Student Clubs and Organizations:

ACJA .................. American Criminal Justice Association
BCM .................. Baptist Collegiate Ministries
BSA .................. Black Student Association
CARE ................. Chemical Abuse Recovery Education Student Organization
CRA .................. College Republicans
CTC .................. Computer Technology Club
DHSC ................. Deaf/Hearing Social Club
EEA .................. Early Care Education Association
EET .................. Electronics Engineering Technology Club
EMTSA ............... OSU-Oklahoma City Chapter of the Oklahoma Emergency Medical Technician Student Association
GG .................... Go Green
HSA .................. Hispanic Student Association
MD ................... Mission Dance
NASA ................ Native American Student Association
OIL .................. Oklahoma Intercollegiate Legislature
OSSO ................ Oklahoma State Secular Organization
PTK .................. Phi Theta Kappa International Honor Society
PLANET ............. Professional Landscape Network Student Organization
SODA ................ Sexual Orientation Diversity Association
SAVIE ............... Student Association for Victim Interests and Empowerment
SGA .................. Student Government Association
SME .................. Society of Manufacturing Engineers
SNA .................. OSU-Oklahoma City Chapter of the Oklahoma Student Nurse Association
SLT .................. Student Leaders of Tomorrow
SPA .................. Student Parents Association

SS ..................... Society of Student Sonographers
STAT ............... Students Today, Alumni Tomorrow
VTSA ................ Veterinary Technician Student Association
WESA ................ Wind Energy Student Association
YDA .................. Young Democrats of America

Miscellaneous:

TBA .................. To Be Announced

Student Center Meeting Rooms:

Blair ................. Blair Room
Conf. Rm. 304 ....... Conference Room 304
Conf. North ......... Conference Room North
Conf. South ......... Conference Room South
Conf. West ......... Conference Room West
Pistol Pete .......... Pistol Pete Room
Pres. Ste. ........... President’s Suite
SC .................. Student Center
SS ..................... Student Services Conference Room

Academic Calendar

Fall 2011

August 22 .................................. First Day of Class
September 5 ............................... Labor Day
October 20-21 ......................... Fall Break
November 23-25 ......................... Thanksgiving
December 18 ............................. Last Day of Classes
December 23-January 2 .............. Holiday Break

Spring 2012

January 16 .......................... Martin Luther King, Jr. Day
January 17 .......................... First Day of Classes
March 19-23 ......................... Spring Break
May 13 ............................. Last Day of Classes
May 14 ............................. Commencement
May 28 ............................. Memorial Day

Summer 2012

June 4 .......................... First Day of Class
July 4 .......................... Independence Day-Observed
July 29 ............................. Last Day of Classes

DISCLAIMER: Though every effort was made to confirm dates and time of events, and to include all student-related activities in this calendar, press deadlines made TOTAL accuracy impossible. Please verify listed events and locations. Accept our apologies for any oversights. REGARDING INCLUSION IN SUCCEEDING CALENDARS, please notify the Student Life Office at (405) 945-3378 of any pending events for your club, organization or department. Every effort will be made to include all appropriate information.
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**August 11, 2011**

- **August 1:** Howdy Week Activities, 11:30 a.m.-1 p.m. and 4:30-5 p.m.
- **August 2:** Student Organization Fair 11 a.m.-1 p.m., SC, 2nd Floor
- **August 10:** Non-traditional Student Orientation, 5:30-7:30 p.m., Conf. Rm. 304
- **August 11:** Orange Crush New Student Orientation, 10 a.m.-2 p.m., Conf. Rm. North and South
- **August 12:** Welcome Back Students!

**Welcome Back Students!**

**Student Organization Advisor Workshop** 12-1 p.m., Conf. South

**OSU-OKC President’s Welcome Reception, 11:30 a.m.-12:30 p.m., Conf. North**
August 2011

1 Monday

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

6 Saturday

7 Sunday
August 2011

15 Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

August 2011

20 Saturday

21 Sunday
August 2011

29 Monday

30 Tuesday

31 Wednesday

September 2011

1 Thursday

2 Friday

3 Saturday

4 Sunday
<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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</table>
| 1    | SGA General Session 12-1 p.m., Conf. North  
OSU-OKC President’s Welcome Reception, 11:30 a.m.-12:30 p.m., Conf. North |
| 2    |                 |
| 3    |                 |
| 4    | Labor Day  
No Classes  
Campus Closed |
| 5    |                 |
| 6    | Full Service Learning Fair 10 a.m.-2 p.m., SC, 2nd Floor |
| 7    | Hispanic Heritage Week, September 12-15  
Voter’s Registration Drive 11-1 p.m., SC, 2nd Floor  
SGA General Session 12-1 p.m., Conf. Rm. 304 |
| 8    | Student Leadership Retreat 10 a.m.-3 p.m. |
| 9    |                 |
| 10   |                 |
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| 12   |                 |
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| 29   | Job/Career Expo 10 a.m.-1:30 p.m., SC, 2nd Floor |
| 30   |                 |
| 31   |                 |

*August 2011*  
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  

*September 2011*  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24  

*October 2011*  
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
September 2011

5 Monday

6 Tuesday

7 Wednesday

8 Thursday

9 Friday

10 Saturday

11 Sunday
September 2011

26 Monday

27 Tuesday

28 Wednesday

October 2011

29 Thursday

30 Friday

1 Saturday

2 Sunday
October is
Breast Cancer
Awareness Month

Think Pink Tea for Breast Cancer Awareness
12-1 p.m., Conf. South

SGA General Session
12-1 p.m., Conf. South

Fall Break - No Classes, Campus Closed

President’s Roundtable Luncheon
12-1 p.m., Pres. Ste.

