

Services to Support Student Success



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Student Financial Aid

UCO awards over 52 million dollars in federal, state, and private aid to more than 9,600 students annually.

Office of Student Financial Aid
University of Central Oklahoma
High University Center, Room 141
100 North University Drive
Edmond, OK 73034-5209
Phone: (405) 974-3334
FAX (405) 340-7658
Federal School Code: 003152
Web Address: <http://www.ucok.edu/finaid/>

Applying for Aid

Students may apply for Federal Financial Aid by completing the Free Application for Federal Student Aid (FAFSA). Applications are available after January 1 of each year. These applications may be found in the following areas:

1. Colleges or Universities
2. Public Libraries
3. High School Counselors Offices
4. Internet: www.fafsa.ed.gov

Students seeking financial aid for summer enrollment must complete a separate UCO summer application in addition to the current year FAFSA. Summer aid applications are available when summer enrollment begins.

The Office of Student Financial Aid provides consumer information to assist applicants. This information can be found on the web site.

Important Dates and Deadlines

Applicants are advised to apply as soon as possible after January 1st of each year for best consideration for all aid programs.
April 30th - Oklahoma Tuition Aid Grant deadline
May 31 - UCO Priority Processing Deadline (Applicants whose FAFSA is processed by this deadline will receive an award notification prior to the end of June.)

Cost of Attendance

The cost of attendance figures listed below represent a full year's cost, therefore these figures should be divided in half to reflect one semester cost and allowances for averaged expenses to include tuition and fees, room and board, books, miscellaneous and personal expenses. The cost of attendance is used to determine the maximum amount of funding a student is eligible to receive. These costs may vary from school to school. Allowances for room and board will vary depending on living arrangements (Off-Campus, On-Campus, or with parents). The Tuition Allowance will be based upon enrollment status (full, three-quarter, or half-time). For planning purposes, the following cost figures are offered as estimates of reasonable expected expenses for full-time Oklahoma resident students:

**Living Status	On-Campus	Off-Campus	With Parents
Tuition & Fees	\$4,032	\$4,032	\$4,032
Maintenance	4,806	7,380	2,000
Books	1,200	1,200	1,200
Miscellaneous	3,476	4,802	3,476
Total	\$13,514	\$17,414	\$10,708

**Variables: Cost of education for non-resident students will add approximately \$6,178.

Changes in enrollment or living arrangements can significantly affect eligibility, and may require funds to be repaid. Enrollment changes can be identified; however it is the student's responsibility to notify UCO of changes in living arrangements.

Enrollment Changes

During the semester students may drop courses without a grade notation on their transcript, or change a course for credit to audit. If federal funds have already been issued to the student or credited to the students account, this action could constitute a re-evaluation of eligibility resulting in a repayment. Federal aid recipients who completely withdraw after school begins, but prior to completing at least 60% of the semester will have to repay some portion of the federal funds received.

Types of Aid Programs

UCO participates in the following Federal and State Programs: Federal Pell Grant (FPELL), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan (FPERK), Federal Family Education Loan (FFEL), Federal Work-Study (FWS), and the Oklahoma Tuition Aid Grant (OTAG).

More detailed information concerning Applying for Aid, the UCO Awards Process and General Information may be obtained by going to the Financial Aid web site at:

**<http://www.ucok.edu/finaid/>.

****On the web site, students will find a number of required financial aid forms that may be downloaded. They can also view financial aid updates and announcements that will carry the latest information and important deadlines.**

Scholarships

The Office of Undergraduate Admissions (UA) coordinates scholarship programs for incoming freshman and transfer students. These scholarships are based on academic achievement, extracurricular activities, leadership, citizenship, and financial need.

Students may find a listing of this information as well as apply by visiting our web site at <http://www.ucok.edu/scholarships>. The scholarship application deadline for leadership-based awards is February 2, 2009 and the deadline for General Scholarships is March 2, 2009. If you have questions, contact Undergraduate Admissions at (405) 974-2727 or visit the aforementioned website. Continuing students who seek scholarship opportunities should contact the department of his or her major, the Office of Academic Affairs, or the UCO Foundation.

Please visit the Foundation website for applications for additional Foundation scholarships and awards.

Department Scholarships

Many academic departments at UCO offer scholarships to students who display exceptional scholastic ability or talent in a particular area. Please contact the individual departments for more information.

University of Central Oklahoma Foundation Scholarships

The UCO Foundation funds approximately 250 scholarships each academic year for continuing education students. Scholarship amounts vary from \$250 - \$5,000 per year. Applications are available at "www.ucok.edu/foundation, the Foundation office Evans Hall 102 and the Undergraduate Admissions office Nigh University Center 126H. **The deadline to apply is February 15.**

Veterans Assistance

UCO maintains a full-time Veterans Affairs Office located in Room 121B of the Nigh University Center. The phone number is (405) 974-2578. The staff can assist students in completing requirements to receive VA entitlements. Please contact the Veterans Affairs Office for further information on Veterans Educational Benefits.

Senior Citizens

Residents of Oklahoma, 65 years of age or older, may request a fee waiver to audit up to six semester hours of academic work per semester contingent upon available classroom and laboratory space. Permission to audit must be obtained from the instructor. Students auditing a class are expected to have the same prerequisites completed as students enrolled for credit. After enrollment, senior citizens requesting a fee waiver should take their processed class schedule printout and proof of age to the Office of Student Financial Aid, Nigh University Center, Room 141.

Vocational Rehabilitation

A Vocational Rehabilitation office is located at 1701 E. 2nd Street, Suite C, Edmond, OK, (405) 341-1400. All students seeking vocational rehabilitation assistance must be processed and cleared through that office each term. Please contact this office directly about eligibility requirements.

Student Affairs

The Division of Student Affairs provides a challenging and supportive community for students by fostering their understanding of self, appreciation of diversity, and commitment to service. These goals are achieved by providing progressive and inclusive programs and services that enhance student learning and well being.

The departments within Student Affairs offer support for personal enrichment and development of leadership skills. All departments aim to assist students in achieving their personal and academic goals.

The departments reporting to the Vice President for Student Affairs include:

- Career Services
- Disability Support Services
- Housing
- Office of International Services
- New Student Orientation (Stampede Week)
- Office of Parent Programs
- Plunkett Field and Stage

- Student Conduct Office
- Student Counseling Center
- Student Health Center
- Student Life

- Campus Activities and Events
- Commuter Student Services
- Greek Life
- Multicultural Student Services
- Student Organizations
- Volunteer and Service Learning Center

- Testing Services
- Y-Chapel

Student Life

The Department of Student Life is composed of several offices including: Campus Activities and Events, Spirit, Greek Life, Multicultural Student Services, Student Organizations, Commuter Student Services, and the Volunteer and Service Learning Center. The mission of the Department of Student Life is to facilitate, plan, fund, support, and serve as a clearinghouse for programs that build the character of UCO students and strengthen the sense of community on the University of Central Oklahoma campus.

Spirit Office, Nigh University Center, Room 424, 405-974-2593

The University of Central Oklahoma Cheer and PomPon teams are each 16-member squads that perform at UCO athletic events and special functions, attend camps, and compete at the National Championships in Florida every spring. The Spirit Teams are also represented by Buddy Broncho, UCO's mascot.

