DS-2019) by the sponsoring agency. Missouri State University is authorized to issue the DS-2019 to students who qualify to enter the United States under the University's J-1 exchange program. The University also receives students sponsored by other agencies such as IIE, AMIDEAST, LASPAU and others.

Students must maintain legal status throughout their program while studying under a J-1 visa. The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 emphasize the need for students to take responsibility for maintaining J-1 student status.

For all status-related inquiries, contact the Office of International Services.

Jim D. Morris Center 101
Phone: 417-836-6618

Orientation Notes

Orientation Notes

Orientation Notes

Registration and Academic Advisement

Every student needs to meet with his/her academic advisor before registering for classes. If students do not meet with their advisor, a hold will be put on the student's record and he/she will be unable to register for classes. The academic advisor will advise the student on the classes they should register for each semester.

Freshman

Freshman are required to attend SOAR (Student Orientation Advisement and Registration). At SOAR, students will meet with advisors and register for classes. For more information, visit <http://www.missouristate.edu/soar/>.

LNU-MSU Students

The College of Business Advisement Center will host the registration session specifically for the students from Dalian branch campus majoring in business.

MBA Students

An MBA advisor will hold an additional MBA orientation following the New International Student Orientation. The MBA orientation will help students understand the MBA program and the registration process.

Graduate Students

Non-MBA graduate students should contact their department for further instruction on advisement and registration. Contact information for each department is found on pages 10/11. If your department is not listed, you may find it on <http://www.missouristate.edu/academics/alphabetic.aspx#!E>.

Non-Degree Seeking Students and Exchange Students

English majors may meet with the advisors in the English Department. Other majors may view the online course catalog at <http://www.missouristate.edu/registrar/catalog/> to find courses in which you're interested. Contact a professor for a specific course to request permission to register for that class. Once permission has been granted, register for the course through My.MissouriState.edu

Undeclared/Exploratory Majors

Academic Advisement Center
University Hall 109
Phone: 417-836-5258

Adult & Evening College Students

Adult Student Services/Evening College
Alumni Center 405
Phone: 417-836-6929

Agriculture Majors

William H. Darr School of Agriculture
Karls Hall 201
Phone: 417-836-5638

Art Majors

Art + Design Department
Brick City
Phone: 417-836-5110

Athletes

Achievement Center for Intercollegiate Athletics
Forsythe Athletics Center 239
Phone: 417-836-6829

Business Majors

College of Business
Glass Hall 106
Phone: 417-836-5386

Communication Majors

Department of Communication
Craig Hall 375
Phone: 417-836-4423

Communication Sciences and Disorders

Department of Communication Sciences and Disorders
Professional Building 237
Phone: 417-836-5368

Education Majors

Professional Education Advisement Center
Hill Hall 202
Phone: 417-836-5429

Honors Students

Honors College
University Hall 212
Phone: 417-836-6370

Hospitality and Restaurant Administration Majors

Hospitality and Restaurant Administration Program
Professional Building 440
Phone: 417-836-4409

Individualized Majors

Academic Assistance
University Hall 122
Phone: 417-836-5034

Math Majors

Department of Mathematics
Cheek Hall 10M
Phone: 417-836-5112

Science Majors

College of Natural and Applied Sciences
Temple Hall 142
Phone: 417-836-5249

Teacher Certification Requirements

Teacher Certification Office
Hill Hall 200
Phone: 417-836-8772

TESOL Minor

Department of English
Siceluff Hall 215
Phone: 417-836-5107

Registration and Advisement Notes

Registration and Advisement Notes

Registration and Advisement Notes

Paying Tuition at MSU

Check Your Account Balance

You may check your account balance on your My Missouri State account. Log-in, then click “Profile,” then “Account Balance and Payments,” then “Account Balance.”

Make a Payment Online

You may also pay your tuition through the My Missouri State portal under “Access Account and Make Payments.” If your parents or another individual will be making payments for you, you may set up access for them under “Access Account and Make Payments” by creating a new Parent PIN. Click the “Add New” link to activate this feature.

Make a Payment On Campus

In person, you may pay at the Bursar’s Office on the first floor of Car-rington Hall. The cashier windows are open Monday through Friday from 8:30 a.m. until 4:00 p.m. and the dropbox is available Monday through Friday from 7 a.m. until 9 p.m. and Saturdays from 8 a.m. until 2 p.m.

