

APPENDIX 26



Northwestern

OKLAHOMA STATE UNIVERSITY

2011 - 2012 Daily Planner

Daily Planner
Yearly Calendar
Student Handbook
Americans with Disabilities Handbook
Residence Hall Handbook
Notes
Fall and Spring Schedules
Registration Schedule Worksheet
Campus Maps

This planner belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Telephone _____

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AFFIRMATIVE ACTION COMPLIANCE STATEMENT This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and other applicable federal laws and regulations, and to the extent required by law, does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to Brad Franz, Vice President for Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Boulevard, Alva, OK 73717, (580) 327-8415. **COST STATEMENT** This publication, printed by Northwestern Oklahoma State University, is issued by the University as authorized by the Regional University System of Oklahoma. A total of 1,000 copies have been prepared and distributed at a cost to the taxpayers of the State of Oklahoma of \$2860.00.

NORTHWESTERN STUDENT HANDBOOK 2011

MISSION

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.

HISTORY

Northwestern Oklahoma State University is a true product of the hardy spirit that filled the Cherokee Strip within a few hours after its opening. Northwestern opened its doors for the first time on September 20, 1897, with an enrollment of 68 students. The number grew to 166 by the end of the year.

The College, which started as a normal school, was increased to a four-year teachers college in 1919 and was designated Northwestern State Teachers College. In 1939, Northwestern was further expanded to include degrees in liberal arts as well as education. Its official title then became Northwestern State College. In August 1974 an act of the state legislature officially changed the name to Northwestern Oklahoma State University.

The academic program of the university is supplemented and enriched by a vital, well-organized program of out-of-classroom education and a strong effective student enrichment program. A university is just as strong as its weakest part. With this in mind every effort is made to see that the academic program, student activity program, and the climate, which prevails on the campus are in harmony. This is accomplished by use of the best and most recent knowledge and highest quality programs. The university is proud of its faculty, staff, facilities, and its future.

FACTS ABOUT NORTHWESTERN

The university's main campus is located in Alva, Oklahoma, a city of 5,300 with branch campuses located in Enid (50,000) and Woodward (12,000). The university has more than 415 acres of land with over 36 buildings, including instructional facilities, residence halls, student center, auditorium, gymnasium, athletic facilities & wellness center, television and newspaper facilities, and a farm. The Alva campus library holds over one million books, bound volumes, government publications, and microfiche items with the Enid campus having approximately 4,000.

Enrollment is approximately 2,200 students from 30 states with 81 percent coming from Oklahoma. Northwestern also has approximately 50 international students from around the world. Northwestern is a four-year liberal arts university offering degrees in two divisions—School of Arts and Sciences and School of Professional Studies. Graduate programs are offered in Education and Behavioral Science. Fall classes start in August and are over in December. Spring classes begin in January and finish in May. Summer courses are offered in June and July.

The university is accredited by The Higher Learning Commission and is a member of the North Central Association. Additional program accreditation includes the National Council for Accreditation of Teacher Education (NCATE) for teacher education. The nursing program is accredited by the National League of Nursing (NLN) and is approved by the Oklahoma Board of Nursing. Northwestern is a member of the Oklahoma State System of Higher Education with graduates who are sought after by state, regional, and national employers.

Northwestern offers various types of student organizations, clubs, and activities on all three campuses. Included among these are student government, intramural sports, newspaper, radio and television station, musical and theatrical performing groups, and honor societies. Approximately 70 percent of Northwestern's students are awarded academic scholarships,

participation scholarships, or some type of financial aid.

APPLYING FOR ADMISSION

All students who wish to attend Northwestern must apply for admission prior to their first semester or summer session. A \$15 application fee must be paid along with the application. Official high school transcripts or GED scores, ACT or SAT scores, and official transcripts from each college or university previously attended (if applicable) must accompany each Application for Admission. Students will be notified of their acceptance to the university as soon as possible. High school seniors may have to wait until their final high school transcript is forwarded to the Registry office. Once accepted, students may enroll for the upcoming semester or summer session. Applications for Admission and available dates and times for enrollment may be acquired by contacting the Office of Recruitment or from the Northwestern web site.

For additional information on student immunizations, see the section on Student Health Services.

ADMISSION OF STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

All students seeking to enroll at a college or university of the State System and for whom English is a second language must meet the admission standards. The standards are listed in the "Policy Statement on Admission To, Retention In, and Transfer Among Colleges and Universities of the State System" (II-2-35) and shall be required to present evidence of proficiency in the English language prior to admission, either as first-time students or by transfer from another college or university. If you have further questions, please contact the office of the Vice President for Student Affairs and Enrollment Management.

TUITION AND FEE PAYMENT

Tuition and fees must be paid in accordance with deadlines published in the semester class schedules and on the web site. Failure to meet payment deadlines could result in cancellation of your enrollment or the addition of late fees. Approved and awarded scholarships, loans, and grants will be considered when applying the payment deadlines. All questions on tuition and fee payment should be directed to the Business Office.

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) is located in the Industrial Education Building, Room 113, on the Alva Campus. The Center is open Monday through Wednesday 8:00 am to 9:00 pm, Thursday 8:00 am to 6:00 pm, and Friday 8:00 am to 3:00 pm. Contact Joanne Prewett, Director, at (580) 327-8149 or email at jprewett@nwsu.edu.

The ASC provides students at Northwestern with a place to study and learn in a friendly, relaxed atmosphere. The ASC has computers, study tables, and testing facilities. We provide peer tutoring for basic Math and English composition courses as well as for general education classes, and we have the resources to locate help for upper level classes. The goals of the program include providing academic assistance and support in order for students to realize maximum success and improving students' self-concepts by showing them how to succeed.

The ASC lab is available for any Northwestern student for studying or tutoring, and the ASC computers and printer are available for all students to use. The ASC also helps with testing accommodations when needed. We request that you sign in when you come to the ASC, indicating whether you are there for studying, tutoring, or testing. Online tutoring is available for students who cannot come to the ASC in person. To request an online tutoring session, go to our tutoring web page at www.nwsu.edu/tutoring.

ASSESSMENT

Assessment is continuously conducted at Northwestern. The assessment program consists of entry level, mid-level and exit level exams, as well as, student opinion and alumni surveys.

Entry Level Assessment: Oklahoma State Regents require any student scoring below 19 on the ACT subject tests of English, Math, Reading, or Science Reasoning to participate in secondary testing to ensure correct placement in college courses. Northwestern uses Accuplacer's Computerized Placement Test (CPT) to accomplish this. The CPT is a success-oriented assessment with immediate scoring capability to be used in the advising of students. There is no charge for the CPT, which is administered through the Recruiting Office. Beginning in Spring 2005 students may be allowed to retest under certain conditions. Contact the Office of Recruitment or Academic Success Center for details.

Mid-Level Assessment: Mid-level assessment is conducted as a measure of general education competencies. The ETS Proficiency Profile is administered each spring to rising juniors who have completed 40-75 credit hours of course work.

Program Outcomes Assessments: (Exit Exams) Graduates will be tested in their major field of study.

Student Satisfaction Assessment: Students will be surveyed to gather opinions of the campus environment as well as to determine student satisfaction. The information gathered will be used for planning academic and campus programs and services. The survey will be conducted in the spring semester.

Alumni Survey: Each graduating class will be surveyed one to three years after graduating depending on the department from which they graduated.

TESTING

Northwestern offers several other tests on campus for students. The following is a list of tests offered and the office to contact:

Certification Officer, EC 205b, (580) 327-8441
Oklahoma Teachers Certification Test Information

Director of Academic Success Center, IE 113, (580) 327-8149
ACT (American College Testing Program), CLEP (College Level Exam Program), MAT (Miller Analogies Test), Placement Tests (English, Math, Science, Reading).

Office of Recruitment, FA 117, (580) 327-8546
Placement Tests (English, Math, Science, Reading)

CHANGE OF SCHEDULE

The student assumes responsibility for the correctness of his/her study program. The appropriate form requesting change of schedule is obtained from the registrar. Students may add a class during the first 7 class days of a semester (or the first 5 days of the summer session) without an instructor's signature. Students may drop a class during the first 10 class days of a semester (or the first 5 days of the summer session) with no grade or instructor signature. Schedule changes for summer classes of less than 8 weeks are prorated accordingly insofar as grade assignment and obtainment of instructor signature. Advisor approval is required on all class enrollments and schedule changes. Course additions are not permitted after the above stated deadline.

An AUTOMATIC 'W' will be issued during weeks 3-8 of a regular semester (2-4 during the summer session of 8-week classes, and prorated accordingly for classes of less than 8 weeks). The approval of both the advisor and instructor are required. Instructors have the OPTION of issuing either a "W" or "F" during weeks 9-14 of a regular semester (5th - 7th week of summer for 8-week classes) and both instructor and advisor approval are required.

LAST DAY TO DROP CLASSES is two weeks prior to the end of a regular semester (or one

week for the summer session of 8-week classes).

FINANCIAL ASSISTANCE

Eligibility for participation in the assistance programs is established through completing the Free Application for Federal Student Aid (FAFSA).

These applications enable access to all the Oklahoma and federal assistance programs (grants, loans, and work). Applications may be obtained from the high school counselor's office, from the Financial Aid Office at the Alva or Enid campus, at the Deans office at the Woodward campus, or on the web at www.FAFSA.ed.gov. Applications should be completed and submitted for processing as soon as the preceding years income tax computations are completed. Annual reapplication is required for all assistance programs. The Northwestern Financial Aid Office is located on the first floor of Herod Hall on the Alva campus and in Room 102 on the Enid campus.

SCHOLARSHIPS

Academic awards are given to eligible students based on academic standards. Northwestern participation scholarships are awarded to students who are eligible for a scholarship and participate in the performing arts (theatre, music, as well as in Mass Communications). Athletic scholarship awards are granted through the Athletic Director or the individual coach.

Annual applications are a prerequisite for all scholarship awards. Scholarship applications are available from the high school counselor, the Northwestern Office of Recruitment, the Northwestern Financial Aid Office, or the Northwestern web site.

Scholarships for the exceptionally talented can provide tuition and partial campus housing costs. Other awards are tailored to the academic credentials presented and/or the audition results. Each applicant is individually evaluated by committee members involved in the applicant's stated objective or skill areas.

Continuing student and transfer student scholarships provide a substantial incentive to outstanding students. Most Northwestern scholarships are structured to provide assistance in meeting tuition costs.

Earliest consideration for freshman scholarship awards are given when the completed Northwestern application with a six or seven semester high school transcript and record of ACT scores are received in the Scholarship Office by March 31st. Freshman scholarship applications must be received no later than May 15th. Continuing and transfer scholarship applicants are evaluated when all current course work is completed and cumulative grade point averages are available. Continuing student scholarship applications are due by March 15th. Transfer student scholarship applications are due by July 15th.

HONORS AND AWARDS

PRESIDENT'S HONOR ROLL. The honor roll consists of all students who during the semester, have enrolled and completed not fewer than 12 semester hours with all "A's" or a 4.00 grade-point average. Students who have incomplete grades will not qualify for the honor roll.

VICE PRESIDENT'S HONOR ROLL. The honor roll consists of all students who during the semester, have passed in all courses, aggregating not fewer than 12 semester hours with an average of 3.5 or higher. The honor roll is published at the close of each semester. Students who have incomplete grades will not qualify for the honor roll.

WHO'S WHO. Each year "Who's Who Among Students in American Universities and Colleges" recognizes students from approximately six hundred colleges and universities in the United States and Canada. In selecting students to be recommended, the campus nomination committees are asked to consider outstanding effort and accomplishment in academic work,

extracurricular activities, and service to the school.

JOHN F. KENNEDY MEMORIAL AWARD. The Northwestern Oklahoma State University Student Government Association has established the John F. Kennedy Memorial Award in order to honor the memory and ideals of the late president.

Each year the Award will be given to a student of the senior class who most nearly possesses and exemplifies the following qualities: Service to the university, community and country; leadership; and a healthy, aggressive attitude toward academic work. The recipient is selected by a standing committee of the Student Senate composed of six senators of the junior class and the Vice President for Student Affairs and Enrollment Management. The selection must be ratified by members of the Student Senate.

ABSENCES/TARDIES

Attendance in class is a student responsibility and is expected. Only absences described as authorized or unavoidable will entitle students to perform makeup work at the discretion of the course instructor. Each faculty member will determine his or her attendance policy. An instructor may require between 75 and 90 percent attendance for credit in the course. According to school policy, students must attend class at least 75 percent of the time to receive credit. Excessive tardies may affect one's attendance at the discretion of the individual's instructor.

DEGREE AUDITS

Degree audits are available online and you can also request them from the Registry office usually following the completion of 45 credit hours. The degree audit is only a guide and not an official document. The student has the ultimate responsibility for fulfilling all the requirements for the degree.

GRADE APPEAL

A student may appeal any grade received. The procedure is as follows:

1. Contact the instructor and confirm that the assigned grade is correct.
2. Write a letter of appeal to the Executive Vice President.

A student will have a maximum time limit of six months from the moment that a grade is issued to appeal that grade.

ACADEMIC STANDARDS AND RETENTION POLICIES

The following standards relating to retention of students pursuing study in undergraduate programs will apply at all institutions in the Oklahoma State System of Higher Education. For continued enrollment at any institution in the State System, a student must have earned a cumulative grade-point as indicated below:

0 to 30 semester hours attempted.....	1.70
Greater than 30 semester hours attempted	2.00

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.00 in a minimum of 12 hours of regularly graded course work, not to include activity or performance courses, or meet the minimum cumulative GPA standard required above in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

Any student who achieves a grade-point average of 2.00 or above in the last semester in which he/she was enrolled, will be considered to be making satisfactory progress regardless of his/her cumulative grade-point average.

A senior who has failed to meet the cumulative grade-point average of 2.00 may enroll in an additional 15 semester hours in a further attempt to achieve the requirements for graduation.

Any student suspended due to insufficient academic progress may appeal the suspension to the Academic Suspension Appeals Committee by contacting the Office of the Vice President for Student Affairs and Enrollment Management, FA 126.

COMPLAINT PROCEDURES

Any student may file a formal written complaint if he/she believes that he/she has not been treated appropriately by a faculty member, administrator, or staff member. The complaint should be addressed to the supervisor of that particular department or office. It is the responsibility of the appropriate supervisor to respond to the complaint. A form is available on the Northwestern website for filing a formal complaint. Formal complaints that have been addressed to the President, the Executive Vice President, the Vice President for Administration, or the Vice President for Student Affairs and Enrollment Management will be filed in the Office of Assessment and will be available for review by the Commission on Institutions of Higher Education of the North Central Association. In accordance with privacy policies, the identity of individuals will be protected.

GRIEVANCE PROCEDURES

Students may file a formal written grievance concerning campus or classroom problems that lack written policies. The student must first have attempted to resolve the matter by informal resolution. The student is responsible for attempting to resolve the matter by first bringing the issue to the attention of the individual whose action is grieved. If the student feels that the issue is not resolved he/she may bring the issue to the attention of the supervisor for that particular department or office. A form is available on the Northwestern website for filing a grievance. All parties will be allowed to participate in the informal resolution. When filing a formal written grievance the grievance must be addressed to the individual whose action is being grieved, to the immediate supervisor, and to the appropriate dean or vice president. If an appeal is made to the president, the president will review previous decisions at lower levels and may render a decision or make recommendations.

Issues that have a written policy in place for addressing student grievances or appeals must be pursued in accordance with those policies. Examples include grade appeals and disciplinary action.

COMPLETE WITHDRAWAL FROM NORTHWESTERN

Students wanting to completely withdraw from Northwestern Oklahoma State University may do so in person or over the telephone. Alva students should initiate the withdrawal process in the office of the Vice President for Student Affairs and Enrollment Management located on the first floor of the Fine Arts Building or by calling (580) 327-8414. Enid students should contact the Dean's office at Enid or call (580) 213-3105. Woodward students should contact the Dean's office or call (580) 254-2501. Oklahoma State Regents for Higher Education policy allows for a 100 percent refund of tuition during the first two weeks of the fall and spring semesters (first week during the summer semester). Withdrawals processed after that point will not receive a refund on tuition/fees. Title IV financial aid recipients who enact 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 under the "Return of Title IV Aid Policy". The billing amount will be equal to 40 percent or more of the student's total tuition/fee charges for the semester. The formula for aid return is available in the Financial Aid Office located in Herod Hall on the Alva campus.

