Dear Parents and Family Members,

Congratulations on your student’s academic success that has led to Oklahoma State University admission! Not only am I an administrator who oversees our undergraduate programs, but I am also an OSU alumna, OSU faculty member and, most importantly, a parent of two OSU graduates and of a current OSU undergraduate. I, too, have experienced my children’s transitions from high school to OSU – including all of the excitement and the anxiety - and can assure you that you and your student have made a wise choice.

We hope this handbook is a useful resource for you. I especially encourage you to keep in mind the services listed in this book that can help support your student’s academic success. Our goal is to support your student’s development as a person, as a scholar and as a professional.

Please do not hesitate to contact me or my office with any questions regarding the academic preparation of your student. Best wishes for an outstanding collegiate experience for your student!

Sincerely,

Dr. Pamela Fry
Associate Provost and Associate Vice-President of Undergraduate Education
pamela.fry@okstate.edu | (405) 744-7135
Founded on Dec. 25, 1890, only 20 months after the Land Run of 1889, Oklahoma State University began as Oklahoma Agricultural and Mechanical College, the state’s land-grant institution. When the first students assembled for class in 1891, no buildings, books or curriculum existed. It took 2½ years after classes began in local churches for the college’s 144 students to move into the first academic building, Old Central. Oklahoma A&M’s first commencement, with six male graduates, was in 1896.

Land-grant institutions were created during Abraham Lincoln’s presidency to provide all citizens with greater access to a college education. Oklahoma State University continues that land-grant tradition today. With 27,819 acres and 493 buildings, the large and comprehensive Stillwater campus in no way minimizes the personal attention given to each student.
UNIVERSITY HISTORY
ADMINISTRATIVE DIVISIONS

OSU is divided into four distinct administrative areas: Academic Affairs, Student Affairs, Enrollment Management & Marketing, and Administration and Finance. Each area provides very specific guidance for OSU’s campus.

ACADEMIC AFFAIRS
Dr. Gary Sandefur, Provost and Senior Vice President
101 Whitehurst
405-744-5627
academicaffairs.okstate.edu

Academic Affairs provides guidance for areas directly related to the university’s academic endeavors, including student records and academic instruction. Academic Affairs includes offices related to academic success, including academic advising, faculty support, Scholar Development, The Honors College, University Assessment and Testing, International Outreach, the Office of the Registrar, Academic Services for Student-Athletes and University College advising.

STUDENT AFFAIRS
Dr. Lee Bird, Vice President
201 Whitehurst
405-744-5328
studentaffairs.okstate.edu

Student Affairs provides leadership for nonacademic instruction areas essential to the university. All areas of Student Affairs come in contact with students’ academic efforts and support the primary academic mission of the university. Primary areas of oversight include Leadership and Campus Life, Department of Wellness, Career Services, Residential Life, the Student Union, University Counseling Services and University Health Services.

ENROLLMENT MANAGEMENT AND MARKETING
Kyle Wray, Vice President
218 Student Union
405-744-4366
emm.okstate.edu

Enrollment Management & Marketing provides the “face” of OSU to incoming students, families, alumni, campus visitors and prospective student programs. Areas of leadership include Undergraduate Admissions, Scholarships and Financial Aid, New Student Orientation & Enrollment and University Marketing.

ADMINISTRATION AND FINANCE
Joe Weaver, Vice President
208 Whitehurst
405-744-2690
vpaf.okstate.edu

Administration and Finance oversees the planning, design and implementation of the university’s financial and business service operations. Administration and Finance areas include the Office of the Bursar, Budget and Asset Management, Human Resources, Parking and Transit Services, Information Technology and Public Safety.
OSU FACTS AND FIGURES

Oklahoma State University is committed to making information about the university easily accessible. The Office of Institutional Research and Information Management provides comprehensive data and a thorough look at OSU’s divisions, colleges and departments, helping students and parents make informed decisions. The following information is housed on the IRIM website at osuleaders.okstate.edu.

- **Academic Ledgers** contain a five-year history of student, faculty, research, financial information and tuition/mandatory fee rates. The academic ledgers are available for the entire university, as well as each academic college and each college’s departments. In order to easily identify information reported for external rankings (e.g. *U.S. News & World Report’s Best Colleges and Top American Research Universities*), these categories are color-coded in red or blue in the university and college ledgers.

- **Student Profile** contains additional student information, including the geographic origins of OSU students, enrollment trends, academic information and enrollment projections.

- **Diversity Ledger** is a five-year history that provides a more detailed breakdown of OSU’s students, faculty and staff.

**FALL 2015 BY THE NUMBERS**

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<thead>
<tr>
<th>Total Students</th>
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<tr>
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<tr>
<td>Oklahoma residents</td>
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<tr>
<td>Other states</td>
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<td>Other countries</td>
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<th>Enrollment Trends</th>
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<td>Students</td>
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<td>Returning Students</td>
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<td>New Freshmen</td>
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<td>Non-Degree-Seeking</td>
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<tr>
<td>Concurrent Students</td>
<td>89</td>
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**ACADEMIC PROFILE**

OSU offers more than 200 undergraduate majors, two undergraduate certificate programs, opportunities for Honors College awards and degrees, programs for pre-law, pre-medicine and pre-health professions, second majors and second degree options.

**STUDENT PROFILE**
(FALL 2015 – OSU-STILLWATER CAMPUS)

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<td>Classes</td>
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<td>Student-to-Faculty</td>
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**FACULTY PROFILE**
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THE FAMILY SUPPORT ROLE
Parents and family members play an integral role in the success of university students. At this point, you may be wondering how to be involved with your student while allowing him or her to grow as an individual. You may be unsure of how your new freshman or transfer student will adjust to a new town, a new school and a new academic environment.

For some parents, the student attending Oklahoma State is not the only concern. Younger siblings at home will also be going through a transition when their older brother or sister moves away. To ease the transition, find ways to stay in touch without overshadowing the experience.

Dear Cowboy parents,

I’d like to offer my advice to you about your student’s new start at OSU in three parts. First, trust that you’ve done a good job raising your child and that the values and skills that you’ve instilled in them will continue to serve them well as they enter adulthood. Of course, you can still be available for a face-to-face visit, but if you let go a little bit more each day and support them from a distance with a phone call, text or letter, you’ll be amazed at how well they manage their lives using your solid foundation and their own wits.

Second, remember yourself as an 18-year-old and reflect on the joy you felt when you did something on your own for the first time. Yes, mistakes will be made; they’re some of the best teachers that young adults will ever have. College students’ lives literally unfold before them day by day and can be exciting and scary. Your reassurance that they can and will achieve their goals, even when they make mistakes, is very important to them.

Finally, remember the goals you’ve always wanted to achieve and start writing the next chapters in your own life. This is a time for new beginnings for everyone, so take advantage of the extra time you may find yourself with to start or restart your own college career, travel, volunteer in your community or find a new hobby. After all, why should your kid have all the fun?

Congratulations! I hope to see you all on Family Weekends!

Fran Gragg
Assistant Director, Campus Life

COWBOY PARENTS:
OSU’S PARENTS ASSOCIATION

211F Student Union
405-744-5406
parents.okstate.edu

OSU’s Cowboy Parents serves as your liaison office to the university. Cowboy Parents’ mission is to enhance communication between OSU and the parents of OSU students, empower parents to play a supporting role in the education of their children, provide parents a forum for networking with other OSU parents and give them an active role in promoting OSU’s excellence.

By joining Cowboy Parents, you’ll keep up with student events, services and activities via monthly and quarterly newsletters and have access to the OSU Parents Association website. You may purchase discount tickets for the Family Weekend OSU football game and receive a special membership gift. You’ll receive an OSU Cowboy Parent car decal to show pride in your student and join other OSU parents at the hospitality tent on home football game days. A portion of dues directly support our scholarship fund that awards several $1,000 scholarships each fall.

JOINING COWBOY PARENTS

Any parent of a past or present student may join Cowboy Parents. You may choose between an annual membership and a lifetime membership. Membership dues support scholarships and programs and cover membership for an entire family regardless of household size or number of children attending OSU. For more information, visit parents.okstate.edu.

FAMILY WEEKENDS

Family Weekends are fun-filled weekends that give students the opportunity to invite their parents to join them on campus. It brings students and family members together for a weekend of fun, fellowship and recognition that includes activities to benefit the family and the university community. The Fall Family Weekend has a focus on dads (known as Dad’s Day) and includes a home football game. The Spring Family Weekend has a focus on moms (known as Mom’s Day) and includes Spring Sing and other related events. Moms are welcome to join the fun in the fall, and dads are welcome to return in the spring for all of the family activities organized around these two weekends.

DATES FOR 2016-2017 FAMILY WEEKEND:

Fall Family Weekend/Dad’s Day: Sept. 9-11, 2016
Homecoming: Oct. 21-29, 2016
Spring Family Weekend/Mom’s Day: TBD in early to mid-April 2017

Oklahoma State University’s Homecoming celebration lasts a week and marks the return of the Cowboy family to Stillwater for traditional events and fun. Students and the entire campus work together to produce an amazing week punctuated with Walkaround on Friday evening followed by the homecoming football game on Saturday.

The OSU Alumni Association, along with the Homecoming Executive Committee, invites you to join us for the 2016 edition of “America’s Greatest Homecoming Celebration.” OSU will host West Virginia University for the annual homecoming football game.
MAKING THE TRANSITION
Choosing to attend college is a big decision, one that some students don't always make for themselves. For many, attending college is the next logical step. For others, the decision is life-changing, especially if the student is a first-generation college student. Still others may be entering or returning to college later because they went a different direction following high school and are now making the choice to complete their degrees while managing family, work or other obligations. The bottom line is that there is no “typical” college student, and no matter what their background, there will be transitions ahead.

**SUPPORTING YOUR STUDENT THROUGH THE TRANSITION**

Transitions are not limited to the first few weeks of attending a university. While no list is all-inclusive, the following are a few areas you may want to consider when talking with your student throughout the year.

**AUGUST**

Freshmen generally experience an overall excitement, along with feelings of being homesick, initial roommate worries, abuse of freedom, multiple calls, visits home and other changes. Transfer students will be adjusting to a new academic system and may also be facing their first time away from home.

**SEPTEMBER**

The first set of tests generally comes in the fourth or fifth week of each semester. Other concerns can be possible roommate challenges, finding ways to get involved with student groups and initiating friendships.

**OCTOBER**

Six-week grades for freshman- and sophomore-level courses are posted. Some may experience the results of personal decision-making related to time spent on schoolwork versus time spent with friends. There may be issues with fitting in and establishing an identity.

**NOVEMBER**

Fall illnesses, tests and papers due, enrollment for the next semester, apprehension and excitement about going home for Thanksgiving (What type of questions will be asked? Will the family be proud? Am I heading in the right direction?) and family Thanksgiving traditions can all cause anxiety.

**DECEMBER**

Finals week, last projects, money issues, as well as continued mixed feelings about going home for winter break and family traditions for the holidays might be of concern.

**JANUARY**

It’s a new semester, and decisions and adjustments regarding fall semester performance will need to be made.

**FEBRUARY**

Some students may be upset about Valentine's Day, some miss home again, some are relieved to be back at school, and some just want winter to end. Initial decisions about a living situation for next year may arise.

**MARCH**

Spring break, making choices for the next school year such as deciding to keep current majors or consider new ones, midterms, summer employment or trying to gain an internship may mean stress.

**APRIL**

As spring weather returns, the end of the semester is coming fast. Questions of “Am I in the right place? Am I heading in the right direction?” become apparent.

**MAY**

Final exams, last-minute summer planning, choosing to stay or go home, feeling upset about leaving friends, overwhelmed that the first year at OSU is over, wondering if they accomplished what was attempted, as well as family and/or work activities throughout the summer can all cause questions.

Some common concerns for all incoming students include:

- Separation issues.
- Independence.
- Degree choice.
- Career questions.
- Study skills.
- Time management.
- Being accepted.
- Understanding the OSU system.
- Staying healthy.

**We believe the best way you can help your students is to:**

- Listen to their fears.
- Help them take initiative.
- Know campus resources.
- Send notes/care packages.
- Avoid “taking care of everything.”
- Stay open and positive.
- Encourage them to connect with an upperclassman, staff member, faculty member or other mentor.
Differences Between High School and College

For most students, the idea that college will be different from high school doesn’t sink in until they’ve been on campus for a while and experienced the differences themselves. What may seem like obvious differences to you may take a while for your student to realize.

In high school:

- Attendance is required.
- Teachers keep close tabs on individual student performance on everything from homework to test scores.
- Studying may be light — an hour or two a night.
- Students’ lives are filled with highly structured activities.
- Teachers provide grade and deadline reminders.
- Class expectations are discussed in detail and revisited.
- The school is open and staffed during set times.
- Parents are often the check and balance, reminding students to study or encouraging behavioral adjustments.

In college:

- Professors may not require attendance as part of the grading scale.
- Instructors expect students to accept responsibility and produce more independent work.
- Studying is key — generally two hours for every hour in class.
- Involvement opportunities can be overwhelming.
- Students keep up with their own grades, as professors see grade monitoring as the student’s responsibility.
- The course syllabus is a contractual agreement.
- Instructors post specific office hours and expect students to adjust to them.
- Student-initiated actions regarding schoolwork assistance are expected.

Differences Between Community College and a Comprehensive University

The transitional issues of a transfer student depend heavily on the previous environment. Most transfer students enter OSU with anywhere from a semester of credit to two or more years experience at previous institutions. Often, transfer students have been living at home to save money and have had the support of family and many high school friends nearby. If this describes your student, their transition to OSU will most likely be similar to that of an incoming freshman, minus the basic concerns about what college courses are like.

At a two-year school:

- Living close to family and friends often provides built-in support.
- Attendance may have been required.
- Community or junior college courses are all lower level (freshman and sophomore).
- Smaller campuses have fewer buildings.
- Fewer nonacademic involvement opportunities are available.

Attending a comprehensive university:

- May be farther from home and existing support network.
- Coursework builds on foundational classes from the lower division.
- May be a larger campus than previously attended, with resources spread across buildings.
- Students may be expected to do more work on their own.
- Campus involvement opportunities are everywhere, and over-involvement may become an issue. Close attention to time management is needed.
- If the student is transferring from freshman/sophomore-level courses into junior/senior-level courses, the academic expectations shift greatly.
ADVICE FOR COMMON CONCERNS

PERSONAL ISSUES

Area of concern
Your daughter lives in a suite and says her roommate is driving her crazy with late night phone calls, friends who are over all the time, messy habits and a lack of respect for her things. She thought being in the suites would bring more quiet time than this, so now she wants a private room or apartment instead. She wants you to talk with Residential Life to request a switch.

Considerations
Has your student ever shared a room before? Did she and her roommate talk about basic expectations and “rules of the room” before school began? Does the roommate know the things she is doing are bothering your daughter? Have they asked for help from their resident adviser (RA)? One of the most interesting nonacademic sides of the college transition comes in the form of another student in your child’s living space. Some students fail to realize academics are only part of the college equation. The bigger part is taking responsibility and learning to face new challenges. It’s important that roommates communicate to attempt solutions before giving up or deciding the problems are too difficult to overcome without drastic measures. Encourage your student to talk to her RA for guidance. The best thing is to discuss communication and problem-solving techniques while encouraging your child to initiate the request for outside assistance.

