

# **NORTHWESTERN OKLAHOMA STATE UNIVERSITY**

## **SUMMER 2020 SEMESTER JUNE 1, 2020 – JULY 23, 2020**

### **◆SUMMER 2020 ENROLLMENT◆ FEBRUARY 18, 2020 – JUNE 4, 2020**

All holds must be cleared prior to enrollment.

**NEW STUDENTS (transfers and first-time students) and RE-ADMISSIONS (those returning after being out one semester) MUST ENROLL IN THE REGISTRY OFFICE.**

Students who process a pre-enrollment, but decide not to attend NWOSU must notify the Dean of Student Affairs to cancel their enrollment; please call (580) 327-8414. Official notification is needed to process an enrollment cancellation.

It is the responsibility of students enrolling in arranged courses and online courses to contact their instructor on or before the first day of the semester. Contact information for faculty members can be found on the university web site under employee directory.

See **IMPORTANT DATES** for information on penalty and refund dates.

**\*\*\* SUMMER OFFICE HOURS: MAY 18 – JULY 24 \*\*\***

**ALVA CAMPUS** – 709 OKLAHOMA BLVD., ALVA, OK 73717 – (580) 327-1700

SUMMER OFFICE HOURS: MONDAY – THURSDAY: 7:00 a.m. – 5:30 p.m. and on FRIDAY: 7:00 a.m. – 5:30 p.m. only the Business, Financial Aid, Recruitment and Registry Offices are open, closed for lunch 12:00 – 12:30 p.m., and will be closed May 22 and July 3.

**ENID CAMPUS** – 2929 E. RANDOLPH, ENID, OK 73701 – (580) 237-0334

SUMMER OFFICE HOURS: MONDAY – THURSDAY: 7:00 a.m. – 5:30 p.m. – CLOSED FRIDAY

**WOODWARD CAMPUS** – 2007 34<sup>TH</sup> STREET, WOODWARD, OK 73801 – (580) 254-2500

SUMMER OFFICE HOURS: MONDAY – THURSDAY: 7:00 a.m. – 5:30 p.m. – CLOSED FRIDAY

# NORTHWESTERN OKLAHOMA STATE UNIVERSITY

## Mission Statement

Northwestern Oklahoma State University provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking, and fiscal responsibility.

## General Enrollment Information

*(The following information applies to the enrollment procedures for all Northwestern students at the Alva, Enid, and Woodward campuses.)*

The scholastic requirement for admission to regular freshman standing is graduation from an accredited high school. Freshmen are also required to participate in the American College Testing Program and are asked to be certain their ACT scores are filed in the Registry Office, NWOSU-Alva campus. Students who have not graduated from high school or do not meet regular admission standards may be admitted through one of the special admission categories. Questions regarding resident status are to be directed to the Registrar.

A student entering Northwestern for the first time is required to submit an application for admission, a \$15 non-refundable application processing fee and an official high school transcript indicating graduation, class rank, and GPA. An applicant who has attended other colleges or universities is also required to submit an application for admission, a \$15 non-refundable application processing fee, and a complete official transcript from **EACH INSTITUTION** previously attended.

Northwestern's admission and retention policy information is available in the Recruitment or Registry Office-Alva campus, the Woodward Office, or the Registration Office-Enid campus. Admission applications are also available in the offices listed above. Students are responsible for seeing that all admission requirements have been met. This includes having official transcripts from **all** colleges attended on file in the Registrar's Office-Alva campus.

**Students who process a pre-enrollment, but decide not to attend NWOSU must notify the Dean of Student Affairs to cancel their enrollment; please call (580) 327-8414. Official notification is needed to process an enrollment cancellation.**

## CANCELLATION OF COURSES AND STAFFING

The University will attempt to implement this schedule of classes as it is printed; however, changes or deletions of courses offered, due to insufficient student enrollment per class, instructor, time, etc., may be necessary and will be at the discretion of the university.

## CAMPUS PARKING DECALS

Students wishing to park their vehicle on a Northwestern campus will be required to display a parking decal on their vehicle. A decal can be obtained at Student Affairs, FA 126, Alva; the campus police office, Enid campus; and the Woodward campus office.

## COURSE NUMBERING

Courses beginning with "0" are institutional credit only. 1000 or 2000 level numbered courses are lower division. 3000-4000 level numbering indicates upper division. **5000 numbered courses are for graduate students only. 6000 numbered courses are for Doctor of Nursing Practice students only.** The last figure in the course number is the credit in semester hours.

