

*Services to Support Student  
Success*



# Services to Support Student Success

## Student Financial Aid

UCO awards over 117 million dollars in federal, state, and private aid to more than 10,000 students annually.

Office of Student Financial Aid  
University of Central Oklahoma  
Nigh University Center, Room 141  
100 North University Drive  
Edmond, OK 73034-5209  
Phone: (405) 974-2727  
FAX (405) 340-7658  
Federal School Code: 003152  
Web Address: <http://www.uco.edu/finaid/>

### Applying for Aid

Students may apply for Federal Financial Aid by completing the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov). The annual application process for each upcoming school year is available beginning January 1. 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 each spring.

### 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.  
March 1st - 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 academic year's cost, based on an average full-time enrollment for two semesters, 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 undergraduate Oklahoma resident students:

| **Living Status | On-Campus | Off-Campus | With Parents |
|-----------------|-----------|------------|--------------|
| Tuition & Fees  | \$5,432   | \$5,432    | \$5,432      |
| Room & Board    | 7,096     | 9,646      | 3,628        |
| Books           | 1,200     | 1,200      | 1,200        |
| Miscellaneous   | 5,346     | 5,346      | 5,346        |

|                |          |          |          |
|----------------|----------|----------|----------|
| Transportation | 1,600    | 3,200    | 3,200    |
| Total          | \$20,674 | \$24,824 | \$18,806 |

\*\*Variables: Cost of education for non-resident students will add approximately \$8,500.

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 student's account, this action would constitute a re-evaluation of eligibility resulting in a repayment. Federal aid recipients who completely withdraw after school begins, up through 60% of the semester will have to repay some portion of the federal funds received which will be debited to the student's UCO account.

### 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), William D. Ford Federal Direct Loan Program, Federal Work-Study (FWS), Oklahoma Tuition Aid Grant (OTAG), the Teacher Education Assistance for College & Higher Education (TEACH) and the Oklahoma Promise Program.

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.uco.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 offices of Student Financial Aid & Scholarships and Undergraduate Admissions coordinate scholarship programs for incoming freshmen, transfer and current UCO students. These scholarships are based on academic achievement, extracurricular activities, volunteer and community service, leadership, citizenship and financial need.

Students may find a list of available scholarships by visiting our website at [www.uco.edu/scholarships](http://www.uco.edu/scholarships). Students may apply for scholarships and admission through our combined application at [www.uco.edu/apply](http://www.uco.edu/apply) by the application deadlines of: November 2, 2015 (for Spring) or April 1, 2016 (for Fall) for Incoming Transfers; February 1, 2016 for Incoming Freshmen. Eligibility for these awards also requires completion of the FAFSA (Free Application for Federal Student Aid) by the stated deadlines.

If you have questions, contact the Office of Student Financial Services and Scholarships at (405) 974-2727 or visit [www.uco.edu/scholarships](http://www.uco.edu/scholarships).

### 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.

### Leadership Scholarships

UCO's commitment to leadership development extends into the scholarships offered. UCO has established three leadership scholarship programs, namely the President's Leadership Council, Leaders of Tomorrow, and the Transfer Leadership Council. These scholarship programs are designed to recognize students who have demonstrated leadership in the past and to provide a framework for learning and experiences to enhance their continued leadership development. For more information see the Leadership website: <http://www.uco.edu/central/leadership/leadershipscholarships/index.asp>

### 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.uco.edu/foundation](http://www.uco.edu/foundation)", the Foundation office Evans Hall 102 and the Undergraduate Admissions office Nigh University Center 126H.

### Office of Veteran Student Support

UCO maintains a full-time Office of Veteran Student Support located in Room 221 of the Chambers Library. The phone number is (405) 974-2578. The staff can assist students in accessing eBenefits, making recommendations in the most efficient use of the various Chapters of the GI Bill and completing requirements to receive VA entitlements. Please contact the Office of Veteran Student Support 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 428 W. 15th Street, Suite 1, Edmond, Oklahoma. The number to call is 405-657-1800. 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 for 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:

- Undergraduate Academic Advisement
- Articulation

- Bursar
- Campus Tours and Events
- Degree Audit
- Enrollment Services
- Financial Aid
- First-Year Experience
- Office of Undergraduate Admissions
- One Stop Shop
- Records Processing
- Recruitment
- Registrar
- Scholarships
- Student Financial Services
- Veteran Student Support
- Wellness Center
- Career Services
- Experiential Learning:
  - Disability Support Services
  - Office of Global Affairs
  - Centre for Global Competency
  - New Broncho Orientation (Stampede Week)
  - Office of Parent and Family Programs
  - Plunkett Field and Stage
  - Student Conduct Office
  - Center for Counseling and Well-Being
- Student Life:
  - Campus Activities
  - Fraternity & Sorority life
  - Office of Diversity and Inclusion
  - Spirit Teams
  - Student Organizations
- Testing Services
- Project SPEAK
- Volunteer and Service Learning Center
- Off Campus Life
- Office of Sustainability
- Women's Outreach Center
- Y-Chapel

### Student Life

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.

The Department for Student Life is composed of several offices including: Campus Activities, Spirit, Fraternity and Sorority Life, Office of Diversity and Inclusion, Volunteer & Service Learning Center, Off Campus Life, Career Services, Office of Sustainability, Student Organizations, Parent and Family Programs, Volunteer and Service Learning Center, Off Campus Life, and oversees the activities of the University of Central Oklahoma Student Association, UCOSA, (student government).

The Office of the Director of Student Life is located in the Nigh University Center, Room 136, (405) 974-2364.

### The Office of Campus Activities, Nigh University Center, Room 424, 405-974-2363

The Office of Campus Activities' staff members serve as the advisors to the Student Programming Board (SPB), the Homecoming Activities Board (HAB) and other organizations. Beyond

serving as advisors, Campus Activities staff members assist with the planning of numerous UCO traditions including:

- **Stampede Week:** UCO's Welcome Week, which features several multiple campus-wide events.
- **New Broncho Orientation:** The process from Enrollment through Freshmen FORGE and Stampede Week, New Broncho Orientation serves as the official welcome process for incoming students.
- **Homecoming:** The ultimate UCO tradition, Homecoming features concerts, talent show, pep rallies, a parade through downtown Edmond and of course the football game.
- **Miss UCO:** A preliminary scholarship pageant to the Miss Oklahoma and Miss America pageants
- **WinterGlow:** UCO's winter celebration. The campus lights up as friends, families, and students gather to enjoy music, caroling, hot chocolate, games & crafts, and a chance for the children to have their picture taken with Santa.
- **President's Club Children's Christmas Party:** This is the UCO Community's chance to give back to underprivileged children in the Edmond area by sponsoring a child for Christmas.

#### **Office of Diversity and Inclusion, Nigh University Center, Room 211, 405-974-3588**

The Office of Diversity and Inclusion promotes an educational environment that recognizes and celebrates the diverse culture of the University of Central Oklahoma. The focus of the Office of Diversity and Inclusion is on researching, designing and implementing unique programs that promote the pursuit of academic success, encourage retention and enhance graduation rates of students. These programs serve to expand students' cultural horizons and perspectives while honoring their respective cultural experiences.

#### **Black Male**

The University of Central Oklahoma's Black Male Initiative Cohort and Fellows Program is designed to provide relevant experiences for males that will ensure success academically, professionally and socially through the development in the following areas:

- Messaging
- Monitoring
- Ministering
- Mentoring
- Money

#### **R.E.A.L. Talk**

R.E.A.L. (Relationships, Ethnicity, Activism and Leadership) Talk is designed to engage students in critical and meaningful dialogue that addresses issues pertinent to the development of their campus, community, and themselves as global and culturally competent leaders. Through honest dialogue, R.E.A.L. Talk provides an experience that is impacting and serves to challenge students and their outlook on social justice in new and innovative ways.

#### **Black History Month**

Black History Month is held during the month of February and is a campus wide initiative to celebrate the history and traditions of the African American culture. During Black History Month, faculty, staff, students and alumni host over 20 educational and celebratory programs such as the Black History Month Keynote Address, Black in America forum, Black Student Association Step Show and Miss Black UCO pageant.

#### **Hispanic Heritage Month**

National Hispanic Heritage Month embraces the histories, cultures, and contributions of American citizens with ancestral roots traced to Spain, Mexico, the Caribbean, and the Spanish-speaking countries of Central and South America. Hispanic Heritage Month at UCO includes lecturers, forums, dance exhibitions, Annual Soccer Tournament and other celebratory programs.