HOUSING

Northwestern has four residence halls that are staffed and equipped to provide an environment that will help students reach their highest potential both academically and socially. Coronado

and Ament Hall house male students and South and Fryer Hall house female students. The residence halls at Northwestern are equipped with air conditioning, television lounges, recreational areas, ice machines, microwaves, washer/dryer services and vending machines that are accessible to all of the residents. Each room has a cable television connection, Internet connections, and a telephone jack for a private telephone line. Please see the Residence Hall Handbook for more information. Contact Mr. Marc Wallace, Director of Housing, at (580) 327-8418, stop by his office in Fine Arts 131, or by email at mwallace@nwsu.edu.

FOOD SERVICE

The university recognizes the importance of food service operations on any campus. On the Northwestern Alva campus this service is provided by Chartwells. Students living in campus housing are required to purchase a meal plan.

Students on the campus may choose from three meal service plans. All three meal plans; 10, 15, & 19 can be used Monday through Sunday. The meal plan may be used in the cafeteria where a wide variety of foods are offered on an unlimited serving's basis. The meal plan may also be used in the snack bar during the following transfer times if a meal was missed due to a conflict. Transfer times are as follows; Breakfast 8:00-10:30 and Lunch 10:30-2:00. Regular cafeteria hours are as follows;

Monday-Friday	Breakfast: 7:00 a.m. to 8:30 a.m. Lunch: 11:30 a.m. to 1:15 p.m.
Monday-Thursday Friday	Supper: 5:00 p.m. to 7:00 p.m. Supper: 5:00 p.m. to 6:00 p.m.
Saturday	Breakfast: Closed Lunch: 12:00 p.m. to 1:00 p.m. Supper: 5:00 p.m. to 6:00 p.m.
Sunday	Breakfast: Closed Lunch: 11:30 a.m. to 1:00 p.m. Supper: 5:00 p.m. to 6:00 p.m.

Student Center Food Court Hours:

Monday-Friday	Breakfast: 8:00 a.m. to 10:30 p.m. Lunch: 10:30 a.m. to 2:00 p.m.
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STUDENT CENTER

Located in the center of the Alva campus, the Student Center provides a friendly and casual atmosphere in which the students at Northwestern may become acquainted. The Student Center includes; Snack Bar, Bookstore, Student Lounge with three televisions, Ballroom, Game room, Office of Public Safety, and the Ranger Cyber Cafe. The Alumni-Foundation Office, Maude Drake Bingham Chapel, & conference rooms (President's, Wyatt, Ranger, and Ballroom) are also found in the Student Center, along with the Student Government Office. The Enid campus provides the "Commons" area, a place to study, meet friends, and have light snacks. The Woodward campus provides a "Commons" area overlooking Experiment Lake that provides the perfect setting for students to study, visit with friends, watch television, or just relax between classes.

BOOKSTORE

The Northwestern Bookstore located in the Student Center on the Alva campus is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. New and used books, supplies, insignia clothing, decals, confections, gift items, and gift cards are available. The Northwestern-Enid Bookstore is located at the East entrance of the Enid campus at 2929 E. Randolph and 30th Street and is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday, and 8:00 a.m. to 3:00 p.m. on Friday's. The Bookstore's website can be found at www.efollett.com.

LIBRARY SERVICES

The J. W. Martin Library houses more than 1,000,000 items including books, bound journals, government documents, and microforms. Forty-eight online databases in various subject areas provide full-text for over 3,000 journals and 20,000 books. Off-campus students may contact the library for passwords to access these holdings via the Internet.

A web-based, online catalog provides bibliographic access to library holdings. The staff includes three professional librarians, four paraprofessionals and twelve student assistants.

Fall and spring hours at the Alva campus are: Monday to Thursday, 7:45 a.m. to 10:00 p.m.; Friday, 7:45 a.m. to 5:00 p.m.; Saturday, 12:00 to 5:00 p.m.; Sunday, 1:00 p.m. to 10:00 p.m. The library is closed when the university is not in session. Summer and interim hours will vary. Check with the library website for updated hours. The phone number on the Alva campus is (580) 327-8574.

Enid Campus (580) 237-3141

The Northwestern – Enid Library, located on the first floor of the building, has more than 4,000 items. The online resources at the Alva campus are also available in the Enid library. A courier service, Monday through Friday, provides intra-library loans between the two campuses. The staff includes a full-time librarian and two paraprofessionals. Hours: Monday – Thursday, 8:00 a.m. to 9:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; closed on Saturday and Sunday. Summer and interim hours will vary. Check with the library website for updated hours.

Woodward Campus (580) 256-0047

Northwestern students enrolled in classes taught at Woodward have web access to all online databases. Students should contact the Alva or Enid campus libraries or the Woodward campus office for passwords to access the databases from home. The online catalog of books supplies information about all holdings of the Alva and Enid libraries. These books are accessible to Woodward students by submitting a request to the Woodward campus office.

Library Regulations

Students must have a valid Northwestern ID to check out library materials. Evening or offcampus students should contact Vice President for Student Affairs and Enrollment Management at (580) 327-8414, FA room 126, Alva and the Campus Police on the Enid campus to obtain an ID or validation of an existing ID. Students are responsible for all items borrowed on their library cards. Students with unpaid fees and/or overdue books will have “holds” placed on their enrollments and transcripts.

OK-SHARE State-Wide Borrower's Card

Northwestern students in good standing with the Alva and Enid campus libraries may request an OK-SHARE library card available at the circulation desk. Northwestern students at Woodward should contact the Alva campus. This card, different from the Northwestern library card, allows students to check out library books on site at any of our state-supported colleges and universities and at most of Oklahoma's private institutions. Northwestern will return the books to the home library if brought to the Alva or Enid campus one week before the due date. This service compliments our traditional interlibrary loan program, also available to students and faculty, in which books and journal articles can be borrowed from other libraries.

CAMPUS MEDIA

Three mass media outlets serve the university community. A campus newspaper, radio station, and television station inform and entertain the campus community and provide practical experience to students interested in the mass media.

These three mediums are all operated as laboratories of the mass communications program in the School of Arts and Sciences. The campus newspaper, the *Northwestern News*, is published weekly. Its offices are in Jesse Dunn Annex 232-234. The radio station, KNSU, is

located on the first floor of the Jesse Dunn Annex, offering programming five days a week throughout the school year. The television station, NWTV-Channel 7, produces weekly and special programming from its studio on the first floor of the Jesse Dunn Annex. Channel 7 is available to all Alva cable subscribers.

Students actually manage and operate each of these medium under the direction of faculty advisers. All students, regardless of major, are welcome to be involved with any of the campus media. Most of the media staff is filled by volunteers; however, there are a few paid positions within each area. For more information about working with campus media, please contact Communication Chair Tamara Brown at (580) 327-8429 or tbrown@nwsu.edu.

OFFICE OF RECRUITMENT

The Office of Recruitment is located in Fine Arts, room 117 on the Alva campus and room 102 on the Enid Campus. Recruitment services include:

- Admission process which includes all appropriate paperwork.
- Campus tours for prospective students and family members.
- Information directory for all campus operations.
- Recruitment and counseling of prospective students.
- Academic advisement referral.
- Special event coordinator for prospective students.
- Administers Accuplacer's Computerized Placement Tests (CPT).
- Northwestern Scholar Ambassador Coordinator.
- Ranger Recruiter Coordinator.

OFFICE OF STUDENT RETENTION

The purpose of the Student Retention Office is to help retain students and assist them through the completion of their degree. This is accomplished by supporting and when needed monitoring students' academic progress; coordinating with academic advisement units; providing referrals to campus resources and support services; and coordinating programs that foster the academic success of students. The office is located in the Fine Arts building room 108. The Retention Coordinator is Mrs. Cathy Brown. She can be reached at (580) 327-8547 or by email at mcbrown@nwsu.edu.

CAREER SERVICES

Northwestern's Alva campus Career Services is located in Fine Arts, room 142. The phone number is (580) 327-8606. The Enid campus office is located in room 102. Both offices offer a wide variety of services. Students and alumni are encouraged to make full use of these services.

The objective of career planning for undergraduates is to assist them in decision making by offering counseling and testing services.

Placement services include:

- On-campus and off-campus employment services.
- On-campus interviews.
- Credential services.
- Resume advisement.
- Career seminars.
- Career library.
- Job opportunity bulletins.
- Candidate employment referrals.
- Employer contacts.
- Career and Teacher fair.
- Career information dissemination.
- Employer information dissemination.
- Summer employment assistance.
- Career information speakers.

Planning services include:

- Counseling and assistance to all students regarding future job opportunities, hiring trends, etc.
- Counseling and assistance to students who are undecided about a major field of study.
- Testing and counseling services to help students identify aptitudes and how they can be developed to enhance employability.
- Use of the DISCOVER for Adult Learners computer program planning and training.
- Career Counseling.

STUDENT ID'S

Student ID cards can be obtained in the Vice President for Student Affairs and Enrollment Management located on the first floor of the Fine Arts Building. Student ID's will be taken from 8:00 a.m. to 5:00 p.m. Monday through Friday. All students will need to get a new student ID at the beginning of each Fall semester. Enid students should contact the Campus Police office and Woodward students contact the Campus Dean's office for new student ID's. If for any reason a replacement card is needed, the first two replacement cards will be free of charge. After a student has been issued three cards, a charge of \$5.00 will be assessed and must be paid in the Business Office prior to the card being issued.

Student ID's are used for the cafeteria meal plan, financial aid identification, bookstore identification, free entrance to athletic events, and library privileges. Also some businesses offer special discounts to students with a Student ID.

RANGERNET

RangerNet, Northwestern's portal, plays a big role in the NWOSU student's academic life. **Rangernet** can be accessed by going to the Northwestern home page. **Rangernet** allows students to Add/Drop course(s), check Account Status, Tuition, Room and Board, and Meal Plans. It also allows students to check class schedules and course availability. By logging into **Rangernet** students can view financial aid information, any hold's, unofficial transcripts and much more. Students employed by the University may also view payroll information by accessing **Rangernet**.

EMAIL ACCOUNTS

All students enrolled at Northwestern are required to use a university email account. Students' email accounts will usually be created within 24 hours after their enrollment is processed. You can get complete instructions and policies by going to www.nwosu.edu/e-mail-access. Be sure to read all of the documents on that page.

It is extremely important that students open this account and check it regularly to receive vital information from the registry office, business office, financial aid office, faculty members, student services, campus organizations, administrators, and other campus entities. It is the student's responsibility to check the email account to remain informed about issues affecting their status at the institution.

Policies and Procedures Access to Networked Information Resources: Staff and students may employ electronic mail as a tool for communications. The University may rely upon this medium to communicate information, and staff and students will be responsible for checking and reading messages. All Northwestern students, faculty and staff will receive and be required to use Northwestern email accounts for email correspondence.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply.

The network is primarily intended for the use of students and staff. Others wanting access to the network including PC's in labs must first check with the supervisor of the equipment and

pay fees as set by the University.

Electronic mail and telecommunications are not to be utilized by employees and students to share confidential information about students or employees.

Network administrators may review files and communications to maintain system integrity. Users should not assume that files stored on university servers will be private. (See Electronic Communications Privacy Act 18 USC §2701 (1988).)

The following behaviors are not permitted on university networks:

- Sharing confidential information on students or employees
- Sending or displaying offensive messages or pictures
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Harassing, insulting or attacking others
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus or installing software not previously approved). Downloading and installation of software is only allowed with prior approval from Information Technology. This also applies to the installation of hardware.
- Violating copyright laws. For example, copying or downloading movies, music or other copyrighted materials is against the law. Peer to peer sharing of the copyrighted materials is also against the law.
- Using others' accounts
- Trespassing in others' folders, documents, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Violating regulations prescribed by ONENET
- Promoting, supporting or celebrating religion or religious institutions.

The Network Supervisor will report inappropriate behaviors to the University administration who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account.

VETERANS

Northwestern Oklahoma State University assists students who are eligible to receive educational benefits from the Department of Veterans Affairs. All degree plans offered by Northwestern Oklahoma State University have been approved by the State Accrediting Agency for payment of federal benefits.

The Northwestern Veterans Affairs Office will certify enrollment for payment of VA Educational Benefits for all students who meet eligibility criteria as set forth by the Department of Veterans Affairs.

The Northwestern Veterans Affairs Office maintains a positive working relationship with the Veterans Affairs Regional Office and other educational institution's veterans affairs offices. This enables us to assist our students with VA and educational problems in a more effective manner. We are here to provide assistance in contacting other VA sources and to provide guidance in solving any problems they might encounter at the university.

Service to the student is our main objective. It is our goal to assist students in receiving all VA educational money they are entitled to and to receiving it in the most timely manner.

Veterans or veterans' dependents interested in using their GI Bill benefits should contact the office of the Vice President for Student Affairs and Enrollment Management to determine what

documents are required at the time of enrollment to avoid delay in processing. The office is located in the Fine Arts Building, room 126, Alva Campus. Returning students should contact the office of the Vice President for Student Affairs and Enrollment Management, Alva Campus, after pre-enrollment.

For more information, contact:

Northwestern Oklahoma State University
Ms. Molly Bates
Secretary for Student Services
709 Oklahoma Blvd., Alva, OK 73717
Phone: (580) 327-8414

www.nwosu.edu/veterans-affairs

STUDENT HEALTH SERVICES

Oklahoma state law requires that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases. If you cannot verify your immunizations you will need to be re-immunized. Medical, religious and personal exemptions are allowed by law and such requests must be made in writing using the Northwestern Student Immunization form at www.nwosu.edu/student-health-services.

In order to enroll as a full-time or part-time student at Northwestern, Oklahoma law requires students to provide written documentation of vaccinations against Hepatitis B and Measles, Mumps, and Rubella (MMR) using the NWOSU Student Immunization form at www.nwosu.edu/student-health-services. This applies to all students of any age or at any stage of their education. Exemptions from this requirement may be made by providing a written statement from a physician stating that the vaccine is medically contraindicated or by signing a waiver. These vaccinations can be obtained from your family doctor or your community's health department.

University housing requires a meningitis form to be completed prior to a room being assigned. Forms are available online at www.nwosu.edu/student-health-services and additional information is available at www.nwosu.edu/student-health-services. All meningitis forms must be turned into or mailed to the Director of Housing. For questions concerning the meningitis policy please contact Marc Wallace at (580) 327-8418 or mlwallace@nwosu.edu.

All international students are required to have a Tuberculosis Skin Test. They must provide proof of negative test results in the United States. If test result is positive, the student must have a chest x-ray verification that the student does not have TB. For more information please contact the International Student Advisor, Julie Barraza, at (580) 327-8435 or jabaraza@nwosu.edu. Immunization policy also applies to International students.

Check our website at www.nwosu.edu/student-health-services to learn more about meningococcal, tetanus, Hepatitis B, and mumps vaccines. For more information on health related services, please contact the Student Affairs office at (580) 327-8414 or stop by Fine Arts 126.

COUNSELING CENTER

The Counseling Center provides services to help students develop in the unique college environment. The counselor helps students face the challenges they encounter: developing personal autonomy, relationships, loneliness, and stress – as well as some of the more serious difficulties some of them encounter, such as depression, alcohol/substance abuse, and the effects of dysfunctional families. The Counseling Center seeks to support the personal, social, and intellectual growth of all members of the university community. This goal is accomplished by way of a broad range of counseling services that are provided by the Center. Sessions with the counselor are confidential. The counselor also provides consultation to staff, faculty, and

student groups and organizations throughout the university community. Outreach Programming

may be offered to groups of ten or more if requested at least two weeks in advance. The Counseling Center is located in the Fine Arts Building, room 207 on the Alva campus. You may call Mr. Jason Hillman at (580) 327-8439 or by email at jhillman@nwosu.edu to set up and appointment. You may also call Mrs. Sandra Earnst, PRCAW Coordinator, at (580) 327-8119 or e-mail her at siharmon@nwosu.edu. Hours of operation are 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. Monday through Friday.