Halloween Blast
Horticulture Pavilion

Columbus Day

Halloween
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<td>Campus closed</td>
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**Thanksgiving Break, No classes**

**Veterans' Day**

**Dollars & Sense Financial Empowerment Workshop 12-1 p.m.**
November 2011

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

12 Saturday

13 Sunday

November 2011

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

12 Saturday

13 Sunday
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**December '11**

- **Christmas Day**: December 25
- **Semester Ends**: December 18
- **Finals Week**
  - Final Week
  - SGA General Session
  - Dec. 23-January 2
  - Campus Closed
- **Holiday Break, December 23-January 2, Campus Closed**
- **New Year’s Eve**: January 31
- **Holiday Break**: November 22-December 22, Campus Closed
December

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

23 Friday

24 Saturday

25 Sunday

December

2011

2011
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<td>18 Student Organization Fair SC, 2nd Floor</td>
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<td>26 President's Round Table 12-1 p.m., Pres. Ste.</td>
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January

2 Monday

3 Tuesday

4 Wednesday

5 Thursday

6 Friday

7 Saturday

8 Sunday

January

2012

2012
February '12

2
SGA General Session
12-1 p.m., Conf. Rm. 304

3

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13
Valentine’s Day
SGA Valentine Date Auction
11 a.m.-1 p.m., Conf. South

14

15

16
SGA General Session
12-1 p.m., Conf. Rm. 304

17

18

19
President’s Day

20

21

22
SGA celebrates Black History Month

23
President’s Round Table
12-1 p.m., Pres. Ste.

24

25

26

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28

29

February is Black History Month
January 2012

30 Monday

31 Tuesday

1 Wednesday

February 2012

2 Thursday

3 Friday

4 Saturday

5 Sunday
**March ’12**

**Thursday, March 1, 2012**
- SGA General Session
  - 12:1 p.m., Conf. South

**Friday, March 2, 2012**
- SGA General Session
  - 12:1 p.m., Conf. North

**Saturday, March 3, 2012**
- SGA Dinner Theater
  - 6-9 p.m., Conf. North and South

**Thursday, March 8, 2012**
- Spring Break, No classes

**Friday, March 9, 2012**
- Spring Break, No classes

**Saturday, March 10, 2012**
- Saint Patrick’s Day

**Thursday, March 15, 2012**
- SGA General Session
  - 12:1 p.m., Conf. North

**Friday, March 16, 2012**
- Spring Break, No classes

**Saturday, March 17, 2012**
- President’s Round Table
  - 12-1 p.m., Pres. Ste.
March

5 Monday

6 Tuesday

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8 Thursday

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11 Sunday

March
March 2012

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- **Easter Sunday**
- SGA Casino Day: 11 a.m.-1 p.m., SC, 2nd Floor
- SGA General Session: 12-1 p.m., Conf. North
- Go Green Earth Day Fair
- President’s Round Table: 12-1 p.m., Pres. Ste.
April 2012

16 Monday

17 Tuesday

18 Wednesday

April 2012

19 Thursday

20 Friday

21 Saturday

22 Sunday
23 Monday

24 Tuesday

25 Wednesday

26 Thursday

27 Friday

28 Saturday

29 Sunday
May 2012

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

12 Saturday

13 Sunday

May 2012

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

12 Saturday

13 Sunday
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| Flag Day
June 14 |        |         |           |

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| 14       | 15     | 16       |

| 17 Happy Father’s Day! | 18     | 19       |

| 20       | 21     | 22       |

| 24       | 25     | 26       |

| 27       | 28     | 29       |

| 30       |        |          |

May 2012
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6 7 8 9 10 11 12
13 14 15 16 17 18 19
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27 28 29 30 31

July 2012
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<th>May 2012</th>
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June 2012

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday

10 Sunday

June 2012

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday

10 Sunday

June
July '12

Independence Day
Campus Closed
July 2012

30 Monday

31 Tuesday

1 Wednesday

August 2012

2 Thursday

3 Friday

4 Saturday

5 Sunday
Oklahoma State University-Oklahoma City

is a North Central Association accredited, state-assisted public college serving the technical education and training needs of Oklahoma.

Located in the heart of Oklahoma City, at the crossroads of Interstate 44 and Interstate 40, this campus enrolls approximately 7,600 full- and part-time students each semester.

OSU-Oklahoma City has grown from one building with fewer than 100 students in 1961 to a campus today of 110 acres, 14 modern buildings and 331 full-time faculty and staff.

Taking pride in its student-centered approach to collegiate education, OSU-Oklahoma City offers:

- a bachelor of technology degree program
- 33 associate in applied science degree programs with numerous areas of option,
- eight associate in science degree programs,
- a variety of certificate programs,
- developmental education courses, and
- business and industry training.

Curriculum is designed in response to current business and industry needs and with input from professionals who serve on advisory committees. All energies are directed toward one goal: blending academic and student support services to create a collegiate educational experience that addresses individual student goals and job-force needs.