Who can help?
- Your student’s resident adviser (RA)
- Residential Life: 405-744-5592

STUDENT/PROFESSOR ISSUES

Area of concern
Your son makes a D on the first test and says it’s OK because this is only the first test and there are lots of other grades that will improve his average. You later learn that your son has not kept up with his daily assignments and said that he thinks the professor is being unfair by calling on him often in class. He says that he is working on it and will do better on the next test.

Considerations
Does your son have a history of good study habits? Does he understand that the skills needed to study in a four-year university may be different from what he is used to at a smaller school or high school? Does he know that he can talk to the professor if he is really trying and needs help? Is he afraid to talk to his professor? You can help him with a few conversation starters for an initial meeting with his professor. Suggest he make an appointment to discuss how he is approaching the course and studying. During the appointment, it may help to have the exam in hand to look at specific types of questions. He could ask the professor to suggest effective ways to study specific material. It helps to have conversations about time management and study habits now, before classes begin. Encourage class attendance every day, even if the professor doesn’t take roll. Prepare your student for the hard work ahead and remind him that college is a serious commitment to the future that requires his full attention.

Who can help?
- Academic advisers
- Professors — Students will have contact information on the course syllabus as well as through the online directory at directory.okstate.edu.
- LASSO Tutoring — 405-744-3309 (or other tutoring offices directly related to the course)

DISCOURAGEMENT ISSUES

Area of concern
The first time your son comes home, he seems a little withdrawn, surprising you because every conversation while he’s been at school has been OK. You chalk it up to getting a handle on his new life. On Sunday, before he leaves for school, he finally tells you that he hasn’t felt well, his classes are difficult and he just isn’t sure that college is for him. He’s unhappy with his major choice, doesn’t feel as though he’s connecting with new friends and isn’t enjoying college life in general.

Considerations
What kind of expectations did your student have about college? Was this more difficult than he expected? Did he know his own personal reasons for attending? Does he have an idea of what he wants to do following college, or does he even see the need for college in his future plans? Is his health OK? If he has ever seen a counselor for related issues, this might be a good time to revisit that relationship in the college setting. Sometimes having a third party to talk with is just what a student needs to discover a more objective approach to a given situation. OSU counselors are skilled at recognizing transitional issues and helping students address them at the appropriate levels, often using campus resources geared specifically for college-based situations.

Not only is your student transitioning to college, but he’s also transitioning to adulthood. The pressure grows on him to know what he wants. Make sure he knows you’re available to talk and that you understand this is a big step for anyone. Also encourage him to seek help from his academic adviser or other campus resources like those listed below.

Who can help?
- Academic advisers
- University Counseling, 405-744-5458
- OSU Career Services, 405-744-5253
- University Health Services, 405-744-7665

MONEY ISSUES

Area of Concern
Your son asks you to send more money because he has exceeded the limit on his bursar account and his meal plan is maxed out. It’s not even Thanksgiving yet, and you can’t understand why he is out of money.

Considerations
What kind of expectations have you discussed regarding spending? Is his meal plan enough? Does he realize how much he is really spending? Has he ever had a charge card? Is he letting others eat on his meal plan?

Before your student arrives for school, determine who pays for the various expenses ahead. Parking tickets? Dinners out? Clothing? What budget is your student expected to follow? How does he monitor his spending for fun things? Does he need to look into a job to cover his spending habits? Has he considered taking a job on campus? Has there been a recent family crisis that caused a tightening of the budget?

OSU extends charging privileges to students for campus-based services. Bursar accounts must remain current or charging privileges will be revoked. This will not affect meal plans with balances remaining. However, additional money cannot be added if the account is not current. Enrollment holds may also be applied if the student’s bursar account is past due.

Who can help?
- OSU Office of the Bursar — 405-744-5993
- Bursar Debt Counseling — 405-744-8442
- Scholarships and Financial Aid — 405-744-6604
- University Counseling — 405-744-5458
- OSU Career Services — 405-744-5253
UNIVERSITY COUNSELING SERVICES
320 Student Union
405-744-5458
ucs.okstate.edu

University Counseling Services is composed of the Alcohol and Substance Abuse Center, Reboot Center, Student Counseling Center and Student Disability Services. University Counseling Services supports the OSU mission through efforts to assist students in improving their quality of life so that personal and intellectual growth can be fostered.

STUDENT COUNSELING CENTER
320 Student Union
405-744-5472
405-744-6523 (after hours emergencies)
ucs.okstate.edu/counseling

Students are often in the midst of several transitions that can be stressful and overwhelming. It isn’t necessary to try to handle these stresses alone. Our highly trained staff consists of licensed and license-eligible professional counselors, psychologists, psychiatric staff and graduate-level counseling interns. Students have a safe, nonjudgmental, private environment where they may speak openly to address their needs during counseling sessions. The Student Counseling Center assists students with a range of issues including:

- Academic concerns.
- Anger.
- Anxiety.
- Communication skills.
- Depression.
- Eating/weight issues.
- Family concerns.
- Grief.
- Homesickness.
- Motivation/procrastination.
- Medication management.
- Psychiatry.
- Relationship/roommate issues.
- Self-esteem.
- Sexual orientation.
- Stresses.

The Student Counseling Center is a safe zone to address all concerns. If a student requires a higher level of care than we can provide, we will work with them to find alternate resources for care. The Student Counseling Center resources include individual, couple and group counseling, crisis intervention and psychiatric services as well as free and anonymous online screenings. Students are eligible for up to 12 counseling sessions per year, and the first five sessions are free. After that, there is a $10 charge for individual sessions and a $15 charge for couple counseling sessions. Group counseling sessions are free, and psychiatric services have additional fees. Fee waivers and fee reductions are available for those who qualify. Services are confidential with some exceptions. An after-hours counselor is available for emergencies through the OSU Police Department at 405-744-6523.

REBOOT CENTER
320W Student Union
405-744-6434
ucs.okstate.edu/reboot

The Reboot Center offers the latest in stress management technology to help students improve health, well-being and performance. Reboot has software platforms with a variety of visualizations, games and workshops to strengthen stress management skills. As students use programs at the Reboot Center, a sensor provides feedback about physiological levels of stress and relaxation. With practice, students learn to be more confident, calm and relaxed in stressful situations.

No appointment is needed, it’s free and there is no limit on number of visits. Reboot is open Monday-Friday, 8 a.m.-noon and 1-5 p.m.
The consequences of substance use, abuse and addiction affect every college campus in America, including Oklahoma State University. The transition from high school to college poses unique risks for students to develop dangerous patterns of substance use. Students with alcohol/drug problems face a greater risk of dropping out due to personal, financial, family and legal problems. The Alcohol & Substance Abuse staff provide a variety of professional services, including:

- Alcohol and drug substance abuse courses/DUI assessments and classes.
- Alcohol and drug assessments.
- Alcohol and drug education outreach presentations.
- Consultations with concerned faculty, staff, students or parents.
- Couples and family outreach.
- Free aftercare for students who have been through inpatient/residential treatment.
- Individual and group substance abuse counseling.
- Treatment referrals.

The center has three dually licensed substance abuse/mental health counselors and a graduate-level counselor in training. Services are provided in a professional, caring and confidential environment. An after-hours drug/alcohol counselor is available for emergencies through the OSU Police Department at 405-744-6523.

**STUDENT DISABILITY SERVICES**

315 Student Union  
405-744-7116 (Voice/TTY)  
405-571-9860 (Videophone)  
[sds.okstate.edu](http://sds.okstate.edu)

Student Disability Services provides academic support services to students with documented disabilities. Our goal is to provide assistance that will allow equal opportunity and equal access education for each student. SDS is committed to establishing a community that ensures full participation for students. Academic support services include specialized testing, classroom accommodations, accessible textbooks, access to/assistance with assistive technology and other services as necessary. Students may request services by contacting SDS and providing appropriate disability documentation.
ACADEMIC SUCCESS AND INFORMATION ACCESS
UNDERGRADUATE DEGREE MAJORS, OPTIONS AND MINORS

It’s important to note that your student’s major doesn’t necessarily determine his or her career path. There are many courses of study that may lead to opportunities in fields that often seem unrelated.

OSU’s offering of official majors and degree options can be found on the following pages. Your student should fully consider their strengths, weaknesses, passions and interests before deciding on a plan of study. Not all students begin work in their declared majors during their freshman year due to prerequisite or credit hour requirements. For many, this exploration leads to changes in academic plans including double majors, minors, other degree combinations, internships, experiences and/or campus involvement opportunities.

Listed below are majors and options offered at OSU for the 2016-2017 academic year.

**College of Agricultural Sciences & Natural Resources**
- Agribusiness
  - Agricultural Communications
  - Crop and Soil Sciences
  - Farm and Ranch Management
  - International
  - Pre-Law
  - Pre-Veterinary Business Management
- Agricultural Communications
  - Agribusiness Double Major
  - Animal Science Double Major
- Agricultural Economics
  - Accounting Double Major
- Agricultural Education
  - Agricultural Business and Economics
  - Agricultural Communications
  - Animal Agriculture
  - Horticultural Sciences
  - Natural Resources
  - Teaching
- Agricultural Leadership
  - Extension Education
  - General
  - International Studies
- Animal Science
  - Agricultural Communications
  - Animal Science Double Major
  - Animal Biotechnology
  - Business
  - Livestock Merchandising
  - Pre-Veterinary Animal Science
  - Production
  - Ranch Operations
- Biochemistry and Molecular Biology
  - Pre-Medical or Pre-Veterinary Science
- Biosystems Engineering
  - Biomechanical
  - Bioprocessing and Food Processing
  - Environmental and Natural Resources
- Entomology
  - Bioforensics
  - Insect Biology and Ecology
  - Pre-Veterinary and Pre-Medical Sciences
- Environmental Science
  - Environmental Policy
  - Natural Resources
  - Water Resources
- Food Science
  - Industry
  - Meat Science
  - Science
- Horticulture
  - Horticultural Business
  - Horticultural Science
  - Public Horticulture
  - Turf Management
- Landscape Architecture
- Landscape Management
- Natural Resource Ecology and Management
- Fire Ecology and Management
- Fisheries and Aquatic Ecology
- Forest Ecology and Management
- Natural History and Conservation
- Rangeland Ecology and Management
- Wildlife Biology and Pre-Veterinary Science
- Wildlife Ecology and Management
- Plant and Soil Sciences
  - Agronomic Business
  - Crop Production and Management
  - Plant Biotechnology and Improvement
  - Soil and Water Resources

**College of Arts & Sciences**
- American Studies
  - Art
  - Art History
  - Studio Art
  - Graphic Design
  - Studio
- Biochemistry
  - Biological Science
  - Secondary Teacher Certification
- Chemistry
  - ACS Approved
  - Departmental Degree
  - Pre-health/Pre-law
  - Secondary Teacher Certification
- Communication Sciences and Disorders
- Computer Science
- Economics
  - General
  - International Economic Relations
- English
  - Creative Writing
  - Professional Writing
  - Screen Studies
- French
- Geography
- Geology
  - Secondary Teacher Certification
- Geospatial Information Science
- German
- History
- Liberal Studies
- Mathematics
  - Actuarial and Financial Mathematics
  - Applied Mathematics
  - Secondary Teacher Certification
- Microbiology, Cell and Molecular Biology
  - Medical Laboratory Science
- Multimedia Journalism
- Music
  - Elective Studies in Business
  - Performance
- Music Education
  - Instrumental/Vocal Certification
- Philosophy
- Physics
  - Applied Physics
  - Secondary Teacher Certification
- Physiology
  - Pre-medical Sciences
- Plant Biology
  - Cell Biology and Molecular Genetics
  - Ecology and Evolutionary Biology
- Political Science
- Psychology
- Sociology
  - Anthropology
  - Applied Sociology
- Spanish
- Sports Media
- Statistics
- Strategic Communication
- Theatre
- Zoology

**College of Education**
- Aerospace Administration and Operations
  - Aerospace Logistics
  - Aerospace Security
  - Aviation Management
  - Professional Pilot
  - Technical Service Management
- Career and Technical Education
  - Certification
  - Non-Certification
- Elementary Education
- Health Education and Promotion
  - Public Health
  - Exercise and Health
- Physical Education
  - Teacher Education
- Recreation Management and Recreational Therapy
  - Recreation Management
  - Recreational Therapy
- Secondary Education
  - English
  - Foreign Language
  - Social Studies
**College of Engineering, Architecture & Technology**

Aerospace Engineering
Architectural Engineering
- Structures
Architecture
Biosystems Engineering
- Biomedical
- Bioprocessing and Food Processing
- Environmental and Natural Resources
Chemical Engineering
- Biomedical/Biochemical
- Pre-Medical
Civil Engineering
- Environmental
Computer Engineering
Construction Management Technology
- Building
- Heavy
Electrical Engineering
Electrical Engineering Technology
- Computer
Fire Protection and Safety Technology
Industrial Engineering and Management
Mechanical Engineering
- Pre-Medical
Mechanical Engineering Technology

**College of Human Sciences**

Design, Housing and Merchandising
- Apparel Design and Production
- Interior Design
- Merchandising
Hotel and Restaurant Administration
Human Development and Family Science
- Child and Family Services
- Early Childhood Education
- Family and Consumer Sciences Education
Nutritional Sciences
- Allied Health
- Community Nutrition
- Dietetics
- Human Nutrition/Pre-Medical Sciences

**Spears School of Business**

Accounting
Economics
- Business Economics and Quantitative Studies
- Pre-Law
Entrepreneurship
Finance
- Commercial Bank Management
- General
General Business
- Pre-Law
International Business
Management
- Business Sustainability
- Human Resource Management
- Non-Profit Management
- Sports Management
Management Information Systems
- Information Assurance
- Management Science and Computer Systems
Marketing
DEGREE MINORS

COLLEGE OF AGRICULTURAL SCIENCES & NATURAL RESOURCES
Agricultural Economics and Agribusiness AEAB
Agronomy AGRN
Animal Science ANSI
Biochemistry BIOC
Entomology ENTO
Environmental Economics, Politics and Policy EEEP
Fisheries and Aquatic Ecology FAEC
Food Science FDSC
Forestry FOR
Horticulture HORT
Leadership Education LOED
Natural Resource Ecology and Management NRE M
Pest Management PEST
Rangeland Ecology and Management REM
Soil Science SLSI
Wildlife Ecology WLEC