Greek Life, Nigh University Center, Room 212, 405-974-2580

The University of Central Oklahoma is home to 18 national sororities and fraternities offering college students the ultimate in campus involvement.

IFC Chapters	NPHC Chapters	Panhellenic Chapters
ACACIA	Alpha Kappa Alpha	Alpha Gamma Delta
Kappa Sigma	Alpha Phi Alpha	Alpha Xi Delta
Pi Kappa Alpha	Delta Sigma Theta	Delta Zeta
Sigma Nu	Omega Psi Phi	Sigma Kappa
Sigma Tau Gamma	Phi Beta Sigma	
Tau Kappa Epsilon	Sigma Gamma Rho	NALFO Chapters
	Zeta Phi Beta	Sigma Lambda Gamma

In addition to advising each of the four Greek governing boards, the Office of Greek Life designs and facilitates Greek member education programs, advises the Greek Week planning committee, hires and trains the Panhellenic Recruitment Rho Gammas, compiles grade reports, and meets on a regular basis with chapter advisors.

Multicultural Student Services, Nigh University Center, Room 211, 405-974-5946

The Office of Multicultural Student Services is here to help students to succeed and accomplish all of their goals at the Univer-

sity of Central Oklahoma. The office offers several services and programs for minority students at UCO.

The program design includes peer counseling, student skills workshops and cultural awareness programs. The office serves as a resource for the rest of the campus on issues surrounding minority students. Student staff helps their peers adjust socially and academically to university life, learn basic college survival skills and assist them in exploring the myriad opportunities the university community has to offer.

Student Activities and Events, Nigh University Center, Room 424, 405-974-2363

Department of Student Life staff members serve as the advisors to the University of Central Oklahoma Student Association (UCOSA), the Student Programming Board (SPB) and the Homecoming Activities Board (HAB). Beyond serving as advisors, Campus Life staff members assist with the planning of numerous UCO traditions including:

Fall Semester

- Stampede Week - UCO's Welcome Week, which features several campus-wide events.
- New Student Orientation – An opportunity for new students to get to know UCO and the resources available to them.
- Battle of the Bands - Sponsored by the Student Programming Board, the Battle of the Bands is one of UCO's most popular events held on the first night of the fall semester. Every year only the best bands in Oklahoma City make the cut.
- Homecoming - The ultimate UCO tradition, Homecoming features concerts, dance competitions, pep rallies, a parade through downtown Edmond and of course the football game.
- International Fest - UCO's numerous international student organizations compete to see who can offer the best food, displays and performances.
- Fall Pow Wow - The first of two annual Pow Wow's facilitated by members of the Native American Student Association and the Office of Multicultural Student Services.
- Miss Asian UCO - A scholarship pageant that celebrates the culture of UCO's Asian and Asian American students.
- WinterGlow - UCO's Winter Festival of Lights. The campus lights up as friends, families, and students gather to enjoy music, caroling and a chance to have their picture taken with Santa.

Spring Semester

- Miss UCO - A preliminary scholarship pageant to the Miss Oklahoma and Miss America pageants.
- Miss Black UCO - A preliminary scholarship pageant to the Miss Black Oklahoma USA pageant.
- Diversity Week - The multicultural student organizations of UCO take center stage as they display their heritage through a week-long schedule of events.
- Miss Hispanic UCO - A scholarship pageant that celebrates the heritage of UCO's Latino and Latina community.
- Greek Convocation - A night to celebrate the best of Greek Life at UCO.
- Greek Week - UCO's fraternities and sororities find common ground during this week of good spirited celebration and competition.
- Spring Contest Pow Wow - A Pow Wow where the best American Indian dancers in Oklahoma come to display their talent and heritage.

Summer Semester

- Family Fun Day - The perfect opportunity for students, faculty and staff to bring their families to campus for a day of food, music and rides all designed with kids in mind.

Volunteer and Service Learning Center, Nigh University Center, Room 211, 405-974-2623

Established in 2001, the Volunteer and Service Learning Center provides these primary services:

- Campus-wide service days - Every year the Volunteer Center coordinates and recruits volunteers for five campus-wide days of volunteerism: 9/11 Service Project (preparing dinner for firefighters), Make a Difference Day, Martin Luther King Day, Broncho Difference Day, and The Big Event.
- Cozy Kids Project - During the fall semester, the Volunteer Center collects clothing donations for the children who participate in the Presidents Club Christmas Party.
- Event Support - The Volunteer and Service Learning Center identifies volunteers for several high profile campus-wide events including WinterGlow and Poverty Awareness Week.
- Placement - The Volunteer and Service Learning Center maintains a database of volunteer opportunities in the Oklahoma City Metropolitan Area. The Volunteer and Service Learning Center Coordinator helps students and student organizations identify the volunteer opportunity that best matches their interests.
- Service Learning - The Volunteer and Service Learning Center provides training and administrative support for faculty wishing to incorporate service learning in their curriculum.
- Volunteer Fair - During Stampede Week, the Volunteer and Service Learning Center organizes a fair during which students can make connections with area community service agencies.

Student Organizations

UCO has over 160 active student organizations and continues to grow! Each of these organizations provide opportunities through involvement. Some provide awards for scholastic achievement, others offer social events such as dances, banquets, intramural sports and club meetings, while others provide fantastic leadership opportunities. Getting involved in UCO's student organizations will greatly enhance one's collegiate years! To obtain additional information regarding UCO student organizations, contact the Coordinator of Student Organizations located in the Nigh University Center, Room 150, 405-974-2625

Commuter Student Services

The Office of Commuter Student Services serves all non-residential students attending UCO. There are two types of commuter students: traditional and non-traditional.

Traditional commuter students are those who travel to UCO to attend classes. Included are students who drive their own vehicles, who arrive at the campus by public transportation, who are residents of Greek houses, or those who travel on foot or bicycle.

The demographics that describe non-traditional students involve individuals who are older than 23 years of age, or who are veterans, or who did not previously complete a degree earlier in life. These students can be single, widowed or married, and with or without children.

The Office of Commuter Student Services offers all non-residential students the opportunity to become acquainted with all the services offered by UCO. Further, commuter students may choose to participate in the UCOMMUTE Council, a student organization that helps to guide and direct meeting the needs of all commuter students, as well as to drop in for periodic “Brake For Breakfast” events hosted in various offices around the campus throughout each semester.

To become more familiar with the services offered, contact the Coordinator of the Commuter Student Services Office located in the Nigh University Center, Room 422B, 405-974-3655.

Career Services

UCO Career Services assists students with academic/course planning and career development. The staff and services are available to help students choose plans of study (i.e. majors), to find internships, and to ultimately find full-time employment upon graduation.

The UCO Career Services counseling staff meets with students Mondays-Fridays through scheduled appointments and during specific non-appointment hours on certain days, which are considered walk-in counseling sessions. To learn current walk-in counseling hours, please call or visit online. Counselors advise current and former students on issues such as selecting majors, identifying careers related to majors, writing resumes, and internship and job searching strategies.

Four assessments help students understand themselves better and assist them in choosing majors or careers to pursue, the most popular being eDISCOVER (which is free to students).

There is also a Seminar Series each semester to discuss topics such as resume writing, interviewing skills, job and internship searching, and handling a first post-college salary.