You may make a payment at the Bursar’s cashier windows by using any of the following methods:

- Debit/Credit card (MasterCard, Discover, and American Express. VISA cards are NOT accepted).
- Cash
- Personal checks (payable to Missouri State University)
- Money orders (available at Postal Services in the PSU)
- Cashier’s check
- Traveller’s check

Make a Payment by Mail

Mail payments to the address shown below. Include the name and account number (the M number) of the person the payment is for whom the payment is being made.

Missouri State University
Bursar’s Office
901 S. National Ave.
Springfield, Mo. 65897

Refund Schedule

The date used in determining the refund of tuition and other enrollment fees shall be the date the student completes the transaction online or submits an official withdrawal request to the Office of the Registrar or the postmark date of withdrawal request submitted by mail. If a student drops or withdraws from a full semester length class prior to the ninth week, the refund shall be as follows:

- On or before the fifth day of the semester: 100% of tuition
- Days 6 through 10 of the semester: 75% of tuition
- Days 11 through 20 of the semester: 50% of tuition
- Days 21 through 40 of the semester: 25% of tuition
- After the 40th day of the semester: No refund

Important Offices on Campus

Academic Advisement Center

University Hall 109

Phone: (417) 836-5258

Web site: <http://missouristate.edu/advising>

Email: UAAadvise@missouristate.edu

Bear CLAW (Writing Center)

Meyer Library First Floor

Phone: (417) 836-6398

Web site: <http://www.bearclaw.missouristate.edu/>

Email: [BearCLAW@missouristate.edu](mailto: BearCLAW@missouristate.edu)

BearPass Card Office

Plaster Student Union Lowest Floor

Web site: <http://www.missouristate.edu/bearpasscard>

Email: [BearPassCard@missouristate.edu](mailto: BearPassCard@missouristate.edu)

Bursar's Office

Carrington Hall First Floor

Phone: (417) 836-5128

Web site: <http://www.missouristate.edu/bursar>

Email: [Bursar@missouristate.edu](mailto: Bursar@missouristate.edu)

Campus Recreation

Foster Recreation Center

Phone: (417) 836-5334

Web site: <http://www.missouristate.edu/recreation>

Email: [CampusRecreation@missouristate.edu](mailto: CampusRecreation@missouristate.edu)

Career Center

Carrington Hall 309/Glass Hall 103

Phone: (417) 836-5636

Web site: <http://www.careercenter.missouristate.edu/>

Email: [CareerCenter@missouristate.edu](mailto: CareerCenter@missouristate.edu)

Computer Services Help Desk

Cheek Hall Lab/Glass Hall Lab/Meyer Library Lab

Phone: (417) 836-5891

Web site: <http://www.helpdesk.missouristate.edu/>

Email: HelpDesk@missouristate.edu

Counseling and Testing Center

Carrington Hall 311

Phone: (417) 836-5116

Web site: <http://counselingandtesting.missouristate.edu>

Dining Services

Hammons House 104

Web site: <http://www.dineoncampus.com/missouristate>

English Language Institute

Jim D. Morris Center 200

Phone: (417) 836-6540

Web site: <http://international.missouristate.edu/eli>

Email: ELI@missouristate.edu

International Programs

Jim D. Morris Center 413

Phone: (417) 836-4988

Web site: <http://international.missouristate.edu/>

Email: InternationalPrograms@missouristate.edu

International Services

Jim D. Morris Center 101

Phone: (417) 836-6618

Web site: <http://international.missouristate.edu/students>

Email: InternationalServices@missouristate.edu

Meyer Library

Between Glass Hall and McDonald Arena

Phone: (417) 836-8383

Web site: <http://www.library.missouristate.edu/>

Email: Library@missouristate.edu

Office of China Programs

Carrington Hall 210

Phone: (417) 836-8501

Web site: <http://china.missouristate.edu/students>

Email: TamiSutton@missouristate.edu

Office of the Registrar

Carrington Hall 320

Phone: (417) 836-5520

Web site: <http://www.missouristate.edu/registrar>

Email: Registrar@missouristate.edu

Residence Life

Hammons House 104

Phone: (417) 836-5536

Web site: <http://www.reslife.missouristate.edu/>

Email: ResidenceLife@missouristate.edu

Safety and Transportation

636 E. Elm

Springfield, MO

University Response Phone: (417) 836-5911

Safety & Transportation Phone: (417) 836-5509

Police Substation Phone: (417) 836-5327

Web site: <http://health.missouristate.edu>

Email: Health@missouristate.edu

In case of emergency, Springfield emergency services are reached by dialing 911. This number should ONLY be used in an emergency.

