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 ESL classes are offered and managed by Oklahoma City Public Schools Adult Education Department. Classes meet two days a week, three hours each day.

For information call (405) 231-2053 (press 0) or go to http://www.okcps.org/Departments/Academics/AdultEducation/tabid/2794/Default.aspx.

GED INSTRUCTION
Individuals wishing to prepare for the GED (General Educational Development) exam may participate in the free GED prep program offered and managed by Oklahoma City Public Schools Adult Education Department. Classes meet two days a week, three hours each day.

For information call (405) 231-2053 (press 0) or go to http://www.okcps.org/Departments/Academics/AdultEducation/tabid/2794/Default.aspx.

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 copiers and study rooms are provided. A collaboration room allows up to four students to share computer screens on a large monitor. Children may be in the library as long as they have adult supervision and aren’t disturbing other library users.

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, English and Science 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.

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 6th 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 Etta Dale, Mayfield, Jefferson, Robbyer, Roosevelt, Webster, and Western Heights middle schools. Talent Search also can help out-of-school adults (to age 27) and U.S. military veterans (of any age) with career exploration, enrollment, financial aid, and back-to-school transition. 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.

UPWARD BOUND
Upward Bound is a federally-funded program designed to identify and select 76 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.

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) 945-9150 or go to 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.orangefconnection.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.bookstr.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. The Bookstore is located in the Student Center, second floor, and can be contacted at (405) 945-3201 or faxed at (405) 945-3213.

CHILD DEVELOPMENT LAB SCHOOL
The Child Development Lab School (CDLS) 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 CDLS, 7 a.m. to 6 p.m., Monday through Friday. 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.

COWBOY CATERING AND EVENTS SERVICES
Cowboy Catering and Events Services is your one stop shop for all conference and meeting spaces on campus. We offer superior services, impressive facilities, quality 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 Cowboy Catering staff will gladly assist you in planning the menu for your event. In addition, if you require specialized planning, we will be happy to help you in any way to ensure that your event held at our facilities is successful.

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.
THE HUB
The HUB (Student Center, second floor) offers a place to eat, relax and visit with friends or study. Breakfast and lunch items, both hot and cold, are available Monday through Friday. Other meal offerings include homemade entrees, cook-to-order grill items, fresh-made wraps and salads and a variety of snacks. Menus can be found online at 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.

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, and a full-service conference center are also located in the Student Center.

STUDENT SUCCESS AND OPPORTUNITY CENTER
The Student Success and Opportunity Center (SSOC) is located on the second floor of the Learning and Resource Center and provides free academic services to all OSU-OKC students. The SSOC offers free tutoring in various subject areas: a writing lab; a math lab; group and individual work stations; a computer lab with access to printers and copiers; access to academic material, study guides, and class specific software; and study skill workshops.

It’s a one-stop shop for all your academic needs. Students are encouraged to make an appointment with a tutor ahead of time, however, walk-ins are always welcome. 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, check out our website at www.osuokc.edu/ssoc or call 405-945-8679.

WIRELESS INTERNET ACCESS IS AVAILABLE
Wireless internet access is available across campus with an active O-Key username and password. Guests on campus can access free wireless by selecting “guest” and signing up for temporary access. 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.

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 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.

STUDENT CODE OF CONDUCT
To view the complete policy relating to Student Conduct, please visit the website at 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. This policy applies to other smoking preparations including but not limited to hookahs, electronic cigarettes, vapor cigarettes, and clove cigarettes.

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 or teaching areas. Children may be in the library as long as they have adult supervision and aren’t disturbing other library users.