The Oklahoma State University System

OSU-Oklahoma City is one of four branch campuses within the Oklahoma State University system. The other three campuses are OSU-Institute of Technology, OSU-Tulsa and the Center for Health Sciences, Tulsa. The main Oklahoma State University campus is located 80 miles northeast of Oklahoma City in Stillwater, Oklahoma. The chief executive officer of the Oklahoma City campus holds the title of president. Governing board of all five OSU campuses, as well as Langston University, Oklahoma State Panhandle University, Connors State University and Northeastern Oklahoma A&M College, is the Board of Regents for Oklahoma State University and the A&M Colleges.

The Philosophy

OSU-Oklahoma City operates in the belief that each person should be:

- treated with dignity and respect,
- afforded equal opportunity to acquire a complete educational experience,
- given an opportunity to discover and develop their special aptitudes and insights,
- provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

The Mission

Oklahoma State University – Oklahoma City develops and delivers collegiate level career and transfer educational programs, professional development and support services which prepare individuals to live and work in an increasingly technological and global community.

The Vision

Oklahoma State University – Oklahoma City will be the preeminent educational resource in Oklahoma City, enhancing people’s lives by providing:

- Unique and exceptional programs to serve the community,
- Progressive, highest quality learning opportunities and,
- Outstanding support services.

Student Profile

OSU-Oklahoma City classes and halls are filled with students from many social and cultural backgrounds, age groups, interests, and academic and work-related experiences.

Seventy percent of our students arrive from within Oklahoma County, 29 percent from outside the county and one percent from outside Oklahoma. Fifty-nine percent of the student body is female and 41 percent male. Thirty-eight percent are minority, including African-American, Asian, Hispanic, Native American and non-resident alien. Approximately 66 percent attend classes part-time and 34 percent are full-time. The age range is from 15 to 76 with an average of about 27.

Classes are scheduled throughout the day, evening, weekends and online to accommodate our totally commuter student body. Whereas 96 percent of our students are enrolled in collegiate-level career and transfer programs, another 4 percent are not seeking a degree but focusing on improving skills and enjoying the new knowledge and environment.
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.

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. Admissions, 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, CLER 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 veteranservices@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.
Assistance, Resources, Policies

**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, 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.

**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.

**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) 945-9160 or view our website at www.osuokc.edu/talentsearch.

**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.

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.orangecollection.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. 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.

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. 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.

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
The Cyber Café and Student Lounge is a fun area where students can kick back while wait- ing 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 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 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.

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.

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.

Student Engagement and Development
OSU-Oklahoma City offers a wide array of extracurricular programs and activities that serve students’ interests. A wide range of social, recreational, cultural and civic activities are offered to students. The Office of Student Life works closely with student organizations and provides guidance and information concerning student organization constitutions, by-laws, membership and issues concerning college policy. OSU-Oklahoma City students may request an official OSU-Oklahoma City Student Activity Transcript from the Office of Student Life (Student Center, Room 102A) or call (405) 945-3378 or email studentlife@osuokc.edu. The Student Activity Transcript is an official record of out-of-class, extracurricular activities and accomplishments of students.

Student Organizations
Want to get involved in college? Join any of the campus clubs and organizations at OSU-Oklahoma City, or join the organization that pulls all of these groups together—the Student Government Association. For more information, please contact the Office of Student Life at (405) 945-6796 or (405) 945-8674 or email studentlife@osuokc.edu. Check out current campus organizations or start a new one. Drop by the Office of Student Life, Student Center, first floor, and let us show what it takes to start an organization or how to get involved.
American Criminal Justice Association
The American Criminal Justice Association’s purpose is to further professionalism in the field of criminal justice. As a student organization, it strives to fulfill the needs of the profession through education, training, seminars and personal contacts. To this end, members are encouraged to attend annual regional and national conferences, as well as participate in monthly chapter meetings.

Baptist Collegiate Ministries (BCM)
BCM is a Christ-centered, church-related, student-led organization on college and university campuses throughout Oklahoma. BCM is dedicated to bringing students to a closer walk with Jesus Christ through worship, Bible study, fellowship, ministry opportunities and missions.

Black Student Association
The mission of BSA is to encourage a positive educational experience among all students of African/African-American descent and to educate the campus and community about the culture. Any OSU-OKC student is eligible for membership.

Chemical Abuse Recovery Education Student Organization (CARE)
Membership in this organization is open to any student who wants to learn more about the substance abuse counseling field. Monthly meetings feature guest speakers, special activities and will give you an opportunity to get to know fellow students!

College Republicans
Interested in the political process and learning about the Republican Party? If so, come join the College Republicans where local candidates are invited to come speak about the issues, members learn about the Republican platform and they increase awareness about the political process in America. Membership is open to all college students.

Computer Technology Club (CTC)
Is a computer part of your life? Then the Computer Technology Club is the student organization for you! Some of the goals of the C.T.C are to help raise funds for the campus, tour off-campus sites, provide speakers at meetings to give updates on new technology and provide student user support. There are also lots of opportunities for social events and fellowship.

Deaf/Hearing Social Club
The Deaf/Hearing Social Club offers support for students who are deaf and hard of hearing, as well as for Interpreter Training students. Not only does the Deaf/Hearing Social Club provide opportunities for socializing in sign, it also offers activities such as trips, parties, guest speakers and educational functions.

Sexual Orientation Diversity Association (SODA)
The purpose of the Sexual Orientation Diversity Association is to generate a network of support that promotes reaching educational goals, as well as, tolerance and equality for gay, lesbian, transgender, and bisexual people. This club will strive to promote unity and leadership in the celebration of diversity among all cultures and their families.