PROJECT TO REDUCE CRIME AGAINST WOMEN

The Project to Reduce Crime Against Women (PRCAW) is a federally-funded program at Northwestern Oklahoma State University designed to make the campus a safer place. The program objectives operate to effectively minimize the incidence of violent crimes including sexual assault, intimate partner violence/abuse, and stalking.

The PRCAW office focuses on preventing and responding to issues related to sexual assault, partner violence and stalking. Support is offered to victims and survivors who are members of the Northwestern Oklahoma State University Community, including students, faculty, and staff. Services are provided to people of all genders, races, ethnicities, appearances, religions and sexual orientations. This program is survivor driven and he/she will determine the level of involvement, services and intervention provided. The PRCAW office is located in the Fine Arts Building, room 209 on the Alva campus. You may also call Mrs. Sandra Earnst, PRCAW Coordinator, at (580) 327-8119 or e-mail her at sjearnst@nwosu.edu.

INTERNATIONAL STUDENT OFFICE

The International Student Office is located in Room 125 of the Fine Arts building on the Alva Campus. The office is open Monday through Friday from 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. The phone number is (580) 327-8435 or you can e-mail Ms. Julie Barraza at jabarraza@nwosu.edu. Some of the services provided to International students by this office include:

- Transportation.
- Housing Assistance.
- Immigration Matters.
- International Student Organization.
- Personal Counseling.

CODE OF STUDENT CONDUCT

Each student at Northwestern is expected to act in a mature and responsible manner and to maintain the highest standards of integrity, honesty, and morality. The failure of students to follow rules and regulations or to act in an acceptable manner can lead to temporary suspension or permanent dismissal from the university.

All disciplinary cases are referred to the Vice President for Student Affairs and Enrollment Management on the Alva campus or the coordinator of student services on the Enid Campus for review and evaluation. Every effort will be made to attain all facts related to the incident. Appropriate action according to university policy will then be taken.

The following are rules and regulations:

Civil Law: All students are expected to conform to all local, state and federal laws.

Hazing: Mistreatment of others, particularly as it applies to student organizations or groups, who endanger, mistreat, harass, degrade, or disgrace other students or persons, or in any way interfere with educational activities is prohibited.

Smoking: Smoking within each building is restricted in designated areas outside each building.

Drinking: The consumption or possession of alcoholic beverages is strictly prohibited on university property and at university events. This regulation applies to all beverages with any alcoholic content and to all activities on campus property or sponsored by campus

organizations.

Gambling: Gambling is prohibited on University property.

Firearms & Weapons: The possession of or firing of firearms, firecrackers, explosives, chemicals, bow and arrows or other dangerous weapons (list is not all inclusive) is against University and Civil Law except when used in approved university programs. Arrangements can be made with the Campus Police for hunting guns and ammunition to be held by Campus Police. These arrangements must be made in advance and by students with valid hunting licenses.

Drugs and Paraphernalia: Possession of any form of illegal contraband or paraphernalia usually associated with the use of narcotics and/or drugs is against university policy. This also includes prescription drugs obtained without authorization, prescribed drugs, and over-the-counter drugs not being used for their intended purposes. Students and employees found using, possessing, selling, distributing, or being under the influence of an illegal chemical substance anywhere on university property or while representing the university may be subject to dismissal from university housing or the university and be referred to the proper legal authorities.

Sexual Misconduct: Northwestern Oklahoma State University will neither tolerate nor condone any form of sexual misconduct, whether physical, mental, verbal, or emotional in nature.

Failure to Comply: Failure to comply with the directive of a university official acting in the performance of his or her duties may result in disciplinary action.

Disturbing the Peace and Destruction of Property: No student, organization, or group of students shall disturb the peace, destroy, molest, deface, or remove state or university property, or intentionally or negligently injure another person.

Change of Address: Students must notify the Registrar's Office and the Business Office of their current address.

Off-Campus: Actions not committed on university property may also be subject to university disciplinary action.

Falsification of Records: No student shall falsify or participate in the falsification of any official university record.

ACADEMIC DISHONESTY

All forms of academic dishonesty including cheating, plagiarism, unauthorized possession of exams or other materials, forgery, or alteration or misuse of university records, are subject to disciplinary action by the university. The forgery of faculty signatures is prohibited. You must get authentic signatures on all official documents.

UNAUTHORIZED FILE SHARING POLICY

It is against Northwestern Oklahoma State University's Acceptable Use Policy to engage in activities that would violate copyright laws. For example, copying or downloading movies, music, or other copyrighted materials is against the law. Peer to peer sharing of the copyrighted materials is also against the law and may be subject to civil and criminal liabilities. A summary of liabilities is available at <http://www.copyright.gov/title17/92chap5.html#506>.

NWOSU relies on two methods to combat illegal file sharing:

1. Ports commonly used by Peer-to-Peer file sharing programs are blocked on the University firewalls.
2. Notification from our Internet Service Provider. Upon notification from our ISP of unlawful activity:
 - a. The NWOSU Information Technology department will notify administration

- of the violation.
- b. Using information gathered by our ISP, network activity will be monitored to determine the location of the suspect computer.

Once found, Information Technology will take necessary measures to halt the unlawful activity on the NWOSU network. Violators may be subject to civil and criminal liabilities, and the University may take action for violation of the Acceptable Use Policy.

LEGAL FILE SHARING ALTERNATIVE

In 2010, Information Technology and Student Affairs have reviewed policies regarding legal file sharing alternatives. Northwestern will work to assist students in legal file sharing activities in order to combat illegal downloads. As part of its review, Northwestern has provided its students a list of resources for legal file sharing and downloads, that is available at <http://www.educause.edu/legalcontent>.

NWOSU students may store and/or share up to 25GB of files using the SkyDrive feature of their student email account provided by NWOSU through the [WindowsLive@edu](#) program hosted by Microsoft.

The NWOSU library offers DVD movies for checkout to current Northwestern Students and Employees.

Policy Review

NWOSU periodically reviews its policies and alternatives. For more information, please contact the Office of Information Technology.

OTHER GENERAL REGULATIONS

Campus Solicitations: Solicitations, any dissemination or posting of literature, writing, drawing or marking on an interior or exterior wall or streets with any medium, picketing, or drawing of assemblages or meeting for the purpose of promoting either sales or causes may not be done by an official group, organization, or person without clearance and permission of the office of the Vice President for Student Affairs and Enrollment Management on the Alva campus and the Coordinator of Student Services on the Enid campus.

Classroom Conduct: No children are allowed in the classroom with parents while class is in session.

Sign Painting: No signs, regardless of the type of paint used, may be painted on the streets, sidewalks, walls, buildings, or other university property.

Standard of Dress: The University expects all students to dress appropriately on the campus.

Social Activities Scheduling: All social events must be scheduled in the office of the Vice President for Student Affairs and Enrollment Management, the Director of Student Life and Counseling (Alva) or the Coordinator of Student Services (Enid) or the Dean of the Woodward campus and must be approved for entry on the official school calendar.

Sponsors or Chaperones: Faculty members who are recognized as sponsors for university approved organizations are automatically expected to sponsor and be present at meetings and social affairs held in the name of the organizations.

Information: The Code of Student Conduct is not a contract and serves only as guidance for the fulfillment of acceptable and fair procedures. The standard of review in all hearings is by preponderance of the credible evidence. The Regional University System of Oklahoma has the

authority and may modify the Code of Student Conduct at any time. In addition, the procedures contained herein may be modified by the University at anytime in order to effectuate justice.

STUDENT DISCIPLINARY PROCEDURES

General Information: Misconduct is considered a matter of concern to the university. Reports of misconduct variously labeled offensive, unacceptable, destructive, and in violation of regulations are referred to the Vice President for Student Affairs and Enrollment Management for investigation and determination of appropriate action, if any. The Director of Students will review with the student the nature of the complaint. The Director of Students has the responsibility for handling the case on a person-to-person basis and for collecting and interpreting information bearing on the allegations or reports made about the student's behavior relating to the complaint. The Director of Students will make a decision pertaining to the disposition of the case and will inform the accused and accuser of the decision. A student who feels that he/she has been treated unfairly has the right to request a hearing before the Vice President for Student Affairs and Enrollment Management. The Director of Students has the authority to make changes to academic and living arrangements to assist victims of a crime.

Penalties: Penalties for violation of university regulations or public law may include one or a combination of the following sanctions:

Warning/Restrictions — the imposing of specified restrictions, including but not limited to, letter of apology, presentation of a workshop, preparation of a research paper or project, social probation, community service, assessment or evaluation, counseling, restitution for damages, punitive fines, no contact order, eviction from residence halls, loss of privileges (i.e., visiting privileges in housing or denial of access to computer services), or any combination of the above, and any other appropriate penalty.

Conduct probation — A student may be placed on conduct probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's personnel folder and the disciplinary hold on his or her record is removed at the discretion of the Vice President for Student Affairs and Enrollment Management.

Temporary suspension— A student may be temporarily suspended to ensure the safety and well-being of members of the university community or preservation of university property and/or to ensure the student's own physical or emotional safety and well-being and/or if the student possesses an ongoing threat of disruption or interference with the normal operations of the university. During the temporary suspension, a student may be denied access to university housing and/or the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the conduct officer may determine to be appropriate. The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required. The student shall be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of a subsequent show cause meeting at which the student may show cause why his or her continued presence on the campus or in university housing does not constitute a threat. Such an administrative decision will be effective immediately.

Suspension — A student may be suspended from the university for reasons of conduct for a definite period of time not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold will be placed on the transcript during the period of suspension.

Expulsion — When a student is expelled, a record of this action will be made a part of the

student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the university.

Degree revocation or rescission of credit — Any student charged with an offense for which he/she could be suspended, expelled, or for which his/her degree could be revoked shall be entitled to a hearing as provided for below.

Committee on Student Conduct — A committee will be created to consider the appeal of cases resulting in suspension, expulsion, degree revocation, or rescission of credit of students. The committee shall be appointed by the president of the university who shall have the authority to determine the composition of the committee. The committee may include (1) faculty members whose primary duties are not concerned with the administration of student conduct and affairs; (2) students, and (3) administrative employees whose primary duties are not concerned with the administration of student conduct and affairs. In those universities where Faculty Senates are organized, the President will receive nominations for committee memberships from the Faculty Senate, provided that Faculty Senate nominations must be submitted within thirty (30) university business days from time of notification that a vacancy(s) exists. Provided further, if nominations are not made within thirty (30) days, the president will fill the vacancy(s) from the faculty.

The student members of the committee shall be nominated by the Student Government Association (SGA) or similar student governing body, provided that said nominations must be submitted the same as those for the Faculty Senate. A student instituting an appeal to the Committee on Student Conduct shall have the right to exclude the student members of the committee upon proper request. One or more students may be included in the membership of the committee, such number to be determined by the President of the University.

To initiate an appeal — A student must make the request. The request and reason for appeal shall be made in writing, by hard copy, signed, and dated, to the Vice President of Student Affairs and Enrollment Management within twenty-four (24) hours (not including state holidays or weekends) after the disciplinary decision is rendered. If the student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will not become effective until after a hearing before the Committee on Student Conduct, unless a temporary suspension remains in place in accordance with the policies herein.

Explanation of Rights — Prior to the commencement of any disciplinary action provided for herein, the conduct officer, or a representative, shall explain to the accused student the student's rights under the terms and conditions of these rules and regulations.

Hearing Before Committee on Student Conduct — Procedures: The conduct officer, will notify the accused student in writing of the date, time, and place of the hearing, the reason for the hearing, and the procedures and possible outcomes. All hearings are closed and information presented in them and all supporting documents are confidential.

The Committee on Student Conduct may accommodate for the personal safety, well-being, and/or fears of confrontation of the complainant, accused, and/or other witness during a student conduct hearing by providing separate facilities, teleconference, telephone, written statements, or other means deemed appropriate by the Vice President of Student Affairs and Enrollment Management.

During the hearing, the accused student may be accompanied by an advisor of the student's choice so long as the availability of the advisor does not hamper the timeliness of the hearing. The student may choose to have an attorney serve as advisor; however, the advisor does not represent the student in a student conduct hearing and the student will be expected to speak for him/herself at all times. During the hearing, the student has the opportunity to offer information on his/her own behalf and to review all information, statements, or evidence presented. The chair of the committee will decide any questions or objections to hearing

procedures that are raised during the hearing.

Members of the committee may ask questions of any person present during the hearing and the

chair will invite questions and comments from the accused student if present. Since decisions are based only on the preponderance of evidence introduced at the hearing, if the committee decides an essential person or piece of information is missing, the chair may reconvene the hearing at the earliest practical time that the missing information will be available.

The Committee on Student Conduct at its discretion may exclude evidence regarding the past sexual history of either the alleged victim or alleged perpetrator from discussion during the hearing. The past sexual history excluding contact between alleged victim and perpetrator shall be presumed irrelevant.

The alleged victim may be given the opportunity to make a statement to the conduct officer regarding the impact that the alleged actions have had in his or her life and educational relationship with the University.

After the chair has determined that all necessary information has been presented and questions answered, the committee will go into closed session and all other persons will be excused. The committee will determine whether or not it believes the accused student is responsible for a violation of the regulations and, if so, whether the penalties determined by the conduct officer are reasonable.

The committee hearing will result in one of two outcomes:

That the conduct officer's

- A. Determination is affirmed; or
- B. That the conduct officer's determination be modified or reversed in accordance with the committee's recommendation.

The committee's decision shall be final unless within three (3) days following the entry thereof, the student lodges a written appeal with the president of the university. Appeals with the president shall relate to procedural matters only.

Expulsion Hearing Before Committee — When expulsion is a possible sanction due to the seriousness of the offense, the Oklahoma Administrative procedures Act relating to disciplinary expulsions will apply. (See, RUSO policy 4.3.8 and 75 O.S. § 309et. Seq. as amended).

INFECTIOUS DISEASE

Northwestern will analyze individual circumstances and respond to each person with any type of infectious disease on a case-by-case basis. The university recognizes that no single policy statement can govern every situation; thus, individual cases shall be considered on their own needs and merits.

Students with diagnosed infectious diseases will be allowed normal access to the university as long as they pose no health risk to other students or employees. They shall have the same rights as other students, free of discrimination on the basis of their infection.

Students with a diagnosed infectious disease will have access to counseling and health services. Northwestern will establish communication and referral links to community and state agencies to assist in providing supportive services. Confidentiality will be carefully maintained in accordance with all legal requirements. Information about infectious diseases may be obtained in the office of the Vice President for Student Affairs and Enrollment Management.

DRUG-FREE SCHOOLS POLICY STATEMENT

Northwestern Oklahoma State University (NWOSU) recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. It is the intent of the University to educate students and employees about the dangers of drug and alcohol abuse, and to discourage the illegal use, manufacture, possession, dispensation, and distribution of drugs and alcohol. Accordingly, NWOSU adopts the following

policy:

The unlawful manufacture, possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees on NWOSU property, or as a part of any University sponsored activity, is strictly prohibited. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy.

SANCTIONS

Under Federal and State Regulations, the University must impose sanctions for violation of its Drug-Free Schools Policy. University sanctions include but are not limited to reprimand, restriction of activities, conduct probation, suspension, expulsion, and termination of employment. The University may also require the completion of an approved rehabilitation program at the employee's or student's expense. A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. Students convicted of possessing or selling illegal drugs while receiving Title IV FSA funds may be ineligible to receive additional funds for a time period depending on whether the conviction was for possessing or selling illegal drugs or whether the student has previous offenses. To regain eligibility, contact the Director of Student Life and Counseling at NWOSU. It should be noted by employees that they are also subject to the University's Drug-Free workplace policy. Employees are referred to that policy for additional sanctions.

It is also within the discretion of the University to refer any violations to the appropriate authorities for criminal prosecution. Local, State, and Federal laws provide for a variety of legal sanctions for the unlawful manufacture, possession, use, dispensation, and distribution of drugs and alcohol, including incarceration and monetary fines.