## GRADES

Students may preview their semester grades by using the RangerNet link located on the NWOSU web page ([www.nwosu.edu](http://www.nwosu.edu)). Grades for the summer interim sessions (May 11-29) will **NOT** be available until the end of the summer session. See schedule of **Important Dates** for further information.

## HOLDS

- All financial obligations must be cleared through the Alva or Enid Business Office.
- Library fines must be cleared through the appropriate campus library at Alva or Enid.
- Traffic fines must be cleared through the appropriate campus Business Office at Alva or Enid.
- Admission requirements must be cleared through the Registrar's office at the Alva campus.
- Graduate holds are cleared through the Graduate Office – Alva Campus.

## ALL HOLDS MUST BE CLEARED PRIOR TO ENROLLMENT.

## ONLINE COURSES

See NWOSU's web page for online course tutorial and blackboard information. Students enrolling in online courses are responsible for proctoring fees which may be associated with the online course exams. **NOTE:** Northwestern students traveling to a Northwestern campus (Alva, Enid or Woodward) for a proctored exam are not assessed a proctoring fee.

## PAYMENT OF TUITION AND FEES

Payment for summer tuition and fees is due on or **before JUNE 1, 2020**. Students expecting financial aid funds to cover summer costs must have an award letter on file in the Financial Aid Office by **JUNE 1, 2020**.

## STUDENT I.D. CARDS

Student ID's will be made for all students attending classes at the Alva, Enid, and Woodward campuses. For more information please check with Student Affairs, FA 126, Alva campus; the campus police office, Enid campus; and the Woodward campus office.

## NOC • NWOSU Bridge Program

This program helps students by making it possible to be jointly admitted and eligible to enroll concurrently at Northern Oklahoma College and Northwestern Oklahoma State University. Applications are available at all campus Registry and Recruitment Offices, as well as online at [www.nwosu.edu/Bridge](http://www.nwosu.edu/Bridge).

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. University policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of the act, policies, and regulations are maintained in the Office of the Registrar. In accordance with FERPA, students of Northwestern Oklahoma State University have the following rights:

1. To inspect and review information contained in their educational records within forty-five days of the date the University receives a request for access.
2. To challenge the contents of their educational records.
3. To request a hearing if the outcome of their challenge is unsatisfactory.
4. To submit an explanatory statement of inclusion in their educational record if the outcome of the hearing is unsatisfactory.
5. To prevent disclosure, with certain exceptions, of personally identifiable information from their educational records.
6. To secure a copy of the institutional policy.
7. To file complaints with the Family Policy Compliance Office (FPC Office), U.S. Department of Education, concerning alleged failures of Northwestern Oklahoma State University to comply with the Act.
8. To have the opportunity to request the following "directory information" pertaining to them not be released.

The law requires that written approval from the student is necessary before granting access to or releasing educational records to a third party, except in the case of directory information, FERPA authorized disclosures, or in response to a federal grand jury subpoena.

### Public Directory Information

This information may any purpose, at its discretion. Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "Directory Information" are available in the Office of the Registrar.

Northwestern Oklahoma State University hereby designates the following student information as public or "Directory Information".

- Student's name, local and permanent address, and telephone listing
- Date and place of birth
- Classification (grade level)
- Enrollment status (e.g. undergraduate or graduate, full or part-time)
- Dates of attendance at Northwestern Oklahoma State University
- Photograph
- Major field of study
- Previous schools attended
- Expected date of graduation
- Degree(s) held, date granted, and institution(s) granting such degree(s)
- Participation in officially recognized activities and sport
- Weight and height of athletic team members
- Awards and honors
- Hometown newspaper

### Disclosure of Educational Records

Northwestern Oklahoma State University will disclose information from a student's education records only with the written consent of the student, with the following exceptions as defined in FERPA, as amended, which waive prior student consent:

1. School officials who have a legitimate educational interest in the student. School official is defined as an individual currently serving as a member of the Regional University System of Oklahoma or classified as faculty, administrative, or professional, and the staff such school officials supervise; the Northwestern Oklahoma State University Director of Alumni Relations and the Chief Executive Office of the Northwestern Oklahoma State University Foundation and the staff they supervise; the National Student Clearinghouse; and contractors, volunteers, and other non-employees performing institutional functions as school officials with legitimate educational interests. In general, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the University. Records should be used only in the context of official educational business.
2. Officials of schools to which the student seeks to transfer.
3. Educational Officials of Secondary Education Institutions which a concurrent student is enrolled.
4. Officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities.
5. Organizations conducting certain studies for or on behalf of the University.
6. In connection with a student's application for, or receipt of financial aid.
7. Accrediting agencies carrying out their accreditation function.
8. To comply with a judicial order or lawfully issued subpoena.
9. To persons in an emergency if the knowledge of information is necessary to protect the health or safety of students.
10. The result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

## **NORTHWESTERN'S DROP PERIOD POLICY**

**Effective Summer 2019**

**Drop period defined to receive a full refund and no grade assignment:**

**First five (5) days for a summer (8 week) session**

**IRREGULAR CLASS SESSIONS (short courses, summer courses, week-end seminars, etc.)**

**First two (2) days for a four-week summer class**

**First (1) day for interim/seminar or less than four-day class**

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## **NWOSU BOOKSTORE** - (580) 327-8618

### **REGULAR HOURS:**

Monday – Thursday: 7:00 a.m. - 5:30 p.m.

### **CLOSED FRIDAYS**

The last day to receive a full refund on books, or charge books against scholarships and financial aid is  
JUNE 4, 2020.

### **SUMMER BOOK BUY-BACK**

Please check the bookstore website for dates, times, and locations.

Book prices are available online at ([www.shopnwosu.com](http://www.shopnwosu.com)).

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### **COURSE KEY EXAMPLES:**

**BIOL-1114-A131; ENGL-1114-W809 = REGULAR COURSE SECTION**

**BIOL-1114L-A135; NURS-3037C-E903 - L = LAB, C = CLINICAL**

**A=ALVA, E=ENID, W=WOODWARD, X=PONCA, OPSU, or OFF-CAMPUS DISTANCE LEARNING, Z = ONLINE**

**M=MONDAY, T=TUESDAY, W=WEDNESDAY, TH=THURSDAY, F=FRIDAY, S=SATURDAY**

# IMPORTANT DATES

FEBRUARY	18	SUMMER 2020 ENROLLMENT OPENS
MARCH	24	FALL 2020 ENROLLMENT OPENS
MAY	11-29	INTERIM SESSION (See Page 6 for refund information)
MAY	25	HOLIDAY (OFFICES CLOSED)

## JUNE ONLY CLASSES (JUNE 1 – 25)

JUNE	1	<b>CLASSES BEGIN</b>
JUNE	2	Last day to <b>ADD</b> Last day for <b>100% refund for dropping</b> (see Page 6)
JUNE	3	Grade of "W" required for dropping
JUNE	11	Grade of "W" or "F" may be issued on dropped course(s)
JUNE	18	Last Day to <b>DROP</b>
JUNE	25	<b>FINAL EXAMINATIONS</b>

## JULY ONLY CLASSES (JUNE 29 - JULY 23)

JUNE	29	<b>CLASSES BEGIN</b>
JUNE	30	Last day to <b>ADD</b> Last day of <b>100% refund for dropping</b> (see Page 6)
JULY	1	Grade of "W" required for dropping
JULY	9	Grade of "W" or "F" may be issued on dropped course(s)
JULY	16	Last Day to <b>DROP</b>
JULY	23	<b>FINAL EXAMINATIONS</b>

## JUNE AND JULY CLASSES (JUNE 1 – JULY 23)

JUNE	1	<b>CLASSES BEGIN</b>
JUNE	4	Last day to <b>ADD</b>
JUNE	5	Last day of <b>100% refund for dropping</b> (see Page 6)
JUNE	8	Grade of "W" required for dropping
JUNE	29	Grade of "W" or "F" may be issued on dropped course(s)
JULY	16	Last Day to <b>DROP</b>
JULY	23	<b>FINAL EXAMINATIONS</b>

## OTHER IMPORTANT DATES

JUNE	11	Comprehensive Exam (Graduate Students) 1:00 p.m., EC 109
JUNE	25	Refund checks released for drops
JULY	23	<b>SEMESTER ENDS</b>
JULY	28	<b>Grades are due in REGISTRAR'S OFFICE by NOON</b>
JULY	31	Late payment penalty in effect

**CHECK** Northwestern's homepage ([www.nwosu.edu](http://www.nwosu.edu)) *FOR UPDATED SCHEDULE INFORMATION.* Also current students can view their schedule, grade report, transcript and the amount of financial aid awarded through the Self-Service link on our home page.