Student Employment

Shannon Hall 113

Phone: (417) 836-5627

Web site: <http://www.missouristate.edu/studentemp>

Email: StudentEmployment@missouristate.edu

Student Engagement

Plaster Student Union 101

Phone: (417) 836-4386

Web site: <http://www.missouristate.edu/studentengagement>

Email: StudentEngagement@missouristate.edu

Study Away Office

Jim D. Morris Center 403

Phone: (417) 836-6368

Web site: <http://international.missouristate.edu/studyaway>

Email: StudyAway@missouristate.edu

Taylor Health and Wellness Center

Southwest corner of Florence and Monroe

Phone: (417) 836-4000

Web site: <http://health.missouristate.edu>

Email: Health@missouristate.edu

Campus Resource Notes

Campus Resource Notes

Finding a Place to Live

Who Must Live On Campus?

All single students under 21 years of age who have completed fewer than 30 hours of transferable credit are required to live in University housing.

All single students under 21 years of age who have completed fewer than 30 hours of transferable credit must have a completed Student Housing Contract and deposit or an approved Request for Exception to the University Housing Policy form on file before enrolling in classes at Missouri State.

How to Apply

Housing contracts are submitted online at My Missouri State. Read the housing brochure and instructions before you complete an online housing application. The Student Housing Contract is for the entire academic year. Read the Terms and Conditions so you know your rights and requirements. You may find these documents at

<http://reslife.missouristate.edu>.

Here are instructions for completing the application.

- Log-in to your My Missouri State account.
- Click the “Profile” tab.
- The “Housing Channel” is on the right side of the screen.
- Click “1. Complete Contract” to begin the application process.
- Consent to online contracts.
- Complete the online housing contract.
- Pay online housing deposit.

Living Off Campus

All single students under 21 years of age who have completed fewer than 30 hours of transferable credit who wish to live off-campus must have an approved Request for Exception to the University Housing Policy form on file before enrolling in classes at Missouri State.

Students over 21 years of age or with more than 30 hours of transferable credit may live off-campus.

In order to avoid any unpleasant stays in off-campus apartments, students should carefully consider the overall condition of a residence when they look for a place to live. Students should consider the location, term/length of the lease, parking, deposit amount, payment options, internal cleanliness and decoration, city utilities, air-conditioner, etc.

Be aware that rent differs depending on the conditions of the apartment or house you choose. For example, newer residences will be more expensive than older residences, furnished will be more expensive than unfurnished, some residences include utilities while others do not, etc.

Rental Tips

- Once you decide to rent an apartment, a lease agreement or contract needs to be signed by both parties (you and your landlord or property manager).
- Read the contract carefully before you sign it. If you see any term or item you don't understand or you are not sure about, please ask the landlord or the property manager.
- If utility expenses are not included in the rent, you will need to go to the City Utilities office to open an account. Bring related documents (identification, proof of address, etc). A deposit must be paid to open an account.
- Fill out a check-list before moving in the apartment. Make sure both you and your landlord are aware of any existing problems before you move in. If any problem happens during your stay, notify your landlord as soon as possible.
- Take pictures as evidence in case of any problems prior to moving in.

Springfield City Utilities Office

<http://www.cityutilities.net/>

Tel: 417-863-9000

301 East Central Street

Springfield, MO 65802-3834

Identification

Many activities in the US require identification. Here are a few types you may need.

Social Security Number (SSN)

If you decide to work on campus, you need a social security number. Follow the steps below to get a social security number.

- Find an on-campus job. The Student Employment Office, which is located at Blair-Shannon 113, will provide you with on-campus job information.
- Get an oral offer from an office or a department.
- Let your supervisor fill out a Job Offer Form and sign it. (Job Offer Form can be downloaded from Missouri State University website. International Services must also sign the form.)
- Fill out a Social Security Application form.
- Bring the Job Offer Form and application form along with your passport, I-94 and I-20 to Social Security Office.

Social Security Administration

1570 W. Battlefield, Suite 100

Springfield, MO 65807

(417) 866-6925

- After you receive SSN, make an appointment with the Payroll Office (Carrington Hall 119) to process other related documents.
- Once you have your SSN, inform your supervisor to begin work.

Missouri Non-Driver License

You may obtain a non-driver license (ID card) at the Missouri Department of Revenue. Be sure to take your passport, your I-20, and your social security number with you to the Department of Revenue Office.