Federal law provides rather severe penalties for manufacturing, distribution, or dispensing, using, or possessing with the intent to distribute, or dispense a controlled substance, and penalties of a less severe nature for a simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury result from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000 or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions make both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$25,000, or both.

State law provides similar penalties with regard to the simple use, possession, manufacturing, dispensation, distribution, or possession with intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. For the crime of

possession with intent to distribute, the penalty doubles if violation is within 1000 feet of a school, also if you are convicted, you must serve a minimum of 50% of the penalty.

In addition, state law provides that possession of or possession with intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100 or 20 hours of community service. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

HEALTH RISKS

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol - short-term effects include behavioral changes, impairment of judgement and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremors and cancer. Alcohol combined with the barbiturates/depressants can prove to be a deadly mixture.

Amphetamines/Stimulants - (speed, uppers, crank, caffeine, etc.) speed up the nervous system which can cause increased heart and breathing rates, high blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids - seriously affect the liver, cardiovascular, and reproductive system. Can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants - (downers, quaaludes, valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsion, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack - stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens - (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain which controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis - (Marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics - (smack, horse, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsion, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated

syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine - some 170,000 people in the United States die each year from smoking-related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancer strikes smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

Further information concerning health risks may be found in the Student Health Center. You should also consult your personal doctor about the health risks associated with alcohol and drug use.

COUNSELING AND REHABILITATION

The University will seek to incorporate the teaching of the hazards of drug and alcohol abuse throughout the curriculum where appropriate. The University will also request authorities in the area of drug and alcohol abuse to present programs for the University community.

The following hotline numbers may also be used by those needing help or advice:

Federal Abuse & Mental Health Services	1-800-662-HELP
National Council on Alcoholism	1-800-622-2255
Oklahoma Department of Mental Health & Substance Abuse Services	
Reach Out Hotline	1-800-522-9054
MADD	1-800-438-6233
Valley Hope Alcohol & Drug	1-800-722-5940

Any questions regarding the rules, regulations, and policies set forth in this statement may be referred to the Vice President for Student Affairs and Enrollment Management office.

REGISTERED SEX OFFENDERS

Persons who are registered sex offenders or are required to be registered sex offenders are prohibited from living in university housing.

University housing will not be provided to, or required of, such persons, and such persons are prohibited from being within the living areas of the university's residents halls and apartments.

SEXUAL ASSAULT MISCONDUCT AND STALKING POLICY 2011

Northwestern Oklahoma State University does not condone any form of sexual misconduct whether physical, mental, verbal, or emotional in nature. This includes actions that are demeaning and includes but is not limited to: rape, acquaintance rape, sexual battery, and sexual harassment. Sexual misconduct by any member of the university community including students, faculty, employees, or staff is a violation of both the law and the Regional Universities Policies. In order to create a safe and healthy environment, it is the responsibility of faculty, staff, and students to report any sexual misconduct to university officials. If there is reason to believe the university's policies prohibiting sexual misconduct have been violated, the university may pursue the matter as misconduct warranting disciplinary action by the university, even if law enforcement authorities choose not to prosecute. Additionally, a change of living arrangements on campus can be an option to a student dealing with an issue of sexual misconduct.

Some people have the wrong idea about sexual assault. They think the assailant was overcome with sexual desire, the victim was dressed too seductively or "asked for it," or that all victims wanted sexual contact.

These ideas assume that sexual assault is motivated by passion; it isn't. Sexual assault is a violent crime, a hostile attack, an attempt to hurt and humiliate. Sexual assault occurs with increasing frequency, but remains the most under reported crime in the criminal justice system. Three out of four women will be the victims of at least one violent crime during their lifetimes.

In more than one-half of reported rapes, the rapist is an acquaintance, neighbor, friend, or relative. Acquaintance rape is less likely to be reported to the authorities than rape by a stranger. Acquaintance rape frequently occurs under circumstance where the victim, the attacker or both have been drinking or are intoxicated. The victim of an acquaintance rape may not recognize it as a crime or consider the incident a rape.

SEXUAL ASSAULT AND MISCONDUCT

NWOSU prohibits sexual misconduct in any form. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidations, coercion, or manipulation. Sexual misconduct can occur between persons of the same or different sex.

1. "Rape" means all acts of sexual intercourse involving oral, vaginal, or anal penetration accomplished without consent and with a male or female (who may be of the same or opposite sex as the perpetrator).
2. "Rape by instrumentation" means any act in which any inanimate object or any part of the human body, not intended for sexual intercourse, is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.
3. "Sexual battery" shall mean the unwanted touching, mauling or feeling of body or private parts of any person in a touching of a person's genitalia, buttock or breasts.
4. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:
 - a. submission to such conduct is made explicitly or implicitly, a term or condition of leadership, membership in an organization, student social events, academic standing, participation in any University activity or involving employment;
 - b. submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions that affect the individual; or
 - c. such conduct has the purpose or effect of unreasonable interfering with the other individual's performance or creating an intimidating, hostile or offensive educational and University environment.
5. "Domestic Violence" occurs within the relationship of two persons who are married, formerly married, or cohabitating.
6. "Dating Violence" occurs between two persons who are dating and not yet in a formal relationship. Characteristics of relationship violence include physical behavior such as slapping, pulling hair, punching; threats of abuse such as a threatening to hit, harm, or use a weapon; verbal abuse; emotional abuse; or other forms of harassment.
7. "Stalking" is the willful, malicious and repeated following or harassment of another person in a manner that would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and, causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested. Such behavior includes, but is not limited to: following/appearing within the sight of the individual; approaching/confronting that individual in a public place/ on private property; appearing at the workplace, classroom, or residence of an individual; threatening or obscene gestures; repeated/continued non-consensual communication, including personal contact, telephone calls, text messages, pictures, social networking, voice messages, electronic mail, written correspondence, unwanted gifts, etc.; non-consensual touching; trespassing; vandalism; surveillance or other types of observation.

"Lack of consent" means:

- a. the victim has not given consent
- b. consent once given may be withdrawn. If one partner initially offers words or

actions

- that indicate consent, that partner may withdraw consent by indicating by word or actions that consent has been discontinued;
- c. consent for one sexual activity does not indicate consent for other forms of sexual activity. Similarly, past sexual consent does not imply future consent;
 - d. the victim is incapable of giving consent because of mental, developmental, or physical disability, or lack of legal age of giving legal consent;
 - e. force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
 - f. the victim is incapable of resisting or giving consent as a result of being intoxicated by alcohol, beer, or being under the influence of drugs;
 - g. the victim is, at the time, unconscious of the nature of the act;
 - h. non-consensual sexual contact through exploitation of another's mental or physical condition of which the assailant was aware of or should have been aware.

Examples of Prohibited Conduct

Conduct prohibited by this policy may include, but is not limited to:

- Unwanted sexual flirtation, advances or propositions for sexual activity;
- Continued or repeated verbal abuse or a sexual nature, such as suggestive comments and sexually explicit jokes;
- Sexually degrading language to describe an individual;
- Remarks of a sexual nature to describe a person's body or clothing
- Display of sexually demeaning objects and pictures;
- Offensive physical contact such as unwanted touching, pinching or brushing the body;
- Unwanted or non-consensual sexual contact;
- Coerced sexual intercourse;
- Sexual exhibitionism;
- Stalking with a sexual component;
- Voyeurism.

Reporting

In order to best preserve evidence campus police/law enforcement officials should be contacted as soon as possible after an assault has occurred. Report the incidences to Campus Police at 580-327-8511 (open 24 hours a day, seven days a week), Enid Campus Police 580-327-3130, Woodward Police Department 580-254-8518 or dial 911. An individual can report to any law enforcement official or to Sandra Earnst, Project to Reduce Crimes Against Women, at 580-327-8119 and/ or Brad Franz, Vice President of Student Affairs and Enrollment Management at 580-327-8415.

The criminal investigation, should the individual chose to pursue criminal prosecution, will be conducted by law enforcement. The University has an obligation to investigate any allegations that would be a violation of the student conduct code. The student conduct and the criminal investigations may occur concurrently. All reports of sexual misconduct will be filed with the NWOSU Affirmative Action Compliance Officer.

What will happen?

An investigation will occur as to whether there has been a violation of university policy as well as criminal laws. Whether to prosecute criminally is at the discretion of the local district attorney, at the request of the student, in determining what is best for him or her.

The extent possible, the University will make every effort to maintain the privacy of all parties involved in alleged sexual offenses, relationship violence, harassment, and stalking incidences. Privacy, however, cannot be guaranteed in some incidences due to the responsibility to the overall campus safety.

After sexual assault is reported, law mandates that the following be observed:

- The University must promptly complete an investigation of the allegations.

- During the investigation related to the student conduct violation, a standard of preponderance of evidence will be the standard used to determine the outcome. This standard is not the same level of proof needed for a criminal prosecution.
- No contact orders can be implemented to protect the victim can be issued.
- Temporary suspension of an alleged perpetrator is sometimes warranted.

The use of alcohol by either party, in conjunction with a sexual assault, does not alleviate responsibility or diminish the serious nature of the offense. When alcohol use is involved, a victim will not be sanctioned with an alcohol violation and should not let his or her use of alcohol be a deterrent to reporting the incident.

Difference between privacy and confidentiality

PRIVACY: Privacy relates to people. To the extent possible, the University will protect the privacy of all parties to a complaint or other report of sexual misconduct.

CONFIDENTIALITY: Confidentiality relates to information/data about an individual. While the University has an obligation to investigate every complaint or other report, if a student wishes the details of an incident to be kept strictly confidential, he or she may speak privately with the University counselor, health providers or official rape crisis resources.

Conduct Guidelines and Discretionary Procedure

The procedures and appeal guidelines are set out in the student conduct policy portion of the student handbook. When a formal complaint is filed that involves sexual assault and/or sexual misconduct, a period of (30) business days will be set to investigate and notify the complainant. Should more time be needed, due to unforeseen circumstances, the complainant will be notified. However, at the discretion of the conduct officer reviewing a particular case, the following procedures may be deemed appropriate for use in conducting a review hearing regarding a case of alleged sexual misconduct. The student conduct officer shall have no duty to grant such a measure in any case under review, but should consider the appropriateness of permitting such accommodations:

- a. The conduct officer may in its discretion, exclude evidence regarding the past sexual history of the alleged victim from discussion during the hearing. The past sexual history of the alleged victim with persons other than the alleged perpetrator shall be presumed irrelevant; and
- b. The alleged victim may be given the opportunity to make a statement to the conduct officer as to the impact the allegations and investigation is or has had on his or her life and the educational process.

Statement of Rights for the Complaining Party

- Right to attend hearing if an appeal should occur;
- Right to review list of witnesses and investigation information;
- Right to be accompanied by an advisor or advocate;
- Right to provide a victim's impact statement upon a finding of "in violation;"
- Right to request an appeal of a decision as set out in the appeal process found in the student conduct policy.

Retaliation

Any attempt to prevent, penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual misconduct will be treated as a separate and distinct violation of the Sexual Misconduct Policy.

Seeking Counseling and Support

Resources for sexual assault, stalking, dating violence and domestic violence survivors are available to survivors of sexual assault and relationships violence both at the University, the State and the National level, and a partial listing are located on the Project to Prevent Violence Against Women Website. Anyone needing help can receive services free of charge.

If at all possible a sexual assault survivor, who has the option of going for help at the nearest emergency room, should not shower, change clothes or brush his or her teeth. Survivors are encouraged to call the campus police or local law enforcement to initiate a report and to help preserve evidence. It is up to the survivor if prosecution is pursued.

Some available resources include:

- Nearest emergency room
- NWOSU Campus Police-580-327-8511 (open 24 hours a day, seven days a week); Enid Campus Police 580-327-3130; Woodward Police Department 580-254-8518 or dial 911;
- Project to Reduce Crimes Against Women-Sandra Earnst, 580-327-8119;
- NWOSU Campus Counseling- Jason Hillman, 580-327-8439;
- Northwest Domestic Violence Center-580-327-6648 or 580-256-1215;
- National Hotline-1-800-522-SAFE.

How to help a Friend

Believe the survivor. People rarely make up stories about being a sexual assault victim;

Be there and listen and support the survivor;

Be patient;

Let the survivor be in control of the situation and who to tell;

Be aware there will be strong feelings.

Campus Sexual Assault Prevention

Northwestern Oklahoma State University undertakes various prevention activities in an effort to create a safe, secure, and hostile free environment that is conducive to the educational and personal development needs of students. Prevention activities include but are not limited to:

1. Seminars: Seminars will be presented each semester. The seminar will include information pertaining to relationship violence, sexual assault and stalking aimed at creating an awareness of sexual issues and promoting an environment of open communication between males and females.
2. Residence Hall Orientation: A required orientation presented to residents at the beginning of each year covering topics involving sexual assault prevention, reporting and campus policies.
3. Sexual Assault Orientation: Security measures are discussed in an effort to prevent crime and to promote a safe and secure environment for residents. Campus Escort Service- a 24-hour escort service is provided to NWOSU students by campus police in an effort to prevent assaults from occurring. A Crime Awareness Pamphlet reporting campus crime statistics will also be made available to students each year.
4. Mini-Lectures: Mini-lectures are presented through the Counseling Center and Project to Reduce Crimes Against Women Office. The lectures are available, upon request, by faculty members or campus organizations.
5. Prevention Media: Various pamphlets, posters, and articles are distributed across campus promoting the awareness and prevention of campus sexual assault. Information is also distributed through available NWOSU media outlets.
6. Emails: Information on dating violence, domestic violence, cyber stalking, stalking, sexual assault, sexual harassment, sexual assault and rape are frequently sent out to students, faculty and staff to increase awareness and promote reporting.
7. Video Tapes: Video tapes are available to faculty and campus organizations through the Office of Project to Reduce Crimes Against Women.

Multidisciplinary Community Education Response Team

Members meet on a regular basis to review issues regarding sexual violence with the university community. As necessary, the coordinated response team will develop formal policies and protocols for responding to the violent crimes against women when they occur. The mission will be to find strategies to prevent sexual misconduct. Additionally, the team will find ways to increase an environment where students feel comfortable in reporting incidences and assess the effectiveness of efforts to ensure that the University is free from sexual harassment and

violence.

Policy Updates

Policy and procedures may be updated as needed and the most current policy can be found in the on-line policy under Sexual Misconduct and Stalking Policy Procedures. The updated policy can also be found on the Project to Prevent Violence Against Women Website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education 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 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 authorizes disclosures, and in response to a Federal Grand Jury subpoena.

Public Directory Information

This information may be released by the institution for 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).
- Major field of study.
- Enrollment status (e.g., undergraduate or graduate, full or part-time).
- Dates of attendance at Northwestern Oklahoma State University.
- 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 sports.
- Weight and height of athletic team members.
- Awards and honors.
- Hometown newspaper.
- Photograph of students.

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 within the education institution who have legitimate educational interests in the records.
2. Officials of schools to which the student seeks to transfer.
3. Officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities.
4. Organizations conducting certain studies for or on behalf of the University.
5. In connection with a student's application for, or receipt of financial aid.
6. Accrediting agencies carrying out their accreditation function.
7. To comply with a judicial order or lawfully issued subpoena.
8. To persons in an emergency if the knowledge of information is necessary to protect the health or safety of students.
9. 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.

HEARING RIGHTS

The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing by an institutional official or other party who does not have a direct interest in the outcome of the hearing.

The eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under FERPA Sec. 99.20 (Request for Amending Educational Records).

The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by state universities to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Copies of Northwestern's policy can be obtained in the Registrar's Office. Students must notify in writing each semester if they want to prevent release of directory information to the public.

PUBLICATIONS

The Northwestern News is the official publication of the university. It serves as a laboratory

experience for students in the mass communications program. Policies regarding the operation of the publication have been adopted by Northwestern and the Regent University System of Oklahoma.