The Career Resource Lab within Career Services also offers hundreds of degree and career resources, from Major Connections to employer literature to sample resumes to books and videos to internet access for specialized career software.

Those seeking internship or full-time employment opportunities will find the online program especially helpful. It is a resume database, from which resumes are electronically referred upon employers' requests. It also serves as the interview scheduling program when recruiters come to campus.

UCO Career Services also hosts the Fall Career & Internship Fair, Summer Camp Job Fair, Spring Career & Internship Fair and Teacher Job Fair. See www.careers.ucok.edu for the latest information, visit Nigh University Center, Room 338 (above the Express Food Court), or call (405) 974-3346 for more information.

Disability Support Services

Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require the University to make reasonable accommodations in providing students with disabilities access to equal educational opportunity.

Students with disabilities who require accommodations may contact the Disability Support Services Office where they will be given an opportunity to identify specific academic needs. Additionally, students will be asked to provide documentation regarding their disability and request for accommodation. Proper documentation must be received by the Disability Support Services Office prior to receiving services. Reasonable accommodations are based on the individual needs of the student.

The Disability Support Services Office can assist the student in obtaining equal access to educational opportunities on campus. For more information on services provided, call (405) 974-2549, visit the Disability Support Services Office, Nigh University Center, Room 309, or visit the web at: http://www.ucok.edu/disability_support/.

Office of International Services

The Office of International Services, Nigh University Center, Room 137, is the international student's home away from home, and the first place an international student should go when arriving on campus. The Office of International Services is responsible for all recruitment and admission procedures, both graduate and undergraduate. The office has Immigration and Customs Enforcement (ICE) advisors and activity coordinators who provide an array of both on-campus and off-campus activities. Admissions counselors are also available. Information on scholarship opportunities specifically designed for international students is also available.

Additionally, the offices of the NCN (National Collegiate Network) advisors are located in the International Student Services Office. These advisors assist students from Japan who were admitted through this program.

For more information on the Office of International Services, call (405) 974-2390, or visit the web site at <http://www.ucok.edu/international>.

New Student Orientation

Freshmen and parents may participate in new student orientation, traditionally known as “Stampede Week.” Students take part in a week-long slate of activities designed to acquaint them with UCO and set them on the path toward graduation. Parents are also welcome to come and enjoy their own orientation, an event complete with workshops and activities designed to satisfy their questions and issues.

Stampede Week occurs every year during the first week of fall classes. Stampede Week participants have the opportunity to meet and greet their professors, attend a UCO Organization Fair, a Job Fair, and learn about campus support services.

For more about Stampede Week, call the office of Campus Activities and Events, at (405) 974-2593.

Office of Parent Programs

The Office of Parent Programs exists to help keep parents and families engaged in their student's experience while attending UCO. This office offers membership in the Parent's Association, serves as a liaison with the Parent Advisory Committee, and develops programs each semester. Among the events each year are the Family Weekend, held in conjunction with a UCO home football game, and the Spring Parent Banquet, held in conjunction with Freshmen Follies.

For more information about the Parent Programs offered at UCO, please contact the Student Affairs Coordinator of the Office of Public Relations and Development, Nigh University Center, Room 115, or call (405) 974-2433.

Plunkett Field and Stage

The Emma Plunkett Field, previously Evans Field, was renovated and irrigated in 2005 to provide a venue for campus and community activities. An official landscaped entryway provides tiered

seating. Plunkett Stage is located on the east end of the Plunkett Field. To reserve Plunkett Field and Stage, contact the Office of the Vice President for Student Affairs, Lillard Administration 213, (405) 974-2361, or visit <http://www.ucok.edu/ssvp/plunkett.html>.

Student Conduct

The mission of the Student Conduct Office is to enlighten the campus citizenry regarding conduct regulations and responsibilities, and enforce the social guidelines necessary to maintain a comfortable atmosphere of living and learning in the University community. The Student Conduct Office determines responsibility in referred cases and decides how to develop and/or restore character, community and civility to those students who have made mistakes, as well as others who may have been impacted. The Student Conduct Office may develop and restore students and the affected community through a variety of appropriate developmental sanctions and/or programming. The Student Conduct Office communicates expected standards of behavior through the publication of the Code of Student Conduct. The student Conduct Office serves as a channel of communication between instructors and those students unable to attend class because of an emergency, which may include death of a family member, extreme illness/hospitalization, jury duty, military leave, or victimization by a natural disaster. Authentic documentation is required. For more information about the services and publications of the Student Conduct Office, contact the Director of Student Conduct in Lillard Administration 213, (405) 974-2361, or visit www.ucok.edu/ssvp/conduct/.

Student Counseling Center

The University of Central Oklahoma's Student Counseling Center is a place where students can learn to deal more effectively with personal concerns or situations, such as coping with friendships, divorce or a break-up, anxiety, depression, academic difficulties, career change, and adjustment to college life. Services are available to currently enrolled students of UCO only. The Student Counseling Center is located in Nigh University Center, Room 402, and is open between the hours of 8 a.m. to 5 p.m., Monday through Friday, excluding university holidays. Call (405) 974-2215 or visit http://www.ucok.edu/student_counseling for more information.

Testing Services

The University of Central Oklahoma's Testing Center is a national test center for Educational Testing Services (ETS), The College Board, and the American College Testing Program (ACT). Testing Services administers national college entrance exams such as the ACT, SAT, GRE Subject Exam, and the PPST; visit those web sites for schedule and registration information. Testing Services also offers residual ACT and institutional TOEFL exams to prospective UCO students on a weekly basis (results of residual and institutional exams cannot be transferred to other institutions). Moreover, Testing Services offers two types of "challenge" examinations designed to evaluate learning for the purpose of awarding college credit: 1) Nationally Standardized tests CLEP, Dantes, Advanced Placement (AP); and 2) Departmental tests based specifically on UCO curriculum which may be objective, essay, and/or performance based. For more information, visit Thatcher 301; call (405) 974-2388; or visit http://www.ucok.edu/testing_services.

Y Chapel of Song

The Y Chapel of Song, initiated by the campus Y.W.C.A. in 1941, was designed, created and constructed by the students, faculty, staff and friends of then Central State College. It was completed in 1949, and has fourteen stained glass windows that illustrate songs commemorating scripture and its relationship to daily life. The Y Chapel was placed on the National Register of Historic Places in 2001 because of its unique stained glass windows and level of student involvement. The Y Chapel of Song is located north of Wantland Hall and west of the Music Building.

The Y Chapel is open daily for students, faculty and staff to use for meditation and prayer. It is also available for student activities and ceremonies, as well as weddings. The Y Chapel seats 125; an organ and piano are available. For more information regarding reservations and fees, contact the Office of the Vice President for Student Affairs, 213 Lillard Administration 213, (405) 974-2361, or visit www.ucok.edu/ychapel.

Campus Activities

The University of Central Oklahoma recognizes the fact that every individual is unique and may excel in a wide range of areas; therefore, groups and activities have been organized in an effort to enhance that uniqueness and encourage every student to get involved. The many campus organizations give students the chance to grow, meet new friends, develop leadership qualities, and be a voice on the campus.