Early Care Education Association
The mission of the OSU-OKC Early Care Education Association is to advance the field of early education through the creation of knowledge and promotion of professionalism and leadership. ECA will support high quality early care for families and children. Through this promotion and support, the ECA will serve our community through service activities while enhancing the learning opportunities for OSU-OKC students.

Electronics Engineering Technology Club (EET)
The Electronics Engineering Technology Club has activities for its members to enhance and supplement their education. Club activities include speakers from industry, interaction with EET graduates and field trips to companies that have possible job opportunities for EET graduates. The EET Club also provides fellowship and social events for the members.

Go Green
Are you interested in educating our community to be more eco-friendly? Are you interested in finding out how to preserve our world? Come and get involved with Go Green so we strive to promote environmental awareness on the OSU-OKC campus and within our community.

Native American Student Association (NASA)
The Native American Student Association helps the individual Native American student adjust to college life and gain a better understanding and knowledge of Native American heritage, as well as preserve it. Membership is open to those interested in the cultures of Native Americans.

Oklahoma Intercollegiate Legislature (OIL)
The purpose of this organization shall be to provide the students of OSU-OKC with a beneficial educational experience in the governmental process. The organization shall also serve as a forum for issues of concern to the students of OSU-OKC.

Oklahoma State Secular Organization
Oklahoma State Secular Organization exists to provide a forum for secular minded students to meet like-minded individuals, promote critical thinking and provide a positive representation for secularists in the community. The group endeavors to provide education and foster understanding between religious and secular people alike.

OSU-Oklahoma City Chapter of the Emergency Medical Technician Student Association (EMTSA)
The purpose of EMTSA is to recognize the vital role that emergency medical service personnel play in our daily lives and to encourage emergency medical services as a career.
OSU-Oklahoma City Chapter of the Oklahoma Student Nurse Association
The formal organization of student nurses on campus is the OSU-Oklahoma City Chapter of the Oklahoma Student Nurse Association. Membership is open to all nursing students. Members receive mailings from the National Student Nurse Association and have the opportunity to attend state and national conventions. Membership allows nursing students a chance to interact with nursing students from other college nursing programs and to stay current with trends and issues regarding the nursing profession.

Phi Theta Kappa Alpha Pi Nu Chapter
Phi Theta Kappa International Honor Society of the Two-Year College recognizes scholastic achievement and promotes social awareness, fellowship and individual growth. Students must have completed at least 12 college semester credit hours at OSU-Oklahoma City with a minimum 3.5 cumulative grade point average to be eligible for membership. Invitations for membership are mailed to eligible students in September and February. Transfers from other Phi Theta Kappa college chapters are welcome.

PLANET (formerly known as Associated Landscaping Contractors of America)
PLANET’s purpose is to act as a stepping stone for horticulture students interested in entering the landscape contracting industry.

Society of Manufacturing Engineers (SME) Student Chapter 263
SME provides students with a direct link to manufacturing professionals through a monthly technical magazine and meetings that alternate between day and night. There are also opportunities for participation in professional activities both locally and regionally. Scholarship awards are provided by the Oklahoma City Chapter 125.

Sociology Club
This club provides its members with the opportunity to meet with groups or individuals with similar interests while promoting interaction between sociology majors, minors and others interested in sociology.

Students Association for Victim’s Interest and Empowerment (SAVIE)
The purpose of SAVIE is to provide, through campus activities, education to the student body on matters relating to victim-survivor issues and the support agencies available for consultation. In addition, those students enrolled in the Crime Victim/Survivors Services (CVSS) program shall be provided with information and lectures on topics relating to the profession and are provided with an avenue for networking.

Student Government Association (SGA)
The Student Government Association is the representative body of all OSU-Oklahoma City students. SGA sponsors and co-sponsors campus activities and events, recommends the spending of student activity fees and represents the students on campus committees. SGA maintains an office in the Student Center, first floor, for all clubs and organizations to use.

Student Parents Association (SPA)
SPA promotes the development of a network of support on the OSU-Oklahoma City campus for students who are facing the dual challenge of college classes and parenting. This is done through a variety of activities: social, family, fund raising and public service.

Student Leaders of Tomorrow
Membership is open to any OSU-Oklahoma City student who is eligible for and participating in the Project SOAR program on campus. Project SOAR is a federally-funded Title IV program under the Higher Education Act of 1965 and is offered to students who meet the criteria set by the Department of Education. Members are dedicated to providing support to other students like themselves who welcome encouragement and assistance in becoming successful in their academic endeavors.

Student Today, Alumni Tomorrow (STAT)
STAT is the student Alumni & Friends membership program that helps supports students during their time at OSU-OKC. Members are engaged in the promotion of OSU-OKC programs and activities both on and off campus.

Veterinary Technician Student Association
The Veterinary Technician Student Association was organized in 1997 by OSU-Oklahoma City’s first class of Veterinary Technology students. Membership is open to anyone interested in promoting the professional and educational advancement of veterinary technicians.

Wind Energy Student Association
The purpose of the Wind Energy Student Association is to bring further awareness of the educational opportunities available to current students and prospective students pursuing careers in the rapidly growing alternative energy sector.