COLLEGE OF ARTS & SCIENCES
Aerospace AERO
African Studies AFAM
American Indian Studies AMIS
American Studies AMSD
Ancient and Medieval Studies AAMS
Anthropology ANTH
Applied Politics PSAP
Art History ARTH
Asian Studies ASTD
Biochemistry BIOC
Biological Science BIOL
Botany BOT
Central Asian Studies CAST
Chemistry CHEM
Classical Studies CLST
Cognitive Science CSCI
Computer Science CS
Economics ECAS
Emergency Management EM
English ENGL
Environmental Economics, Politics and Policy EEEP
European Studies EUST
Foreign Language FREN/GRMN/JPN/ SPAN/RUSS/GREK/LATN/CHIN
Gender and Women’s Studies GWST
Geography GEOD
Geology GEOG
Hispanic and Latin American Studies HLAS
History HIST
International Studies INTS
Legal Studies LEGL
Mathematics MATH
Microbiology MICR
Middle East Studies MES
Military Science MSLC
Music MUSC
Philosophy PHIL
Physics PHYS
Political Information and Security Analysis PISA
Political Science POLS
Psychology PSYC
Religious Studies REL
Russian and East European Studies REES
Sociology SOC
Statistics STAT
Studio Art STDA
Theatre TH
Zoology ZOOL

COLLEGE OF EDUCATION
Aerospace Administration & Operations
Aerospace Security AAAS
Aerospace Administration & Operations Aviation Management AAAM
Aerospace Administration & Operations Professional Pilot AAPP
Coaching Science COAS
Creativity Studies CRST
Educational Psychology EPSY
Health Education and Promotion HEPR
Leadership LDRS
Recreation Management and Therapeutic Recreation RMTR
Unmanned Aircraft Pilot UAP

COLLEGE OF ENGINEERING, ARCHITECTURE & TECHNOLOGY
Architectural Studies: History and Theory ASHT
Fire Protection Systems FPS
Homeland Security Science and Technology HSST
Nuclear Engineering NEN G
Petroleum Engineering PETE
Safety and Exposure Sciences SAES

COLLEGE OF HUMAN SCIENCES
Apparel Design and Production ADP
Child Development CHDV
Gerontology GERD
Human Services HSVC
Merchandising MERC
Nutritional Sciences NSCI

SPREARS SCHOOL OF BUSINESS
Accounting ACCT
Business Sustainability BUSS
Creativity Studies CRST
Economics ECU B
Entrepreneurship EEE
Finance FIN
General Business Administration GNB U
Human Resource Management HRM
Information Assurance IA
International Business INBU
Management MGMT
Management Information Systems MIS
Management Science and Computer Systems MSC S
Marketing MKTG
Sports Management SPMG

COLLEGE ABBREVIATIONS
AG College of Agricultural Sciences & Natural Resources
AS College of Arts and Sciences
BU Spears School of Business
ED College of Education
EN College of Engineering, Architecture and Technology
GU University College
GR Graduate College
HS College of Human Sciences
VM Center for Veterinary Health Sciences

DEGREE ABBREVIATIONS
BA Bachelor of Arts
BAR Bachelor of Architecture
BEN Bachelor of Engineering
BFA Bachelor of Fine Arts
BLA Bachelor of Landscape Architecture
BM Bachelor of Music
BS Bachelor of Science
BSAE Bachelor of Science in Aerospace Engineering
BSAG Bachelor of Science in Agricultural Sciences and Natural Resources
BSBA Bachelor of Science in Business Administration
BSBE Bachelor of Science in Biosystems Engineering
BSCH Bachelor of Science in Chemical Engineering
BSCE Bachelor of Science in Civil Engineering
BSCS Bachelor of Science in Computer Engineering
BSEE Bachelor of Science in Electrical Engineering
BSET Bachelor of Science in Engineering Technology
BSHS Bachelor of Science in Human Sciences
BSIE Bachelor of Science in Industrial Engineering and Management
BSME Bachelor of Science in Mechanical Engineering
BUS Bachelor of University Studies
ACADEMIC COLLEGES AND ADVISING

OSU students choose an academic home for their studies in one of six undergraduate academic colleges or in the University College for those who have a broad variety of interests crossing multiple college lines. If your student is unsure about areas of study, he or she should begin in the academic advising area that fits most of his or her desired subject areas.

In choosing an academic college home, students should consider all the degree areas in which they’re interested and speak with academic advisers to determine which choices would entail the least flexible programs of study in terms of required coursework and sequencing, which ones they really believe fit best, and which ones are most closely related. If students can identify all possible areas of interest early, academic advisers can assist in making course choices that cover multiple degree areas while giving students time to research, take a few introductory courses and consider their options thoughtfully.

Each academic advising office within an academic college structures its advising systems based on an office philosophy and understanding of each student’s needs. In most colleges, freshmen and undeclared students are advised through the office of student academic services, while new transfer students and some declared majors may be advised by professional advisers or faculty members in their major department. Each college has a general office of student academic services to represent the dean in matters concerning undergraduate students. Students should contact their specific Office of Student Academic Services when questions arise regarding advising, academic programs, requirements and academic support services. Students who may be near deadline days and cannot connect with their assigned adviser should contact their college student academic services office for assistance or further information. In addition to academic advisers, OSU Career Services consultants are available for more in-depth career and major counseling.

Undergraduate students may choose from the following six academic colleges and one universitywide advising center for their academic home.

**COLLEGE OF EDUCATION (COE)**
106 Willard
405-744-6350
education.okstate.edu

COE offers degree areas in teaching, aviation, health and recreation management. COE prepares and develops professionals who focus their careers on helping industries as well as in applied fields.

**COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY (CEAT)**
101 Engineering North
405-744-5276
ceat.okstate.edu

CEAT includes majors in aerospace engineering, architecture, chemical engineering, and fire protection and technology among others. CEAT emphasizes programs contributing to technological and leadership development.

**COLLEGE OF HUMAN SCIENCES (COHS)**
101 Human Sciences
405-744-5056
humansciences.okstate.edu

COHS develops programs in design, housing and merchandising, human development and family science, hotel and restaurant administration, and nutritional sciences.

**SPEARS SCHOOL OF BUSINESS (SSB)**
103 Business Building
405-744-2772
spears.okstate.edu

SSB offers 10 degree areas, with 11 additional options within those areas. All business majors complete a structured core of business classes before focusing on chosen degree areas.

**UNIVERSITY COLLEGE**
214 Student Union
405-744-5333
uca.okstate.edu

University College serves students who are undecided regarding their academic college choice, or who would like to have a more prescriptive advising environment, including extra tutoring and counseling in their first year.

**COLLEGE OF AGRICULTURAL SCIENCES & NATURAL RESOURCES (CASNR)**
103 Agriculture Hall
405-744-9464
casnr.okstate.edu

CASNR offers 16 majors leading to careers in science, business, education, technology, engineering, natural resources or communications.

**COLLEGE OF ARTS AND SCIENCES (CAS)**
213 Life Sciences East
405-744-5658
cas.okstate.edu

CAS provides degree opportunities in artistic, scientific or applied disciplines. With 24 departments, 35 majors and many more degree options, Arts & Sciences offers a diverse range of choices.
ADDITIONAL ACADEMIC ADVISING OFFICES

THE HONORS COLLEGE
101 Old Central
405-744-6799
honors.okstate.edu

The Honors College provides supplemental opportunities for students to study, conduct research and exchange ideas in a challenging and supportive academic environment. General education courses, honors seminars and independent study are available as honors courses. Students visit with an honors adviser after meeting with their college academic adviser in order to build honors courses into their academic plans.

PRE-LAW ADVISING
213 Life Sciences East
405-744-5658
prelaw.okstate.edu

Pre-law students are advised in the academic college housing their chosen four-year degree goal. In addition, students interested in pursuing a law career receive additional academic planning assistance, LSAT preparation, application assistance and connections to pre-law organizations through the College of Arts and Sciences’ pre-law adviser.

PRE-HEALTH ADVISING
213 Life Sciences East
405-744-9965
prehealth.okstate.edu

Pre-health students are advised in the academic college housing their chosen four-year degree goal. In addition, these students receive additional academic planning assistance, as well as connections to pre-health and pre-medical clubs/organizations through the Health Professions Advising Center in the College of Arts and Sciences.

ADVISING RELATIONSHIPS

Students are required to meet with their academic advisers at least once per semester to discuss course enrollment, as well as academic and career planning. Students who meet with their advisers more than once a semester are better prepared for the academic decision-making process ahead. Advisers who have the opportunity to get to know their students beyond academic advisement are better prepared to suggest degree combinations and additional experiences that will help the student develop a combined academic and career plan to spur them toward their further educational or career goals.

For transfer students entering OSU in the middle of their bachelor degree pursuit, the adviser relationship provides a faster connection to the university. Academic advisers will suggest ways to get involved, assist in finding the most appropriate experiential opportunities outside the classroom and serve as a mentor during the transition to OSU.

A meaningful relationship between a student and his/her academic adviser will ensure the maximization of potential while attending OSU. Students should keep the following in mind when establishing a foundation for a strong adviser-advisee relationship.

Students can expect their academic adviser to:

• Be available each semester. One appointment will be used to discuss upcoming coursework and enrollment. Advisers encourage multiple visits each semester to discuss whatever issues the student would like to know more about.
• Assist in educational planning, including the clarification of career and educational goals, curriculum planning and course selection.
• Be aware of and make appropriate referrals to campus support services.
• Provide information about possible majors and career exploration.
• Help prepare degree plans.
• Be knowledgeable about career opportunities and make referrals to Career Services when necessary.

Advisers will expect students to:

• Make and keep advising appointments (at least one per semester).
• Consider personal, educational and career goals.
• Understand their chosen degree programs and take responsibility for course planning.
• Maintain communication throughout the semester.
• Notify them whenever a serious issue (medical, financial, personal) interferes with the ability to fulfill course requirements (attendance, coursework, etc.).
• Ask questions when needed.
ACADEMIC ASSISTANCE CENTERS

While campuswide tutoring is available through the Learning and Student Success Opportunity Center for any subject area, academic centers in specific departments provide additional options for tutoring, mentoring and department-specific assistance.

**LEARNING RESOURCES CENTER FOR BIOLOGY AND ZOOLOGY COURSES**

303 Life Sciences West
405-744-6243
biol1114.okstate.edu/zoo_lrc

The Learning Resources Center is for students enrolled in biological and zoological sciences. Students may use computer tutorials, review sample tests and papers, examine experiments or meet with a teaching assistant or study group.

**FOREIGN LANGUAGE LAB CENTER**

205, 206 & 207 Gundersen Hall
405-744-5826
fllcourses.okstate.edu/language-lab

The Foreign Language Lab Center houses three independent labs with different capabilities. The center also has materials including DVDs available for checkout.

**OFFICE OF MULTICULTURAL AFFAIRS**

240 Student Union
405-744-5481
oma.okstate.edu

The Office of Multicultural Affairs (OMA) is a place for students of different cultures, backgrounds and experiences to come together in an effort to learn more about each other and about themselves. OMA takes a holistic approach to empower Oklahoma State University students to think and act in ways that will embrace and promote a more inclusive world. We aim to assist students in achieving academic excellence, developing their personal and professional character and engaging in the campus and greater community. OMA is the home to several of Oklahoma State’s cultural affinity groups, including:

- African-American Student Association.
- Asian-American Student Association.
- Hispanic Students Association.
- Minority Women’s Association.
- National Association for the Advancement of Colored People.
- National Organization for Women.
- Oklahoma State Queers and Allies.
- Vietnamese American Student Association.
- Women’s Programs.
- Women’s Resource Center Student Alliance.

**LEARNING AND STUDENT SUCCESS OPPORTUNITY (LASSEO) CENTER**

021 Classroom Building
405-744-3309
lasso.okstate.edu/tutoring

The LASSO Center offers free one-on-one tutoring and success coaches to any student needing assistance. Students should contact the LASSO Center to arrange for personal tutoring or to request a success coach for other academic and life skill assistance.

**MATH LEARNING SUCCESS CENTER**

Edmon Low Library 5th Floor
405-744-5818
math.okstate.edu/misc

The Math Learning Success Center is open to students on a drop-in basis and offers individual tutoring, recorded math lectures, computer-assisted software and slide/tape sequences.

**OSU WRITING CENTER**

440 Student Union
405-744-6671
osuwritingcenter.okstate.edu
writingcenter@okstate.edu

The OSU Writing Center services include one-on-one 50-minute tutorials, a writer’s hotline for brief answers to writing-related questions, writing handbooks and computer systems. In addition, the OSU Writing Center houses materials and handbooks made available to all students. Additional locations with limited hours include the Edmon Low Library Outpost (Edmon Low 102), Business Writing Lab (Business 103), and Writing Center West (Ag Hall 103).
### ACADEMIC CALENDAR

`registrar.okstate.edu`

Please note this calendar is tentative and should be used for basic planning. For an official calendar, check the registrar's website at the beginning of each semester.

#### SUMMER 2016

##### SESSION 1 — SECTION NUMBERS 211 — MAY 16-JUNE 3
- Class work begins: May 16
- 100% refund, nonrestrictive drop/add deadline: May 16
- Partial refund, restrictive drop/add deadline: May 17
- University holiday: May 30
- W drop/withdraw deadline: May 31
- W/F withdraw deadline: June 1
- Class work ends: June 3

##### SESSION 2 — SECTION NUMBERS 001 — JUNE 6-JULY 29
- Class work begins: June 6
- 100% refund, nonrestrictive drop/add deadline: June 8
- Partial refund, restrictive drop/add deadline: June 10
- University holiday: July 4
- W drop/withdraw deadline: July 15
- W/F withdraw deadline: July 22
- Class work ends: July 29

##### SESSION 3 — SECTION NUMBERS 231 — JUNE 6-JULY 1
- Class work begins: June 6
- 100% refund, nonrestrictive drop/add deadline: June 7
- Partial refund, restrictive drop/add deadline: June 8
- W drop/withdraw deadline: June 24
- W/F withdraw deadline: June 29
- Class work ends: July 1

##### SESSION 4 — SECTION NUMBERS 241 — JULY 5-JULY 29
- Class work begins: July 5
- 100% refund, nonrestrictive drop/add deadline: July 6
- Partial refund, restrictive drop/add deadline: July 7
- W drop/withdraw deadline: July 22
- W/F withdraw deadline: July 27
- Class work ends: July 29

### FALL 2016

- New student move-in: Aug. 11
- Welcome Week: Aug. 12-16
- Final enrollment date (late fee assessed after this date): Aug. 12
- Class work begins: Aug. 15
- 100% refund, nonrestrictive drop/add deadline: Aug. 22
- Partial refund, restrictive drop/add deadline: Aug. 26
- University holiday: Sept. 5
- Students’ fall break (no classes, OSU open): Oct. 14
- W drop/withdraw deadline: Nov. 4
- W/F withdraw deadline: Nov. 18
- Students’ Thanksgiving break begins (no classes): Nov. 23
- University holiday: Nov. 24-25
- Pre-Finals Week: Nov. 28 - Dec. 2
- Class work ends: Dec. 2
- Finals Week: Dec. 5-9
- University holiday: Dec. 23-Jan. 3

### SPRING 2017

- Class work begins: Jan. 17
- University holiday: Jan. 17
- 100% refund, nonrestrictive drop/add deadline: Jan. 24
- 50% refund, restrictive drop/add deadline: Jan. 27
- Students’ spring break (no classes, OSU open): March 13-17
- W drop/withdraw deadline: April 14
- W/F withdraw deadline: April 28
- Pre-Finals Week: May 1-5
- Class work ends: May 5
- Finals Week: May 8-12
OFFICE OF THE REGISTRAR

324 Student Union
405-744-6876 (phone)
405-744-8426 (fax)
registrar.okstate.edu
registrar@okstate.edu

The Office of the Registrar assists students with enrollment, withdrawing, degree or enrollment verification, updating personal information in the Student Self-Service, fulfilling transcript requests, graduation and other services. Faculty and staff rely on the Office of the Registrar for classroom scheduling, class roll coordination, grade submission, enrollment reports and registration process assistance.