Army ROTC Military Ball

The Army ROTC Military Ball is normally held in the spring semester. This formal affair is conducted by the ROTC Cadet Corps to recognize graduating seniors and broaden cadets' professional development.

Black Heritage Month

The promotion, celebration, and uplifting of the African American culture is the primary focus of Black Heritage Month. Jointly sponsored by Campus Life and the Black Student Association, the celebration is highlighted by the Miss Black UCO Scholarship Pageant, Multicultural Career Fair, Black Film Series, Black Heritage Keynote Address, an annual trip to the Big Twelve Conference on Black Student Government, and other cultural activities.

Campus Events Hotline

The UCO Campus Events Hotline is an activities information service provided for the UCO and metropolitan communities. By dialing (405) 974-2001 anytime, day or night, a student can find out what is happening on the UCO campus. The hotline has the latest information on activities such as, sports events, dances, theatrical productions, concerts, and student festivities. To keep informed, call (405) 974-2001.

Commencement

Commencement ceremonies for bachelor's and master's candidates are held twice each year: May and December. All ceremonies are conducted in Hamilton Field House. UCO prides itself on conducting highly personalized ceremonies. The names of all graduates are announced, as are honors, and all master's candidates are hooded as part of their graduation.

Native American Heritage Week

Native American Heritage Week is designed to promote, celebrate, and uplift the Native American culture on the University of Central Oklahoma campus. The week's program includes guest lecturers, arts and crafts displays, Indian taco and fry bread sale, teepee exhibit, and demonstrations of American Indian music, dance, and games. The week is climaxed with a traditional Pow-Wow celebration. Indian Heritage Week is jointly sponsored by Multicultural Student Services and the Native American Student Association.

Music Activities

Students at the University of Central Oklahoma can participate in a wide variety of musical experiences. These include Choir, Orchestra, Band, Jazz Band at the new Jazz Lab, Brass Ensemble, String Ensemble, Woodwind Quintet, Chamber Music Ensembles, Composers Ensemble, and various small entertainment groups. Large-scale music theatre productions also encourage general university student participation. Interested persons should contact the School of Music or the faculty member who directs the organization.

Oklahoma Journalism Hall of Fame

Up to nine journalists are selected each year for the Oklahoma Journalism Hall of Fame administered by the UCO Journalism Department. The Hall is housed in the Communications Building at UCO. Duplicate certificates hang in the State Capital Publishing Museum in Guthrie.

Study Abroad

The Centre for Global Competency at UCO provides students with opportunities to receive Global Competency Certification or to participate in study abroad opportunities. The Centre offers several opportunities abroad, ranging from potential internships to week-long trips guided by UCO faculty members. Students who are interested in these opportunities may contact the Centre for Global Competency, 974-2390.

Theatre Productions

The University of Central Oklahoma Theatre Arts combines classroom study and practical application to present a season that includes a wide selection of classic and contemporary drama. Experience is available in all facets of production and any student, regardless of major, is welcome to participate in the program. Honored numerous times by the Kennedy Center/American College Festival, UCO Theatre Arts is an invaluable asset to the cultural life of the University and the Edmond community.

UCO Student Association

The University of Central Oklahoma Student Association (referred to as UCOSA) is the governing student organization of the University of Central Oklahoma. The UCOSA exists to develop student leadership, represent student issues and concerns, work with faculty and administration to further academic excellence, appropriate Student Activity funds, and assist in the development of campus life.

The UCOSA consists of the Legislative, Executive, and Judicial branches. The Senate and House of Representatives make up the Legislative Branch. One student from every student organi-

zation and Greek house is a member of the Senate. Forty-five elected representatives make up the House of Representatives which is based upon full-time enrollment among the colleges. The Senate and the House of Representatives meet regularly to discuss campus affairs, the governing of student organizations, and student related policies.

The Executive Branch is made up of the UCOSA President and Vice President. The Executive Branch works closely with the faculty and administration to ensure all students are represented and heard on campus. The President is the official spokesperson for the UCO student body and represents UCO to various boards and organizations across the state. The President also represents UCO to other student governments and sits on the Oklahoma Student Government Association (OSGA), the voice of all Oklahoma students.

UCOSA elections held during the spring semester on the second Wednesday of April are open to students wishing to take an active part in student policy decisions. Students wishing to run for office should contact the UCOSA Election Commission.

The UCOSA Student Activity Board coordinates campus activities with student organizations sponsoring big campus events. The Student Activity board can also appropriate one-time and reserve money from the Student Activity Fund. This board also assists the UCO Department of Student Life in campus activities.

For more information about UCOSA officers or information about UCOSA operations, contact the UCOSA office at (405) 974-2249 or visit the office on the first floor of the Nigh University Center, Rooms 145 and 148.

Varsity Athletics

The University of Central Oklahoma competes in 13 intercollegiate sports as a member of the Northern Division of the Lone Star Conference and National Collegiate Athletic Association (NCAA), Division II. Programs for men are: football, basketball, wrestling, golf, and baseball. The women's sports are: basketball, cross country, volleyball, softball, tennis, women's golf, soccer, and rowing. Facilities include beautiful Wantland Stadium, which just underwent a \$16.0 million renovation in 2005, with a seating capacity of 10,000 for football. Edmond Public High Schools - Memorial, Santa Fe and Edmond North also call Wantland Stadium home on Thursday and Friday nights during the fall. Wantland Stadium also serves as home to many Oklahoma High School Football playoff games.

Basketball, volleyball, and wrestling utilize Hamilton Fieldhouse (seating capacity 3,000). The athletic complex also includes one of the top wrestling practice facilities in the country, which is home to the 15 time National Champion Broncho wrestling team. Additionally, there are six lighted tennis courts, a baseball field, a softball field, and a soccer field. Fairfax Golf Club and Kickingbird Golf Course in Edmond serve as the home course for the men and women's golf teams. UCO won the National Championship in football in 1962 and 1982 and won National Championships in wrestling in 1979, 1981, 1982, 1984, 1985, 1986, 1987, 1989, 1992, 1993, 1994, 1995, 2002, 2003, and also claimed the top spot this past year – bringing the gold back to Edmond again in 2007.

University Publications

Student Newspaper

The VISTA, founded in 1902, is the oldest continuously published student newspaper in Oklahoma. It is published each Tuesday and Thursday during the fall and spring terms by the students in the Mass Communication Department as a newspaper and public forum. It also serves as a teaching tool for journalism students. It reports university news and provides a medium for student opinion. During the summer term, The Vista is published each Thursday.

UCO Alumni Newsletter

One of the many benefits members of the UCO Alumni Association enjoy receiving three times a year is the alumni magazine, Old North. Old North is written and prepared by the Alumni Relations and University Relations offices. Each issue features campus highlights, university news as well as articles and information regarding some of Central's most fascinating and successful alumni. To receive this premiere publication, just join the Association. For an application, look online at www.ucok.edu/alumni or call (405) 974-2421.

University Services

Academic Broadcasting Services (ABS)

ABS houses a television production studio, radio station, cable television station, and a computerized electronic radio/television newsroom. The functions of ABS are to: 1) provide laboratory support for the academic program in broadcasting, 2) provide cable television programming to the city of Edmond and 3) provide radio and High Definition radio programming to the city of Edmond and surrounding communities.