Young Democrats of America
Interested in the political process and learning about the Democrat Party? If so, come join the Young Democrats where local candidates are invited to come speak about the issues and members learn about the Democrat platform as well as increase awareness about the political process in America. Membership is open to all college students.
Campus security is provided 24 hours a day, seven days a week, by OSU-Oklahoma City Campus Security. Campus Security constantly patrols parking lots, buildings and grounds. As a precaution, car doors, office doors, classroom doors and other areas should be locked and secured when not occupied or scheduled for activities. If anyone suspicious is observed in or around the campus area, contact Campus Security so that we may investigate the problem.

If you find safety hazards that you feel should be addressed immediately, such as a broken chair, an unidentified bothersome smell inside a building, or a trip hazard, please contact the Office of Safety and Security immediately.

Location
The OSU-Oklahoma City Office of Safety and Security is located on the first floor of the Business Technologies Building, Room 100. The phone number is (405) 945-3253.

Emergencies
In case of an emergency on campus, contact Campus Security by dialing 945-9111. Security officers will determine if any outside agencies (fire department, police department, paramedics, etc.) need to be contacted and do so as the need arises. For more specific information see Medical and Health Emergencies below.

Emergency Messages
Emergency messages are often received for faculty, staff and students. All attempts are made to deliver messages deemed to have urgency. The least interruption possible is the goal; but, if necessary, an emergency message will be delivered to either a student or instructor during class. Persons wishing to get an emergency message to a student should contact OSU-Oklahoma City Security by calling (405) 945-9111. Caller must be able to provide valid emergency information before a message is delivered.

Request of Identification
No person on university property shall willfully fail or refuse to comply with any lawful order or direction of an officer of Safety and Security or any university administrator. Upon the request of any Safety and Security officer or university administrator, proper identification shall be produced.

Identification Cards
OSU-Oklahoma City Identification cards are issued at the Information Desk in the Student Center, first floor, during working hours Monday through Friday. These are required for access to Business Services, Library, computer labs, Cyber Café and Wellness Center, as well as many other departments on campus. They are also used by Security for identification after hours and/or on weekends as authorization for your presence on campus. Students, as well as employees, are encouraged to obtain one.

Surveillance Cameras
The Department of Safety and Security is committed to enhancing the campus community quality of life by integrating the best practices of public and private campus safety with state-of-the-art technology. This department will utilize overt video surveillance cameras to monitor and record public areas to help ensure the safety and security of the campus community.

Reporting Incidents
Any unusual event such as theft of property or auto mishap should be reported to the Office of Safety and Security, Business Technologies Building, Room 100, at (405) 945-9111. Security does not investigate auto accidents, but can provide a statement to submit to an insurance company. Security personnel will complete an incident report, which is placed on file. Security is responsible for contacting city police to investigate the incident when so requested. A complaint/witness statement form may be found at www.osuokc.edu/security/forms/Complainant_Witness_Statement.xls.

Emergency Preparedness
Plan for Injury to Students/Guests on Campus
All injuries occurring on campus need to be reported to the Office of Safety and Security immediately regardless of the severity at (405) 945-9111. Please fill out the Accident/Injury form (www.osuokc.edu/security/forms/Accident_Injury_Report_Form.xls) in its entirety and return it to Security without delay.

If a student or guest is injured on campus, it is up to the faculty or staff person supervising the class or event to contact the Office of Safety and Security so that Security may complete an “Incident Report” which details the injury. (In the event that the faculty or staff person cannot be located, it will be necessary for the student or guest to contact Security directly.)

If the injured person feels that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City and wishes to file a claim for medical costs or property damage, they should contact either the vice president for Finance and Operations for OSU-Oklahoma City or they may contact the State Risk Management Office at (405) 521-4999. OSU-Oklahoma City will not make any reimbursements for personal injury or physical damage. Determination of negligence and amounts of monetary liability are the exclusive responsibility of the State Risk Management Office. Employees of OSU-Oklahoma City may NOT obligate any institutional funds for payment of injuries or property damage.

If after an investigation it has been determined that the injury or property damage was caused by negligence on the
Medical and Health Emergencies

1. Faculty or staff should call Security at extensions 253 or 111. DO NOT CALL THE NURSE SCIENCE OR EMT DEPARTMENTS. In emergencies with immediate danger or an unconscious person call 911 AND Security.

2. When you call Security (extension 253 or 111):
   a. Give the Security officer the exact location of the emergency, including building and room number.
   b. Describe the emergency (such as seizure, accident, chest pain, etc.)
   c. Provide assistance to the emergency victim only if you are trained to do so. Otherwise, wait with the victim and make him/her as comfortable as possible without moving the individual until Security or emergency personnel arrive.

3. General First Aid Guidelines – DO NOT CONTACT THE NURSE SCIENCE OR EMT DEPARTMENTS.
   a. Do not attempt to move the victim.
   b. Apply direct, steady pressure to wound, if bleeding. For victims who have stopped breathing, fainted, are choking or have had a seizure, CALL 911 AND SECURITY (extension 253 or 111) IMMEDIATELY. Do not attempt to administer aid unless you are trained to do so.
   c. When Security or emergency personnel arrive they will assume control of the situation.

Student Organizations off Campus

Student organizations participate in workshops, conventions, conferences, etc., off campus at various locations with advisors present. These advisors are required to report any known crimes to the Office of Safety and Security; and, in turn, Security will report these crimes to the appropriate law enforcement agency at its discretion.

Inclement Weather, Class Cancellation, Campus Closing

A decision to close the campus or to cancel classes because of inclement weather or other adverse conditions will be made as early as possible. Students should watch and listen for news broadcasts. Weather information is available on www.osuokc.edu/weather. Students are encouraged to join social media networks at www.facebook.com/osuokc and www.twitter.com/osuokc.