BearPass

BearPass is your fast pass to accessing Missouri State resources. You may access email, your My Missouri State account, and register for classes with your BearPass student ID.

Your BearPass card has all your information on it - you can deposit money on your BearPass card to use it at the cafeteria, convenience stores on-campus, and the campus bookstore. You can also use campus facilities and attend on-campus events for free by showing your BearPass card. Some outside businesses will even give discounts when you show your BearPass card. You should carry your BearPass card at all times.

Banking

Various banks are available in town, such as the national bank, and the regional bank etc. The most commonly used account types are checking account and saving account. Some credit cards are available to international students, but students should check with their banks first.

Checking Accounts

A checking account is a deposit account held at a bank or other financial institution that allows withdrawals and deposits. Money held in a checking account is very liquid, and can be withdrawn using checks, ATM, and electronic debits.

The first deposit to open a checking account may differ among banks. Checking accounts allow for withdrawals and deposits, and typically do not offer a high interest rate due to the liquidity. A check-book might be given once a checking account is open. Checks are widely used in the U.S. One can use checks to make payments such as rent and tuition at MSU. Checks are only valid once signed.

When you open a checking account, you will receive a debit card which can be like a credit card. A debit card cannot be over-drafted. The amount of money you can spend is the amount you deposit. You should contact your bank immediately if you lose your debit card to prevent fraudulent spending or if you need to change your current address.

Savings Accounts

The first deposit to open a saving account may differ among banks. The interest rate is higher on savings accounts than checking accounts, but the funding is less liquid. You can use saving account to set aside a portion of your assets to earn interest. A limited number of checks can be written each month under saving accounts.

Cell Phones

Springfield has several options for cell phone carriers, including: AT&T, T-Mobile, Verizon, Sprint, Family Mobile, etc. All these carriers have displays at Walmart, so you don't have to go to many different stores. You will need your passport and I-20 to open a cell phone plan.

Commonly Used Plans

Pay as You Go Plans: No contract, no credit check, no deposit. Go-Phone plans give you choices – pay by the month, day, or minute. You choose your plan and how you want to use it.

Contract Plans: Get a voice and data plan to fit your own calling style. Usually you will sign a 1 or 2-year contract that lowers the cost of the phone but requires you to stay with that phone and carrier for that set period of time. Plans can be individual or family (this allows you to share your phone call minutes with family or friends). **Read the contract carefully if you decide to adopt a contract plan for your cell phone usage. The penalty can be expensive if one breaks the contract and will affect your credit record.**

International Calling Card

International calling cards are used to make international phone calls at a low rate.

You may purchase international calling cards online:

<http://www8.cybercalling.com/index.cfm>

<http://abcalling.com>

<http://www.ibuyphonecard.com>

<http://www.sinocalling.com>

Shopping

Grocery Shops Near Campus

Dillon's
1260 E. St. Louis St.
Springfield, MO

Walmart Neighborhood Store
1320 S. Glenstone Ave.
Springfield, MO

Bistro Market
401 South Ave.
Springfield, MO

Specialty Grocery Shops in Springfield

Binh Tay Oriental Food
1418 W. Sunshine
Springfield, MO

Fine European Market
3630 S. Campbell Ave.
Springfield, MO

Nadia's European Market
3023 E. Sunshine
Springfield, MO

Latino Market
1661 E. St. Louis Street
Springfield, MO

Seoul Oriental Market
3165 S. Campbell Ave.
Springfield, MO

Other Shopping Centers

Battlefield Mall

2825 S. Glenstone Ave.

Springfield, MO

Phone: (417) 883-4111

Hours: Mon-Sat 10 AM – 9 PM, Sun noon – 6 PM

Admission: Free

Bass Pro Shops Outdoor World

1935 S. Campbell Ave.

Springfield, MO

Phone:(417) 887-7334

Hours: Mon-Sat 7 AM – 10 PM, Sun 9 AM – 7 PM

Admission: Free

More shopping information available online at

<http://springfieldmo.org/things-to-do/cat/18/menu/121>

Postal and Shipping Services

United States Post Office

On Campus

Plaster Student Union, Room 210

(417) 836-5342

PostalServices@Missouristate.edu

<http://www.missouristate.edu/postal/contract.htm>

Springfield Main Post Office

500 W. Chestnut Expressway

Springfield, MO 65801

Phone: (417) 864-0117

FedEx

Downtown Minuteman Press

334 E. Walnut Street

Springfield, MO 65806

Phone: (417) 866-1344

www.downtown.minutemanpress.com

UPS

PawPrints, Plaster Student Union

Phone: (417) 836-8959

<http://www.missouristatebookstore.com/PawPrints.htm>

Living in Springfield Notes

Living in Springfield Notes

Transportation

The BearLine

MSU's free campus shuttle service will help you get to all your campus activities. The BearLine offers a convenient and safe way to travel. You may board the shuttle bus at any of the designated shuttle stops. Most stops are covered and they are all well-lit to ensure your safety. Shuttles are climate-controlled and offer a comfortable ride. No individual fares are charged. Buses are specially equipped for persons with disabilities.