ACADEMIC REGULATIONS AND DEGREE REQUIREMENTS

University academic regulations regarding academic standing, student status, degree requirements, grades, credit hours and graduation requirements are included in the University Catalog overseen by the Office of the Registrar. The catalog, which also includes course descriptions and individual college/department information, may be accessed through the Office of the Registrar’s website. Additionally, the Office of the Registrar maintains all degree program requirement sheets for majors and minors offered by OSU. Degree sheets may be accessed individually by major at registrar.okstate.edu.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of student educational records. The law applies to all schools that receive U.S. Department of Education funding. FERPA gives parents certain rights with respect to their student’s educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

The quickest, easiest way for parents to receive information about their student’s grades, financial statements or other student information is for the student to provide it. Students can look up information online and provide a copy to their parents. Students may also set up a guest login to the Office of the Bursar’s website for parents to access billing information at bursar.okstate.edu.

If a parent is unable to obtain academic information directly from the student or has a reason to doubt the information received, direct access to educational records may be obtained if the student completes a parental access form, available in the Office of the Registrar. This form must be completed by the student in an environment that is not coercive. Parents of a dependent student may gain access to educational records by producing parental access form, available in the Office of the Registrar. If parental access has been granted, educational records may be viewed in person once an appointment has been arranged through the Office of the Registrar. We welcome the opportunity to discuss this with you if you have any questions.

Extensive information regarding FERPA rules at OSU is located under the Family Educational Rights and Privacy Act link at registrar.okstate.edu.

PURCHASING BOOKS

Once enrolled, students may access a list of required textbooks for their courses. Students may use this list to determine expected book costs via the University Store website, view the ISBN numbers for required books if they’d like to take extra time to research purchase options and purchase books ahead of time. Early purchase is suggested when students know their schedule will not change.

CERTIFICATIONS

Students needing verification of their enrollment for insurance, good student discounts, loan deferments, etc., have two options. The easiest and fastest is to make their request in person at the Office of the Registrar. A photo ID is required to release this information, and most requests can be processed within a matter of minutes. Enrollment certification letters may also be requested in writing using the enrollment certification request form available on the Office of the Registrar’s website at registrar.okstate.edu/forms.

GRADES AND RETENTION STANDARDS

The quality of academic performance for OSU courses is indicated by the following letter grades:

- “A” Excellent
- “B” Good
- “C” Average
- “D” Below average
- “F” Failure

Additional grades such as the following may also be earned. For a complete list of grading policy and procedures, see registrar.okstate.edu.

- “F!” (F shriek) indicates the student failed due to a violation of academic integrity (see the Academic Integrity Policy). Students may remove the first “!” (though not the “F”) from their transcripts by completing an academic integrity educational program (see the Academic Integrity section on page 26).

- “P” is earned for passing work in OSU courses approved for pass/no-pass and pass/fail grading systems. Both credit hours and grade points are ignored in calculating grade-point averages.

- “NP” is earned for unsatisfactory work (including that evaluated as “D”) in courses on the pass/no-pass and pass/fail grading systems.

- “S” or “U” is given for satisfactory (equivalent to a “C” or better) or unsatisfactory work in remedial courses in English, mathematics, reading and science.

- “W” indicates a dropped course.

- “AU” indicates the student audited the course and requested that it be recorded on his or her academic record. An “AU” isn’t a grade.
Honor Roll

Full-time undergraduate students who complete six or more hours with a grade-point average of 4.0 and no incomplete grades are placed on the President’s Honor Roll. Students who complete six or more hours with a GPA of 3.5 or higher and no incomplete grade or grade below a “C” are placed on the Dean’s Honor Roll.

Midterm Grades

Midterm grades are reported for all students enrolled in 1000 and 2000 level courses.

Final Grades

Oklahoma State University doesn’t mail final grades to students at the end of the semester. Students receive their grades electronically. Any student who has difficulty accessing his or her grades may come to the Office of the Registrar for assistance and training.

Retention Standards

Academic retention policies alert students of consequences resulting from unsatisfactory academic performance. Students not maintaining satisfactory progress toward their academic objectives as indicated below will be placed on probation for one semester.

Graduation/Retention

<table>
<thead>
<tr>
<th>Grad/retention hours attempted</th>
<th>GPA required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30</td>
<td>1.7</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Students who fall below these standards are placed on academic probation. Students who receive a 1.7-1.99 GPA within their first 30 credit hours are put on “Academic Notice” rather than probation. Academic notice is a warning given to students and is not noted on their transcript. Academic probation is noted on a student's transcript and could lead to suspension if their GPA isn’t raised.

Transcript Requests

There are several ways for students to request a copy of their official academic transcript. The easiest and fastest way to request a transcript is through Banner. Students are able to request more than one transcript at a time and designate where each one is to be sent. There is also a tracking feature to monitor when the request was processed and the transcript sent. Students may also request a transcript in person in the Office of the Registrar. A photo ID is required to view or receive such records.

The final option for requesting a transcript is to make a request in writing. The transcript request form is available online at registrar.okstate.edu. Transcripts cannot be requested or released to anyone other than the student without written authorization.

General Education Courses

General education courses provide students with general knowledge, skills and attitudes conducive to lifelong learning in a complex society. The breadth of general education requirements stimulates intellectual curiosity, original thought and expression, the capacity for critical analysis and problem-solving, and the ability to make conscious value judgments consistent with personal needs and the public interest. General education assists graduates to function in and appreciate the human and natural environment.

University Academic Regulations: 3.4 General Education Requirements

Although the university has a general education program, each college determines and publishes the general education requirements for its individual degree programs. College requirements must meet and can exceed the minimum for general education established by the university, which include:

- Six semester credit hours of English composition.
- Three semester credit hours of American history (HIST 1103 or equivalent).
- Three semester credit hours of American government (POLS 1113).
- At least six semester credit hours in each of the approved general education designated areas of analytical and quantitative thought, humanities, natural sciences and social and behavioral sciences.
- At least one course designated as each of the following: international dimension, scientific investigation and diversity.

Courses used to fulfill general education requirements are identified by code letters which designate the general education category for which the course may be used:

A — Analytical and Quantitative Thought
D — Diversity
H — Humanities
I — International Dimension
L — Scientific Investigation
N — Natural Sciences
S — Social and Behavioral Sciences

Students will work with their academic advisers to determine which general education courses are most appropriate for their major and career options. If your student has not decided on a particular major course of study, he/she should talk through all options being considered to maximize course choice in the short term to be sure long-term requirements are being met.
CREDITS AND PLACEMENT

TRANSFER CREDITS FROM OTHER COLLEGES AND UNIVERSITIES

Oklahoma State University accepts academic credit from accredited colleges and universities. Credit hours are transferred to OSU based on course equivalency guides designed to assist students who have attended more than one school. If your student has completed college-level coursework at another institution or plans to take classes from another school to transfer to OSU, he or she should consult an academic adviser for course equivalency guidance. Additional assistance in planning transfer credits may be found online in the Transfer Credit Guides at admissions.okstate.edu/transferguides.

It’s important to note that all credits earned from accredited colleges and universities will transfer to Oklahoma State University as credit. However, each individual degree program has specific requirements for graduation and if the courses taken at another accredited institution aren’t required or cannot be absorbed within a student’s chosen degree plan, they’ll be added to the total number of credits required for the chosen degree.

For instance, if a student has taken an introduction to psychology course at another institution that transfers to OSU as a social science, but the student’s degree program has different social science requirements, the introduction to psychology course would count as a degree elective instead of a social science. In many cases, students may speak with advisers and departments to request substitution of degree requirements be made for special circumstances. Those requests are taken on a case-by-case basis if not previously approved.

CREDIT BY EXAM

The OSU Department of Foreign Languages and Literatures offers free placement testing for students with experience studying a foreign language but are unsure of the most appropriate course level in which to begin at OSU. The tests, offered for Spanish, French and German, take approximately 60 minutes and are scored immediately. In order to earn credits, students complete coursework into which they’re placed with a letter grade of “A” or “B.” Once the first course is completed successfully, up to 10 credit hours of prerequisite courses that the student skipped may be credited. This credit comes at no additional cost to the student.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

For students with advanced subject knowledge, institutional and national CLEP exams can save money and time. Students earning minimum scores will earn credit, but not a grade, for equivalent OSU courses. OSU doesn’t charge tuition or fees for credit earned through credit by examination. The only expense to the student is the cost of the exam. If a student wishes to earn credit through examination, he or she should plan to take the test as soon as possible, before the information from the previous courses becomes stale.

To schedule an exam, contact:
University Assessment and Testing
107 UAT Building
405-744-9958
uat.okstate.edu/testclep

ADVANCED PLACEMENT (AP) AND INTERNATIONAL BACCALAUREATE EXAMS (IB)

Most incoming freshmen enrolling in the summer who have taken AP or IB advanced standing exams will not have all of their official scores at the time of enrollment. Academic advisers will work with students to determine appropriate course placement based on high school grades, ACT/SAT section scores and overall feeling of the student regarding performance on advanced placement tests. If schedule changes need to be made following score notification, advisers will assist students with the drop and add process.

When a student takes CLEP, AP or IB exams, a request to send official score reports to OSU should be made at the time of testing. If students took placement tests before knowing their college choice, OSU will not have copies of the official score report.

Additional score reports may be requested as follows:

CLEP Transcripts Request Service
P.O. Box 6600
Princeton, NJ 08541-6600
Toll-free: 800-257-9558 or 609-771-7865 (international)
877-471-9860 (military)
clep.collegeboard.org

AP Program
P.O. Box 6671
Princeton, NJ 08541-6671
Toll-free: 888-225-5427 or 212-632-1780 (international)
610-290-8979 (fax)
apstudent.collegeboard.org
ACADEMIC INTEGRITY
OFFICE OF ACADEMIC AFFAIRS
101 Whitehurst
405-744-5627
academicintegrity.okstate.edu

OSU takes its Academic Integrity Policy seriously. A complete description and explanation of the policy can be found at the above website. The following comes directly from the OSU Academic Integrity Policy:

All members of the Oklahoma State University community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness and responsibility.

Behaviors that violate the fundamental values of academic integrity may include but are not limited to:

• Unauthorized collaboration.
• Plagiarism.
• Multiple submissions.
• Cheating on examinations.
• Fabricating information.
• Helping another person cheat.
• Unauthorized advance access to examinations.

Students are expected to:

• Understand and uphold the academic integrity guidelines established by the university and the instructor.
• Present their own work for evaluation by their instructors.
• Appropriately cite the words and ideas of others.
• Protect their work from misuse.
• Accept responsibility for their actions.
• Treat instructors and members of the Academic Integrity Panel with respect when violations of academic integrity are examined or appealed.
• Trust instructors and members of the Academic Integrity Panel to enforce the academic integrity policy and procedures.

Good citizenship is expected. However, if your student should make a mistake or use poor judgment, you should know that the focus of OSU’s disciplinary system is education. If a student repeatedly violates policy or moves on to more serious violations, separation from the university may result.

CAREER DEVELOPMENT & PLANNING
OSU CAREER SERVICES
360 Student Union
405-744-5253
careers@okstate.edu
HireOSUGrads.com

Dear Parents,

Every year, hundreds of employers from across the country, representing a wide range of industries and organizations, recruit graduates from Oklahoma State University in search of their future leaders. OSU Career Services is an award-winning comprehensive career planning and employment center for students and alumni. We provide resources to assist students and alumni with their career development and job preparation needs, as well as providing comprehensive referral/interview services through our online job listing service.

OSU Career Services strives to prepare your student to enter the world of work as a professional, and you can help us help them. We need you to ensure that your student visits our office early in their academic career and often during their stay on campus. We have a wide variety of programs, events and services to introduce them to the professional world of work. Please check out our services at HireOSUGrads.com.

Our services include one-on-one career consultation, deciding on a major, finding an on-campus or off-campus student job, exploring career-related internships or summer employment and full-time employment after graduation. Each of the college career services offices have career consultants who will meet with your student to help them with their career needs, and the central career services office in 360 Student Union has specialized career consultants to help with special populations such as student with disabilities, international students, student-athletes and diverse student populations.

We look forward to working with your student during their academic career at OSU.

Go Pokes!

Pam Ehlers, Ed. D
Director, OSU Career Services

Students deciding on major and career connections have additional resources available through the Career Services central office and college-based offices. Where a student’s academic adviser focuses primarily on academic planning with discussion related to careers, career services consultants assist students in developing a comprehensive career plan that complements their chosen academic program. By using both offices in tandem from the earliest possible moment, students will find focus and direction much faster, providing a foundation of academics and experiential learning.

Students aren’t required to seek career counseling, but those who begin thinking about major and career connections early in their academic programs discover internship and career exploration opportunities and tend to decide on their chosen career path earlier. Those who wait are more likely to change majors multiple times and spend longer in the job search process or achieving nonacademic experiences to round out their post graduate preparation. Career Services also provides a special section of their website devoted to parents of OSU students. To learn how you can help your student better understand the opportunities ahead, visit HireOSUGrads.com/Parents for great advice you can use. The following pages outline opportunities for students through OSU Career Services.
Electronic job search assistance is available through the Hire System database. Students may search online job postings, post résumés and make connections with employers seeking students for on-campus, off-campus, work-study, part-time, full-time, internship and postgraduate positions. Additionally, job search tools and career assessment tools are available online to assist with career direction, résumé building, cover letter writing, interviewing and other job search needs.

Career Fairs
OSU holds multiple career fairs each year on campus, providing opportunities for students to meet with employers in person, network and learn about potential positions.

Job Search Tools
These tools consist of portfolios, thank-you cards, résumé paper and student business cards.

Mock Interview Days
Students are encouraged to practice their interview techniques before starting the interview process with employers. Your students can arrange mock interviews with Career Services and receive feedback on their performances from trained professionals and actual employers who recruit on the OSU campus every year.

On-Campus Interviews
Employers travel to the OSU campus to interview potential candidates in the specially designed interview facilities maintained in Career Services. Students can sign in to their HIRE System account to browse for employers who will be conducting on-campus information sessions, interviews and other events.

Individual Career Advice
Highly trained career consultants meet with students to assist them on a one-on-one basis. Students can receive personal assistance in any of the following areas: résumés, curricula vitae, cover letters, mock interviews, interviewing tips, internship and full-time employment information, job search strategies, salary negotiations and additional information specific to their needs.