A decision to close the campus includes offices across the campus. If only classes are cancelled, campus offices remain open. Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

Tornado and Severe Windstorms

When a tornado is confirmed close to the OSU-Oklahoma City campus, college officials and campus Security will notify each building on campus that all persons should seek immediate cover in a shelter area. The shelter locations for each building are identified by yellow signs labeled “Emergency Storm Shelter.” Most shelters are located on the lowest level of each building and usually inside restrooms, stairwells and northeast classrooms. When conditions are safe to return to normal operations, campus officials and security will issue “all clear” notices to shelter locations.

Energy Education

Oklahoma State University in Stillwater has contracted with Energy Education, Inc. (EEI) to develop an energy education program that will become self-sustained on each of the campuses. OSU-Oklahoma City has built an awareness of conservation to have a more prosperous and sustainable future through the wise use of energy. Its policy and guidelines cover general information and guidelines for heating, air conditioning, water usage and lighting with emphasis on usage during unoccupied times.

Dead Battery

As a courtesy, the Office of Safety and Security gives assistance for “dead battery” vehicle starts on campus provided the vehicle owner signs a “Release of Liability” form. Officers WILL NOT give assistance in retrieving keys locked in vehicles. Security will not perform mechanical repairs or maintenance on vehicles.

Office and Classroom Buildings

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. At other times, access can be obtained by contacting the Office of Safety and Security. Laboratories are open during posted hours. Approval from the appropriate professor is required for access at any other times. All buildings and facilities are patrolled and monitored by Safety and Security officers on a 24-hour basis. Maintenance and lighting problems are reported to the Physical Plant by the officers. Depending on the criticality, repairs are accomplished on a 24-hour basis.

Special Event Coordination for Parking and Building/Classroom Access

If your event will require visitors to park on campus notify the Office of Safety and Security at (405) 945-3253 or email security@osuokc.edu to arrange for Temporary Parking Passes issued. Without these passes, visitors may be cited for illegal parking. If buses or other large vehicles will be parking on campus, we may need to coordinate an area where they will have plenty of room and will be less likely to cause traffic/parking problems.
If your event requires building or classroom access on weekends, evenings or after hours, you will need to make arrangements with Security at (405) 945-3253 or email security@osuokc.edu. Occupants of the meeting or class will be questioned by a Security Officer if prior arrangements have not been made. If your vehicle will be left on campus due to an event off campus, please inform Security of the type of vehicle, the location where you have parked it and the duration it will stay on campus.

Recreational Use of OSU-Oklahoma City Property
Riding a motorcycle, motor scooter, roller blades, skateboards or any other recreational item on any sidewalk, pathway or area intended solely for pedestrian use is prohibited. Roller blades, skateboards or any other recreational items are also prohibited in all parking lots, driveways and the Precision Driving Training Course. Use of land, launching of hot air balloons, use of remote controlled vehicles and flying of model aircraft is also prohibited on OSU-Oklahoma City properties without prior written approval from the vice president of Finance and Operations.

The Agriculture Technologies Division’s golf course, practice putting green, driving range and pavilion are available for use on a reservation basis only. Use of these facilities is prohibited without prior scheduling. For information or reservations please call the Agriculture Technologies Office at (405) 945-3358.

Lost and Found
All lost and found items are brought to the Security Office at the end of each day from various locations on campus. Please call the office at (405) 945-3253 to obtain information on how to pick up personal property.

Parking and Traffic Regulations
The Board of Regents for Oklahoma State University/A&M Colleges, the governing board, has appointed necessary officers for the purpose of protecting personnel and property at Oklahoma State University-Oklahoma City. These officers are assigned to the Office of Safety and Security, which has the responsibility and authority for the administration and enforcement of the university’s parking and traffic regulations.

Any student, eligible faculty, adjunct or staff member of the university who operates a motor vehicle on the campus is required to obtain a university hangtag and display it on his/her vehicle mirror before parking the vehicle on university property. Student registration hangtags are issued by Business Services, located on the second floor of the Administration Building. The annual parking fee is $15 and additional hangtags may be purchased for $1.

Copies of the OSU-Oklahoma City Parking and Traffic Regulations are available at Business Services, or in the Office of Safety and Security, Business Technologies Building, Room 100. The Parking and Traffic Regulations that outline the parking policy are also available in PDF format at www.osuokc.edu/security/forms/parkregs.pdf. Employees may obtain their hangtags from Business Services.

Students have designated parking areas on campus and tickets may be issued to students who park in any unauthorized area. Parking spaces for the disabled are available in all parking areas. For more information, see the Parking and Traffic Regulations portion of the Security section in this catalog.

Traffic Citations
Charges for parking violations are added to the student’s account. Payment for violations should be made in Business Services, Administration Building, second floor. Students who allow their account to be delinquent will have a “hold” placed on their academic records or re-enrollment. To contest a ticket, obtain a Traffic Violation Petition from Business Services. Fill out the requested information completely, attach the ticket in question and return the petition to Business Services or send to the Office of Safety and Security. You will be notified by mail of the final decision.

Crime Information at OSU-Oklahoma City
Reported crime statistics are those which occurred within the jurisdictional boundaries of campus. They include Oklahoma City Police jurisdiction on city streets or public property immediately adjacent to the campus, and may include Oklahoma County property.