VARSITY ATHLETICS

Northwestern Oklahoma State University competes in varsity athletics as a member of the Central States Football League, Sooner Athletic Conference and National Association of Intercollegiate Athletics (NAIA), Division I. Programs for men are football, basketball, baseball, golf, and cross-country. The women's sports are basketball, softball, soccer, golf, and cross-country. Facilities include Ranger Field (seating capacity 6,000) for football. Basketball utilizes Percefull Fieldhouse (seating capacity 2,000). The athletic complex also includes six-lighted tennis courts and a baseball field adjacent to the football field. Northwestern is the 1999 NAIA football champion. Northwestern has won conference championships in football in 1986, 1989, 1996, 1999, 2000, 2001, 2002, 2003, 2004, 2007, and 2008 and men's basketball in 1988, 1992, 1994, 1995, 1999, 2000 and in women's basketball in 1988, 1998 and 1999. Women's soccer won the conference title in 2004. The men were OIC track champions in 1990, 1992, 1995 and 1996. Northwestern Oklahoma State University is a NAIA Champions of Character institution.

INTRAMURALS

The broad aim of the Intramural Sports Program at Northwestern Oklahoma State University — Alva is to provide students with opportunities to participate in some form of competitive and non-competitive sports activity as frequently as their interest, ability, and time will permit.

Activities for both men and women include flag football, volleyball, basketball, softball, bowling, dodgeball, frisby golf, and racquetball.

Facilities for the intramural athletic program are located at Percefull Fieldhouse, A.R.C. softball field and Wellness Center. The Director of Intramurals is located in Fine Arts 108. The email address is intramurals@nwsu.edu or you can phone them at (580) 327-8640. Details for entering competition, scheduling, and rules and regulations will be issued from the Intramural Office.

CREATING A NEW CLUB OR ORGANIZATION

Contact the Vice President for Student Affairs and Enrollment Management, the Director of Student Life and Counseling (Alva) or Coordinator of Student Services (Enid), or Dr. Deena Fisher, Dean (Woodward), for an interview for discussion of procedures, regulations, guidelines, and sponsorship.

Develop an organizational constitution with purposes, rules, and procedures.

Present the proposed constitution to the Vice President for Student Affairs and Enrollment Management who will review it and then forward the application to the Student Government Association Executive Council, consisting of the four student body officers.

The SGA Executive Council will vote on the proposed constitution.

If approved by Senate, the recommendation will be sent to the following for approval:

- (a) The Vice President for Student Affairs and Enrollment Management, and then,
- (b) The President of the University.

The organization will then elect officers and make committee appointments; schedule meetings on the university calendar; and obtain authorized use of the university facilities by use of the proper forms.

ORGANIZATIONS AND CLUBS

All organizations and clubs must be formally recognized and abide by all Northwestern rules and regulations both on and off campus.

POSTING SIGNS: No posting of signs on campus, without an official stamp of approval from the Office of the Vice President for Student Affairs and Enrollment Management, room 126 Fine Arts on the Alva Campus, and room 202 on the Enid Campus.

ACACIA. The Acacia Fraternity is a general international college social fraternity. Acacia is a "Greek" fraternity, and as such it was one of the founding members of the National Inter-Fraternity Conference. Acacia is unique in that it is the only general national Greek fraternity to select an entire Greek word rather than a combination of letters for its name.

(Pythagoras membership manual of the Acacia Fraternity) (A)

AGGIE CLUB. The Aggie Club is an organization for anyone interested in agriculture, business, or related fields. The club hosts various professional people from the area of agriculture and business and promotes interest in agriculture. (A)

ALPHA PSI OMEGA. (Drama) An honorary national fraternity, it is open only to members of Castle Players who meet the requirements of the Grand Cast. (A)

ALPHA SIGMA ALPHA SORORITY. Alpha Sigma Alpha has over 75 collegiate chapters nationwide. Alpha Sigma Alpha's colors are crimson and pearl white. It was founded at Longwood College in Farmville, VA on November 15, 1901. Alpha Sigma Alpha's national philanthropy supports the S. June Smith Center and the Special Olympics. Alpha Sigma Alpha can trace its roots at Northwestern back to the 1916. (A)

BAPTIST STUDENT UNION. The BSU is an organization of students who minister to each other and others in the name of Christ. The program is funded by Baptist churches from Northwest Oklahoma and directed by students. The BSU has a full time campus minister and a male and a female student intern. With over 200 active students, this organization has participants from practically every major denomination. The center is directly east of Carter Hall at 1020 College Boulevard in Alva and 2108 East Maine in Enid. (A, E)

BIBLE CHAIR. This organization is a religious fellowship and service club sponsored by the Church of Christ, but is open to all faiths who share common aims. The purpose of the club is spiritual enlightenment and enjoyment in a Christian context. This group operates out of the Student Fellowship Building at 1108 College Boulevard and has a complete program to offer all students of Northwestern who care to participate. (A)

BIOLOGY CLUB. The purpose of the Biology Club is to become better acquainted, to secure intellectual stimulation of these sciences, and to promote activities of benefit to Northwestern and its surrounding community. (A)

CARDINAL KEY. This group is a national honor society for junior and senior students. A member must have a grade point average of at least 3.00, be in good standing with the college, and participate actively in at least two college activities. (A, E, W)

CASTLE PLAYERS. (Drama) This group is composed of students especially interested in dramatic work. Every student is eligible to try out for membership in this organization. (A)

CHEMISTRY CLUB. The objective of the organization is to give the chemistry student, or anyone else that would want to join, an opportunity to see the world of chemistry. Activities include providing demonstrations for local elementary and secondary schools, scheduling seminars to be held on the Northwestern campus, and taking field trips to places of employment for chemists. (A)

CHI ALPHA. The purpose of this organization shall be to promote the spiritual and social life

of the young people of Northwestern by providing those opportunities for worship, fellowship, training, and evangelism, which will accomplish those ends. (A)

CHI SIGMA IOTA - ZETA ZETA CHAPTER. This is a professional honor society for graduate students and psychotherapists in the area of counseling psychology. (A, E)

CKI. Circle K International is college and university students with a lifelong commitment to community service worldwide. The Northwestern CKI student club is sponsored in part by the Kiwanis Club of Alva. (A)

COLLEGE REPUBLICANS. An organization of students interested in the discussion and furtherance of the ideals of the Republican Party. This club organized in 1964. (A)

COMPUTER SCIENCE CLUB (ACM CLUB). The computer science club provides students opportunities to learn about careers in computer science. (A)

COPS CLUB. The purpose of this organization is to supplement the instruction and goals of the Criminal Justice Program. Membership is limited to those persons pursuing a legitimate course of instruction for the profession of criminal justice. (A)

CORE (Conserving Our Ranger Environment). Organized in January 2009, its purpose is to raise awareness of environmental issues within the university community and Northwest Oklahoma. CORE serves as the sponsor for The Big Event (a community service day for students and employees of Northwestern), which is held each spring. (A, E, W)

DELTA ZETA. Delta Zeta Sorority has over 160 collegiate chapters nationwide. Delta Zeta's colors are green and pink. Delta Zeta was founded at Miami University in Oxford, Ohio in 1902. Delta Zeta's national philanthropy supports children with speech and hearing disorders. Delta Zeta's history at Northwestern dates back to the 1910's. (A)

E-COMMERCE CLUB. The E-Club is comprised of E-Commerce majors/minors. However, it is open to anyone interested in related fields of Business and E-Business. Members meet bimonthly to network with professionals, peers and faculty in order to develop leadership, professionalism and advanced skills, assist in career development, career portfolios and employment. (A, E)

ENID CIVITANS. (E)

eXtreme IMPACT. A campus ministry providing Northwestern students, faculty and staff a smoke and alcohol free Christian atmosphere in which people can grow in their spiritual life through Bible teaching, worship, prayer, and fellowship. (A)

HALO Article II: MOTTO

The motto selected by HALO is Adelante which in English means "onward" or "forward," symbolizing the growth of the Hispanic movement.

IMMACULATE HEART NEWMAN SOCIETY. Our club welcomes all students interested in being involved with the Catholic Parish in town. We celebrate our faith with God through Bible studies, movies, food and meetings at the Sacred Heart Church in Alva. (A)

INTERNATIONAL STUDENT ASSOCIATION. The International Student Association is composed of students from around the world. The association is a very diversified group of young men and women that give much to the university. They participate in the Homecoming Parade and have many different events scheduled through out the year. You don't have to be an international student to belong. Come join the fun. (A)

INTRAMURAL SPORTS. The intramural program at Northwestern Oklahoma State University is here to provide students with recreational activities, a competitive program of sports and games, and the opportunity to have fun and make new friends. Sports include, flag football, basketball, coed softball, racquetball, volleyball, disc golf, and dodgeball. (A)

KAPPA KAPPA PSI. Kappa Kappa Psi is a fraternal organization that promotes the advancement of college and university bands through dedicated service and support to bands; comprehensive education; leadership opportunities; and recognition; for the benefit of its members and society. The Fraternity is presently located in over 150 colleges and universities. Since 1919 more than 50,000 interested band members have devoted their efforts to strengthening their bands through group and individual service projects.

LAMBDA IOTA TAU. The purpose of this organization should be the recognition and promotion of excellence in the study of literature and all languages. Members are majors or minors in literature who are in the upper 35% of their class in CGPA and have attained at least a full B average in at least twelve semester credit hours or eighteen term hours of literature and all prerequisites and enrolled in at least their 5th college semester and have presented an initiation paper on a literary topic or of a creative nature. (A)

MATHEMATICS CLUB. This club organized in 1968 is dedicated to extending students knowledge of mathematics and of mathematical careers. A strong emphasis is placed on social interaction with like minded individuals. All those interested in math are encouraged to join. (Need not be a Math Major to be a member.) (A)

MEDICAL SCIENCES CLUB The purpose of the northwestern Oklahoma State University Medical Sciences Club is to afford an opportunity for all students of Northwestern Oklahoma State University interested in the medical field to become better informed, to secure intellectual stimulation of these fields, and to promote activities to benefit the students interested. (A)

MULTI CULTURAL CLUB (Enid). This club was formed on the Enid campus in 2003 to address student desires for cultural exchange and learning. The club motto is "One World, Many Cultures". Membership is open to all students with an interest in learning more about the diverse cultures of fellow students and community members. The club hosts monthly guest speakers and social events are also planned throughout each semester. (E)

NORTHWESTERN ACADEMIC EXCELLENCE TEAM (QUIZ BOWL). The Northwestern Academic Quiz Bowl, organized in 2003, was established to provide Northwestern students the opportunity to compete at collegiate quiz bowl tournaments at the local, regional, state, and national levels. (A)

NORTHWESTERN SCHOLAR AMBASSADORS. Northwestern Scholar Ambassadors are a group of twelve academically high achievers with outstanding personalities. NSA members serve as student ambassadors to the university. Their duties include acting as a host/hostess, tour guides, and recruiters. Some of the activities NSA members assist with are: Freshman Connection, Alumni Spring Reunion, Family Day, Miss Cinderella Pageant, blood drives, campus tours, and many other exciting Northwestern activities. (A)

NORTHWESTERN SCHOLAR AMBASSADORS ENID CAMPUS. NSA is a group of four academically high achievers with outgoing personalities. NSA members serve as student ambassadors to the university. Their duties include public relations and recruitment activities such as being tour guides and visiting with prospective students. In return for their service as ambassadors, NSA's receive a Northwestern scholarship. (E)

NORTHWESTERN ART SOCIETY. The Northwestern Art Society was officially welcomed to Northwestern in the Fall of 2004. The purpose of NAS is to encourage, stimulate, and maintain

an excellence in the field of art at Northwestern Oklahoma State University. Our goal is to heighten awareness both on campus and in the community of the many cultural backgrounds and talents of the students, through which all will foster a synthesis of the appreciation, knowledge, and awareness of art in all styles and mediums. When possible the group enjoys field trips to museums and other creative outlets. Our biggest goal and activity is to play host to the university's annual art show which offers students and employees the opportunity to display their own art work and appreciate the art work of others on our campuses. (A)

NORTHWESTERN COLLEGIATE FARM BUREAU YOUNG FARMERS & RANCHERS. The Northwestern Young Farmers & Ranchers were organized in 2006 with the purpose of providing social interaction, agriculture opportunities, and expanding agriculture knowledge over current issues. As one of only two such organizations in Oklahoma, the club takes pride in providing agriculture activities and competitions for students to compete in on a local, state, and national level. Membership is open to any student interested in agriculture between the ages of 18 and 35. It is not necessary for students to previously be a member of Farm Bureau. (A)

NORTHWESTERN LEADERSHIP COUNCIL. The Northwestern Leadership Council was established on the Enid Campus in 2002 to provide a voice for the student body and to unify student activity. Other duties include the development of campus leadership while assisting with the governance of student conduct. Generally, the Northwestern Leadership Council seeks to promote the cause of education and the general welfare of the campus community. (E)

NWOSU MEDICAL SCIENCE CLUB: The purpose of the Northwestern Oklahoma State University Science Club s to afford an opportunity for all students of Northwestern Oklahoma State University interested in the medical field to become better informed, to secure intellectual stimulation of these fields, and to promote activities to benefit the students interested. (A)

OKLAHOMA BROADCAST EDUCATION ASSOCIATION. OBEA is for anyone interested in radio and television. The group meets monthly to hear area broadcast managers and air-personalities discuss issues pertaining to the broadcast industry and careers in the field. Members also compete in the annual broadcasting competition and attend one statewide conference each semester. (A)

OIL. OIL (Oklahoma Intercollegiate Legislature) provides an excellent opportunity for students who wish to learn more about state legislative politics and processes. This experience culminates in participating in a mock state legislative session in Oklahoma City at the state capitol. (A, E, W)

PANHELLENIC COUNCIL. The purpose of Panhellenic Council is to promote a spirit of cooperation between the national sororities with chapters on the Northwestern campus. Currently, Panhellenic Council has two member organizations: Alpha Sigma Alpha Sorority and Delta Zeta Sorority. (A)

PHI ALPHA THETA. Phi Alpha Theta is an honor society for History students. The organization was founded in 1921 at the University of Arkansas; Northwestern has had a chapter since the mid-1960s. Membership is open to those who have taken 12 or more hours of History with a 3.1 GPA in those courses and at least a 3.0 GPA overall. Phi Alpha Theta is one of the largest honor societies in the United States with chapters in approximately 850 institutions of higher education. (A, W)

PHI BETA LAMBDA. This organization is a Business fraternity. Membership is open to all business students and business related majors or minors. The purpose of this organization is to develop leadership and to create interest and an understanding in the intelligent choice of business occupations. In addition, state and national competitions are open to PBL members.