Career Exploration
Students are encouraged to learn more about themselves and the world of work, identify and explore potentially satisfying occupations, and develop an effective strategy to reach their goals. Workshops and courses offered across campus are the best places to begin seeking career direction and information.

Internship Information
Career consultants will meet with your student to assist in finding, deciding, interviewing and preparing for internships both domestically and internationally.

Job Search Strategies
Students find assistance in determining the best strategies to employ for their job search. This can include job search steps, impressing recruiters, learning about job opportunities, strategies for career fairs and networking.

Résumé Development
Career Services staff members are available by appointment to help your student create a résumé. The conversation may include a discussion about the purpose of a résumé, how to write an objective statement, types of information that should be included and excluded, and how to describe your student’s abilities and experiences that will interest an employer.

OSU Career Services Central Office Resources
- Connections to hiring companies.
- Campus events.
- Career services.
- Work-Study, part-time, full-time and internship job listings.
- Career fairs.
- On-campus interviews.
- Résumé help.
- Mock interview days.
- Employer connections.

College Career Services in Each Academic College
- Individual career development specific to academic needs.
- Major and career connections.
- Résumé development.
- Job search strategies.
- Internship information.
- Career exploration.
- Job search correspondence.
- Individual career advice.
When should my student begin to utilize the Career Services office?
Career Services is available to students throughout their time at OSU. We encourage students to use our wide range of services as part of their degree plan at OSU. Students are encouraged to use the facility to assist with part-time, work-study, internship and full-time job search needs.

What should my student do if he/she is undecided about a college major and/or career?
OSU Career Services offers assessments and inventories along with follow-up services that provide important information regarding interests, strengths and weaknesses. In addition, each academic college has a Career Services office and college career consultants to meet with students and discuss career-related issues. The college career consultants are available to help students research potential employers, find appropriate internships, meet employers through career fairs and interview for positions with employers who visit the OSU campus. Students can visit HireOSUGrads.com for information on topics such as résumé development, links to OSU employer websites, job search methods and resources, job listings, upcoming events and much more.

How Can Parents Help Career Services?
There are several ways parents can help Career Services:

• Encourage your employer to recruit OSU students. We are recruiting thousands of employers to hire OSU students for jobs and internships. If you know potential employers, feel free to refer them to us. Call 1-888-OSU-HIRE or visit the website at HireOSUGrads.com.

• Forward employment notices and information. Career Services maintains a website where full-time, part-time, on-campus, off-campus, work-study and internship opportunities are posted for students. You can email employment vacancies to careers@okstate.edu.

• Encourage your student to get to know us and to stop by our offices to meet our staff and to learn about the services that we offer.

• Sponsor an internship. An internship is a career-related experience that provides exposure to an occupation, industry or career. It can be for pay, for credit (coordinated through an academic department) or on a volunteer basis and can be completed in the summer, fall or spring. Many students participate in internships as a part of their career development. If you can offer an internship opportunity at your place of employment, call us at 1-888-OSU-HIRE and we’ll be happy to help.

TIPS TO REMEMBER

• Listen to your student. It’s very important for students to talk about themselves as they pinpoint a career that truly suits them.

• Encourage your student to take advantage of our programs and services from the moment they arrive on campus.

• Be patient. Career exploration can be a long process, and each student will approach it in his/her own unique style. If your student is struggling, encourage him/her to make an appointment with a college career consultant for individual career advice.

• OSU Career Services staff members are dedicated to assisting students with their career search. Encourage your student to call on us. It’s our pleasure and honor to be of assistance in this very critical life stage.

• Career consultants are located in every college as well as at the Career Services office in the Student Union to assist with job searches. Career consultants can provide assistance such as résumé development, writing cover letters, access to job search resources and mock interviews.
PAYING FOR COLLEGE
OFFICE OF SCHOLARSHIPS AND FINANCIAL AID

119 Student Union
405-744-6604 (Phone)
405-744-6438 (Fax)
financialaid.okstate.edu
financialaid@okstate.edu

The Office of Scholarships and Financial Aid helps you locate the financial assistance programs for which your student may qualify. Aid can be in the form of scholarships, grants, work-study, loan programs or any combination of the four. Much of the aid comes through federal and state programs. A number of programs have limited funding, so it’s important to apply early.

To be considered for state and federal aid, students should complete the Free Application for Federal Student Aid (FAFSA). Remember to complete the FAFSA each October with OSU’s school code (003170) so your student will have financial aid for the following academic year. The Office of Scholarships and Financial Aid will receive the application information from the U.S. Department of Education and determine assistance eligibility.

Types and amounts of financial aid vary greatly from school to school, depending on the cost of attendance and availability of funds in each aid program. To be considered for aid, students and/or parents should respond promptly to any requests for additional information from the Office of Scholarships and Financial Aid.

COMMUNICATING WITH THE OFFICE OF SCHOLARSHIPS AND FINANCIAL AID

We usually communicate with your student by email. To protect you and your student’s privacy, official emails from our office are sent to your student’s official OSU email address once his or her O-Key account has been activated.

CHECKING OSU FINANCIAL AID ONLINE

Your student can check the status of the financial aid application, review and accept awards, and check for disbursement of aid (credits to the bursar account) on the same website used for enrollment. The New Student Handbook includes instructions for accessing OSU’s Student Self-Service at my.okstate.edu. We hope you’ll encourage your student to routinely check the application status and award screens of the system, now and throughout the year.

FIRST DISBURSEMENT OF FINANCIAL ASSISTANCE

Most scholarships, grants and loans will appear as credit on student bursar accounts the first week of classes. A few scholarships are not credited until after the 100 percent tuition refund period ends each semester. Review the Office of the Bursar’s section for information about refunds of credit balances once charges have been paid.

HAS YOUR STUDENT RECEIVED ADDITIONAL AWARDS?

If your student was notified of an award from an OSU office and it isn’t showing in Student Self-Service, contact the office that notified you of the award. If you know of an award from a non-OSU source (scholarship agency, tribal scholarship, etc.), your student needs to let us know of the award by completing the online Additional Scholarships and Financial Aid Resources Report at financialaid.okstate.edu.

CHANGES IN ENROLLMENT PLANS, AWARDS OR FINANCIAL CIRCUMSTANCES

Eligibility for aid is based in part on costs, expected family contribution from the FAFSA, other sources of financial aid and your student’s enrollment plans. Changes to any of these factors after the original award is made may require an adjustment to your student’s eligibility. In some cases, changes may require repayment of some or all federal funds. We strongly encourage you to review the information about adjustments to financial aid at financialaid.okstate.edu/policies.

CONTINUED ELIGIBILITY FOR FINANCIAL AID

Federal/state aid recipients must meet the requirements of the OSU Financial Aid Policy on Satisfactory Academic Progress to remain eligible for aid, including federal student and parent loans. The policy is included in your student’s initial award letter and is linked from the award pages in the online Student Self-Service system. Scholarship recipients must meet the requirements of each individual award, as outlined in the award notice for each scholarship.

OTHER POLICIES OF IMPORTANCE TO STUDENTS

We encourage you to review, with your student, the following policies that relate to financial aid eligibility, all available at financialaid.okstate.edu/policies:

- Withdrawal/Failure to Attend all Classes.
- Repeated Coursework.
- Double Major/Dual Degrees.
- Academic Minors.
- Student Rights and Responsibilities.
- Consumer Information.

REQUIREMENTS TO RECEIVE FIRST DISBURSEMENT OF STUDENT OR PARENT LOANS

First-time recipients of a student or parent loan at OSU will need to complete a few additional steps before the first disbursement of their loan(s) can be credited to the student’s bursar account.

- Entrance Counseling (Students): Students must complete one-time Loan Entrance Counseling prior to the first disbursement of their loan. To complete the counseling online, which takes about 20 minutes, go to studentloans.gov. Students need the PIN they used to sign the FAFSA to access the loan counseling. OSU will be automatically notified a few days after completion of the session.
- Promissory Note (Students): Students can log in at studentloans.gov (using the student PIN they used to complete the FAFSA) and sign the Subsidized/Unsubsidized Master Promissory Note (MPN) once they see the request for the MPN in Student Self-Service.
- Promissory Note (Parents): Parent (PLUS) Loan borrowers can request the Parent Loan and sign the Parent Loan MPN at studentloans.gov using the pin they used to sign the FAFSA.
- Perkins Loan Recipients: Funding is limited, so not every student is eligible for a Perkins Loan. The Office of the Bursar sends Perkins promissory note information to recipients later in the summer.
Welcome Parents,

We’re excited about your student attending Oklahoma State University. Our office looks forward to interacting with you and providing information about educational expenses. The Bursar Office bills and collects tuition, fees, campus housing and other university-related charges. To ensure a smooth transition into OSU, please encourage your student to log in and make you an authorized user to view bursar account information. The Orange Beginnings session provides details on how your student can set up this access.

We offer a semester-based payment plan that allows monthly installments in place of a lump-sum payment to assist families in paying college expenses. The payment plan is available online for students to sign up at my.okstate.edu. More information is available in our bursar session or on the website.

You should never hesitate to contact our office or visit with a financial counselor if you have any concerns or questions regarding your bursar account obligation. However, please realize FERPA restricts the amount of information we can provide a parent without the student’s permission.

We’re committed to supporting your family and facilitating your student in attaining his or her academic goals at OSU and meeting their financial obligation to the university.

Laurie Beets
Bursar & Director of Student Loans/Debt Management
Office of the Bursar

The Office of the Bursar is the entity officially charged with billing and collecting tuition, fees, campus housing and other university-related charges. All federal and campus-based financial aid funds are disbursed to students’ bursar accounts and the Bursar Office refunds any overpayments. Your student’s bursar account is a record of charges, payments, and applied financial assistance. The following information is helpful in understanding the billing and payment process at OSU. For detailed information, we suggest reading the Financial Responsibility Contract and the Parent and Student Guide on the Bursar website for an overview of payments and processing.

The tuition and fees for the 2016-2017 academic year will be set in summer 2016 as approved by the Oklahoma State Regents for Higher Education. Tuition and fee increases are approved prior to the beginning of each fall semester. Starting fall 2014, OSU implemented a block rate that includes tuition and universitywide fees for students taking 12 to 18 credit hours. The block rate serves as one of OSU’s strategies to help students stay on target and finish college in four years. For an estimate in tuition and fees, visit the bursar’s webpage at bursar.okstate.edu/tuition-estimate.

BILLING AND PAYMENT INFORMATION

An itemized billing statement is generated the first day of each month. Notifications to view billing statements via the web are emailed to students at their University email address. The electronic billing statement provides previous monthly billing information if needed. Students view billing statements, semester account activity, set up authorized users and pay online at my.okstate.edu. Authorized user login is located through the bursar website at bursar.okstate.edu. Billing statements summarize semester charges, grants, scholarships and loans that have been applied to the bursar account. Payment is due upon receipt and is considered past due after the 15th of each applicable month.

Federal law limits the information the university may provide to parents of OSU students. The bursar account is in the student’s name, and information regarding that account may only be issued directly to the student. Students may set up parental access to view their account. This access is provided at my.okstate.edu. A student enters the parent’s email address under the “Authorized Users” tab. The authorized user receives two emails; the first email acknowledges they are an authorized user; the second email contains their temporary password. The “Authorized User” link is located on the bursar website. It will prompt the authorized user to immediately change their password upon initial login. Only the student can update their bursar address online and make changes using their O-Key login and password at my.okstate.edu.

Please note, accounts are assessed a finance charge at the rate of 1.5 percent per month on any previous month’s unpaid billed balance unless the account is on a payment plan. In addition, charging privileges, academic records and clearance for enrollment in future semesters will be denied while there is a past due balance at the university.

Payments may be mailed to:
Oklahoma State University
Office of the Bursar
P.O. Box 1583
Stillwater, OK 74076

When you send a check as payment, you are authorizing OSU to clear your check electronically. Your checking account may be debited the same day we receive your payment. This electronic transaction will appear on your bank statement, although your check will not be presented to the financial institution or returned to you. Any resubmission due to insufficient funds may also occur electronically. Please be aware that all checking transactions will remain secure, and payment by check constitutes acceptance of these terms. For your convenience, credit card and webcheck payments are accepted online. However, there is an added service fee when paying by credit card.
**Payment Plan**

In efforts to assist our students in meeting financial obligations, we offer a semester-based payment plan as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families (authorized users) and students to pay university-billed expenses in regular monthly installments. No finance charges are associated with the payment option plan or enrollment holds if payments are made as promised. The deadline to enroll in the fall plan is Sept. 15; the spring plan deadline is Feb. 15. Summer enrollment is not eligible for the plan.

The Payment Plan is available online each semester. The student can sign up online at my.okstate.edu. It’s important to designate a parent under the “Authorized User” tab by entering their email address for access to the payment plan enrollment. There is a $25 semester-based nonrefundable fee to participate. If you have questions, please email brpop@okstate.edu.

Please note: Payment plan participants receive installment payment due notifications in separate emails from the monthly billing notification. The monthly billing notification informs payment plan participants of the total monthly billing statement amount for informational purposes.

**Third-Party Billing/Non-OSU Scholarships**

Many students are sponsored through various scholarships from organizations or foundations other than OSU. Typically, the sponsoring organization sends the check directly to the university. These funds are deposited in the student’s account and used to pay any costs associated with attending OSU. These funds are divided by semesters (e.g., $1,000 will be divided into $500 for the fall semester and $500 for the spring semester) unless otherwise stated on the documentation. If a student receives scholarship funds directly, it is recommended the student deposit the funds at our office to process toward their bursar account. Some organizations require a billing invoice from OSU before a scholarship is issued on behalf of the student. If this is the case, our office should receive notification before the due date of the first semester’s billing statement. Please complete the form on our website located at bursar.okstate.edu by clicking “Forms” (on the left side) to authorize us to bill a third-party sponsor.

**Refunds — Direct Deposit of Credit Balances**

All financial aid is applied toward the student’s bursar account and a refund (if any) is calculated after taking into account all semester charges incurred. Bursar account credits resulting from a credit card payment are refunded back to the credit card, not the student. When a semester bursar account credit occurs, the refund electronically transfers to their bank if your student participates in direct deposit. For students wishing to participate, it is important to sign up now at my.okstate.edu by clicking the “eRefund” link under “Payment Info.”

For students not wishing to participate in the direct deposit program, refunds are issued by check. Checks are mailed approximately 10 business days after the credit balance becomes effective. The local address listed on the student’s bursar account is used as the mailing address.
OKLAHOMA STATE UNIVERSITY OFFICE OF THE BURSAR

CONTRACT OF STUDENT FINANCIAL RESPONSIBILITY

Oklahoma State University corresponds electronically with students using the O-Key university email address. I understand I am responsible for regularly reading important information sent to my O-Key email account and for taking action on any important correspondence sent to this address and adequate email space is available to ensure that correspondence is received.