Crime statistics concerning other locations are available at the Oklahoma City Police Department. To view OSU-Oklahoma City’s crime statistics go to: www.osuokc.edu/security/stats.htm.

Summary of the Jeanne Clery Act
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The “Clery Act” is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public “Megan’s Law” information about registered sex offenders on campus could be obtained.

For more information about the Jeanne Clery Act, visit the Security on Campus, Inc. at www.securityoncampus.org.

Drugs and Alcohol
OSU-Oklahoma City does not tolerate illicit drug use and/or alcohol abuse on campus or in connection with university functions by any person regardless of age. State law regulates the possession, use and/or sale of alcoholic beverages and illegal drugs. OSU has articulated a policy on alcohol and drug use on campus. This and other related policies are in the Oklahoma State University-Oklahoma City Student Rights and Responsibilities Governing Student Behavior available in the Office of Student Life or on the website at www.osuokc.edu/rights.

Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals
The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college or university campus by state law. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition,
fireworks, explosives and dangerous chemicals on campus, in OSU-Oklahoma City vehicles, or on OSU-Oklahoma City sponsored trips.

Exceptions to this policy are police and peace officers employed by OSU-Oklahoma City and those who have been called to assist or to perform law enforcement duties on campus as well as police and peace officers in their official on-duty capacities and in the performance of their duties. Collegiate Officer Program students during supervised-skills training are exempt.

Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of OSU-Oklahoma City with such handguns only if the handguns are concealed and stored in the licensee’s motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on OSU-Oklahoma City property.

**Authority**

The OSU-Oklahoma City Office of Safety and Security derives its authority from Oklahoma state statutes. As established by these statutes, the Board of Regents for the Oklahoma State University/A & M Colleges and the chief of the OSU-Oklahoma City Security Office shall specify duties, appoint officers, designate uniforms and fix compensation for the OSU-Oklahoma City Office of Safety and Security. The primary mission of officers serving in the OSU-Oklahoma City Office of Safety and Security shall be the protection of persons and property on the campus of OSU-Oklahoma City. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on university property. As defined by statute, “campus” shall include all real property, buildings and improvements within the state of Oklahoma that are owned, leased or rented by OSU-Oklahoma City.

Officers are authorized to issue summons to, or to make arrests and take into custody, persons guilty of unlawful conduct or trespassing. OSU-Oklahoma City Security officers shall have jurisdiction over all parts and aspects of the OSU-Oklahoma City campus and any other area as authorized by law pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act.

OSU-Oklahoma City Security officers will call the appropriate law enforcement agency for crimes committed on campus, at their discretion. It is at the discretion of campus Security to call the Oklahoma City Police Department to report thefts on campus, as the school is self-insured.

**Arrest Authority of Security Personnel**

The OSU-Oklahoma City security officers have the arrest powers of a private citizen.

22 O.S. § 202. ARREST BY PRIVATE PERSON

A private person may arrest another:
1. for a public offense committed or attempted in his presence.
2. when the person arrested has committed a felony although not in his presence.
3. when a felony has been committed, and he has reasonable cause for believing the person arrested to have committed it.

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**Money Matters**

The figures that follow are for the OSU-Oklahoma City 2011-2012 academic year. These fees are subject to change without notice, as provided by the Oklahoma State University/A&M Board of Regents and Oklahoma State Regents for Higher Education policies.

**Tuition and General Fees:**

<table>
<thead>
<tr>
<th></th>
<th>Lower Level</th>
<th>Upper Level</th>
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</thead>
<tbody>
<tr>
<td>Oklahoma Residents</td>
<td>$105.60</td>
<td>$129.40</td>
</tr>
<tr>
<td>Non-Residents</td>
<td>$284.85</td>
<td>$308.40</td>
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<tr>
<td>Records Fee</td>
<td>$2.00</td>
<td>$2.00</td>
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<tr>
<td>Remedial Course Fee</td>
<td>$10.00</td>
<td>$10.00</td>
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**Special Fees and Charges:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Recreation Services (per semester)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Parking Permit (annual)</td>
<td>$15.00</td>
</tr>
<tr>
<td>ACT Test **</td>
<td>$45.00</td>
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<tr>
<td>Nursing Admission Test **</td>
<td>$50.00</td>
</tr>
<tr>
<td>CLEP Exam</td>
<td>$102.00</td>
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<tr>
<td>CLEP Exam/Freshman Comp**</td>
<td>$122.00</td>
</tr>
<tr>
<td>TOEFL Exam **</td>
<td>$50.00</td>
</tr>
<tr>
<td>SPEAK Test **</td>
<td>$135.00</td>
</tr>
<tr>
<td>Correspondence **</td>
<td>$20.00</td>
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<tr>
<td>COMPASS Test ** (per section)</td>
<td>$4.00</td>
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<tr>
<td>GED</td>
<td>$65.00</td>
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<tr>
<td>Audit without Credit (no refund)</td>
<td>Same as General Fee</td>
</tr>
<tr>
<td>Advanced Standing (per credit hr.)</td>
<td>$8.00</td>
</tr>
<tr>
<td>Laboratory Materials</td>
<td>Same as Cost of Materials</td>
</tr>
<tr>
<td>Return Check Charge</td>
<td>$40.00</td>
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The following figures reflect the cost of attending OSU-Oklahoma City for two semesters or one year (fall and spring). Costs are based on an average of 12 hours per semester at OSU-Oklahoma City’s Oklahoma Resident rate of $105.60 per credit hour, for lower classes and $129.40 for upper level classes.*