**TUITION AND FEES**  
**TUITION AND FEES COST PER HOUR 2019-2020**

**Undergraduate Resident**

Alva, Enid, Woodward, ITV, Offsite.....	\$255.50
On-Line .....	\$313.50
Guaranteed Tuition Lock for FY 20.....	\$283.75

**Undergraduate Non-Resident**

Alva, Enid, Woodward, ITV, Offsite .....	\$492.75
On-Line .....	\$550.75

**Graduate Resident**

Alva, Enid, Woodward, ITV, Offsite.....	\$300.75
On-Line .....	\$358.75

**Graduate Non-Resident**

Alva, Enid, Woodward, ITV, Offsite .....	\$570.75
On-Line .....	\$628.75

**Adult Degree Completion Program**

Resident .....	\$258.00
Non-Resident .....	\$583.00

**Doctor of Nursing Practice**

Resident.....	\$377.50
Non-Resident.....	\$623.50

Information concerning tuition lock rates will be available to first-time students at the time of enrollment.

**OTHER FEES AND CHARGES**

NWOSU Developmental Fee ("0" level courses, per sem. hour) .....	\$ 40.00
International Student Status Maintenance (international students only).....	\$100.00
Private Music Lessons (per sem. hour).....	\$ 75.00
Semi-private Music Lessons (per sem. hour).....	\$ 35.00
Instrument and Studio Usage (per private music lesson) .....	\$ 25.00
Organ Rental .....	\$ 10.00
Instrumental Methods Fee (per sem. hour) .....	\$ 25.00
Agriculture Lab Fee (AGRI 1124, 1214, 3214, 3443).....	\$ 25.00
Mechanized Agriculture Lab Fee (MCAG 1413, 3011, 3211, 3222, 3232, 4101) .....	\$ 50.00
Graduation Fee.....	\$ 25.00
Parking & Safety Fee.....	\$ 35.00
University Center at Ponca City Security Badge Fee (per semester) .....	\$ 20.00
Science Lab Fee.....	\$ 20.00
Robotics Lab Fee.....	\$ 50.00
Nursing Lab Fee (NURS 3003, 3037) .....	\$ 20.00
Nursing Enhancement Fee (per sem. hour for nursing classes).....	\$ 70.00
Nursing Enhancement Fee RN to BSN (per semester hours for nursing classes) .....	\$ 20.00
Achievement, Personality and Cognitive Assessment Fee (PSYC 5133).....	\$ 30.00
Statistics for Assessment Fee (PSYC 5173) .....	\$ 30.00
Clinical Nursing Lab Fee (NURS 3037).....	\$ 95.00
Clinical Nursing Lab Fee (NURS 3013, 3147, 3226, 3337, 4206, 4216, 4316) .....	\$ 30.00
Recorded Media Fee (HUM 2533) .....	\$ 20.00
Electronic Media Fee (ITV) (per credit hour) .....	\$ 10.00
Graduate and Professional Studies Academic Enhancement Fee (per credit hour) .....	\$ 13.75
Arts & Sciences Academic Enhancement Fee (per credit hour) .....	\$ 14.00
Online Course Fee (per credit hour).....	\$ 60.00
University Center at Ponca City Student Facility Fee (per credit hour) .....	\$ 27.83
Business Enhancement Fee (per sem. hour) ACCT,ECON,FIN,GBUS,MGMT,MRKT,MIS,ORGL.....	\$ 7.00
Online Program Fee (UNIV 1010) (one-time fee for Bus Admin/Acct/Tech Mgmt online) .....	\$300.00
Online Program Fee (UNIV 1010) (one-time fee for Nursing online) .....	\$300.00

**TUITION AND FEES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION.**

Paper bills/statements are no longer mailed. Students may access their accounts on Self-Service, which is found under the "Resources" tab at [www.nwosu.edu](http://www.nwosu.edu). Upon logging into Self-Service, students should click on "Financial Information" on the left-hand side, "Student Finance," and "Account Activity." In addition to paying in person or by mail to the Alva or Enid Business Offices or the Woodward Administrative Office, online payments may be made on Self-Service using a credit or debit card. Credit cards are only accepted in the Alva Business Office

for application fees and dorm deposits. Any unpaid accounts will be sent to a collection agency and turned for collections to the Oklahoma Tax Commission. Any charges incurred by NWOSU to collect a past-due account will be the responsibility of the student. Future enrollments and current records will be on hold pending payment of the balance.