- I understand enrollment at Oklahoma State University constitutes a contractual financial obligation to pay tuition and fees for classes in which I am enrolled. I further understand my financial obligations are due by the university-set due date each semester.

- I understand I will receive an email notification when my billing statement is available to view online. Statements are located online at myokstate.edu.

- I understand my account information can only be released to me. It is my responsibility to notify my parents/legal guardian of my account balance or I can set up my parents/legal guardian as an authorized user to access my statement through the authorized user link located on the bursar website.

- I understand in the event I have a return check on my account I will be charged a $25 return check fee. I understand I am responsible for all dishonored payments that have been presented on my behalf. I understand if a payment is returned to the university by the bank and the payment was made to get enrolled, the bursar may cancel my enrollment during the drop/add timeframe and may require certified funds for hold clearances.

- I understand financial aid funds automatically pay all charges incurred on my bursar account unless I restrict my Title IV funds to only pay tuition/fees, housing/meals and books by completing the bursar form.

- I understand once all my financial aid is applied to my bursar account, I am responsible to pay any charges still outstanding and new charges by the due date.

- If my federal or institutional financial aid is either not received by Oklahoma State University or I lose my eligibility to retain financial aid for the semester, I assume responsibility for paying all student obligations.

- I understand if I enroll prior to the enrollment hold being placed on my account, my enrollment is subject to cancellation if my balance is not paid to current. I also understand if I am participating in the payment plan and my payments are not current, my enrollment is also subject to cancellation.

- I understand failure to pay my account prior to the 15th of the month will result in my account being assessed a 1.5 percent monthly (19.56 APY) finance charge on any past due balance.

- I understand if I have a past due balance, I will lose my charging privilege on campus. This does not affect a meal plan unless the contracted amount is used.

- It is my responsibility to know the university’s drop and withdraw policy, including deadlines. It is also my responsibility to drop or withdraw myself from my classes. My failure to drop or withdraw in a timely manner does not relieve me from my financial responsibility to the university for tuition and fees.

- I also understand if I enroll in classes or my adviser enrolls me in classes and I do not attend these classes, I am still held responsible to pay the required tuition and fees if I fail to withdraw by the designated dates.

- I understand if I drop, withdraw, graduate or do not return to the university, it is my responsibility to update my address, phone number and email address.

- I understand if I have a student Direct Subsidized/Unsubsidized Loan, Perkins Loans, Health Professions Student Loan, and/or Murray Case Sells Loan, I am responsible for completing the required exit counseling upon leaving the university.

- I understand if I have a university outstanding balance, holds are placed on my account and I will not be able to enroll in future semesters nor receive an academic transcript or diploma.

- I consent to being contacted on all phone numbers, including cellphone, provided to the university as a source of contact. This includes contact from its agents, representatives and attorneys (including collection agencies) for purposes of collecting any portion of my account financial obligation that is past due.

- I understand if I have an unpaid balance to the university and do not make satisfactory payment arrangements, my account will be placed with an external collection agency. I will reimburse the university the fees of any collection agency, which may be based on a percentage at a maximum of 33.3 percent of the debt, and all costs and expenses, including reasonable attorney’s fees, the university incurs in such collection efforts. This will be assessed to my bursar account and included in the balance due. It will result in endangering my credit rating on a local and/or national level by being reported to all three credit bureaus (Equifax, TransUnion, Experian). The university will also exercise the right to request an Oklahoma state tax refund hold to offset the outstanding debt.

- I am aware Oklahoma law has jurisdiction and any disputes arising shall be determined in accordance with the law of this jurisdiction.
**Veteran Assistance**

Welcome, veteran and military-affiliated students! You will find Oklahoma State University committed to providing the best possible services and programs to veterans, active duty military, reservists, National Guard and their dependents at two offices on campus.

**Office of Veteran Student Academic Services (University College)**

The transition to student life can be challenging. The Office of Veteran Student Academic Services is dedicated to aiding you in your educational pursuits. The office is your link to services both on and off campus, including: federal, state, community and campus assets available to assist you or your family.

For more information, visit universitycollege.okstate.edu and click on “Veteran Students.” For any additional questions you may have, contact us at militaryveterans@okstate.edu or call 405-744-1389.

**Veteran Benefit Services (Office of the Registrar)**

322 Student Union  
405-744-6343  
veteransbenefits@okstate.edu

The Veteran Benefit Services unit of the Office of the Registrar is committed to providing the best possible services and programs to veterans and their dependents attending Oklahoma State University. The transition to student life can be challenging. The staff of the Veteran Benefit Services office is grateful to you and your family members for your service to our country and is dedicated to providing the services you need to successfully navigate the transition from military to civilian life. The Veteran Benefit Services office deals primarily with processing education benefits offered through the U.S. Department of Veterans Affairs (VA). We look forward to meeting you soon. Call or email us with questions or concerns, or to schedule an appointment to find out more about veteran benefits and resources.

Visit our website for information on the following:

- Certification Requirements for all Education Chapters.
- Benefits Programs.
- Post 9/11 (Chapter 33) GI Bill.
- Yellow Ribbon Program.
- Military Education Transfer Credit.
- VA Forms Online.
- War Orphans Education Assistance — DEAP (Survivors and Dependents Education Assistance Program — Chapter 35).
- Licensing and Certification Exams.
- National Tests.
- Military Leave/Call Up.
LIVING ON CAMPUS
Welcome Parents and Families,

Thank you for choosing Oklahoma State University to continue your education. This can be an exciting time for you and your student, as well as a time of anxiety. That is why I want you to know the Department of Housing & Residential Life is committed to providing your student with a safe and positive living-learning environment.

OSU offers many opportunities for students to be involved within the campus community. We think our Residential Community Educators, Assistant Residential Community Educators and Community Mentors can serve as a catalyst in connecting students to co-curricular opportunities. Research has indicated that if students are actively engaged outside of the classroom, they increase their chances of performing well academically and have an overall higher level of satisfaction. We also staff our facilities 24 hours a day to assist students with both routine concerns and emergency situations.

Our mission is to provide safe, affordable and well-maintained residential communities, which encourage individuals to value learning, respect diversity, act responsibly, promote service and foster engagement. In addition, we provide outstanding service and a commitment to student safety. You should never hesitate to contact our office if you have any questions or concerns regarding our facilities and services.

Thank you,

Leon McClinton, Jr., Ph.D.
Director, Housing & Residential Life

Living on campus at Oklahoma State University is an integral part of a student’s educational experience. As members of a residential community, students have the opportunity to be active participants in making and carrying out decisions affecting themselves and their community. This includes a responsibility for maintaining a healthy environment and respecting other members of the community. Each resident is an integral part of the overall functioning of these communities and is expected to participate as such.

To ensure that each student benefits from the opportunities, programs and services provided by Residential Life, freshmen are required to live on campus. Exceptions to the rule include students who are married, living in a fraternity or sorority chapter house, have earned 27 credit hours, are veterans or are living with immediate relatives. Students who don’t meet one of these exceptions must live on campus for their first year. Students meeting one of the listed conditions may submit the appropriate form to be released from the residency requirement. The form is available at reslife.okstate.edu/forms.php.

Preventing to Live Away from Home

Students who live on campus are more involved, graduate earlier and make better grades than students who live off campus. There is always something to do, people to meet and experiences to share.

Preparing to live in the residence halls can be very exciting and somewhat stressful. You and your child can go to the Housing & Residential Life website and find all the information you’ll need to know about moving into the halls including a list of what to bring, what to leave at home, room measurements, virtual room tours, how to connect a computer, what parking is like and how to get to along with roommates. There is a helpful and informative campus map, as well as directions for move-in day. Be sure to read all of the information and print it out to bring with you when you move to campus.

Housing and Rates

OSU offers attractive and convenient housing on campus, with options to meet every lifestyle and budget. There are three styles of housing to choose from: community-style halls, suites and apartments.

Living on campus is not only convenient in location, but it’s also convenient on the pocketbook. All bills are covered in the room rent including electricity, water, sewer, expanded basic cable television and OSU computer access. There is only one deposit to make. Please check the Housing & Residential Life website for current housing rates.

Security in the Halls

OSU takes your child’s safety seriously, providing security phones across campus, hall staff members on duty in each hall 24 hours per day and one of the fastest response times of any police department. In addition, we provide card-swipec access on exterior doors, automated fire suppression systems and commercial-grade locks in all of our facilities. Personal prevention is one of the most important factors in providing a safe environment. Students should lock their room doors at all times, including when they’re home and when they leave their room, even if it’s just to walk down the hall for a minute or two. Also, when the building doors are locked, they shouldn’t let anyone have access to the building by holding open the door or propping the door open. Many halls offer 24-hour desk services to provide additional supervision.

Living and Learning Communities

Residential Life offers many learning communities and special-interest housing options on campus. These communities are great opportunities for students to live with others who share their interests and may also share similar classes, allowing them to form study groups. For more information, visit the Residential Hall website and click on the “Learning Communities” link.
The Office of Fraternity and Sorority Affairs provides advice, counsel and guidance to the approximately 4,000 OSU students who are members of the fraternity and sorority community on our campus.

The fraternity and sorority community is composed of four governing councils: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC) and the Panhellenic Council.

**Membership Recruitment**

Recruitment is the procedure used to invite new members into the sororities and fraternities at OSU. IFC recruitment and Panhellenic Council recruitment are different. If your son or daughter attended Greek Discovery Day, you have a good head start on understanding the way they work.

Panhellenic Formal Fall Recruitment takes place in August. The recruitment process ends on Bid Day. Following Bid Day, new members of the sorority community will be given the opportunity to move into their permanent housing assignments. Potential new members must adhere to specific policies and procedures to complete the recruitment process and be offered membership in one of the sororities at OSU. It’s important for you as a parent to know, regardless of what may be said to you or your daughter, membership in a particular chapter cannot be guaranteed by one, or a few members, of any OSU sorority.

IFC recruitment is a more casual process that takes place year-round. A young man interested in becoming a member of one of the IFC fraternities should complete the IFC recruitment registration form online. Once the form is on file with the Fraternity and Sorority Affairs, your son can “sign,” or agree, to become involved with an OSU fraternity. This form is available online at gogreek.okstate.edu/interfraternity-council or in the Office of Fraternity and Sorority Affairs.

NPHC and MGC intake differs from IFC and Panhellenic recruitment and require a specific number of completed college credits for membership.

**University Dining Services**

076 Student Union
405-744-4424
dining.okstate.edu
dining@okstate.edu

**Meal Plans**

301 Student Union
405-744-4920

With more than 30 dining options available on campus, your child will find something to satisfy his or her appetite from early morning to late at night. We encourage them to visit our diverse dining units, including sit down and quick-serve restaurants, convenience stores, all-you-care-to-eat options and gourmet coffee shops. Many of these offer grab-and-go items as well as international menus.

- OSU boasts one of the most flexible meal plan systems in the country.
- The OSU meal plan can be used in any campus dining option.
- The meal plans are based on a declining dollars system.
- Students purchase a particular plan, and each time they eat in a dining option, a dollar amount is deducted from their balance.
- In the all-you-care-to-eat options, the amount charged depends on the student’s meal plan.
- In the a la carte options, items are charged individually.
- Meal plan holders can eat in any of the dining facilities regardless of where they live.
- Meals can be eaten at the convenience of the students once per day, three times per day, or even 10 times per day. You can add money to your meal plan in blocks of $25 at the same rate as the original plan.
- A percentage of your meal plan balance can be carried over from semester to semester as long as you have a meal plan contract.
- Freshmen living on campus are required to have a meal plan at the bronze level or higher.
- The Choose Orange program encourages students, faculty and staff to follow dietary guidelines from the federal government. Items that qualify for this program have been identified by a Choose Orange logo.
INFORMATION TECHNOLOGY

405-744-3555
Helpdesk: 405-744-HELP (4357)
877-951-4836 (Toll-free)
it.okstate.edu
helpdesk@okstate.edu

The IT Helpdesk is available for a wide variety of services, including in-house software diagnostic services by appointment, computer support and computer setup assistance.

If students living on campus need help with their personal computer, they should contact the IT Helpdesk.

ON-CAMPUS INTERNET CONNECTION

For students living in the residence halls and university apartments, a connection is already available. To connect to the network, your student needs an ethernet card and an adapter cable with RJ45 plugs, both of which can be purchased from the University Store at the Student Union. If students have any problems getting connected, they can call the IT Helpdesk to set up an appointment with Residential Life staff.

ORANGE KEY ACCOUNT

A student’s O-Key account serves as their username and password for nearly every computer-based application on campus, including student computer labs, the Student Self-Service, online classroom and their OSU email account. Your student’s O-Key account password should remain private to them. Encourage your child to keep their password and challenge question and answers safe to eliminate any chance that others could access their enrollment, class, academic, bursar or personal information.

Please remind your student that IT will never ask for a password by postal mail, email, over the phone, by text message or in person. Students should never respond to email requests for their password. When in doubt, contact the IT Helpdesk for verification.

COMPUTER LABS

IT manages five state-of-the-art computer labs across campus, three of which are open 24 hours a day, seven days a week. Additional departmental computer labs may be found in departments across campus. Edmon Low Library also has computers available on every floor and laptops available for checkout. For more information on computer labs and locations, visit the IT lab website at labs.okstate.edu.

SOFTWARE

OSU has a software agreement with Microsoft Corp. that allows access to the latest versions of select Microsoft products for OSU faculty, staff and students. Other software downloads include McAfee virus protection for Mac users, End Note Reference Manager and Assistive Technology software. Encourage your students to take advantage of these free software downloads.

OSU ID

Your student’s OSU ID card serves as his or her access point to many features available on the OSU campus, including residential life buildings and computer labs as well as honors lab access, event attendance, meal plan and point-of-sale transactions. Students pick up their ID following enrollment. If your student’s ID is ever lost or stolen, he or she can visit ID Services to replace cards for a fee.

HELPDESK FALL AND SPRING HOURS

Phone Support
Monday-Friday 7 a.m.–midnight
Saturday 10 a.m.–5 p.m.
Sunday 2–11 p.m.

Walk-In Support
Monday-Friday 7 a.m.–7 p.m.

ORANGETECH

OrangeTech provides OSU students with the best technology at the best prices. Shop orange. Save green.

We support Oklahoma State University. Students who buy from OrangeTech are supporting Oklahoma State University. The University Store generates $17 million of the Student Union’s $22 million budget and funds many campus activities, helping to keep student fees to a minimum.

We save you money on what you really need. OrangeTech offers incoming OSU freshmen deals on specially constructed, deeply discounted laptop, desktop and tablet bundles individually customizable based on their particular field of study.

We deliver exceptional customer service. OrangeTech won’t just sell students a computer, we will also help them set it up, make sure they know how to use it and be here to answer any questions they have along the way.

We offer local repairs. OrangeTech is an Apple authorized service provider as well as a certified Dell repair center. OSU incoming freshmen who purchase tech bundles from OrangeTech also get four-year service plans, including protection against accidental damage from drops or spills.

We can take students’ tech and make it better. Already have a computer? No problem. OrangeTech can bring it up to speed and get it ready for everything college life can dish out. Our upgrade services can save up to 50 percent off the prices from leading competitors.

