

SERVICES TO STUDENTS

Academic Advisement

Academic advisors are available to provide guidance, support and encouragement to prospective, new and current students. The Advisement Center is located on the first floor of the Student Center. For more information call (405) 945-9150 or email: advisement@osuokc.edu.

Business Services

The Business Services Office (Administration Building, second floor) is responsible for all financial transactions between students and the university. Students can visit the Business Services Office to pay their bill, find out information about a refund, obtain a parking pass, or put money on their campus ID card.

Campus Tours

Nothing can take the place of being shown around campus on a tour, visiting with faculty and getting questions answered. A tour can take 30-60 minutes, depending on the size of the group. Campus tours can be scheduled Monday through Friday, 8 a.m. – 3 p.m., for individuals or groups. To schedule a tour call (405) 945-9150 or email: info@osuokc.edu.

Career Resource Center

The Career Resource Center offers personalized and professional employment assistance to all OSU-OKC students looking for a job or a career. Help is available with résumé writing and job interviewing techniques, career exploration, interest surveys, “hot” jobs, wages, national job listings and more, including how to make the online services Oklahoma Career Information System (OkCIS) and JobFit work for you. CRC is on the first floor of the Student Center. Come by for more information, call (405) 945-8680 or visit online at www.osuokc.edu/CareerResources.

Deaf Student Services

Deaf Student Services (DSS) provides note taking, interpreting and C-Print services for students who are deaf or hard of hearing. For more information call (405) 945-3288 V/TDD.

Financial Aid and Scholarships

Information on financial aid and scholarship opportunities is available through the Office of Financial Aid and Scholarships, Student Center, first floor. For more information call (405) 945-8646 or go online to www.osuokc.edu/financialaid.



International Student Services

International student services are available to assist students through the admissions process and provide advisement on travel, employment, academic, and immigration status issues. In addition to these services, there is also an international orientation for new students that sheds light on immigration requirements, things to do in Oklahoma City, and tips on how to succeed in the classroom. For information about international admissions, call (405) 945-3315 or email: international@osuokc.edu.

New Student Orientation

Orientations are free sessions for students new to OSU-Oklahoma City. Orientations are designed for first-time students, transfer students and adult, non-traditional students. Information about campus programs and services is highlighted during the orientation sessions.

For dates, information and to register, contact the Information/Welcome Center, Student Center, first floor, or call (405) 945-9150 or email: info@osuokc.edu.

Recruitment Services

Campus tours, college fairs and other student recruitment activities are coordinated by the college recruitment specialists, located in the Student Center, first floor. To schedule a campus tour or arrange for a recruiter to attend a special event, call (405) 945-9150 or email Info@osuokc.edu.

Admissions & Registrar Services

Located on the first floor of the Student Center, the Office of Admissions & Registrar Services is where students begin the admissions/enrollment process. Admission, official transcripts and requests for other registrar services are handled by the Admissions staff. For more information call (405) 945-3291 or email: records@osuokc.edu

Scholarships - Institutional Tuition Scholarships

OSU-Oklahoma City offers a variety of tuition scholarships to eligible students. More details are available in the Financial Aid section of this catalog. To apply for an Institutional Tuition Scholarship, contact the Financial Aid and Scholarships Office at (405) 945-8646 or (405) 945-8681, visit the office (Student Center, first floor) or go online to www.osuokc.edu for an application.

Student IDs

Student identification cards are obtained at the Admissions Office, Student Center first floor, during the first semester of attendance at OSU-Oklahoma City. The ID card is required when checking out library materials, picking up financial aid checks, making tuition payments, using computer labs or the Wellness Center facilities and/or participating in various campus activity programs.

Services to Students with Disabilities

- Disability Services Coordinator/Physical Access Coordinator
(405) 945-3385
Student Center, First Floor
- Services to Deaf and Hard of Hearing Students
(405) 945-3288 or (405) 945-3288 VP
West Education Center (WEC) Building
First Floor, Room 100
- Vice President for Student Services
(405) 945-3204
Student Center, First Floor

OSU-Oklahoma City is committed to providing equal access to otherwise qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. Equal access is most commonly provided through reasonable academic accommodations/adjustments in the classroom or physical modifications to make classrooms and other learning environments accessible.