For BearLine on-campus shuttle routes, visit: <http://www.missouristate.edu/safetran/7255.htm>.

MSU Saturday Shuttle Service

MSU offers a shuttle service from Sunvilla Apartments on campus to the Asian Market, Battlefield Mall, and Walmart on two Saturdays per month. Shuttle passes for the entire semester are available for a small fee in the Office of China Programs in Carrington Hall 210.

City Bus Service

City Utilities has operated the public transit system for the City of Springfield since 1945. The transit system has 14 fixed day routes and four fixed night routes, encompassing 172 miles of route. In addition to the fixed route system, CU offers a para transit service (Access Express) that provides rides to passengers who require additional resources to facilitate their bus travel.

For more information about the city bus routes and schedule, visit: <http://www.cityutilities.net/transit/transit.htm>.

Taxi

Taxi services are operated by different companies in Springfield. If you need taxi service, make a phone call to a preferred company.

Here are two taxi companies in town. You may find more by searching online.

Blue Express Taxi	417-865-2583
ABC Cab	417-337-7433

Personal Vehicles

If you decide to purchase your own automobile, you will need to register it with the Missouri Department of Revenue. To complete the registration process, bring the following to your nearest Department of Revenue motor vehicle office:

- A signed Application for Missouri Title and License
- A Certificate of Title or Manufacturer's Statement of Origin
- Documents from any necessary safety or emissions inspections (inspections may be obtained from an automobile dealership or a garage/service station designated as an "Inspection Station")
- A paid personal property tax receipt or a statement of non-assessment from your county of legal residence

Payment for all license plate, titling, and vehicle registration fees must be made by cash, check, or money order. For details on estimating your taxes and fees, visit the DOR's website <http://www.dor.mo.gov>.

The state of Missouri requires all automobile owners to at least have liability automobile insurance. **If you are stopped by law enforcement while driving and you cannot prove you have liability insurance, you will be charged with a misdemeanor (punishable by imprisonment for up to one year).** It is very important that you insure your vehicle. Liability automobile insurance will pay for damages you do to other people or their property while driving.

Missouri State Driver License

To apply for a Missouri Driver License, you must take a written test and a driving test. For a copy of the Missouri State Driver's Manual, you can go to <http://www.dor.mo.gov/mvdl/drivers/dlguide/>. You can also pick up a paper copy at the Springfield Contract Office. This manual will help you study for the written portion of the test and provide you with Missouri driving laws.

It is strongly encouraged that international students apply for a drivers' license within the date range of a particular academic semester (Summer, Fall, or Spring), but not between semesters. The DMV only administers the test on days specifically within the date range of the semester for which an international student is enrolled.

Although there are three contract offices in the city, only the Springfield Contract Office gives the driving portion of the test.