We care about the environment. Don’t dump your old electronics. Get paid to recycle them. Just bring your old, unwanted technology products to OrangeTech to recycle, and leave with a University Store gift card.

We prepare students for college living. OrangeTech knows students need a lot during their first year of college. You can order dorm essentials, such as a minifridge, microwave and TV from OrangeTech, and we’ll deliver them to your room when you move in.

OrangeTech has students covered outside the classroom with gaming systems including Xbox One, Wii U and PlayStation 4, plus all the latest gadgets from GoPro, to not mention our huge selection of tech accessories with everything from Logitech and OtterBox to Sennheiser and LifeProof.
PUBLIC SAFETY AND THE OSU POLICE DEPARTMENT

104 USDA Building
405-744-6523
osupd@okstate.edu
police.okstate.edu

Oklahoma State University is committed to ensuring the health, safety and welfare of persons and protection of property on the OSU campus. We continue to look for ways to make the campus more secure. Campus officers patrol in cars, on foot and on bicycles 24 hours a day. OSU’s police department is one of the best in the nation and was the first in the state to receive accreditation from the Oklahoma Association of Chiefs of Police. The OSU Police Department has mutual aid agreements with the Stillwater Police Department and the Payne County Sheriff’s Office, allowing for cooperation in enforcement activities.

To keep the OSU community fully informed, the OSU Police Department offers an annual report detailing services available, emergency contacts and safety tips in a variety of formats, including a hard copy available at the OSU Police Department, Residential Life and Office of the Bursar. The OSU Police Department website includes bulletins, alerts, upcoming events, annual report information and contact information for all departments.

PUBLIC SAFETY GUIDE

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended, requires colleges and universities to provide information related to security policies, procedures, specific statistics for criminal incidents, arrests and disciplinary referrals to students. They must also make the information available to prospective students upon request. To view the latest Public Safety Guide, visit the website above.

OSU police officers provide a positive image to visitors as well as members of the campus community, whether it’s providing directions, parking information or just a friendly welcome. Our officers represent this university as a group of caring and professional people intent upon enhancing a friendly community atmosphere. Necessary enforcement includes using alternatives to arrest when reasonable. Our participation in athletic and special events ensures that all aspects of planning consider the safety and security of all participants. OSU police officers provide professional crowd control and traffic regulation before, during and after such events.

CRIME PREVENTION

OSU has implemented measures to prevent criminal activity on its campus and surrounding areas. Some of the notable efforts include:

- An emergency telephone system throughout campus and the Greek community.
- Emergency 911 dialing and 24-hour preventative patrols.
- Campus foot patrol by uniformed officers, bicycle officers and undercover officers.
- Burglar alarms in key areas and 24-hour staff in residence halls.
- Partnerships with custodial staff occupying academic buildings after hours to report suspicious activity.
- Crime prevention seminars and presentations conducted each semester with staff and student groups.
- Crime Stopper telephone line: 405-744-TIPS (744-8477).
- Surveillance cameras utilized in chosen parking areas.

ALCOHOL AWARENESS

Under an Oklahoma Highway Safety Office grant, the OSU Police operates a Campus Community Alcohol Safety Effort program to promote seatbelt use and educate citizens, primarily students, about the effects and penalties of alcohol use and abuse. A positive effect of the C-CASE effort has been the strict enforcement of alcohol-related laws to get drunk drivers off campus streets and ultimately prevent accidents.

FACILITIES ACCESS

Most buildings on campus are open during business and class hours. Residence halls are open 6 a.m. to midnight Sunday-Thursday, and 6 a.m. to 2 a.m. on Friday and Saturday. Exceptions apply in some halls where residents choose to enforce 24-hour lock policies. All residence halls have key or electronic door locks for after-hours security. Safety is strongly encouraged, and residents are advised to take security precautions in the halls and rooms. For your student’s safety, individual rooms should be locked at all times and doors should never be propped open.

REVERSE 911 SYSTEM

In a continuing effort to maintain the safety of the campus, OSU maintains a Reverse 911 System. In the event that an emergency occurs on campus, faculty, staff and students will be notified via phone call or text message with information regarding the incident and instructions on how to proceed. In order to maintain contact numbers for this program, students should log in to the 0-Key account management system and update their emergency contact information. This number should be the student’s personal number rather than an “in case of emergency” contact.

SAFE WALK PROGRAM

OSU’s Safe Walk program provides trained Public Service Officers to accompany students from one campus location to another between 7 p.m. and 3 a.m. Those interested in receiving assistance should call the OSU Police Department.

In general, students can avoid problems by:

- Locking up valuables and keeping them out of sight in rooms or vehicles.
- Locking doors at night and when they’re away from their rooms. Always lock bicycles and vehicles.
- Avoiding secluded areas late at night, especially if walking alone.
- Protecting books and put their names in them.
- Not leaving personal belongings in public areas.
- Not lending keys to anyone.
- Using complicated passwords and PINs.
- Always being aware of the location of their driver’s licenses, OSU IDs and social security cards.
- Reporting crimes or incidents immediately.
- Not using illegal substances.
- While under 21, never consuming alcoholic beverages.
- Never drinking and driving.

If you’re in a dangerous situation, use the Orange Shield application to quickly and easily make contact with police, your friends and family. Download the app in the Apple or Google Play stores.
PARKING AND TRANSIT SERVICES

Multimodal Transportation Terminal
1006 W. Hall of Fame

PARKING INFORMATION
405-744-6525
parking@okstate.edu
parking.okstate.edu

TRANSIT INFORMATION
405-744-2832
transit@okstate.edu
transit.okstate.edu

Any motor vehicle parked on campus between 5 a.m. and 5 p.m. Monday through Friday must display a valid OSU paid parking permit or pass. The color and permit type indicate the area where the vehicle may be parked. Use of a motor vehicle on university property is a privilege, not a right, and is made available only under the policies established by the university and parking and traffic regulations. Any vehicle driven or parked on the campus by an OSU student or employee should be registered with the OSU Parking and Transit Services.

OBTAINING A PERMIT
Each student is allowed one paid parking permit. Parking permit costs are charged to the student bursar account. On-campus students must be assigned to a residence hall before a permit can be granted. Commuter students don’t qualify for residence hall permits, and residence hall students don’t qualify for commuter student permits. Parking permits are purchased online at parking.okstate.edu. Fall permits go on sale in early August and remain valid through the following August. A temporary permit is issued at the time of purchase for use while the clipping permit is mailed to the student.

MOTORCYCLES
Motorcycles, motor-propelled bicycles and scooters must have parking permits. Special parking areas are provided. Parking such vehicles in regular automobile spaces, parking lots, campus streets, planted areas, undeveloped areas or bicycle racks is prohibited. Motorcycle parking is permitted in any legal parking space in any overflow lot if motorcycle spaces are full. Motorcycle parking is permitted in any regular automobile space in any staff lot from 5 p.m. until 5 a.m. Sunday through Friday, with the exception of game day parking. Visit the parking website to view motorcycle parking locations.

DISABILITY PARKING
Special parking is provided for those displaying an OSU disability parking permit. These spaces are enforced 24 hours a day, seven days a week. The permit is valid in any legal space not reserved for other special parking. In order to qualify, the vehicle must have a state-issued parking placard. Any unauthorized vehicle parked in a physically disabled person’s parking space is subject to towing from campus. To obtain a temporary medical permit, submit a letter from the attending physician written on a legal prescription form or letterhead requesting and indicating the length of time required. With an OSU paid permit, temporary medical permit holders may park in any legal space on campus not reserved for other special parking. Disability parking permits are for the absolute and specific use of the permit holder only. Visitors who have a state handicap placard are required to obtain a visitor permit when parking on campus. State-issued handicap placards are honored in any legal space both accessible and standard on campus, except for restricted areas.

BICYCLE REGISTRATION
Bicycle registration is required. Students should register bicycles in the event they’re ever lost or stolen. Stolen bicycle forms can be obtained at the parking office. Bicycles must only be parked at approved bicycle racks only. Bicycle permits expire May 31 of each year. Bicycles abandoned on campus are subject to being fined and the bike impounded.

Permits are free of charge and can be obtained from the parking office or online (shipping fee will apply). Prior to obtaining a permit, you’re required to review safety guidelines before registering your bicycle. You can view the tutorial and take the quiz online at parking.okstate.edu.

ORANGERIDE BICYCLE RENTAL AND REPAIR
For any student who doesn’t have a bicycle, Parking and Transit offers a bicycle rental program. Cost ranges from a daily rate of $2 to a semester rate of $30. Orangeride also offers minor bicycle repairs. For more information, call 405-744-BIKE.

THE BUS
For those who prefer to leave their car at home, the OSU campus and Stillwater community provide transit services simply known as The Bus. The Bus provides fixed-route transit services throughout Stillwater and the OSU-Stillwater campus. Additionally, The Bus provides door-to-door service for persons with mobility impairments. Fares for OSU students, faculty and staff are free with an OSU ID.

Two routes provide service on the main campus every seven minutes from 6:30 a.m. to 7 p.m. After 7 p.m., The Bus operates every 15 minutes. The OSU/Stillwater Community Transit System operates Monday through Friday from 6:20 a.m. until 10:30 p.m. For door-to-door paratransit (disability) service, call 405-744-7116. Call for eligibility information.

THE OSU SHUTTLE (BOB)
405-744-7100 (Stillwater)
918-594-8332 (Tulsa)

“BOB,” OSU’s Big Orange Bus, is a shuttle service between the Stillwater and Tulsa campuses for OSU students, staff and faculty. The student cost to ride is $7.50 one way with nine trips daily from each campus Monday through Thursday, and seven trips on Friday. Other guests may ride for $13 one way.

Enjoy big, comfy buses, study while you ride and avoid parking hassles. Students can make reservations at OSU-Tulsa’s North Hall Information Center or in Stillwater at the Multimodal Transportation Terminal located at the corner of Monroe Street and Hall of Fame Avenue.

JEFFERSON BUS LINES
405-744-7100
jeffersonlines.com

OSU Department of Parking and Transit Services has partnered with Jefferson Bus Lines to create new routes connecting Stillwater with Tulsa and Oklahoma City. The Tulsa shuttle office in the Multimodal Transportation Terminal will serve as the stop for Jefferson Bus Lines in Stillwater.

Riders can also book a ticket from Stillwater to any of the 48 states where Jefferson Bus Lines currently operates.

Tickets may be purchased online at the above website or at the Multimodal Transportation Terminal. Departures from Stillwater to Oklahoma City occur at 10:25 a.m. Departures to Tulsa are scheduled for 12:25 p.m.
University Health Services is the students’ professional resource for medical care at OSU. UHS is a primary (outpatient) health care facility designed to provide cost-effective, physician-directed health care and information to OSU students. All students are eligible once they enroll in classes. This permits access to all of the services available from the time a student enrolls until the next semester begins. UHS provides all the services your local doctor office supports. Doctor visits are kept to a minimum cost, usually lower than any insurance co-pay. UHS can file insurance claims with select insurance companies if the student provides complete information at the time of the visit. Check with the insurance company to determine payment limitations in Stillwater.

UHS has a full-service retail pharmacy that may fill prescriptions from any licensed provider. Prescriptions from home may be transferred to OSU. The pharmacy is online with most insurance plans. Reimbursements will be filed electronically if insurance information is supplied. If OSU doesn’t participate in your insurance pharmacy plan, prescriptions may be filled at other Stillwater pharmacies that are authorized. Payment is not required at the time of service. Any unpaid balances will transfer to the student’s bursar account, which will be credited should insurance payments be received.

**UHS services include:**

- Allergy clinic.
- Counseling services.
- Flight physicals.
- Health education.
- Immunizations.
- Insurance office.
- Laboratory and radiology services.
- Outpatient medical clinic.
- Pharmacy.
- Women’s clinic.

If your student hasn’t completed their health immunization form, visit [shots.okstate.edu](http://shots.okstate.edu). This must be done as soon as possible to prevent enrollment holds for subsequent semesters.
Oklahoma State University is America’s Healthiest Campus®. The Department of Wellness is committed to creating a healthy campus culture for Oklahoma State University students and employees. The department seeks to promote healthy lifestyles and lifelong learning through the highest quality programs, services and facilities. More information can be found by visiting our social media sites at facebook.com/OSUWELL, and on Twitter and Instagram (@OSUWELL).

**DEPARTMENT OF WELLNESS PROGRAMS**

**GROUP FITNESS**
405-744-5510

Group Fitness offers a variety of fitness programs and classes with multiple formats at every skill level. There are more than 160 classes offered each week including yoga, Zumba, dance, spin, water aerobics, kickboxing, martial arts, TRX, abs, boot camp and more. Classes are free, but you must sign a fitness waiver at the front desk of the Colvin Recreation Center or Seretean Wellness Center.

**INTRAMURAL SPORTS**
405-744-7407

Intramural Sports serves more than 3,500 participants weekly in more than 50 sport activities through tournaments or team sports for every skill level. Intramural Sports at OSU promotes its rich tradition of friendly, competitive activities and serves as a rally point for socialization, exercise and competition.

**OUTDOOR ADVENTURE**
405-744-5581

Outdoor Adventure (OA) provides opportunities for fun, adventure, education and excitement. Through trips and workshop programs, OA emphasizes environmental awareness, personal development, safety training and wilderness travel. With a variety of regional and national trips as well as workshops at all skill levels, staff members strive to provide opportunities for the whole community. In conjunction with trips and workshops, Outdoor Adventure offers an extensive low and high elements challenge course at Camp Redlands and a state-of-the-art indoor climbing facility at the Colvin Recreation Center. To support courses and the local community, the outdoor equipment rental shop, next to the climbing wall, provides access to everything from tug-of-war ropes to sleeping bags. Whether it’s exploring the Grand Canyon over spring break, spending a day at the challenge course or participating in a climbing competition, quality leadership and fun are common elements at Outdoor Adventure.

**SPORT CLUBS**
405-744-7407

Sports Clubs are recognized OSU student organizations designed to promote a non-varsity sport or recreational activity. OSU offers more than 30 sport clubs. Generally, a sport club program provides three basic opportunities to its clientele: instruction, recreation and competition. Clubs differ in scope and purpose as some are very social. Others compete throughout the region or country.

**SPONSORED PROGRAMS**

Sponsored Programs consist of federal, state and privately funded grants and contracts that serve the OSU community as well as fulfill the community outreach and extension components of Oklahoma State University’s land-grant mission. Oklahoma ABLE Tech is the statewide Assistive Technology Act Program, which connects Oklahomans with disabilities to assistive technology, or AT, through a variety of programs and services. ABLE Tech provides access to AT through a short-term equipment loan program, AT demonstration centers, re-utilization of AT through the Oklahoma Equipment Exchange and low-interest bank loans for AT. The Oklahoma Durable Medical Equipment Reuse Program is a partnership between the Oklahoma Health Care Authority and Oklahoma ABLE Tech to reuse and re-distribute valuable durable medical equipment to Oklahomans. The Special Education Resolution Center program, through a contract with the Oklahoma State Department of Education, manages the federal special education due process hearing system and alternative dispute resolution programs for Oklahoma. The Department of Wellness Prevention Programs consists of seven grant-funded programs, including regional prevention coordinators, Strategic Prevention Framework State Incentive Grants, Communities of Excellence in Tobacco Control programs and a federally funded Drug-Free Communities grant.
DEPARTMENT OF WELLNESS SERVICES

PERSONAL TRAINING
405-744-5510

Personal training matches clients with personal trainers based on their individual goals and needs. Trainers work with clients to create the most effective, fun and beneficial program tailored to each individual. Trainers also instill confidence and knowledge in clients to carry on an exercise program after their time with a trainer is finished.