Definition

A student may be eligible to receive reasonable accommodations if they have a disability and are otherwise qualified to enroll or participate in an OSU-Oklahoma City course or program. Current disability legislation defines an individual with a disability as someone who:

- has a physical or mental impairment which substantially limits one or more major life activities,
- has a record of such impairment, or
- is regarded as having such impairment.

Additionally, students may be considered "otherwise qualified" and covered under current disability legislation if, with or without reasonable accommodations, they meet the same academic, professional, technical and behavioral standards as those without disabilities.

Policies and Procedures

It is the responsibility of each student who desires reasonable accommodation at OSU-Oklahoma City to identify themselves as an individual with a disability and to make a request for accommodation through the Disability Services Coordinator. The Disability Services Coordinator will then meet with the student to discuss the requirements of a student's selected course or degree program and appropriate accommodations. Students must also provide documentation of their disability before accommodations are approved.

Once accommodations are approved, the Disability Services Coordinator will work with the student to develop a Notification of Student Disability Accommodations form, which is a document certifying (but not specifically disclosing) the student's disability and the reasonable accommodations to be provided for each course. The student will then deliver the Notification form to each of their instructors as official notification of accommodations. The Disability Services Coordinator will then coordinate with faculty members or other departments as needed to implement the accommodations. It should be noted that students remain responsible for fulfilling all other university academic and conduct requirements despite receiving accommodations, and students must visit with the Disability Services Coordinator to develop new plans for accommodation for each semester they would like accommodations.

While there may be many options for reasonably accommodating a student, OSU-Oklahoma City strives to preserve essential course/degree requirements and to maintain a safe learning environment for the benefit of all students. As such, reasonable accommodations are generally considered those that provide equal access to disabled students without:

- Making a substantial change to essential course/degree requirements
- Posing a direct threat to the health or safety of others
- Posing an undue financial or administrative burden on the university

The Disability Services Coordinator is also pleased to support faculty/staff/administration, and welcomes consultation or concerns regarding student disability accommodations. If a faculty member has a concern regarding student accommodations, he/she is encouraged to consult with the Disability Services Coordinator. If the concern cannot be resolved between the faculty member and the Disability Services Coordinator, the Vice President for Student Services may be consulted along with the relevant academic Department/Division Head(s) and/or the Vice President for Academic Affairs. A similar process is adopted for student grievances regarding equal access and accommodations, and students with disabilities who have grievances are strongly encouraged to engage in resolution at the institutional level before seeking outside assistance.

Testing and Assessment Center

The OSU-Oklahoma City Testing and Assessment Center administers and interprets a wide variety of tests including make-up exams, COMPASS™, ACT, CLEP, GED, HESI A2, SPEAK, and TOEFL. Proctor service is also provided. Located in Student Center, Room 104. For more information, go to www.osuokc.edu/assessment or call (405) 945-8648.

Veterans' Services Center

The Veterans' Services Center Coordinator serves as a liaison to the Department of Veterans' Affairs in certifying veterans for educational benefits. Students receiving VA benefits are encouraged to stop by the Veterans' Services Center for important information about their enrollment and the filing procedures for their benefits. The Veterans' Services Center is located on the first floor of the Student Center. For more information call (405) 945-8692 or email veteransservices@osuokc.edu.

Wellness Services

Currently enrolled students may join any of the Wellness Center non-credit classes for free. They also have access to cardio/fitness equipment and free weights, the five-hole golf course, one-half mile outdoor fitness track, outdoor volleyball, croquet and tennis courts. First-time visitors may schedule a free fitness orientation that covers basic exercise technique, cardiovascular and basic nutrition guidelines and basic stretching exercises.

The Wellness Center operates Monday through Thursday, 7 a.m. to 7 p.m.; Friday, 7 a.m. to 6 p.m. and Saturday, 9 a.m. to 2 p.m. (summer and break times may vary).

Located on the first floor of the Administration Building, the center features a fully-equipped exercise room with treadmills; elliptical trainers; bikes; Cybex, Paramount and Quantum strength training equipment; and a multi-purpose room for serious aerobic classes.

Expanded services include a variety of fitness and wellness programs, as well as intramural sports. Many new opportunities are available to OSU-Oklahoma City students and the community. Call the Wellness Center at (405) 945-8642 for the latest program information and scheduling or go to www.osuokc.edu/wellness.