**PAYMENT OF TUITION AND FEES**

Payment for summer tuition and fees is due on or before the first day of classes, **June 1, 2020**.

## REFUNDS

The following refunds, per Oklahoma State Regents for Higher Education Policy, are made for approved withdrawals from **ALL CLASSES**:

Summer Session:

First five (5) days for a summer (8 week) session (June 1-5) ..... 100% Refund

First two (2) days for a four (4) week summer class ..... 100% Refund

First (1) day for interim/seminar, less than four (4) day class ..... 100% Refund

### SINGLE CLASS REFUNDS:

Changes in schedule during the drop period as defined above will result in full charges for courses added and full refund for courses dropped. Refunds will not be made for drops from classes after the defined drop period.

Short courses may be **added** without financial penalty until classes begin; however, enrollment fees are due at the time of enrollment.

Beginning with the Fall 2000 semester at NWOSU, every Title IV financial aid recipient who enacts a complete withdrawal before the 60 percent point in the semester will be billed for all money required to be returned to the federal government due to the new "Return of Title IV Aid Policy". The billing amount will be equal to 40 percent or more of your total tuition and fee charges for the semester. The formula for aid return is available in the Financial Aid/Scholarship Office on the first floor of Herod Hall.

**REFUND CHECKS WILL BE RELEASED – JUNE 25**

### LATE PAYMENT OF TUITION AND FEES

JULY 31 Additional late payment penalty in effect - 5% of balance due (Total = Balance due X 1.05)

*CHECK OUR WEB SITE FOR UPDATED SCHEDULE INFORMATION.*

[www.nwosu.edu](http://www.nwosu.edu)

# BUILDING LEGEND

## ALVA CAMPUS

CH – Carter Hall  
 EC – Education Center  
 HH – Herod Hall  
 HS – Health & Sports Science  
 IE – Industrial Education  
 JD – Jesse Dunn  
 LA – Library Annex  
 LB – Library  
 PF – Percefull Field House  
 RH – Ryerson Hall (formerly FA - Fine Arts)  
 SC – Science Building  
 SH – Shockley Hall  
 VH – Vinson Hall  
 WC – Wellness Center

## ENID CAMPUS

E – Enid Campus Classrooms

## WOODWARD CAMPUS

W – Woodward Campus Classrooms

## Need Assistance?

**In order to insure prompt attention to your various requests please refer to the list below:**

### ALVA - WOODWARD CAMPUSES

Academic Records.....	Registry Office .....	(580) 327-8554
Admissions, NWOSU .....	Recruitment Office .....	(580) 327-8546
Assessment/Placement Testing.....	Recruitment Office .....	(580) 327-8546
Billing Information .....	Business Office .....	(580) 327-8533
Bookstore.....	Student Center Bldg.....	(580) 327-8618
Financial Aid .....	Financial Aid Office.....	(580) 327-8542
Graduate Study.....	Graduate Studies Office.....	(580) 327-8410
Housing .....	Director of Housing .....	(580) 327-8418
NWOSU - Woodward.....	Dean.....	(580) 254-2500
Placement of Graduates .....	Career Services .....	(580) 327-8606
Scholarships.....	Financial Aid Office.....	(580) 327-8541
Standardized Tests .....	Director, Academic Success Center .....	(580) 327-8149
Student Employment.....	Financial Aid Office.....	(580) 327-8541
Transfer of Credit, Transcripts .....	Registry Office .....	(580) 327-8554
Veterans' Affairs.....	Dean, Student Services .....	(580) 327-8414

### NWOSU - ENID CAMPUS

Admissions/Registration .....	Registration Office .....	(580) 213-3102
Billing Information .....	Business Office .....	(580) 213-3104
Bookstore, NWOSU-Alva.....	Student Center Bldg.....	(580) 327-8618
Financial Aid.....	Financial Aid Office.....	(580) 213-3134
Graduate Study, NWOSU-Alva.....	Graduate Studies Office.....	(580) 327-8410
Scholarships.....	Financial Aid Office.....	(580) 213-3134
Transcripts .....	Registry Office .....	(580) 213-3102