

## ASSISTANCE, RESOURCES, POLICIES

### Assistance

#### Business Services

Tuition is paid, parking tags are issued and student account information is provided at Business Services, Administration Building, Room 222.

#### ESL Classes

The English as a Second Language (ESL) program is available for individuals who want to increase proficiency in the English language. FREE.

For information call (405) 945-3278.

#### GED Instruction

Individuals wishing to prepare for the GED (general educational development) exam may participate in one of the GED prep programs offered in The Learning Center located in the Learning Resource Center, second floor.

- In-class instruction two days a week, three hours each day – FREE! Call (405) 231-2055 for information.
- Self-paced, computer-based instruction, \$30 per semester (prorated). For information call (405) 945-3278.

#### Library

The Library is located in the Learning Resource Center, fourth floor, and is open seven days a week. Students are required to have a valid OSU-Oklahoma City photo identification card (ID). Hours are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m. and Sunday, 1 p.m. to 5 p.m. Holidays and interim hours may vary. An exterior book return is located on the west side of the LRC building.

Fully automated, the Library provides many electronic information resources with staff available to instruct students in the use of these resources. Inter-Library Loan service is available for items not held locally. Self-service photocopiers and study rooms are provided.

#### The Learning Center

The Learning Center is one of only five tutoring centers in Oklahoma certified by the College Reading and Learning Association (CRLA). Located in the center of campus, The Learning Center (TLC) offers computer-assisted instruction in most academic areas; free individual tutoring with CRLA certified tutors, access to the Internet, MS Office software on computers and My Math Lab and academic software. Special programs such as Project Second Chance, GED preparation and the Family Resource Center are also among the services offered.

Located in the Learning Resource Center Building, second floor, hours of operation are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, noon to 6 p.m. For more information, come by The Learning Center or call (405) 945-8679.

#### Project Second Chance

Project Second Chance is a program of educational supportive services offered to low income, single parents attending OSU-Oklahoma City. College students work with Second Chance staff to complete financial aid applications and enrollment. After regular participation, students may be eligible for financial assistance in a variety of academic and emergency situations. Students desiring a GED (General Educational Development) may receive instruction through Second Chance. Contact the program coordinator at (405) 945-8691 to discuss educational and training needs.

#### Project SOAR

Project SOAR provides a special environment in which students can receive assistance in meeting academic, career, personal and social needs. Services include tutoring, academic advisement, personal counseling, study skills development, self-esteem enhancement, workshops and cultural events.

In addition, an Educational Center is available with computer accessibility, a resource center, and a math specialist and an English specialist who each provide tutoring 20-30 hours a week. Project SOAR is located in the Student Center, first floor. For more information call (405) 945-8627 or go to [www.osuokc.edu/soar](http://www.osuokc.edu/soar).

#### Talent Search

Educational Talent Search is a federally-funded TRIO program designed to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in a postsecondary educational institution of their choice. Talent Search serves 600 sixth through 12th grade students in four school districts at the following schools: El Reno, Putnam City West, Capitol Hill, Southeast, U.S. Grant, and Western Heights high schools and at Etta Dale, Mayfield, Jefferson, Roblyer, Roosevelt, Webster, and Western Heights middle schools. Talent Search also aids out of school adults up to age 27 and U.S. military veterans of any age to enroll in postsecondary education. If you would like further information, please contact the Talent Search office at (405) 945-9160 or view our website at [www.osuokc.edu/talentsearch](http://www.osuokc.edu/talentsearch).

#### Upward Bound

Upward Bound is a federally-funded program designed to identify and select 68 specific high school students in order to assist them in preparing to enroll and succeed in a post-secondary education program. In order to qualify, interested students must meet certain federal guidelines and be currently enrolled in one of the target area high schools: Northwest Classen, Putnam City West or Western Heights. If you would like further information, please contact the Upward Bound office at (405) 945-8623.

#### Veterans' Services Center

OSU-Oklahoma City's certificate and degree programs are approved for benefits by the Veterans Administration. The OSU-Oklahoma City Veterans' Services Center accommodates students with assistance in educational benefits (application and certification). For more information contact the Veterans' Services Center, Student Center, first floor, call (405) 945-8692.

### Resources

#### Alumni Association

Membership to the OSU-OKC Alumni & Friends is FREE to graduates, former students and friends. Benefits include membership to the OSU-OKC Wellness Center, discounts and more. Opportunities for involvement include monthly meetings, fund-raising, event planning and outreach. For more information call (405) 945-9106 or go to [www.osuokc.edu/alumni](http://www.osuokc.edu/alumni).

Membership in the OSU system-wide Alumni Association keeps you connected to the university and its resources. Benefits of membership include participation in the OSU Legacy Program, discounts, car decals, OSU's "STATE" magazine, "Orange Bytes" monthly e-newsletter and more. Go to [www.orangeconnection.org](http://www.orangeconnection.org) for more information.

#### Bookstore

The OSU-Oklahoma City Bookstore is operated and managed by Follett Higher Education Group, a private company that manages bookstores in colleges and universities across the country. Offering a complete line of required course books and educational supplies, gift items, reference materials, books, computer supplies, calendars and greeting cards, the Bookstore is also the best source for OSU-OKC and OSU insignia items, including T-shirts, sweatshirts, coffee mugs, jackets and notebooks.

Textbooks, gifts and clothing may be purchased on the web at [www.osuokc.bkstr.com](http://www.osuokc.bkstr.com). Students may sell their books back year round depending on market availability. Full refunds with a receipt are available through the first two weeks of a sixteen-week class. The Bookstore also offers "Rent-a-Text," a new option that allows students to rent eligible textbooks for less than half of the new book price. Simply register at [www.rent-a-text.com](http://www.rent-a-text.com). The Bookstore is located in the Student Center, second floor, and can be contacted at (405) 945-3201 or faxed at (405) 945-3213.