MASSAGE THERAPY
405-744-WELL (9355)

Massage therapy uses relaxing techniques to help the body transcend into an overall sense of well-being.

NUTRITION COUNSELING
405-744-WELL (9355)

Nutrition Counseling examines individual eating habits and their relationships to health and disease. Nutrition counseling is available to OSU students, faculty and staff. A registered and licensed dietician will assist in developing a practical meal plan to meet individual dietary needs.

COOKING CLASSES
405-744-WELL (9355)

Cooking classes teach heart-healthy cooking in the demonstration kitchen at the Seretean Wellness Center. Cowboy Cooking School is a series of cooking demonstration classes offered each semester.

HEALTH RISK ASSESSMENTS
405-744-WELL (9355)

HRA screenings provide an individualized health risk assessment designed for early detection of health problems.

DEPARTMENT OF WELLNESS FACILITIES

COLVIN RECREATION CENTER
405-744-5510

The Colvin Recreation Center offers 250,000 square feet of recreation options including 10 basketball courts, eight racquetball courts, a rock climbing wall, an indoor track, two cardio theater areas, a multipurpose gym, indoor pool, outdoor pool, two dance studios, three multipurpose fitness rooms, a personal training area, spin studio, selectorized weights, free weights, putting green and two golf simulators.

SERETEAN WELLNESS CENTER
405-744-WELL (9355)

The Seretean Wellness Center features a newly renovated fitness center including a cardio/weight room, two group exercise studios, multipurpose room, personal training area, massage therapy, Pilates Reformers, a health risk assessment room, demonstration kitchen, nutrition counseling, a lecture hall and a sponsored program testing and training center.

THE COLVIN ANNEX
405-744-5510

The Colvin Annex is another great attribute to the Department of Wellness featuring four basketball/volleyball courts. With the inclusion of natural light and air conditioning, it serves as the perfect location for small conferences and workshops.

CAMP REDLANDS
405-744-5581

Camp Redlands is available through Outdoor Adventure. It’s located 10.5 miles from the OSU campus and features 12 cabins, a lodge, pavilion, swimming dock, picnic area and a challenge course. This facility offers trainings and team building workshops to students, faculty, staff and the general public.

STILLWATER COMMUNITY RESOURCES

Centrally located just one hour from both Tulsa and Oklahoma City and just 90 minutes from Wichita, Kan., Stillwater is easily accessed from Interstate 35, U.S. Highway 412 (Cimarron Turnpike), U.S. Highway 177 and State Highways 51 and 33. Stillwater is the county seat of Payne County and has a population of approximately 45,688, according to the U.S. Census.

Stillwater’s climate can be somewhat unpredictable. Winter temperatures can be cold, with highs averaging 48 degrees. Summers can be quite hot. Students can expect to see averages of 95. It’s not unheard of, however, to experience negative wind chills in the winter and temperatures above 100 degrees in summer. Students should be prepared for rain, snow, heat and cold.

With a wide range of export industries, Stillwater is home to a diverse mix of industry and businesses, including research, wire products, food production, computer software and agriculture. With its low crime rate and a cost of living below the U.S. average, Stillwater is consistently ranked among the nation’s top small cities for quality of life.

For more information on community resources, including arts and culture, churches, dining, recreation, shopping and more, visit stillwaterchamber.org.
Dear Parents,

Welcome to the Cowboy family! At Oklahoma State University, we believe that every student has a responsibility to lead, and we want to help them learn to lead well. Your student’s experience inside and outside of the classroom will help them to determine the kind of person they’ll become, the kind of career they’ll have and the kind of impact they’ll have on the world.

Recently, we surveyed employers who recruit OSU graduates to ask what they’re most looking for in our students. The top five answers are telling:

- Ability to work in a team.
- Communication skills.
- Leadership skills.
- Problem-solving skills.
- Strong work ethic.

Students who are involved on campus feel more connected, do better academically and go on to get better jobs when they graduate. We recommend that students join at least one club or organization within their school or college, at least one related to their living group and at least one outside of those that fits an interest of theirs.

Your student has a great four years ahead (and then a lifetime as an OSU alum), and we want to help make those years as meaningful, educational and successful as possible. If there’s anything that I or a member of my team can do to help, please don’t hesitate to reach out, and we’ll see you at family weekends!

Go Pokes!

Dr. John Mark Day
Director of Leadership and Campus Life
405-744-9885
johnmark.day@okstate.edu
In the heart of campus, the Student Union has played host to an extensive array of events for more than 60 years. Students will find everything at the union, including banking services, convenience stores, books, student services offices and places to connect with more than 450 clubs and organizations.

Leadership & Campus Life

211 Student Union
405-744-5488
lcl.okstate.edu
campuslink.okstate.edu (connect with campus organizations)

Studies have shown that students are more successful when they’re involved in on-campus activities and groups. The educational experience to which a student is exposed in a university setting doesn’t begin and end in the classroom. The university environment, both academic and social, provides educational experiences for the total person. Campus Life is at the forefront of the co-curricular activities on campus. It’s responsible for facilitation and implementation of programming for students and student organizations at the university. Campus Life is committed to provide an environment that encourages interaction among students, faculty, staff and the community at large through organizations to provide the best quality of services with integrity and respect for a diverse population.

OSU boasts more than 450 student organizations and clubs in which your child can get involved. Nearly every department has a club or organization associated with it. Additionally, each college has its own student council in which your child can become an active member.

Students can find listings of campus organizations in the Orange Pages, a handbook they received at orientation, the CampusLink website and by visiting the Campus Life desk in the Student Union.

The mission of Campus Life is to create and build campus communities and enhance the academic experience through a variety of cultural, educational, leadership, service, social and recreational programs.

Campus Life’s department encompasses the following administrative and programming areas: Allied Arts, Fraternity and Sorority Affairs, International Students and Scholars, Leadership Development, Non-Traditional Student Services, Parent and Family Relations, Student Union Activities Board, Student Union Programs, Student Development Transcript and the Service-Learning Volunteer Center. In addition, Campus Life oversees Camp Cowboy and the Family Orientation program during New Student Orientation.

Parents may contact the Campus Life office for activity and events calendar information, general information about the university and for referral to appropriate offices when you have questions or concerns.

Athletic Ticket Information

405-744-5745
877-ALL-4-OSU
tickets@okstate.edu

With 18 varsity sports, OSU students can experience the big-time atmosphere of the Big 12 Conference throughout the year at Cowboy and Cowgirl home games. Students are encouraged to check out Student POSSE. Open to all students, sign-up is free and members receive the latest information on the Cowboys and Cowgirls via the POSSE e-newsletter. Student POSSE members also receive five POSSE priority points and a student POSSE decal just for joining.

The Cowboys are looking to continue to build on the momentum of a successful football program. Be there to support them this fall. Cowboy basketball has brought the rowdy back to Gallagher-Iba Arena. Students can buy the All-Sports Pass online at okstate.com/students. The All-Sports Pass includes access to all ticketed sporting events: football, men’s and women’s basketball, wrestling, soccer, baseball, and softball. Students will use their OSU ID to gain entrance to events.

2016 OSU Football Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 3</td>
<td>Southeastern Louisiana</td>
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<tr>
<td>Sept. 10</td>
<td>Central Michigan</td>
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<tr>
<td>Sept. 17</td>
<td>Pittsburgh</td>
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<tr>
<td>Sept. 24</td>
<td>@ Baylor</td>
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<tr>
<td>Oct. 1</td>
<td>Texas</td>
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<tr>
<td>Oct. 8</td>
<td>Iowa State</td>
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<tr>
<td>Oct. 22</td>
<td>@ Kansas</td>
</tr>
<tr>
<td>Oct. 29</td>
<td>West Virginia (HOMECOMING)</td>
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<tr>
<td>Nov. 5</td>
<td>@ Kansas State</td>
</tr>
<tr>
<td>Nov. 12</td>
<td>Texas Tech</td>
</tr>
<tr>
<td>Nov. 19</td>
<td>@ TCU</td>
</tr>
<tr>
<td>Dec. 3</td>
<td>@ Oklahoma</td>
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</tbody>
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MAKING CONNECTIONS
New Student Orientation is just a first step to learning about OSU and the opportunities ahead. Students can take those connections beyond the norm through two additional programs available before the fall semester each year — Camp Cowboy and Welcome Week.

Dear Cowboy Parent,

Welcome to the OSU family! The Division of Student Affairs provides critical services for your student — housing, health care, counseling, student disability services, career services, dining, Student Union, Greek Life, recreation/wellness and more. We have awesome services on campus and would welcome your help in referring your student to these services.

Our student development goals include academic excellence, leadership, service, helping them discover their purpose and passions, broadening their horizons and wellness (good physical and mental health).

Please encourage your student to sign up for Welcome Week Aug. 12-16. This program introduces students to OSU programs and services, and offers them the opportunity to meet fellow students, administrators and faculty before classes begin. It’s free. Our Welcome Week website is welcomeweek.okstate.edu.

Please don’t hesitate to call me if you have any questions or concerns. My phone number is 405-744-5328.

Welcome to OSU!

Sincerely,

Lee E. Bird, Ph.D.
Vice President for Student Affairs

Welcome Week
August 12-16, 2016
welcomeweek.okstate.edu
welcomeweek@okstate.edu

Welcome Week starts with a special freshman move-in date on Aug. 11 and kicks off your student’s college career with five days of great experiences, including the New Student Convocation ceremony, campus tours, academic meetings, motivational presentations, campuswide social events, the Colvin Center Gala and showcases of clubs and organizations.

First2Go! First Generation

First-generation students are individuals whose parents haven’t completed a bachelor’s degree. The First2Go program provides a safe and comfortable atmosphere for these students to ask questions and become knowledgeable on the various aspects of the college experience.

First2Go helps first-generation students create a deeper sense of belonging to the OSU community by providing support through programming and mentoring. Faculty, staff and graduate students provide resources, encouragement and direction as students transition to OSU. Mentors are available to any first-generation student. The mentor relationship can last a lifetime.
**Academic Adviser** A faculty or staff member who assists students in selecting courses to fulfill degree requirements and discuss academic goals.

**Banner ID** A student’s unique number to designate them within the OSU System.

**BOB (Big Orange Bus)** Refers to the buses that run between the OSU-Stillwater and Tulsa campuses.

**Bus, The** OSU’s transit buses, commonly referred to as The Bus, completes circuits around campus as well as the community on a regularly scheduled system throughout the day.

**Common Tests/Finals** Typically used for courses with a large number of sections, they’re scheduled at one time in several locations to accommodate students from all sections of a particular course.

**Credit Hour** The unit of credit earned for coursework that typically requires a semester to complete.

**D2L** Desire2Learn is the online classroom interface that many professors use to disseminate information to students (oc.okstate.edu).

**Dean** An administrator who oversees all aspects of a particular academic college.

**Department Head** A faculty member appointed to coordinate the activities of the faculty and students within a particular department.

**FAFSA** The Free Application for Federal Student Aid.

**Full/Part-Time Status** Undergraduate students enrolled in 12 or more semester credit hours during the fall or spring semesters are considered full time. Full-time enrollment for the summer semester is six hours.

**Lower Division/Upper Division Courses** Lower division courses have a first digit of 1 or 2. Upper level courses are all those with the first digit of a 3 or 4. Graduate-level courses contain a first digit of 5 or higher. These definitions affect the tuition charged and the type of prerequisites required for enrolling in the course.

**Major** Field of study where most emphasis will be placed.

**Minor** Field of study where secondary emphasis will be placed.

**Mortar Board** Daily planning calendar compiled for students featuring campus events and activities.

**Pre-Enrollment** Refers to the advising time prior to the student’s actual enrollment. Students begin to enroll for the next semester after the midpoint of the current semester. This date is determined by the total number of graduation/retention hours earned, not including the current hours in which they’re enrolled.

**Pre-Finals** Week immediately preceding finals week.

**Prerequisite** A course or courses that must be completed as a condition for enrolling in another course. The catalog states prerequisites for specific courses. GPA or number of hours completed may constitute a prerequisite.

**Sections** Course sections refer to the different classes offered for a single subject or course. Some courses have many sections to allow for flexibility in scheduling.

**Syllabus** A document including the rules, assignments and policies that govern a particular class. Typically, the syllabus is distributed on the first day of class. Students are responsible for all materials included in this document, including test and assignment dates, and absence policy.
CAMPUS CONTACTS

ACADEMIC ADVISING

Agricultural Sciences & Natural Resources
103 Ag Hall
405-744-9464
The Honors College
101 Old Central
405-744-6799

Arts and Sciences
213 Life Sciences East
405-744-5658
Human Sciences
101 Human Sciences
405-744-5056

Education
106 Willard
405-744-6350
Spear's School of Business
103 Business
405-744-2772

Engineering, Architecture and Technology
101 Engineering North
405-744-5276
University College Advising
214 Student Union
405-744-5333

ACADEMIC AND CAREER ASSISTANCE

Career Services
360 Student Union
405-744-5253
Writing Center
440 Student Union
405-744-6671

LASSO Center
214 Student Union
405-744-5333
Student Disability Services
315 Student Union
405-744-7116

Math Learning Success Center
517 Edmon Low Library
405-744-5818

HEALTH, SAFETY AND WELLNESS

Colvin Recreation Center
101 Colvin Center
405-744-5510
University Counseling Center
320 Student Union
405-744-5458

OSU Police
104 USDA Building
405-744-6233
After hours, call OSU Police
405-744-6523

Parking & Transit Services
1006 W. Hall of Fame Ave.
405-744-6525
University Health Services
1202 W. Farm Rd
405-744-7665

STUDENT SERVICES

Office of the Bursar
113 Student Union
405-744-5993
Office of Scholarships & Financial Aid
119 Student Union
405-744-6604

Office of the Registrar
324 Student Union
405-744-6876

OTHER CAMPUS RESOURCES

Campus Life
211 Student Union
405-744-5488
University Store
120 Student Union
405-744-5237

Fraternity & Sorority Affairs
211K Student Union
405-744-5490
Meal Plan Office
301 Student Union
405-744-4920

Residential Life
100 Iba Hall
405-744-5592
Athletic Tickets
877-ALL-4-OSU

The office of New Student Orientation & Enrollment is here for you every step of the way. Call us at 405-744-3636 or stop by 321 Student Union if you need anything or have any questions.