**Tuition and Fees**

<table>
<thead>
<tr>
<th></th>
<th>Lower Level</th>
<th>Upper Level</th>
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<tbody>
<tr>
<td>Lower Level</td>
<td>$2534.40</td>
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<tr>
<td>Upper Level</td>
<td>$3105.60</td>
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**Books**

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<thead>
<tr>
<th></th>
<th>Lower Level</th>
<th>Upper Level</th>
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<tbody>
<tr>
<td>Books</td>
<td>$1392.00</td>
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<tr>
<td>Room and Board</td>
<td>$5377.50</td>
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<tr>
<td>Transportation</td>
<td>$2700.00</td>
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<tr>
<td>Miscellaneous</td>
<td>$1350.00</td>
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**Tuition, Fees and Books Only:**

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<th></th>
<th>Lower Level</th>
<th>Upper Level</th>
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<tbody>
<tr>
<td>Based on 12 hours</td>
<td>$3926.40</td>
<td>$4497.60</td>
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<tr>
<td>Based on 6 hours</td>
<td>$981.60</td>
<td>$1124.40</td>
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*These charges are set by the Oklahoma State Regents for Higher Education and are subject to change.

**Charges subject to change.
### Fall 2011 Class Schedule

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### Spring 2012 Class Schedule

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### Summer 2012 Class Schedule

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### Telephone Numbers

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<th>Name</th>
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**Agriculture Technologies**

- Horticulture Technology A.A.S.
  - Horticultural Therapy Option
  - Landscape Contracting Option
  - Landscape Design Option
  - Nursery and Greenhouse Production Option
  - Retail Floristry Option
  - Sustainable Crops Production Option

- Horticulture Technology A.S.
  - Pre-Landscape Architecture/Landscape Construction Option

- Horticulture Certificate
- Retail Floristry Certificate
- Turfgrass Management A.A.S.
- Veterinary Technology A.A.S.

**Arts & Sciences**

- Applied Technology A.A.S.
  - Art Plan of Study
  - General Studies Plan of Study
  - History/Political Science Plan of Study
  - Humanities Plan of Study
  - Math Plan of Study
  - Oklahoma Studies Plan of Study
  - Pre-Nursing Plan of Study
  - Psychology/Sociology Plan of Study
- Enterprise Development A.S. (Reach Higher)
  - General Studies Option
  - Public Service A.S.
  - Legal Case Management Option
  - Technical Spanish/Translation and Interpretation A.A.S.
  - Health Care Option
  - Legal Option

**Business Technologies**

- Accounting A.A.S.
- Business Technologies A.A.S.
  - Office Management Option
  - Computer Information Systems A.A.S.
    - Accounting Option
    - Business Information Systems Option
    - Computer Game Programming Option
    - Computer Technical Support Option
- Enterprise Development A.S. (Reach Higher)
  - Business Administration Option
- Graphic Design A.A.S.
  - Graphic Game Development Option
  - Illustration/Multimedia Option
  - Internet/Web Page Design Option
  - Writing Option
- Health Care Administration A.S.
- Information Technology A.A.S.
  - Network Option
- Management A.A.S.
  - General Business Option
  - Management Option
  - Marketing Option
- Restaurant Management A.A.S.
  - Baker Assistant Option
  - Banquet Caterer Option

**Health Sciences**

- Dietetic Technology A.A.S.
- Echocardiography Technology A.A.S.
- Nurse Science A.A.S.
- Radiologic Technology A.A.S.
- Vascular Technology A.A.S.

**Human Services**

- Alcohol and Substance Abuse Counseling A.S.
- American Sign Language A.S.
- Crime Victim/Survivor Services A.A.S.
- Early Care Education A.A.S.
  - Administration Option
  - Master Teacher Option
- Certificate of Mastery in Early Care Education Administration
  - Child Care Center Option
  - Family Child Care Home Option
  - Infant/Toddler Option
- Emergency Medical Services - Municipal Fire Protection A.A.S.
- Emergency Responder Administration B.T
- Firefighter I Certificate
- Municipal Fire Protection A.A.S.
- Police Science A.A.S.
  - Crime Scene Investigation Option
- Police Science A.S.
  - Sign Language Interpretation A.A.S.

**Science & Engineering**

- Applied Technology A.A.S.
  - Science and Engineering Plan of Study
- Architectural Technology A.A.S.
  - CAD-Architecture Option
- Construction Technology A.A.S.
  - Building Inspection Option
  - Construction Management Option
  - Construction Techniques Option
- Electrical Power Technology A.A.S.
  - Metering Technology Option
  - Relay Technology Option
- Electronics Engineering Technology A.A.S.
  - Electrical Engineering Technology Option
- Fire Protection and Safety Technology A.A.S.
  - General Studies Option
  - Professional Practice Option
- General Engineering Technology A.A.S.
  - Mechanical Engineering Technology Option
- Occupational and Environmental Health and Safety A.A.S.
- Power Transmission and Distribution Technology A.A.S.
- Renewable/Sustainable Energy A.A.S.
- Renewable/Sustainable Energy Certificate
- Surveying Technology A.A.S.
- Wind Turbine Technology A.A.S.
- Wind Turbine Technology Certificate

*Pending Regents Approval*
Mission

Oklahoma State University-Oklahoma City
devels and delivers collegiate level
career and transfer educational programs,
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