KUCO-TV

KUCO-TV provides a laboratory in television news and television production for students in the Broadcasting program. The station also provides 24-hour news and entertainment programming to the Edmond community on cable channel 6.

KUCO-FM

KUCO-FM provides a laboratory in on-air performance and newscasting for students in the Broadcasting program. The station also provides 24-hour radio programming to the city of Edmond and surrounding communities.

Alumni Relations

The UCO Alumni Relations Office serves as the voice and link for all graduates and former students to the university. Its goal is to maintain a close relationship with alumni through specialized events and communication pieces. The office also helps alumni (graduates and former students) reconnect with former classmates and faculty. The UCO Alumni Relations Office also works in tandem with the non-profit UCO Alumni Association. Membership is open to any graduate, former student or friend of the university. For more information call, (405)974-2421, visit the alumni web-site at www.ucok.edu/alumni or stop by the Alumni House on 320 East Hurd.

Arts Programs

As part of the College of Arts, Media and Design, the extensive theatre arts, music theatre, and dance programs as well as the student symphony, choral concerts, jazz performances, and individual recital programs on campus represent perhaps the most ambitious and varied arts events scheduled on any campus in the state. Successful former students are now touring nationally. UCO's Artist-in-Residence, Valery Kuleshov, is internationally known for his piano concerts. Professional level programs of cultural value to the University and community are presented for the interest and inspiration of the student body on any given evening. Each student is urged to take advantage of these opportunities.

Galleries and Collections

The College of Arts, Media, and Design now encompasses the newly coordinated Office of Galleries and Collections. Consisting of the Melton Legacy Collection of European and American Art on display in The Melton Gallery, located in the Art & Design Building, the Chambers Library Gallery houses the African Collection, the Donna Nigh Gallery 3rd & 4th Floors, Nigh University Center, showcases professional artists along with graduate art work, the Evans Hall Interior Design Gallery, Evans Hall, the Graphic Design Gallery, and the Art & Design Building. The new Office of Galleries and Collections provides a unique forum for visual arts presentations.

Campus Recreation & Intramural Sports Programs

The University of Central Oklahoma Intramural Program is organized to meet the recreational needs for all students within the framework of an educational endeavor. It is located within the structure of the Wellness Center. The intramural program is an important part of student life on campus. It is our goal to afford every student the opportunity to participate in the activities of their choice regardless of skill or ability level. This participation is not only in the athletic endeavors provided, but also in the planning, administration and execution of the total program. It is hoped that each student will avail him/herself to the many varied opportunities provided by the intramural program.

The Intramural Sports office located in the Wellness Center, room 204. The office phone number is 974-3139. Registration, scheduling, and eligibility information may be obtained from the Wellness Center web site: <http://www.ucok.edu/wellnesscenter>. Students are encouraged to register on-line. The intramural program and the University of Central Oklahoma are not responsible for medical expenses due to injuries received in participation of these programs. It is recommended that all participants enroll in a health insurance plan.

Correspondence Education (CE)

Correspondence Education is a division of The Center for Professional and Distance Education at the University of Central Oklahoma. CE has offered students the freedom to explore educational alternatives and the opportunity to schedule their own study time since 1917. CE does not operate by semesters; instead, it is "asynchronous." The student determines when to begin their course and how quickly, after the initial six-week enrollment period, they want to complete it.

Over fifty courses are offered for college credit that can be completed from anywhere in the world. Courses can help fulfill degree requirements whether the student is trying to graduate early, work courses around a busy work schedule or need more study time than a regular semester allows.

Course listings and enrollment information may be obtained by contacting Correspondence. Make inquiries by calling 405-974-2393, visiting Thatcher Hall, Room 315, going on-line at: <http://www.ucok.edu/corrstudies>, or e-mail: Lmask@ucok.edu.

Edmond Language Institute

As UCO continues to expand globally, the Edmond Language Institute, a privately-owned school located on campus, is reaching out to international students by providing English as a Second Language programs on nine levels of instruction in addition to special private courses. International students participate in four-week classes designed to give them English skills necessary to succeed and to exhibit requirements for admission into U.S. colleges and universities. For more information contact Jackie Buher, (405) 341-2125

University Health Services

The University of Central Oklahoma Health Services provide a convenient and affordable source of health care for UCO faculty, staff, and enrolled students. Available services include pharmacy, laboratory services, immunizations and TB testing, women's health care, routine physicals, care of minor injuries and sudden illness, nutritional counseling, allergy injections, health education and counseling, psychiatric services, and travel clinic.

The University Health Services is located in the Wellness Center Building and is open according to the University calendar, Monday through Friday, 8:00 am to 5:00 pm. To schedule an appointment with the medical doctor or nurse practitioner, please call (405) 974-2317. The University Health Services accepts most health insurance plans, as well as other forms of payment.

Patients can also be seen without an appointment. Walk-in patients are accommodated on a first-come, first-served basis.

For more information about University Health Services, please visit http://www.ucok.edu/student_health_center.

Immunizations

Beginning Fall semester, 2004, Oklahoma state law required that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases. For more information, contact University Health Services either by phone at (405) 974-2317 or on the web at http://www.ucok.edu/student_health_center/.

Health Insurance

Information on the UCO student insurance plan is available in the brochure rack near the Center for Undergraduate Academic Advisement, Nigh University Center, Room 121. Information is also available through University Health Services, Wellness Center, room 105, (405) 973-2317, or http://www.ucok.edu/student_health_center/. International students should contact the International Student Services Office, Nigh University Center 137, (405) 974-2390.

KCSC FM Radio

Oklahoma's only 24-hour fine arts broadcasting service is located at the University of Central Oklahoma. KCSC, 90.1 FM, operates with 100,000 watts. With 57,000 listeners, KCSC, on the air since 1966, has the largest listening audience of the five public radio stations in Oklahoma. KCSC plays over 100 hours of classical music each week and is a leader in fine arts programming. It also supplies the University with an avenue of community service and is one of the premier arts organizations in central Oklahoma.

UCO students are represented on KCSC by Music from Central, a monthly program of recordings made at the UCO Music Department recitals and concerts.

Mail Service

Postal services are available, including post office box rental, at the Broncho Stamp N Post located in the Nigh University Center on the first floor. Three mail deposit centers are located on campus; one in the Nigh University Center, one in the lobby of the University Suites, and one in the lobby of Central Plaza.

Dan Lutz Rehabilitative Driving Program

The Dan Lutz Rehabilitative Driving Program is established as a non-credit program of continuing education. The University of Central Oklahoma, with the support of the Department of Rehabilitative Services (DRS), provides driver education services to DRS clients with severe disabilities. The Dan Lutz Rehabilitative Driving Program has the expertise to design and initiate driver education and driving aptitude evaluation services for any individuals with physical/mental impaired conditions. For more information contact John McGivern at (405) 974-5450 or (405) 834-3877.

Oklahoma Council on Economic Education and the UCO Center for Economic Education

The Oklahoma Council on Economic Education is a private not-for-profit education organization located on the campus of the University of Central Oklahoma. The Council's primary mission is promoting economic and financial literacy for all Oklahomans. The UCO Center for Economic Education is the program delivery arm of the Council. Together, they serve as the state's leader in providing the knowledge, skills, and materials necessary to increase the quantity and quality of economic and personal finance education taught in Oklahoma schools. The Council and Center are both affiliated with the National Council on Economic Education.