(A, E, W)

PHI DELTA MUSIC SOCIETY. The society is sponsored by the Music Department. Students may become members by being nominated by a member in good standing, being active members of a Music Department Performance Ensemble, and maintaining a 2.50 cumulative grade point average. (A)

PI KAPPA DELTA. Pi Kappa Delta is an honorary organization consisting of educators, students, and alumni committed to encouraging the education of articulate citizens through a three part focus: the commitment to and promotion of ethical, humane and inclusive communication, and educational practices; the commitment to and promotion of professional development of forensics educators; and the commitment to and promotion of comprehensive forensics programming. (A)

PSI CHI. Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of promoting excellence in scholarship and advancing the science of psychology. Membership is open to graduate and undergraduate students who are psychology majors or minors, are at least sophomores in rank, have completed 9 semester hours in psychology, and are in the upper 35% of their class (this requires a GPA above 3.0). (A)

PSYCHOLOGY CLUB. The Psychology Club was organized to accomplish the following objectives: (1) to foster and encourage interest in psychology, (2) to inform students about psychology as a profession and to relay information about graduate programs and applications thereto, and (3) to provide an informal atmosphere for discussion of topics of current interest. Membership is open to all interested students. (A, E, W)

R.E.A.L. CLUB: The purpose of R.E.A.L. Club is to help provide people with the confidence to stand up and speak out. It is also to help create future leaders and provide them with the knowledge to succeed in the world. To Encourage people that it is okay to speak up and have an opinion. (A)

RED AND BLACK SCROLL HONOR SOCIETY. The purpose of this organization is to encourage and recognize outstanding scholarship and service among the sophomore students of Northwestern. The students eligible for membership are those who have completed the first semester of the sophomore year and have not completed more than sixty hours. The student must maintain a grade point of 3.00 or above; must never have failed a college course; and must have attended Northwestern for at least one semester. (A)

RESIDENCE HALL ASSOCIATION. Each residence hall is organized with elected officers and wing representative comprising a council. This body organizes activities for residents and conducts affairs of the hall to enhance and maintain the quality of living conditions within the dormitory. (A)

R-UNIT. R-UNIT Pep Club is a group that encourages Northwestern spirit in students through activities, positive participation in Northwestern events, and team spirit. We make spirit posters, participate in Northwestern activities, attend athletic events, and put on fun events for the purpose of school spirit and student involvement within the campus. (A)

SADD. The goal of the Northwestern Students Against Destructive Decisions Chapter is to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions. Membership is open to all students who accept the goals set forth by the Chapter. (A)

SIGMA BETA DELTA The purposes of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and life distinguished by honorable service to humankind. It is organized

exclusively for charitable and educational purposes. (A)

SIGMA DELTA PI. Our chapter Psi Sigma, is the National Collegiate Hispanic Society. Students are recognized for their efforts in the study of the Spanish language. Active members receive support at the national level through exclusive awards and scholarships that are given annually. (A)

SIGMA TAU DELTA. Sigma Tau Delta is a prestigious international English honors society whose members are English or English Ed majors, who have completed at least two English courses besides the general education requirements, and whose GPA overall and in English is a minimum of a B. As an active chapter of Sigma, we are involved in service and learning opportunities with a focus on advancing literary and language arts. Membership in this club is by invitation only. (A)

SOCIAL WORKERS ASSOCIATION OF TOMORROW. The Social Workers Association of Tomorrow (SWAT) was formed in order to provide the opportunity for social interaction among persons interested in the social work profession in a non-classroom setting, promote the interests of social work through publicity and group involvement as well as serve as a liaison between current students and alumni. (A, E, W)

SOCIETY OF PHYSICS STUDENTS. SPS is an organization for anyone interested in the physical sciences. The purpose of SPS is to provide a means for students to actively participate in the Northwestern campus and beyond, encouraging an improved awareness of science and an increased interest in science for both its members and the public. (A)

SOCIETY OF PROFESSIONAL JOURNALISTS. SPJ is mainly comprised of mass communications majors/minors, but is open to anyone interested in the field of journalism. Members meet monthly to network with professional journalists from around the state and to hear them speak about their experiences in the media. (A)

SPANISH CLUB. The purpose of this organization is to provide an opportunity for its members to enhance their knowledge of the Spanish language and culture. In addition this organization shall seek to serve the Northwestern community. (A)

STUDENT GOVERNMENT ASSOCIATION. The SGA is composed of legislative, judicial, and executive branches. It is the official representative of the student body and works to initiate, integrate, and implement student policies and interests into the institutional framework. In addition, it strives to develop programs and services beneficial to the student body. (A)

STUDENT NURSES' ASSOCIATION. The purpose of SNA is to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. SNA shall further encourage the professionalization of nurses by urging them to become members of the national organizations of health professionals. (A, E)

STUDENT OKLAHOMA EDUCATION ASSOCIATION. This organization, one of Northwestern's largest groups, exists for the purpose of aiding future teachers and furthering the cause of public education. SOEA is a student branch of the National Education Association (NEA). (A, W)

UNIVERSITY DEMOCRATS. The purpose of this organization is to stimulate among young people an active interest in government affairs, to increase the efficiency of popular government, and to foster and perpetuate the ideals and principles of the Democratic Party. (A)

WESLEY FOUNDATION. A United Methodist Student Center, the Wesley Foundation has its goal to help each person grow and mature in his or her Christian faith through the love of Jesus Christ. Planned activities to assist in accomplishing this goal include: Sunday evening fellowships, Bible studies, student-faculty luncheons, Wesley Singer, parties, after-game fellowships, and retreat weekends with other Wesley groups across the state. The Wesley house is located at 1027 Eighth Street. Any student is cordially invited to Wesley House to join the group in sharing, growing, and socializing. (A)

WOODWARD LEADERSHIP ADVISORY BOARD. The Woodward Leadership Advisory Board meets monthly, publishes the campus newsletter, advises the Campus Dean regarding student concerns, serve as campus ambassadors, and helps in the planning and implementing of student activities. Serving on the Woodward Leadership Advisory Board provides learning and leadership opportunities for student governance. (W)

WRITER'S ROUNDTABLE. (English). The purpose of this organization is to provide students interested in writing and drawing the opportunity to meet and discuss common areas of interest in English, writing, drawing, and other specialties. Roundtable also provides a means for students to actively participate in the Northwestern campus and Alva communities in a manner which encourages an improved awareness and an increased fellowship with members, as well as provide a way for students to publish their work in Anthology. (A)

This listing contains the majority of available clubs and organizations on our campus. Students desiring additional information on other possible organizations may contact the Vice President for Student Affairs and Enrollment Management in the FA 126.

WHOM TO SEE ABOUT WHAT

Absences ...Instructor/Vice President for Student Affairs and Enrollment Management - Alva
 Academic Problems Instructor/Vice President for Student Affairs and Enrollment Management - Alva
 Activities Scheduling..Vice President for Student Affairs and Enrollment Management - Alva
 Coordinator of Student Services - Enid
 Add/Drop Class..... Registrar - Alva & Enid
 Admissions Recruitment Office - Alva
 Front Desk - Enid

 Change Major and Advisor..... VP for Student Affairs and Enrollment Management - Alva;
 Coordinator of Student Services - Enid
 Counseling Services..... Counselor - Alva;
 Coordinator of Student Services - Enid
 Dean of Campus - Woodward
 Campus Employment..... Career Services - Alva;
 Coordinator of Student Services - Enid
 Financial Aid Loans/Grants Financial Aid Office - Alva & Enid
 Grade CheckRegistrar - Alva & Enid
 Health Services..... Vice President for Student Affairs and Enrollment Management - Alva
 Housing Information Director of Students/Housing - Alva
 Insurance Information
 Vice President for Student Affairs and Enrollment Management - Alva
 Lost & Found Campus Police - Alva
 Campus Police - Enid
 Make up of Incomplete Grade Instructor
 Payment of Fees..... Business Office – Alva & Enid
 Questions on Charges..... Business Office – Alva & Enid
 Dorm Room Change Hall Supervisor - Alva
 Student Government . Vice President for Student Affairs and Enrollment Management - Alva
 Student ID Cards Vice President for Student Affairs and Enrollment Management - Alva
 Campus Police - Enid
 Office of Dean - Woodward
 Transcripts.....Registrar - Alva & Enid
 TutoringDirector of Academic Success Center - Alva
 Parking Fines (Payment of)..... Business Office - Alva & Enid
 Parking Registration ..Vice President for Student Affairs and Enrollment Management - Alva
 Campus Police - Enid

Veterans Assistance ..Vice President for Student Affairs and Enrollment Management - Alva

Withdrawing from University.....
..... Vice President for Student Affairs and Enrollment Management - Alva
Emergency..... Campus Police - Alva (580) 327-8511
..... Campus Police - Enid (580)213-3130
..... Alva Police Department (580) 327-2121
..... Enid Police Department (580) 242-7000
..... Woodward Police Department (580) 256-3264
..... Ambulance - 911
..... Fire Department - 911
..... Police Department - 911
Campus Tip Line..... 24-hours a day - (580) 327-8196

OFFICIALS STUDENTS NEED TO KNOW

President Dr. Janet Cunningham
Executive Vice President..... Dr. Steve Lohmann
Vice President for Administration Mr. David Pecha
Vice President for Student Affairs and Enrollment Management Mr. Brad Franz
Associate Vice President for University Relations Mr. Steven Valencia
Dean of the School of Arts and Sciences Dr. Mike Knedler
Dean of the School of Professional Studies Dr. James Bowen
Associate Dean of Graduate Studies Dr. Shawn Holliday - Alva/Enid
Coordinator of Graduate Studies Mrs. Sabrina Watson - Alva
Director of Students/Housing Mr. Marcus Wallace
Enid Campus Dean Dr. Wayne McMillin
Woodward Campus Dean..... Dr. Deena Fisher
Director of Financial Aid..... Mr. Calleb Mosburg - Alva
Assistant Director of Financial Aid..... Mrs. Denna Perigo - Enid
Registrar..... Mrs. Sheri Lahr - Alva
Registry Office Manager..... Lyndsie Davis - Enid
Bursar..... Mrs. Sheri Bushman - Alva
Business Office Manager Mrs. Charleen Carlile - Enid
Director of Student Life and Counseling Mr. Jason Hillman - Alva
Coordinator of Career Services..... Mrs. Lyndsey Heard - Alva
International Student Advisor Mrs. Julie Barraza - Alva
Director of Recruitment..... Mr. Matt Adair - Alva
Chief of Campus Police Mr. LeRoy Burks - Alva
Assistant Chief of Police Mr. Darwin Proctor - Enid
Athletic Director..... Mr. Andy Carter - Alva
Bookstore Manager..... Mrs. Nicole Towns - Alva
Bookstore Supervisor Ms. Brandi Hise - Enid
Affirmative Action Officer Mrs. Joyce Garvie - Alva
Coordinator of Services for Students with Disabilities..... Mr. Brad Franz - Alva
PRCAW Coordinator Mrs. Sandra Earnst - Alva
Retention Coordinator Mrs. Cathy Brown - Alva
Veterans Affairs Ms. Molly Bates - Alva

CAMPUS POLICE

The university employs three full time certified officers on the Alva Campus and two full time certified officers on the Enid Campus. The Campus Police is a law enforcement agency that provides services for approximately 2,300 students and is responsible for the investigation of all criminal violations. Officers have full peace officer status including arrest powers as prescribed by the Oklahoma Campus Security Act 740.S.C. S360.15 et.seq. Do not hesitate to ask for assistance. In an effort to protect our students and employees, Northwestern Campus Police officers will provide an escort service for anyone who requests it. Contact Dr.

Deena Fisher regarding any security concerns on the Woodward campus. The local police department is in contact with Dr. Fisher and provides services needed in cooperation with the

police department on the Alva campus.

HOW TO CONTACT POLICE	(For Campus Police assistance or an escort)
ALVA CAMPUS POLICE OFFICE:	(580) 327-8511
ALVA POLICE DEPARTMENT DISPATCH:	(580) 327-2121
	(the dispatcher will contact a Campus Police Officer)
ENID CAMPUS POLICE OFFICE:	(580) 213-3130
EMERGENCY: AMBULANCE – FIRE- POLICE:	DIAL 911
	(9-911 FROM CAMPUS EXTENSION PHONES)
WOODWARD CAMPUS:	(580) 256-0049
CAMPUS TIP LINE:	24-hours a day - (580) 327-8196

Northwestern has a low crime rate. Most crimes on campus are “crimes of opportunity” in that the crime would not have occurred if the items had been properly secured or watched. Northwestern encourages students and employees to report all crimes that occur regardless of the seriousness of the crime. All crimes reported will be investigated, and action will be taken to solve the crime. In addition, Northwestern Campus Police work closely with the Alva City Police, Enid City Police, Woods County Sheriff’s Department, and the Garfield County Sheriff’s Department, and Northwestern has mutual aid agreements with the surrounding law enforcement agencies. Copies of reported incidents are taken to these departments, and their officers assist Northwestern in solving the crimes. A “Crime Awareness” brochure is published and updated annually to keep our students and employees informed of crime statistics on campus for the most recent school years. Northwestern Oklahoma State University has a tip line for reporting crimes anonymously. The number can be called 24-hours a day. The number to call is **(580) 327-8196. ALL CALLS ARE ANONYMOUS.**

REPORTING THE ARMED INTRUDER AND DECLARING A LOCKDOWN

Anyone who sees an armed intruder on campus is asked to report the suspect to campus police or other law enforcement officials at the following telephone numbers:

Alva Campus – (580) 327-8511, (580) 430-5114 or 911

Enid Campus – (580) 213-3130, (580) 541-0895 or 911

Woodward Campus – (580) 254-8518, (580) 256-3264 or 911.

When reporting an armed intruder, please provide as much information as possible on the intruder, such as clothing worn, types of weapons and exact location of the intruder. Once law enforcement officials receive the report, the process of ordering a campus lockdown will commence and local law enforcement officials will immediately converge on campus. Only the campus affected will be placed on lockdown.

Activating the Campus Alert System (Text Messaging System)

Following the declaration of a lockdown, the campus alert system and siren will be activated. Lockdown text messages will be sent via personal cell phones and the lockdown order will be flashed on all television monitors in ITV rooms. The campus siren will be activated. Assigned faculty and staff will begin the process of locking down all buildings on the campus affected. Employees and students will be given updates, including the status of classes and an “all clear” message when movement on campus is safe. In order to participate in the cell alert system, all students, faculty and staff must register their cell phones with the RangerNet.

Actions by Employees and Students

First, students are asked to obey all commands given by employees or through the campus alert system. During an incident on campus that forces a lockdown order, students should remain in the classroom or building until told to leave. Students with special needs will be assisted by faculty or staff. Faculty and staff should secure classrooms and offices, close blinds and turn off room lights. Students should be moved away from doors or windows, remaining calm and quiet until the “all clear” message is given by campus police.

On the Alva Campus, residence hall staff will secure all doors in Ament, Coronado, Fryer and South Halls. Residents are asked to stay in their rooms and lock their doors. Students and employees should remember that many campus buildings could be considered crime scenes and that tampering or disturbing evidence is prohibited.

Summary

The goals of Northwestern's response plan are to protect the lives of students and employees. In the event of an incident on campus, the University will work closely with local law enforcement to secure the campus in a quick and thorough manner. Understanding the elements of our response plan, providing the campus alert system access to your personal cell phone number, obeying all commands and remaining calm will increase your safety in the event of an armed intruder on campus. Students and employees also are asked to report any suspicious activity or behavior that could prevent such an incident.

MISSING PERSONS INFORMATION

Procedure for on-campus students

Allow students residing on campus to register confidential contact information in the event that the student is determined to be missing and advises students under the age of 18 that notification of a custodial parent is required after 24 hours have lapsed since the student is reported missing.

For students who are not under 18 or are emancipated and have registered no contact, the appropriate law enforcement agency will be contacted and immediate action will be taken.

Missing students

In the event a person is reported missing from Northwestern Oklahoma State University, every effort will be made to locate the person as soon as possible. The following steps will be taken:

1. Immediately refer missing persons to the Campus Police department phone number 580-327-8511.
2. Determine that the person is actually missing and the investigation shows the student has been missing for 24 hours.
3. Obtain all information needed to complete a report and enter the person in NCIC.
4. Alert area Law Enforcement that the person is missing.
5. Enter the person in NCIC as a missing person.

TIMELY WARNING POLICY

The Clery Act requires that a Timely Warning be issued alerting all faculty, staff and students of any incident that occurs on campus or in the community that poses a continuing threat to employees and students.

It shall be the policy of Northwestern to send a Timely Warning alert when an incident occurs on campus or in the community that poses a continuing threat to the safety or welfare employees and students. Warnings and updates will be disseminated by Campus Police through the University's email system and the University's web site at www.nwosu.edu.

The alert will be cancelled as soon as it can be done safely.

FIREARMS

It is against the policy of the Regent University System of Oklahoma and Northwestern Oklahoma State University to have firearms on our campus. Northwestern will strictly enforce this policy with administrative action being taken or criminal charges filed for any person(s) who violates this policy.

Students who live on campus and have a legitimate reason to have a firearm with them (such as hunting wild games that is in season), may make arrangements through the Northwestern

Campus Police to check the firearm out when the student leaves campus for hunting purposes or to return to their residence. Please talk to a campus police officer prior to bringing the firearm on campus for details of this service.

Alva City Police Department has also agreed to check firearms in and keep them in a locker at the Alva City Police Department. Students wishing to use their service should contact the Alva City Police Department.

We ask that students be aware that secure storage space at both facilities is limited. If a student has a friend or relative who lives off campus, they should consider that as an option for storage of their firearms.

UNIVERSITY TRAFFIC/PARKING REGULATIONS & REGISTRATION

Each student, faculty member, and employee of the university is required to register their primary vehicle and have a current decal, displayed on any vehicle they drive or park on campus. A new decal will be required each new school year.