Springfield Contract Office

149 Park Central Square Room 116

Springfield, MO 65806

Phone: 417-869-5100

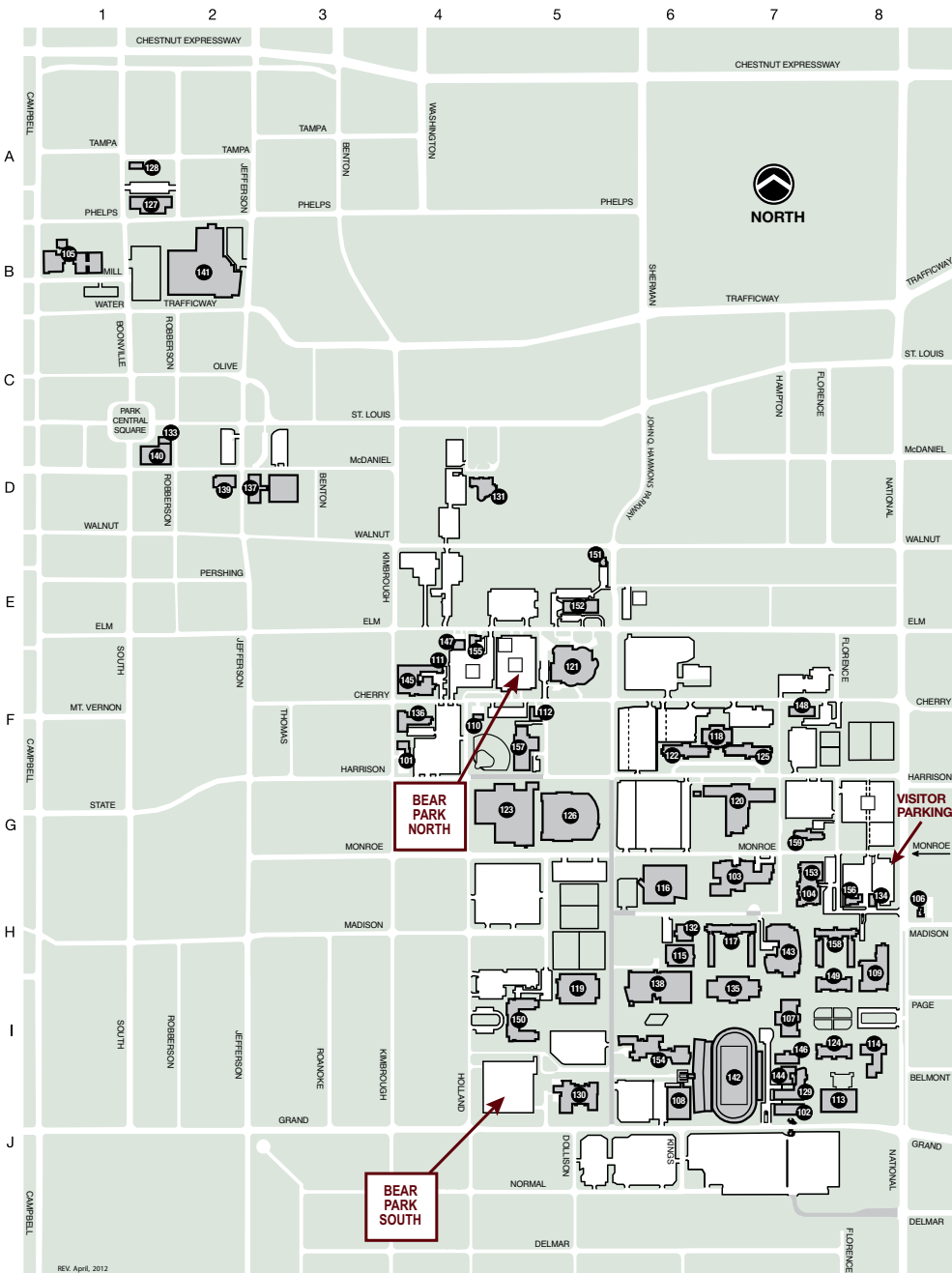
<http://www.dor.mo.gov/index.htm>

Hours: Monday through Friday 8 AM to 5 PM; Saturday 8 AM to 12 PM.

When you apply for a Missouri Driver License, you must have the following items:

- Passport with your US visa
- I-94 card
- I-20 or DS-2019
- Letter proving current enrollment from the Office of the Registrar or International Services
- Proof of residency [this could be a copy of your housing contract or lease, a bill with your name and Springfield address (utility bill, phone bill, etc), or a bank statement with your name and Springfield address]
- Social Security Card or a letter from the Social Security Administration stating that you are not eligible for a Social Security Card
- F-2 or J-2 dependents must take the I-20 or DS-2019 with them and a letter of current enrollment stating their spouse is a full-time student of MSU