The Council and the Center combine resources to offer courses and workshops, distribute instructional materials, and assist Oklahoma teachers in meeting the state standards. The staff also helps prepare pre-service teachers for the classroom, works with Oklahoma school districts to integrate economic and personal finance concepts into their K-12 curricula, and sponsors competitive programs for Oklahoma students. Additionally, the staff is responsible for developing and writing several award-winning curricula and materials for classroom use.

In the Fall of 2007, the Council was awarded a contract with the State Department of Education to serve as the primary source of teacher training for the new Passport to Personal Financial Literacy legislation enacted by the State legislature. UCO has housed OCEE for more than ten years, strengthening the relation-

ship between the College of Business Administration and the educational and business communities in Oklahoma. The Council is proud of its partnership with the Center, the University, school districts and other organizations across the state in preparing Oklahoma's youth to be more informed voters, consumers, and investors.

Photographic Services

Photographic support is provided by the UCO Photographic Services Department, which takes virtually all of the student photos used by the VISTA, Sports Publicity, and Public Information.

Reading Services

Students who feel a need for improvement of reading and study efficiency and/or rate improvement may enroll in College Reading and Study Skills. This course is offered each fall, spring, and summer semester. College Reading and Study Skills is an individualized course designed to meet the reading and study skill needs of a diverse student population.

The University Reading Clinic offers diagnostic and remedial services to elementary and middle school pupils on a fee basis. With the supervision of a professor, education students working on their Master of Education in Reading conduct diagnosis and provide instruction to students in the Reading Clinic to fulfill degree requirements. Those interested in obtaining these services should contact the Director of the Reading Clinic, University of Central Oklahoma, Edmond, OK 73034, or call (405) 974-5711.

Risk Management

UCO is insured through the Office of State Risk Management. The Risk and Insurance Management Program Coordinator in UCO's Office of Legal Counsel, coordinates all insurance activities for the University.

Students desiring insurance coverage for their properties must provide their own. UCO is not responsible for stolen or lost property on the University campus. UCO is not liable for personal injuries sustained by students in classes or laboratory settings unless the State Risk Management, working with the State Attorney General Office, determines that the cause of the incident leading to the injury is due to negligence on the part of UCO. A student motor vehicle must have full insurance coverage, as the university does not indemnify against losses to vehicles operated or parked on university property.

Special School Services Center

The Department of Psychology of the College of Education and Professional Studies sponsors a Special School Services Center as a part of the University of Central Oklahoma's graduate School Psychometry and School Psychology Training Programs. The Center provides evaluation of children. The assessment process includes norm-referenced tests, interviews, observations, and informal assessment. Testing may include the following areas: intellectual, developmental, adaptive behavior, perceptual-motor, special abilities, achievement, and behavioral ratings. Following the assessment process, the parent is provided a verbal and written report with recommendations. Upon authorization, the report will be released to the desired school or indicated agency.

The Special School Services Center provides these services according to a minimal fee schedule. The clinicians have had ap-

proved psychometric training, have achieved competency in the use of the assessment tools and procedure, and are under direct supervision of faculty. Those interested in receiving these services should contact the Director of the Special School Services Center, Department of Psychology, (405) 974-5477 or (405) 974-5478.

Speech and Hearing Clinic

The Speech and Hearing Clinic at the University of Central Oklahoma offers clinical evaluations and treatment for speech, language, and hearing difficulties. Services are available for infants, toddlers, preschoolers, school-age persons, and adults. Services are available to the public on a fee basis. Fees are waived for UCO students, staff, faculty, and members of their immediate family who are in need of evaluation or treatment. Clinical services are provided through students in training under the supervision of licensed staff members. Those interested in receiving individual services are invited to contact the Clinical Coordinator, Speech and Hearing Clinic, University of Central Oklahoma, Edmond, OK 73034, or call 974-5419.

UCO Office of Information Technology

For All Your Technology Needs Call Technology Support: 974-CALL (2255)

<http://technology.ucok.edu>

The Office of Information Technology is responsible for all technology-related applications and systems which cross two or more departmental or functional areas. It offers students, faculty, and staff a wide range of technology services in support of their educational experience. OIT comprises Technology Resource Center, Support and Operations, Technology Applications, Enterprise Service Professionals, and Telecommunications departments.

OIT has negotiated reduced pricing for software and hardware available through our UCO Techstore. For more information visit www.ucok.edu/techstore.

General purpose microcomputer labs are located in the Chambers Library Microcomputer Lab Room 107 and the Cyber Café located on the second floor of the Nigh University Center. The microcomputer labs provide students with access to microcomputers utilizing campus standard software, including Internet browsers, UCONNECT, WebCt, Microsoft Office, Adobe and SPSS.

UCO is a completely wireless campus. The standard for the wireless network is IEEE 802.11 a/b/g. For connection settings visit: http://technology.ucok.edu/networking/wireless_connectivity.html

The Technology Resource Center (TRC) provides computing applications training for students, faculty, and staff to learn how to use the campus e-mail system and campus standard software; e.g. Microsoft Office, WebCt, etc. TRC also provides technical support for distance learning and e-learning technologies.

Technology Applications maintains systems for administrative use, academic teaching, research support, and web services.

Support and Operations provides system administrative services for the campus wide mission critical systems. This group is responsible for advanced technology implementation, enterprise data backup and storage, and disaster recovery. Technology Support (Help Desk) is also part of this groups' mission. The Technology Support Desk answers questions regarding per-

sonal computer and software usage and logs technology-related requests and problems. Individuals or departments may contact Technology Support for technical consulting, support, and for troubleshooting and repair of computing/networking equipment or services. Support and Operations is responsible for assisting in all technology related operational and support needs on the UCO campus.

Enterprise Service Professionals provides network connectivity for voice, data and video applications. Responsibilities also include network security, e-mail systems administration, and advanced troubleshooting.

Telecommunications maintains the phone system and the campus voice and data infrastructure.

The Office of Information Technology maintains all campus-wide technology licenses for university standard software and provides anti-virus software for students' personal computers for the cost of the media. The Office of Information Technology offers assistance in writing specifications, implementation documents, and support contract review for any UCO organization. This office also provides student e-mail and access to the student's personal records through a web interface.

University Department of Public Safety

The UCO Department of Public Safety is comprised of five primary operational units. These include Environmental Health and Safety, Access Control, Transportation and Parking Services, Police Services and Emergency Management. The more than 50 full and part-time employees working within these areas are dedicated to the safety and security of all members of the university community and campus guests. Information about campus safety and security activities can be obtained by calling (405)974-2345 or via the internet (www.ucok.edu). Each fall an annual security report is prepared and disseminated through various means to members of the community as well as prospective students, their families and the general public. This report (also available via the UCO web site) contains information on safety and security activities, crime statistics and contact information for individual offices.