Decals are available on the Alva campus at the Vice President for Student Affairs and Enrollment Management's Office, the Business Office at the Enid Campus, and the Dean's Office on the Woodward campus. The decal must be displayed on the lower left corner of the rear window.

On the Alva campus, each student is required to have the proper lot registration. Lot assignments are based on campus living status (residence halls or off campus). Students must park only in their assigned lots. Any student who changes their living status during the year is required to change their parking registration simultaneously. If a student's living status changes, the decal for the old status must be exchanged. Tickets will be issued for displaying a decal for the wrong lot.

All students and employees are expected to observe the following as well as all other regulations listed in the Parking and Traffic Guide and all city, state, and federal statutes.

1. Obey all traffic control signs and/or directions from any police or security officer.
2. Observe the 10-MPH speed limit.
3. Do not park in any area unless it is clearly marked for parking.
4. Do not double park or block any sidewalk or handicapped ramp at any time.
5. Do not park vehicle on campus if it contains weapons, any kind of explosives including ammunition or fireworks, drugs or alcoholic beverages of any kind.
6. Do not park on campus without a current parking permit.
7. You must have the color, make, model, and tag number of your primary vehicle for registration.
8. Display your parking decal properly (see parking guide).
9. Park only in the center of designated boundary lines.
10. No student is allowed to park in the staff and visitor lot or in visitor parking areas (enrolled students are not visitors).
11. Vehicle parked in a handicapped space without a handicapped permit is subject to tickets, immobilization, or towing.
12. Vehicles with multiple tickets or parked in certain restricted areas may be subject to immobilization or towing without warning.
13. For complete information read the Northwestern parking and traffic guide.
14. All parking head in only - no backing into parking space. (Handicapped parking exempted)

ACCESSIBLE PARKING FOR STUDENTS WITH DISABILITIES

Spaces are provided for students and employees with disabilities who have a state issued permit. Students or employees who have a temporary disability may contact the Campus Police for a temporary parking assignment. Vehicles not displaying a handicapped permit and parked

in a handicapped space will be subject to tickets, immobilization, or towing.

WELLNESS CENTER PARKING

The Wellness Center parking lot is restricted to "MEMBER PARKING ONLY" (black decal) from 6:00 a.m. to 5:00 p.m., Monday through Friday. Vehicles not displaying the Wellness Center parking decal will be subject to a \$15.00 fine and impoundment. Students, faculty, and staff are prohibited from parking in this lot during those hours.

20 MINUTE PARKING

There will be several parking spaces in the West Horseshoe Parking Lot that will be reserved for 20 minute parking for anyone who needs to take care of short-term business at the university. Any vehicle parked in this area for more than 20 minutes may be subject to a \$15.00 fine and impoundment. This will be strictly enforced.

WHERE TO PARK (Alva campus)

Parking lots are designated by a letter code, which corresponds to the decal code. Vehicles must be parked in the lot for which they are registered. Lot codes are as follows:

Off campus students	X	Maintenance	NS
Ament Hall residents	A	Food Service	NS
Coronado Hall residents	C	All Other Staff and Faculty	NS
Fryer Hall residents	F	Wellness Center	W
South Hall residents	S		

Areas marked "Cycle parking only" (* on the map) are for motorcycle and bicycle parking only. These are the only areas in which cycles can be parked. Cycles may not be parked (or driven) on campus lawns, landscaped areas or in any buildings. Motorized cycles of any type cannot be driven on these areas or sidewalks. Please refer to the parking map on the back cover of this book.

WHERE TO PARK (Enid campus)

Students are allowed to park in any of the lots except the northeast lot, which is reserved, for faculty and staff. Students must not park in areas reserved for visitors.

WHERE TO PARK (Woodward campus)

Contact Dr. Deena Fisher, Linda Phillips, or Charlie Burns for information on the designated student parking area.

PAYMENTS, FINES AND APPEAL PROCEDURE

All fines should be paid in the Business Office within 10 days.

Tickets may be appealed. For appeal instructions contact the Campus Police Chief or the Vice President for Student Affairs and Enrollment Management office on the Alva campus. On the Enid campus, contact the Campus Police office.

Questions pertaining to traffic and parking on the Northwestern Alva & Enid campuses should be referred to the appropriate Campus Police office. Questions pertaining to traffic and parking on the Northwestern Woodward campus should be referred to Dr. Deena Fisher, Dean of the Woodward Campus.

This Student Handbook does not constitute a contract.

FIRE SAFETY REPORT FOR ON-CAMPUS HOUSING 2010-2011

Northwestern Oklahoma State University is committed to providing all information required in regard to campus safety, including our fire safety report.

- Fire drills, storm drills, and fire alarms: One fire drill must be held each semester in each residence hall. Residents must participate. Failure to do so will result in disciplinary

action. Misuse of a fire extinguisher or any safety equipment or emergency doors will result in the offender: (1) cleaning up the mess; (2) having the equipment put in working condition; (3) paying for the damage; (4) being placed on conduct probation; and (5) possibly being removed from housing. Emergency exits are only to be used in case of fire or other emergencies. Violations will result in fines.

Fire Drills: Each resident is to evacuate the residence hall, as soon as the alarm is sounded, through the closest door. One drill will be done each semester.

Storm Security: Each resident will go to the first floor, center hallway, away from windows and glass.

Hot plates, crock pots, ceiling fans, or unapproved electrical appliances are not allowed in the rooms.

Any electrical appliances that you bring to use in your room must have a surge protector between the outlet and the appliance.

Smoking is not permitted in the residence halls. Unattended open flames (candles) are not allowed. (Page 6 of the Residence Hall Handbook)

- A description of on-campus student housing facility fire safety system:

Coronado Hall:

Panel MFG.- Edwards; Model #- Fireshield FS1004
2 Wire Supervised; Non-monitoring

Fryer Hall:

Panel MFG.- FCI; Model #- BMFC-4
2 Wire Supervised; Non-monitoring

South Hall:

MFG.- FCI; Model #- BMFC-4
2 Wire Supervised; Non-monitoring

Ament Hall:

MFG- Bosch; Model #- D7024
2 Wire Supervised; Non-monitoring

All fire alarms are tested annually by a licensed professional.

There are no sprinkler systems in any of the residence halls.

NWOSU DORM FIRE REPORTS

	Number of Incidents											
	2008-09				2009-10				2010-11			
	Ament	Coronado	Fryer	South	Ament	Coronado	Fryer	South	Ament	Coronado	Fryer	South
# of Fires	0	0	0	0	0	0	0	0	0	0	0	0
# of Injuries	0	0	0	0	0	0	0	0	0	0	0	0
# of Deaths	0	0	0	0	0	0	0	0	0	0	0	0
Property Loss	0	0	0	0	0	0	0	0	0	0	0	0

- Resident Hall Fire Drills and Staff Training

September 8, 2010	Coronado Hall	8:30 pm
September 15, 2010	South Hall	9:00 pm
September 8, 2010	Fryer Hall	8:00 pm
September 15, 2010	Ament Hall	7:30 pm
January 26, 2011	Coronado Hall	7:00 pm
January 26, 2011	South Hall	7:30 pm
January 26, 2011	Fryer Hall	8:00 pm
January 26, 2011	Ament Hall	8:30 pm

- All residence hall staff is required to attend the drills and training each semester.
- All students will receive orientation and training on fire safety.
- Campus contacts to which individuals should report any fire on Northwestern's campus are:
 - Marc Wallace- Director of Housing
 - Leroy Burks- Chief of Police
 - Kevin Fields- Health and Safety Officer

AMERICANS WITH DISABILITIES HANDBOOK JUNE 2011

This handbook has been prepared to introduce faculty, staff and students to the university's policy on reasonable accommodations for students with disabilities who qualify for services under the Americans with Disabilities Act (ADA), which reaffirms Section 504 of the Rehabilitation Act. Reasonable accommodations encompass both physical access and academic modifications for those individuals with identified and documented disabilities to enhance their capacity to perform to the best of their ability.

Northwestern Oklahoma State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities in higher education. We recognize the underused potential of individuals with disabilities and realize the importance of higher education for this special population. It is with them in mind that this handbook was prepared. It is hoped that the faculty and staff will enhance the disabled student and assist them in all possible ways. If any official policy statements of the Regents University System of Oklahoma or of the University are in contradiction to statements appearing in this Handbook, such official policy statements will be deemed to have precedence over the statements appearing in this document. The Regents University System of Oklahoma and the University reserve the right to alter the terms of official policy statements and/or this Handbook at anytime, without advance notice.

The office of Services for Students with Disabilities is committed to serving all students with disabilities as defined by federal regulations. A person who qualifies for special accommodation means:

An individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communications, or transportation barriers or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity. The federal definition of a disability includes a person who:

- (1) has a physical or mental (intellectual) impairment which substantially limits one or more of such person's major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
- (2) has a history of such impairment or
- (3) is regarded as having such impairment.

HOW TO ACCESS SERVICES

Students with disabilities who wish to access services shall initiate their request by contacting the Coordinator of Services for Students with Disabilities. Students can expect to meet with a staff member to discuss their academic needs. During this process, students will have an opportunity to identify specific academic accommodations which they need.

1. Student must submit documentation from a qualified professional as to the nature of

the disability before receiving services. In the case of a medical disability, documentation from a physician is appropriate. Students with learning disabilities or Attention Deficit/Hyperactive Disorder must submit documentation from one of two sources:

- a. Students diagnosed prior to graduation from an accredited high school may submit the psycho-educational evaluation on file at the respective high school;
 - b. Students diagnosed after the completion of high school must submit a psycho-educational evaluation performed by a licensed psychologist.
2. Student must submit the request in writing at the beginning of each semester or at the time a need is identified.
 3. Student must complete a Release of Information form.
 4. Student must identify themselves to their instructors and request specific accommodations. Consultation among the student, his/her instructor(s) and the Coordinator of Services for Students with Disabilities may be necessary before some accommodations are authorized.

To insure that accommodations are met in a timely fashion, all documentation should be in place beginning with the 2nd week of classes. In case of late diagnosis, the student should have the documentation in place as soon as possible. The student is expected to confer with the Coordinator of Services for Students with Disabilities at the beginning of every semester in which he/she is enrolled at Northwestern Oklahoma State University.

Each student is encouraged to act as his/her own advocate and has the major responsibility for securing assistance. Early and regular contact with the Coordinator of Services for Students with Disabilities will help ensure services and accommodations. Information obtained is confidential and is used solely for the purpose of identifying appropriate support services. Information regarding a student's disability is not released without written permission of the student. The office will provide instructors with written verification of a student's disability after the student and instructor have discussed options available.

FACULTY NOTIFICATION OF SERVICES TO STUDENTS

Faculty should include the following statement in their course syllabi each semester: Any student needing academic accommodations for a physical, mental or learning disability should contact the Coordinator of Services for Students with Disabilities or faculty member personally, within the first two weeks of the semester so that appropriate accommodations may be arranged.

SERVICES AVAILABLE

The Coordinator of Services for Students with Disabilities is committed to encouraging students to be independent. We do not wish for students to become dependent on services but instead to use services as a support to accomplish their academic goals. Reasonable accommodations are based on need not desire.

The Coordinator of Services for Students with Disabilities works with students to help remove barriers encountered on campus.

This could include moving classes to accessible buildings, facilitation of ramps or curb cuts, placement of adjustable tables in classrooms, assist with concerns with electronic based access, and acting as a liaison with faculty and staff.

Students are encouraged to experiment with services and develop a package of services which allows them to remain as independent as possible on campus. Students should be aware that services will be designed in a manner intended to remove barriers in the classroom which could hinder a student's ability to learn. Services are not intended to give the student an unfair advantage over other students in the class.

Each case will be viewed individually and determinations made based upon the documentation

submitted. Services on an individual basis may include:

- *assistance in obtaining class notes through a voluntary note taker
- *alternative testing accommodations
- *assistance in obtaining texts in alternative formats
- *assistance in obtaining an interpreter
- *priority enrollment
- *building accommodations
- *additional accommodations when necessary.

Note-taking

Students may arrange for note-taking assistance by securing a volunteer note-taker or by tape recording lectures. If a volunteer note-taking option is selected, the student with a disability may request a volunteer note-taker packet which includes carbon copy paper. Students with disabilities are responsible for obtaining volunteer note-takers for the classes in which they desire this assistance. If the tape recording option is selected and a student does not have a tape recorder, students with disabilities may check-out a tape recorder from the Coordinator of Services for Students with Disabilities. Students are responsible for the return of tape recorders at the conclusion of each semester or they will be billed for the cost of the equipment.

Alternative Testing

The service is designed to assist the student with a disability in demonstrating his/her skills or acquired knowledge. The student should personally talk with his/her instructor during the first week of classes to explain the alternative request. Instructors may contact the Coordinator of Services for Students with Disabilities if there are questions about the request or procedures. Instructor and student should agree on an acceptable time and place for alternative testing. The office of Services for Students with Disabilities will serve as one alternative testing site. Exams may be scheduled during regular office hours 8:00 a.m. - 5:00 p.m., Monday through Friday with no exam scheduled to begin after 4:00 p.m.

Exams should be taken at the regular class time unless a scheduling conflict exists. The student is then responsible for contacting the Coordinator of Services for Students with Disabilities to schedule examinations. This should be done as far in advance as possible to ensure scheduling needs can be met. The instructor is responsible for delivering examinations and written test instructions to the alternative testing site in advance of scheduled exams.

A form is available to the instructor for instructions on how the exam will be delivered back to the instructor. If the student is unable to take the exam at the scheduled time, the instructor and the Coordinator of Services for Students with Disabilities must be informed prior to the scheduled test time. The test can be rescheduled only with direct approval from the instructor.

Accessibility Accommodations

If a student with a disability enrolls in a course that is scheduled in an inaccessible location, the student should notify the Coordinator of Services for Students with Disabilities to obtain a change in classroom location. The coordinator will then contact the Executive Vice President and with the instructor, accessibility accommodations will be made.

Priority Enrollment

Students with disabilities who would like priority enrollment will need to contact the Vice President for Student Affairs and Enrollment Management.

ADDITIONAL ACCOMMODATIONS AVAILABLE

If a student with disabilities feels he/she needs to make a class substitution, they must:

1. Make a written request to their advisor.
2. The advisor will review the request and make a recommendation to the Dean of the School.

3. The Dean of the School will review the requests and make a recommendation to the Executive Vice President who will make the final determination.
4. A completed copy will be furnished to the Registrar.

ATTENDANCE

Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the professor for the course. Attendance in class is expected. Only authorized absences will entitle students to perform makeup work. Such makeup work shall be scheduled at the discretion of the course instructor. Validity of unauthorized absences will be determined by the Vice President for Student Affairs and Enrollment Management and the instructor.

The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75 - 90% for credit in his/her course.

STUDENT CONDUCT

A committee consisting of faculty members and students will be created to consider the case of students in violation of university regulations.

MEDICAL WITHDRAWAL

Students whose physical or mental health problems may affect the health, safety, and/or welfare of the University community, or who represent a danger to themselves or others, or whose continuing presence disrupts the academic or administrative process and who fail to follow the directives of the office of Student Affairs, health or psychological personnel regarding these problems may be medically withdrawn from the University.

Students who are diagnosed with a life threatening illness or have been in an accident which does not permit them to return to school may be medically withdrawn. Students must immediately notify the Office of Student Affairs and have a maximum of two weeks from the last date of attendance to initiate the withdrawal. Students who have financial aid are encouraged check with the Office of Financial Aid before any withdrawal. Medical documentation from a licensed physician will be required.

The student has the right to appeal the decision of the office of Student Affairs and Enrollment Management for a medical withdrawal to the Committee on Student Conduct.

ACCESSIBLE PARKING PERMITS FOR STUDENTS WITH DISABILITIES

Temporary university accessible parking permits are available through the Vice President for Student Affairs and Enrollment Management office.

EMERGENCY EVACUATION PROCEDURES

To ensure personal safety in emergency situations, the following guidelines should be observed by students with disabilities. In advance of emergency situations, be aware of at least two exit possibilities for each location. Notify instructors and/or classmates of the type of assistance you need during an emergency situation.