Transportation Notes

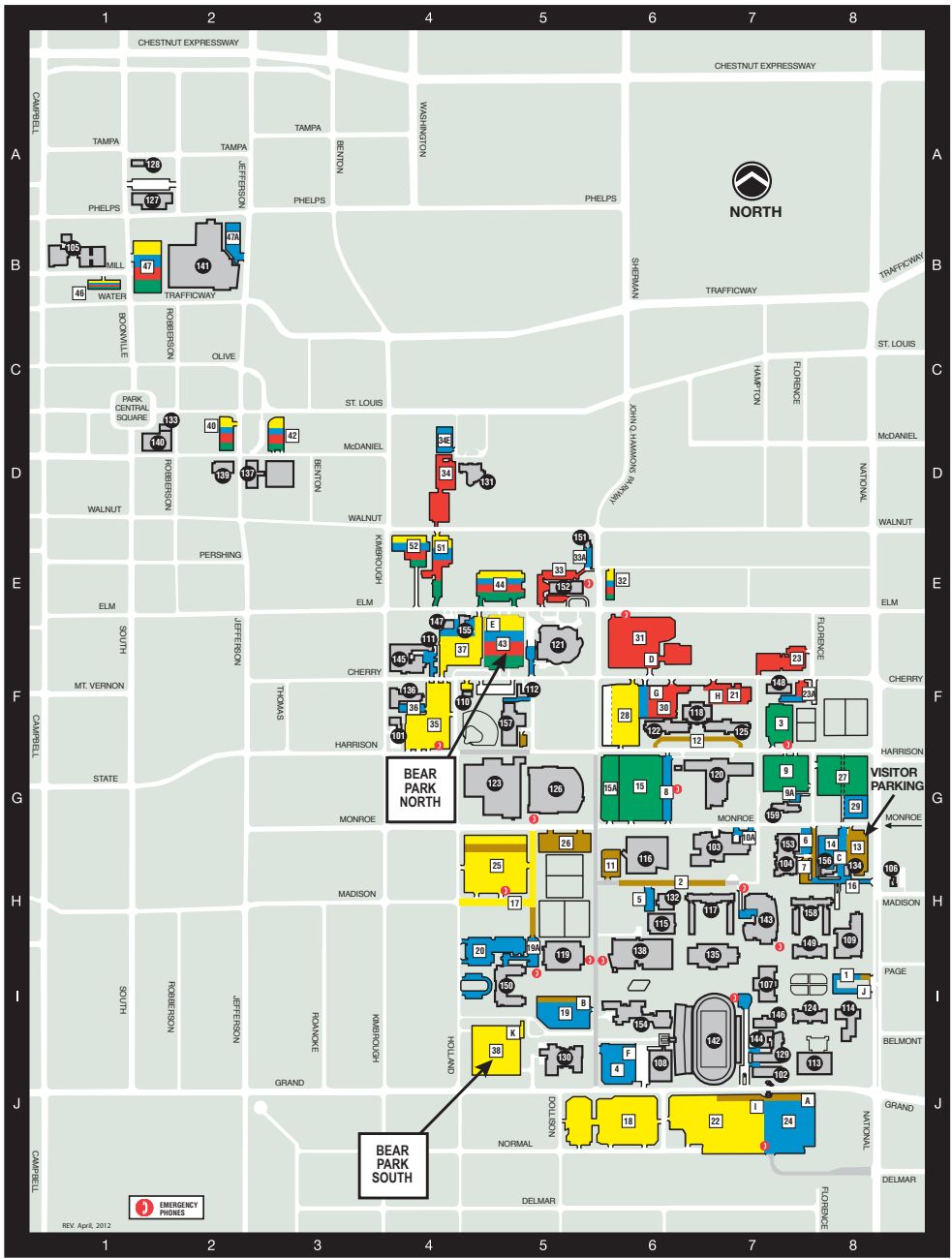


REV. April, 2012

FACILITIES

Archaeological Research, Bernice Warren Center for	101	4-F	Levy/Wolf Building	133	2-D
Art Annex	102	7-J	Madison Hall	134	8-H
Blair-Shannon House	103	7-G	McDonald Hall & Arena	135	7-I
Bookstore, Baker	104	7-H	McQueary Family Health Sciences Hall	136	4-F
Brick City	105	1-B	Meyer Alumni Center, Kenneth E.	137	2-D
Burgess House	106	8-H	Meyer Library, Duane G.	138	6-I
Carrington Hall	107	7-I	Morris Center for Continuing Education, Jim D.	139	2-D
Central Stores & Maintenance	108	6-J	Park Central Office Building	140	2-D
Cheek Hall	109	8-H	Plaster Center for Free Enterprise and Business Development, Robert W.	141	2-B
Cherry Hall	110	4-F	Plaster Sports Complex, Robert W.	142	7-I
Child Development Center	111	4-E	Plaster Student Union, Robert W.	143	7-H
Clay Hall	112	5-F	Power House	144	7-I
Craig Hall	113	8-J	Professional Building	145	4-F
Ellis Hall	114	8-I	Pummill Hall	146	7-I
Forsythe Athletics Center	115	6-H	Safety & Transportation Offices/ Police Substation	147	4-E
Foster Recreation Center, Bill R. Foster and Family	116	6-H	Scholars House	148	7-F
Freudenberger House	117	7-H	Sicheluff Hall	149	8-I
Garst Dining Center	118	6-F	Strong Hall	150	5-I
Glass Hall, David D.	119	5-I	Student Exhibition Center	151	5-E
Greenwood Laboratory School	120	7-G	Sunvilla Tower	152	5-E
Hammons Hall for the Performing Arts, Juanita K.	121	5-F	Taylor Health & Wellness Center	153	7-G
Hammons House	122	6-F	Temple Hall	154	6-I
Hammons Student Center, John Q.	123	5-G	Transit Operations Center	155	4-E
Hill Hall	124	8-I	University Hall	156	8-H
Hutchens House	125	7-F	Wehr Band Hall	157	5-F
JQH Arena	126	5-G	Wells House	158	8-H
JVIC (Roy Blunt Jordan Valley Innovation Center)	127	1-A	Woods House	159	7-G
JVIC Labs	128	1-A			
Karls Hall	129	7-J			
Kemper Hall	130	5-J			
Kentwood Hall	131	4-D			
Kings Street Annex	132	6-H			