Environmental Health and Safety

Environmental Health & Safety (EHS) compliance at the University of Central Oklahoma is the responsibility of all faculty, staff and students. The EHS Division of the Department of Public Safety is responsible for coordinating health and safety efforts campus-wide. These efforts include life and fire safety code compliance. Students are expected to honor all university environmental and safety requirements and policies. Students should follow the guidance of faculty and staff working in their respective areas to ensure that the academic and residential environments are as safe as possible in terms of EHS issues. Safety questions should be addressed to (405) 974-2216. The EHS division has four full-time safety professionals to assist UCO departments in meeting their safety and environmental needs, including:

- Environmental & Safety Compliance
- Life Safety Monitoring (Fire Systems)
- Asbestos Management
- Hazardous Materials Management
- Assistance with Material Safety Data Sheets

- EHS Awareness Training
- Determination of training needs and requirements in EHS matters campus-wide
 - Development of EHS systems for UCO Departments
- Other assistance as required or requested

In addition to these activities, EHS manages, in partnership with UCO Legal Services, all elements of our campus Risk Management program and Worker's Compensation activities.

Students who have a safety question or concern related to class work should first address it to the faculty member of the specific class. If the faculty member cannot answer the question or concern, the issue should be brought to EHS. Some classes require a safety component within the class framework. If a student feels that the safety aspect of any class is not being properly addressed by the instructor, that student should contact EHS. Unsafe conditions or environmental problems can be reported on the UCO Safety Line, (405) 974-3000, or simply 3000 from any campus telephone. Students who work at UCO are expected to follow all EHS compliance rules and regulations just as full-time employees are expected to do. Every fire alarm in a UCO residential unit or academic building should be treated as a real alarm and the unit evacuated. New students who reside in UCO Residence Halls should request Fire Safety training from their Resident Life Assistant. When the University has construction projects underway, students should obey signs and directions and stay out of areas under construction. Emergency help is available from any campus telephone by dialing 911.

Police Services

Police patrol services are provided by commissioned, armed and state-certified police officers. Campus police officers are responsible for building security, response to emergencies, investigation of crimes that occur on campus, crime prevention activities and a myriad of other activities that help support the educational mission of UCO. Police Services also employs students through the Community Service Officer to perform general safety and security services. These include building security, Safe-Walk escorts and motorist assistance.

Police officers and students are supported by full-time certified police communications officers who operate the police radio and telephone systems as well as the Oklahoma Law Enforcement Teletype System. Using the National Crime Information System, UCO police have immediate computer access to nearly all law enforcement agencies in the United States.

The Police Services building is located immediately northwest of Old North, next to University Drive. They operate twenty-four hours a day, seven days a week year round. For non-emergency matters, call (405)974-2345. Emergencies may be reported via 9-1-1 from any campus telephone.

Students interested in completing an internship within Police Services or any unit of DPS should contact their professor first to coordinate and approve the concept, then call (405)974-2345. Students engaged in internships are able to observe and gain practical exposure to any and all elements of a campus public safety operations on a large college campus.

Transportation and Parking Services

The Mission of Transportation and Parking Services is to provide the UCO community a safe environment and ready access to

campus facilities by efficiently using all available transportation and parking resources. TPS manages the maintenance and care of university parking facilities, decal sales, violation enforcement and special event management.

TPS sponsors carpooling for commuter students, public transportation serving UCO via the Oklahoma City Metro Transit system, and free bicycle usage through the Bum-A-Bike program. They can be reached at (405)974-2780. TPS offices are on the third floor of the Nigh University Center. More details, including parking maps, policies and regulations are also available on the TPS web site via UCO's main internet page, www.ucok.edu.

TPS continually seeks new and innovative ways to meet the parking and transportation needs of UCO's students, faculty, staff and visitors. All members of the UCO community are encouraged to enter and exit campus from the north. While it may seem longer, going or coming from the north, it is in many cases more efficient than encountering traffic congestion along Second Street, particularly in downtown Edmond. Danforth will quickly lead to east I-35 or west to major surface streets leading to the north and west side of Oklahoma City including I-44 and the Kilpatrick Turnpike.

Parking is almost always available in parking lots located on the northern sections of our campus. While these lots may not be immediately adjacent to the intended campus location, the lots are only a few minutes walk from the center of campus. If faculty/staff/or students feel uncomfortable walking during the hours of darkness or at any other time, call the UCO Police Services office at (405)974-2345. DPS staff or student employees will escort callers on foot to or from their car as part of UCO's Campus Safe Walk program.

Access Control

The Access Control unit of DPS is responsible for the maintenance and general system operations for all locks, keys, doors and entry systems on campus. Keys are issued to residential students by the Office of Housing. All other keys are issued by Access Control at the Police Services building after approvals have been given pursuant to policy.

University policy restricts issuance of keys and access codes to only those with a legitimate need. Keys should never be loaned to others under any circumstance. Any person who believes they have a legitimate need to access an area that requires keyed access should speak to their supervisor.

Emergency Management

UCO was one of only a handful of campuses nationwide to be awarded a planning grant from FEMA under their Disaster Resistant University program. The results of that comprehensive planning process have helped UCO design a long-term plan to make the campus community more resistant to emergency situations. In addition, UCO was the first college campus in the region to appoint a full-time staff person charged with coordinating and planning the campus emergency management activities.

Emergency Management is engaged with other campus departments and external agencies in a complete review and update of UCO's emergency response plan. Emergency response guideline booklets have been installed in classrooms, labs and common areas throughout campus. Emergency response booklets have also been distributed and are available to anyone by calling (405)974-

2219 or (405)974-2345. Training programs are also available in self defense, first aid and other topics to meet the needs of the university community.

Central Alert is one of the latest emergency communication tools. All UCO community members can receive emergency information from UCO via e-mail, cell phone, text message and home or office phones. Text messaging may result in a charge to the recipient. Parents can have their students add their home phone number or cell number to the notification list if they desire. This system will only be used to communicate emergency information. This includes circumstances where notification of a campus closure is necessary and there is not adequate time for students to get this information via normal channels such as local media, web site and campus closing telephone information number. The Central Alert system is maintained and operated by the UCO Information Technology Office.

For more information on emergency management activities at UCO please call (405)974-2219 or visit the UCO web site at www.ucok.edu.

University Library

Chambers Library's web page is: <http://library.ucok.edu>

Library Hours: Mon-Fri (7:30-11:00pm)
Sat-Sun (Noon-11:00pm)
Computer Lab Hours: Mon-Fri (7:00-2:00 am)
Sat (10:00-11:00pm)
Sun (Noon-2:00 am)

Library information can be found at the web site for hours, services, and access to many electronic full-text journals, e-books, and reference materials. The Periodical Title List provides information on journals (with dates) available electronically, paper or microfilm

The Library Catalogs provide information on print, media and microfilm collections in the Library, Oklahoma, and nationally. The My Account feature allows patrons to renew library materials, review any fines and fees owed, or set research preferences. UCO students, faculty and staff can access these resources from home using their UCONNECT username and password. Librarians answer questions remotely via the web page as well as by telephone at 974-2878 or in person at the Reference Desk on the first floor. Chambers Library is very user friendly. Service desks are available on all four floors. Please ask if help is needed.

InterLibrary Loan services (items borrowed from another library) can also be viewed using the MyAccount feature (click on renew ILL) to see what has been requested and the status of the request. If assistance is needed in setting up an ILL account, please call the Reference Desk at 974-2878. Once an ILL account is set up, there will be no need to key in personal data for future requests.