In the event of a fire, immediate and complete evacuation is preferred if it can be accomplished in a safe manner. If immediate and complete evacuation is not possible, ask someone to assist you to a safe area, such as an enclosed stairwell, until emergency personnel arrive and complete evacuation. The assisting individual should stay with you until emergency personnel arrive. In addition, you should ask a second person to immediately notify emergency personnel of your location and the type of assistance required.

In the event of a tornado warning, you should utilize elevators and proceed to the lowest floor of the building. You should request assistance from instructors or classmates if needed. If elevator use is not possible, then fire evacuation procedures should be followed. Once

you have reached the lowest possible floor, remain in the corridors away from windows and exterior doors.

INCIDENT REPORTING PROCEDURES

Students who believe they have inappropriate, inadequate or exceptional services from the office of Services for Students with Disabilities are encouraged to and have the right to file an incident report with the Executive Vice President. Students must take the initiative to file a form on their own behalf. Students are encouraged to file a report within five (5) school days of the incident if possible. Filed incident forms will be kept confidential. Students will receive a written response within ten (10) university working days. Students are encouraged to recommend options to help rectify the issue if needed.

If students are not satisfied with the response, the student may file a complaint with the Office of Civil Rights in Kansas City, MO.

U. S. Department of Education
Office of Civil Rights, Kansas City Office
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Phone: (816) 268-0550
Fax: (816) 823-1404
[E-mail: OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)
Americans with Disabilities Act
Information Line
U.S. Dept of Justice
P.O. Box 66738
Washington, DC 20035-6118
800-514-0301 (V) 800-514-0383
(TTY)
www.ada.gov

Office of Disability Concerns
2401 N.W. 23rd, Suite 90 • Oklahoma City, OK 73107-2423
800-522-8224 (V) • (405) 522-6706 (TDD)

RESIDENCE HALL REGULATIONS

The rules and regulations of the residence halls are for the purpose of providing the most liveable environment possible for all residents, one that is conducive to the educational goal.

A little courtesy and respect go a long way. Treating your neighbors, your R.A. and Hall Supervisor the way in which you wish to be treated will make for a positive atmosphere. Always respect the rights of others.

1. Keep all rooms neat and clean as there will be periodic inspections by the Hall Supervisor. The university reserves the right to enter rooms for maintenance inspection or other valid reasons.

2. Take care of university furnishings. Violators will be charged full replacement cost of property which is damaged or destroyed. Violators will be subject to removal from the residence halls and /or suspension from the university.

3. Firearms, pellet or B.B. guns, explosives, knives, bow and arrow, paint guns, or weapons of any kind are not allowed in the residence hall or vehicle kept on campus. If you are a hunter, the Campus Police will store your weapons.

4. Possession or use of alcoholic beverages and/or illegal narcotics, is strictly prohibited. Violations of this policy will result in fines, arrests or suspension of university housing privileges. All resident halls and parking lots are subject to random checks by law enforcement with trained drug dogs. Violations may result in parental notification if student is under 21 years of age.

5. Civil Law: All students are expected to conform to all local, state, and federal laws.

6. Hotplates, crockpots, ceiling fans, or unapproved electrical appliances are not allowed in the rooms.

7. Pets are not to be kept in the residence halls because of health reasons. This includes birds, mammals, and reptiles.

8. Waterbeds are not permitted in the residence hall rooms.

9. Park all bicycles, cars, pick-ups, motorcycles, ect. in designated spots and lots. Every vehicle that you bring to campus must display a current decal. If you move off campus your parking decal must be changed. No charge!

10. Your residence hall contract is binding for the entire semester. To move out of the hall during a semester that you are under contract, you must obtain permission from the Housing Committee. The Housing Committee will determine the validity of your request and inform you regarding the committee's decision. The Director of Students/Housing office is where you need to begin this process.

11. When moving out of the hall, remove all belongings, make sure closets and drawers are empty and clean, be sure the suite area is clean, make sure the mirrors, sinks, toilets, urinals, and shower is also clean. Contact your Hall Supervisor or resident assistant to begin your checkout. The Hall Supervisor will inventory your room and suite area and collect the key, issue a clearance slip, and charge you for any damage. If eligible for your deposit, it will be mailed to your permanent address.

12. If you leave without going through the proper checkout procedure, you will forfeit your deposit, be charged \$25.00-\$75.00 per key and have a hold placed on your transcript

until checkout has been completed. There are also charges for leaving your room dirty or damaged.

13. If at any time you wish to change residence halls, contact the Director of Students/Housing in the Fine Arts Building, office #131.

14. Any overnight guest must be cleared through your Hall Supervisor.

15. Lounge furniture is to be used strictly in the lounge. It is not to be removed for any reason.

16. State Health Codes state that shoes and shirt will be worn in all public areas. This includes all lounges, the cafeteria, and classrooms.

17. Student conduct which the university deems unacceptable in a group living situation, even though the violation is not covered in the written regulation will be subject to disciplinary action.

18. Visitation hours are from 10:00 a.m. till 12:00 midnight. All opposite sex guests are to enter the appropriate doors and be escorted at all times by their host. Any visitor under the age of eighteen must have the approval of the Hall Supervisor or the Director of Students. Violations of this policy may result in fines or suspension of university housing privileges.

19. All room trash is to be taken to the dumpsters outside the residence hall. It is not to be left in the suite area, laundry rooms, hallways, lounges, or any other area not designated for room trash. Violations will result in fines.

20. Room decorations:

- A. Do not nail or tack anything in the rooms. The use of liquor bottles, cans or signs for decorative purposes is not permitted.
- B. Pornographic materials (any depiction of nude body parts) may not be displayed.
- C. Decals may not be displayed on doors, walls, or furniture.
- D. You may paint your room, only with permission from the Director of Housing.
- E. Window coverings are provided for each room and they are the only coverings to be visible from the outside.
- F. Room doors are not to be decorated on the outside.
- G. Do not remove any furniture from your room or any other room within the residence hall.

*(Fines for resident hall violations will be \$10.00 to \$50.00)

21. Telephones: If you wish to have phone service in the room, contact the provider of your choice, the address for the residence halls is as follows:

Ament Hall	OR	601 Oklahoma Boulevard 1140 8th
Coronado Hall	OR	601 Oklahoma Boulevard 700 Monroe
Fryer Hall	OR	601 Oklahoma Boulevard 1100 8th
South Hall	OR	601 Oklahoma Boulevard 1301 Davis

When ordering phone service the name of the residence hall, the address, and the room number will be needed.

*Cell phones maybe a better option.

22. One small refrigerator is allowed in each room. The size is to be no larger than 2.4 cubic feet.

23. Television cable hookup is in each room. Plug in your T.V. and it should work. Internet is also available, contact your Hall Supervisor for details.

24. Northwestern's Campus Police Office is located in the Student Center, or you can contact them by calling (580) 327-8511. Any message left on the voice mail will page a police officer.

25. Keep your door locked at all times when you leave your room. A theft can occur at any time in a matter of seconds. The University is not responsible for stolen or damaged personal property. Contact the Director of Students for insurance information. Insurance is recommended.

26. Any electrical appliances that you bring to use in your room must have a surge protector between the outlet and the appliance.

27. I.D.'s are obtained in the Fine Arts Building, room # 121. The I.D. is used as your meal ticket and for entry to most campus events. If you lose your I.D. the replacement I.D. is \$5.00. Payment is made in the business office. Take receipt to the I.D. office and they will issue you a new I.D.

28. Keys: You are issued the key for your room or suite at check-in. Your key and room security are your responsibility. Keep your room locked at all times when you leave your room. You will be charged \$25.00 per replacement key. The procedure to replace a key is to go by the business office and pay the required amount, a receipt will be given to you. Take the receipt to the Hall Supervisor and they will issue you a key. The Hall Supervisor will not let you borrow a key. If a lock core has to be changed, an additional \$90.00 will be charged.

29. Fire drills, storm drills and fire alarms: One fire drill will be held each semester in each residence hall. Residents must participate. Failure to do so will result in disciplinary action. Misuse of a fire extinguisher or any safety equipment or emergency doors will result in the offender: (1) cleaning up the mess: (2) having the equipment put in working condition: (3) paying the damage: (4) being placed on conduct probation: and (5) possible being removed from housing. Emergency exits are only to be used in case of fire or other emergencies. Violations will result in fines.

Fire drills: Each resident is to evacuate the residence hall, as soon as the alarm is sounded, through the closest door. One drill will be done each semester.

Storm security: Each resident will go to the first floor, center hallway, away from windows and glass.

30. Smoking or unattended open flames are not permitted in the residents halls.

31. Residence halls are accessible 24 hours a day. If you need help after regular hours please call campus police at 580-327-8511.

32. Students who vandalize any property belonging to the State of Oklahoma must pay for the repairs and will be subject to further disciplinary action. Do not detach any fixed furniture or remove any furniture from its designated place.

33. In group living situations, noise is always a concern. Noise should always be kept at a minimum. Stereos, TV's, radios, and conversation should never be loud enough to disturb

other residents in the hall. During Dead Week and Finals there is to be no noise in the Residence Halls.

34. Cafeteria hours are as follows:

Monday-Friday Breakfast: 7:00 a.m. to 8:30 a.m.
Lunch: 11:30 a.m. to 1:30 p.m.
Supper: 5:00 p.m. to 7:00 p.m.

Friday Supper 5:00 p.m. to 6:00 p.m.

Saturday Breakfast: Closed
Lunch: 12:00 p.m. to 1:00 p.m.
Supper: 5:00 p.m. to 6:00 p.m.

Sunday Breakfast: Closed
Lunch: 11:30 a.m. to 1:00 p.m.
Supper: 5:00 p.m. to 6:00 p.m.

Student Center Food Court Hours:

Monday-Friday Breakfast: 8:00 a.m. to 10:30 p.m.
Lunch: 10:30 a.m. to 2:00 p.m.

Cafeteria is closed for all breaks (i.e., Fall Break, Christmas, Thanksgiving, Spring Break)

35. Children in the Residence Halls: Children are not allowed in the halls as overnight guests. All children in the Residence Halls must be accompanied by a parent or guardian.

36. Illness: Report all illnesses or accidents to the Hall Supervisor immediately. Your Hall Supervisor or R.A. will assist you with making contact with the proper medical personnel.

37. Withdrawing from a class is done in the registrar's office.

38. Total withdrawal from the university begins in the Vice President of Student Affairs and Enrollment Management, Fine Arts Building, office #126.

39. The week prior to the beginning of finals is designated as dead week. During this time, no university activities are held. There is also a 24-hour quiet time observed in the residence halls.

40. Payment of accounts: University accounts are to be taken care of as they are due. Failure to do so can result in \$25.00 late fees for each payment, not receiving transcripts, prohibition from enrolling, or removal from the residence hall.

41. Health and Safety inspections will be made randomly by the Hall Supervisor and your R.A. The purpose of these is to make sure the rooms, suite areas, and bathrooms are kept clean. We also check for maintenance problems. Failure to keep suites or bathrooms clean will result in Administrative Action.

42. Room assignments can be changed or canceled at anytime for disciplinary, health or safety reasons.

43. Policy for Missing Persons

Procedure for On-campus Students

Allow students residing on campus to register confidential contact information in the event that the student is determined to be missing and advises students under the age of 18 that notification of a custodial parent is required after 24 hours have lapsed since the student is ported missing.

For students who are not under 18 or are emancipated and have registered no contact, the appropriate law enforcement agency will be contacted and immediate action will be taken.

Missing Students

In the event a person is reported missing from Northwestern Oklahoma State University, every effort will be made to locate the person as soon as possible. The following steps will be taken:

- 1.Immediately refer missing persons to the Campus Police department.
- 2.Determine that the person is actually missing and the investigation shows the student has been missing for 24 hours.
- 3.Obtain all information needed to complete a report and enter the person in NCIC.
- 4.Alert area Law Enforcement that the person is missing.
- 5.Enter the person in NCIC as a missing person.

Ranger Perk Coffee House

1st Floor Coronado Hall

Available by reservation:

Contact Special Events Coordinator at (580) 327-8178

Student Center

Monday - Friday 7:30 a.m. to 12 midnight

Saturday & Sunday 1:00 p.m. to 12 midnight

Cyber Café

1st Floor Student Center

Monday - Friday 7:30 a.m. to 12 midnight

Saturday & Sunday 1:00 p.m. to 12 midnight

Notes

Notes

Fall Class Schedule

Course No.	Class Title	Room	Time	M	T	W	Th	F	Instructor

Spring Class Schedule

Course No.	Class Title	Room	Time	M	T	W	Th	F	Instructor

DATE:

TERM:

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
REGISTRATION SCHEDULE WORKSHEET

NAME:

MAJOR:

ADVISOR:

HOMA STATE U

COURSE NUMBER	COURSE TITLE	CREDITS	INSTRUCTOR	DAYS	TIME	PLACE

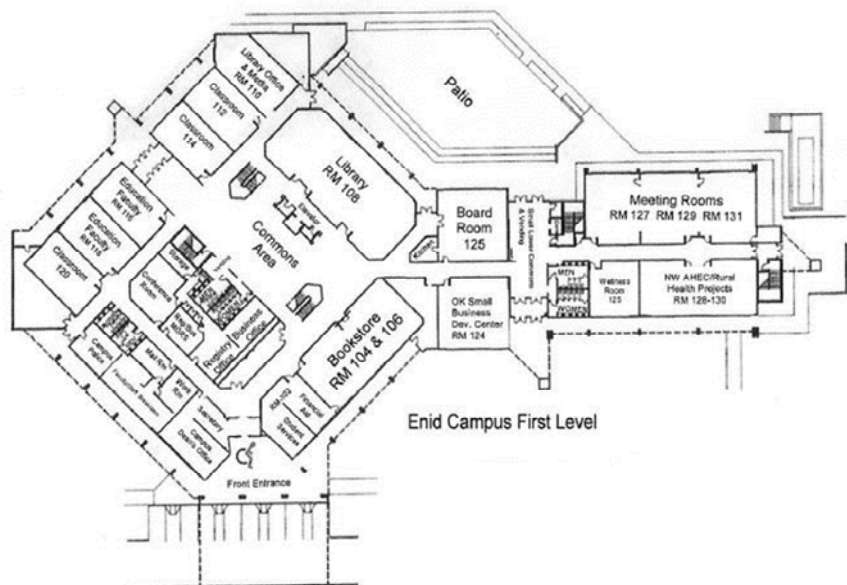
TOTAL CREDIT HOURS

00 A.M. TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:40 A.M.					
8:00 A.M.					
7:00					
9:00 A.M.					
1:00					
10:00 A.M.					
2:00					
11:00 A.M.					
3:00					
12:00 P.M.					
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3:00 P.M.					
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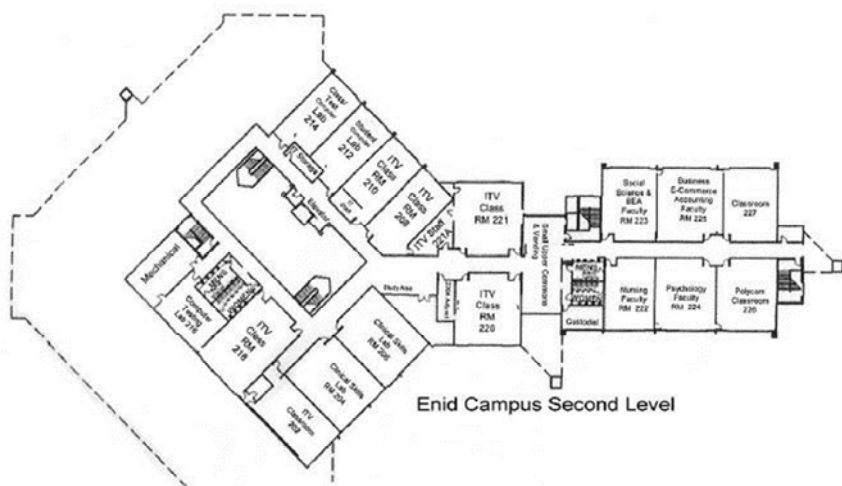
DATE:

TERM:

Enid Campus



Enid Campus First Level



Enid Campus Second Level

Woodward Campus