MISSOURI STATE UNIVERSITY
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EO/AA INSTITUTION



FACILITIES

Archaeological Research, Bernice Warren Center for	101	4-F	Hammons Hall for the Performing Arts, Juanita K.	121	5-F	Park, Central Office Building	140	2-D
Art Annex	102	7-J	Hammons House	122	6-F	Plaster Center for Free Enterprise and Business Development, Robert W.	141	2-B
Blair-Shannon House	103	7-G	Hammons Student Center, John Q.	123	5-G	Plaster Sports Complex, Robert W.	142	7-1
Bookstore, Baker	104	7-H	Hill Hall	124	8-1	Plaster Student Union, Robert W.	143	7-H
Breck City	105	1-B	Hutchens House	125	7-F	Power House	144	7-1
Burgess House	106	8-H	JOH Arena	126	5-G	Professional Building	145	4-F
Carmingon Hall	107	7-1	JVC (Roy Blunt Jordan Valley Innovation Center)	127	1-A	Pummill Hall	146	7-1
Central Stores and Maintenance	108	6-J	JVC Labs	128	1-A	Safety and Transportation Offices/Police Substation	147	4-E
Cheek Hall	109	8-H	Karis Hall	129	7-J	Scholars House	148	7-F
Cherry Hall	110	4-F	Kemper Hall	130	5-J	Siceluff Hall	149	8-1
Child Development Center	111	4-E	Kentwood Hall	131	4-D	Strong Hall	150	5-1
Clay Hall	112	5-F	Kings Street Annex	132	6-H	Student Exhibition Center	151	5-E
Craig Hall	113	8-J	Levy/Wolf Building	133	2-D	Sunvilla Tower	152	5-E
Ellis Hall	114	8-1	Madison Hall	134	8-H	Taylor Health and Wellness Center	153	7-G
Ellis Hall	115	6-H	McDonald Hall and Arena	135	7-1	Temple Hall	154	6-1
Foster Recreation Center	116	6-H	McQuary Family Health Sciences Hall	136	4-F	Transit Operations Center	155	4-E
Bill R. Foster and Family	117	7-H	Meyer Alumni Center, Kenneth E.	137	2-D	University Hall	156	8-H
Freudenberger House	118	6-F	Meyer Library, Duane G.	138	6-1	Wehr Band Hall	157	5-F
Garst Dining Center	119	5-1	Morris Center for Continuing Education, Jim D.	139	2-D	Wells House	158	8-H
Glass Hall, David D.	119	5-1				Woods House	159	7-G
Greenwood Laboratory School	120	7-G						

PARKING LOTS

Reserved	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Blue Permit Lots	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
White Permit (Evenings Only)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
White Permit (Evenings Only)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Reserved 24/7	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Residence Halls	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Green Permit Lots	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Red Permit Lots	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Commuter	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Yellow Permit Lots	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52

Computer permit parking is prohibited campus wide 3 a.m.-5 a.m. Monday through Friday.

White Permit (Evenings Only).

Lot 18: Parking prohibited 6 p.m. - Friday thru 6 a.m. Monday.

Lot 28: Parking prohibited 11 p.m.-5 a.m. Monday thru Friday and all Day Saturday and Sunday.

Metered/Paid Visitor Lots

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

Motorcycle

Lots

A B C D E F

G H I J K L

Primary Disabled

Lots 1 10 and any marked

designated space.

Notes

Notes

Notes