The UCO Archives/Special Collections houses the permanent historical records of the University and the many Special Collections acquired by the University through donation and purchase. The materials in these rare and unique collections include manuscripts, photographs, scrapbooks, memorabilia, works of art, books, and periodicals related to the history, literature, and culture of Oklahoma and the Southwest. Special Collections materials must be used in the Library.

Information for Students with Disabilities

Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require the University to make reasonable accommodations in providing students with disabilities access to equal educational opportunity. Students needing special accommodations should contact the office below for their particular needs.

Disability Support Services

The Office of Disability Support Services (DSS) aims to assist students with qualifying disabilities achieve access to educational opportunities that are on par with those enjoyed by their peers without disabilities. Students with disabilities who require accommodations may contact the Disability Support Services Office where they will be given an opportunity to identify specific academic needs. Additionally, students will be asked to provide documentation regarding their disability and request for accommodation prior to receiving services. Reasonable accommodations are based on the individual need of the student. Services such as note takers, sign language interpreters, and alternative testing procedures are some examples of the kinds of accommodations that may be granted to qualifying students.

The Disability Support Office can assist the student in removing architectural or attitudinal barriers on campus. A student who believes he/she has been treated inappropriately because of his/her disability is encouraged to report the incident to the Disability Support Services Office.

For further information on services provided, visit the Disability Support Services Office, Room 309, Nigh University Center, call (405) 974-2549 or visit us on the web at: http://www.ucok.edu/disability_support/

Academic Resource Labs

The University offers assistance to strengthen academic abilities through various academic labs on campus. Labs include:

Academic Support Center, located in Thatcher Hall, Room 106; (computer tutorials supporting general education classes, math and writing tutors.)

College of Arts, Media, and Design Computer Lab,
Graphic Design Lab, Art and Design Bldg., Room 1
ClockTower Studio, Art and Design Bldg., Room 103
CAD Interior Design Lab, Evans Hall, Room 1
Jazz Lab Computing Studio, Jazz Lab, Room 201
Music Resource and Computing Lab, Music Bldg., Room 112

College of Business Administration Computer Lab,
located in the Business Building, Rooms 109 and 111;

College of Education and Professional Studies Microcomputer Labs, located in the Education Building, Rooms 110 and 112;

College of Education and Professional Studies Microcomputer Lab, located in Evans Hall, Room 007;

College of Liberal Arts Labs, located in the Liberal Arts Building include:

Open Lab, LA125
Modern Languages Lab, LA117
Classroom Labs, LA119 and LA123

LA labs in the Communications Building:

Journalism Lab, CB215
Broadcasting Lab, CB131

College of Math and Science Computer Labs, located in the Math and Computer Science Building include:

Mathematics and Science Computer Lab, Room 100;
Computing Science Microcomputer Lab, Room 119;

Information Technology Department Microlab, located in the Max Chambers Library, 1st floor, SE Corner;

Information Technology Department Terminal Rooms, located in the Math/Computing Science Building, Rooms 121 and 126;

Multimedia Presentation Lab, located in the Art Building, Room 107;

Reading Lab, temporarily using the lab in Evans Hall, Room 007, for classes only.

For more information regarding these labs please contact the corresponding college or department.

Admissions

All students are required to meet regular admission requirements. Appropriate documentation from a medical doctor or other approved professional will permit a student to take the ACT Test under non-standard testing conditions which may include large print, extended time, or a taped test. For additional information contact Testing Services, Thatcher 301, at (405) 974-2388.

Building Accessibility

Buildings on campus are accessible to students with disabilities. Automatic door openers have been installed at numerous entrance doors throughout campus. Elevators and chair lifts are located in several buildings around campus. Additional designated parking, curb cuts and ramps have been installed throughout campus. The swimming pool in the Hamilton Field House is accessible by ramp. Restrooms have been remodeled to permit accessibility, water fountains lowered, and emergency alarm systems updated.

Enrollment

Enrollment Services (Admissions), advisement, financial aid, veterans services, business office, registration areas and the Bursar are conveniently located on the first floor of the Nigh University Center.

Students whose disabilities require assistance with enrollment procedures are encouraged to make their special needs known to Disability Support Services Office, Nigh University Center 309, (405) 974-2549

Financial Aid

Students are encouraged to contact the Student Financial Aid Office to determine if scholarships, grants, fee waivers, or other financial aid is available. The Student Financial Aid Office is located on the first floor of the Nigh University Center or may be contacted at (405) 974-3334.

Library

The library has been designed to improve access for students with disabilities. There are ramps up to the walkway leading to the library, wide entrances and exits with an automatic door opener on one door, elevators and 36" aisles between the ranges

in open stack areas. The library has a collection of large print books and cassettes. A color, text magnification system provides enlargement of up to 60 power for maps, textbooks, and other reading materials.

Staff members are available to assist students find materials and provide help in locating, retrieving, and photocopying materials. A student with a disability should contact any library staff member and request assistance when needed.

Living Accommodations

West Hall, Central Plaza, Suites and Commons each have rooms fully accessible for students with physical disabilities. These facilities have fully accessible bathrooms, including roll-in showers.

Each resident hall has accessible recreation rooms. The Central Cafeteria is located east of West Hall, and the University Suites Food Court is located in the University Suites. Both cafeterias are accessible and provide a comfortable atmosphere for dining. The Central Café is located on the first floor of Central Plaza. All of the dining areas are accessible and provide a comfortable atmosphere for enjoying the variety of options provided for students' meals.

Should students with disabilities require assistance carrying trays, ordering food, or have special dietary needs, they should contact the managers of the cafeterias.

College Reading and Study Skills

Students who feel a need for improvement of reading and study efficiency may enroll in College Reading and Study Skills. This course is offered each semester and is an individualized course designed to meet the needs of each student in reading comprehension, study skills, vocabulary, and rate (speed) of reading.

Speech and Hearing Clinic

The Speech and Hearing Clinic at the University offers speech, language, and hearing evaluations and treatment services. UCO students and members of their immediate families who are in need of clinical services may receive individual services at the clinic under the supervision of staff members. Students are invited to come to the clinic by appointment and discuss speech, language, and/or hearing problems. For more information contact (405) 974-5403.

Vocational Rehabilitation Services

The Oklahoma Department of Rehabilitation Services works closely with the University and provides vocational rehabilitation services to students with impairments who qualify. Services are varied and individualized, according to each student's need. The main focus is to assist the student in preparing for employment. Additional information may be obtained directly from the Vocational Rehabilitation Office at Shepherd Mall, Oklahoma City or by phone at (800) 845-8476.

University Catalog Statement / Disclaimer

This catalog has been prepared for the benefit of the University of Central Oklahoma community and others wishing to know more about the university's academic programs. The officers of the university believe the information contained herein is accurate as of the date of publication. In the best interest of the University of Central Oklahoma community, academic programs are kept relevant by continuous revision of curricula, and the university reserves the right to modify any provision of its policies, procedures, regulations, or other matters, without prior notice, to conform with policies and practices as approved by the appropriate university officers or state officials.

Consequently, the information contained in this catalog is subject to change before the next catalog is published. It is ultimately the responsibility of students to keep abreast of current regulations and the status of their programs.