#### Cafeteria

OSU-OKC Food Service (Student Center, second floor) offers a place to eat, relax and visit with friends or study. Breakfast items, both hot and cold, are available daily. Other meal offerings include homemade entrees, cook-to-order grill items, fresh-made wraps and salads and a variety of snacks. Menu's can be found online at [www.osuokc.edu/foodservice](http://www.osuokc.edu/foodservice). A selection of hot and cold drinks, chips and snack items are available, not only at Food Service, but also from vending machines located across campus.

### Child Development Center - Lab School

The Child Development Center - Lab School (CDC-LS) is a developmental program, which provides quality care to children age six weeks to five years. Children of students, faculty and staff of OSU-Oklahoma City and the community are served by the CDC-LS, 6:30 a.m. to 6 p.m., Monday through Friday. There is a significant waiting list for all age groups, therefore applicants need to plan accordingly. For more information, please call (405) 945-3260.

### Computer Labs and Copy Machines

Computer laboratories with Internet access are located in the Library (Learning Resource Center, fourth floor) and in The Learning Center (Learning Resource Center, second floor). The Learning Center has computers with word processing software. The library has laptops for in-library use only available at the Circulation Desk. These laptops have Microsoft Office Suite and wireless Internet access.

Coin-operated copy machines are located in the Learning Resource Center in The Learning Center, second floor and Library, fourth floor.

### Conference and Meeting Space

OSU-Oklahoma City has impressive facilities, superior services, superb cuisine and a staff of professionals who will do their best to please you and your guests. The Student Center has more than 20,000 square feet of meeting space that can accommodate small or large groups (up to 250 people). Audiovisual equipment is available upon request.

The full-service catering staff will gladly assist you in planning the menu for your event. In addition, if your event requires specialized planning, we will work with you. Please allow us to discuss the numerous possibilities and arrange a successful meeting for your group or organization. For more information, please call (405) 945-3238.

### Cyber Café/Student Lounge

Drop by the Cyber Café to check email between classes, play games or surf the Web. Located in the Student Center, second floor, the Cyber Café is a great place to spend time between classes.

The Student Lounge, right next door to the Cyber Café (Student Center, second floor), features plush, comfortable couches, club-style chairs and a 42-inch plasma-screen television. It's a fun area where students can kick back while waiting for class, studying or hanging out with friends.

The Cyber Café and Student Lounge are open Monday through Thursday, 8:30 a.m. to 6 p.m. and Friday, 9 a.m. to 2 p.m.

### Family Resource Center

The Family Resource Center assists OSU-Oklahoma City family members in a variety of life-related issues, enabling them to take a proactive approach toward educational, personal and professional challenges through an innovative support services network.

FRC provides referrals to community resources, campus activities such as Thanksgiving baskets, the Cowboys Kids Christmas program, the Spring Egg Hunt, and also maintains an emergency food pantry.

For more information, call (405) 945-8691.

### Student Center

The Student Center provides a convenient one-stop shop for student services including the offices of Admissions and Registrar Services, Advisement Center, Testing and Assessment, Financial Aid and Scholarships, International Student Services, Services to Students with Disabilities, Student Life, Student Employment Services, Student Support Services, and Recruitment. The Bookstore, Food Service cafeteria, student lounge, Cyber Café and a full-service conference center are also located in the Student Center.

### Wireless Internet Access is Available

Students with active O-Key accounts have free wireless Internet access in buildings on campus. For more information contact the Technology Support Center, Learning Resource Center or call 945-6767.

### Policies

#### Electronic Data Device

Cell phones and other electronic devices are disruptive to the class. If a student's work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by an instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to the appropriate penalties. This policy may be strengthened by the instructor.

#### Food and Drinks

Food and drinks are strictly forbidden in classrooms and laboratories.

### Housing

OSU-Oklahoma City does not operate any on-campus housing; however, there are several apartment complexes within easy access of the campus. Metro Oklahoma City apartment information may be accessed at the following web site: [www.apartmentguide.com](http://www.apartmentguide.com).

### Student Rights and Responsibilities

It is the intent of OSU-Oklahoma City to ensure that students understand their rights and their responsibilities as students. *Student Rights and Responsibilities* is a document that clarifies the rights and responsibilities of student members of this academic community.

See website [www.osuokc.edu/rights](http://www.osuokc.edu/rights) for the complete *OSU-OKC Student Rights and Responsibilities* document that includes information about:

- General Student Disciplinary Policies
- Academic Policies, Rights and Responsibilities
- Academic Discipline, Procedures and Grievances
- Nonacademic Discipline, Procedures and Grievances
- Disciplinary Sanctions
- Extracurricular Use of University Facilities, Areas or Media for the Purpose of Expression
- Oklahoma State Policy for All Students and Employees Regarding the Drug-Free Schools and Communities Act
- Hazing
- Gender Discrimination and Sexual Harassment

Copies of *Student Rights and Responsibilities* are available in the Office of the Vice President for Student Services, the Office of Student Life and online at [www.osuokc.edu/rights](http://www.osuokc.edu/rights).

### Student Code of Conduct

To view the complete policy relating to Student Conduct, please visit the website at [www.osuokc.edu/rights](http://www.osuokc.edu/rights).

### Tobacco Policy

The use of tobacco products including cigarettes, cigars, pipes and smokeless tobacco shall be prohibited anywhere on campus, including buildings, grounds and parking lots leased, owned or operated by OSU-Oklahoma City.

### Unattended Children

For the personal safety of children and to avoid potential problems in supervision, children should not be at any location on campus without adult supervision. No children are permitted in classrooms, laboratories, teaching areas or the Library.