#### **Native American Heritage Month**

Native American Heritage Month recognizes and celebrates the many achievements and contributions of Native Americans on the University of Central Oklahoma campus. Programs include 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 Powwow celebration.

#### **Women's Outreach Center, Nigh University Center, Room 113, 405-974-3626, Fax 405-974-3928**

The UCO Women's Outreach Center celebrates women's achievements, explores the role plays in human experience, and provides resources for women as they empower themselves and each other. The center provides opportunities for reflection, engagement, and personal growth of all UCO students with a particular emphasis on honoring women's voices and encouraging the full, active, and equal participation of women in life at UCO.

#### **Fraternity & Sorority Life, Nigh University Center, Room 422, 405-974-2580**

The University of Central Oklahoma is home to over 20 national sororities and fraternities offering college students the ultimate in campus involvement. Students interested in membership are strongly encouraged to research the various chapters on our campus before participation in recruitment activities or accepting an invitation to join an organization.

#### **North-American Interfraternity Conference Organizations:**

Alpha Tau Omega, Acacia, Kappa Sigma, Pi Kappa Alpha, Sigma Nu, Sigma Alpha Epsilon, and Sigma Tau Gamma.

#### **National Pan-Hellenic Council Organizations:**

Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma, Sigma Gamma Rho, and Zeta Phi Beta.

#### **National Panhellenic Conference Organizations:**

Alpha Delta Pi, Alpha Gamma Delta, Alpha Xi Delta, Delta Zeta, and Sigma Kappa.

#### **Multicultural Greek Council Organizations:**

Kappa Delta Chi, Omega Delta Phi, and Sigma Lambda Gamma.

#### **Independent Organizations:**

Beta Upsilon Chi and Sigma Phi Lambda.

In addition to advising each of the governing councils, the Office of Fraternity and Sorority Life designs and facilitates member education, service based programs, advises the Spring Sing planning committee, compiles grade reports, and meets on a regular basis with chapter advisors.

#### **Office of Parent and Family Programs**

The Office of Parent and Family Programs exists to help keep

parents and families engaged in their student's experience while attending UCO. This office offers a free membership in the Parent and Family Association, for all UCO parents and develops programs each semester to actively engage parents with the UCO experience. Among the events each year are the Parent & Family Weekend, held in conjunction with a UCO home football game, Mom's Day, Dad's Day and other family events.

For more information about the Parent and Family Programs offered at UCO, please contact the Parent and Family Programs Coordinator, Nigh University Center, Room 424, or call (405) 974-3301.

#### **Spirit Office, Nigh University Center, Room 424, 405-974-2363**

The University of Central Oklahoma Cheer and PomPon teams each 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 and the Old Blue Crew, a student-run spirit group.

#### **Student Organizations, Nigh University Center, Room 150, 405-974-2625**

Involvement in student organizations gives students the opportunity to positively impact the University of Central Oklahoma. With over 200 recognized student organizations it's easy for students to find a fit here at Central! From academic, professional, religious, honorary, cultural, social, recreation, and special interest, there is something for every student. If no organizations peaks a student's interest they can create a new student organization. It is important to become an engaged student on campus, and joining a student organization is key to being successful outside the classroom. The easiest way to learn more about student organizations at UCO is to log in to OrgSync, Central's Campus Engagement website ([uco.edu/orgsync](http://uco.edu/orgsync)). OrgSync allows students to see what is happening on campus, what groups are available to join, and manage the organizations in which they hold membership. To obtain additional information regarding UCO student organizations, contact the Coordinator of Student Organizations located in the Nigh University Center, Room 414, 405-974-2625

#### **Career Services**

UCO Career Services leads and empowers current and former UCO students in their career development. The staff and services are available to guide students in exploring majors, gaining experience through internships, and ultimately finding employment upon graduation.

Career counselors meet with students Monday-Friday through scheduled appointments and Monday-Thursday afternoons during resume critique walk-in hours. Counselors advise current and former students on issues such as selecting majors, identifying careers related to majors, writing resumes, and searching for internships and jobs. Three assessments help students understand themselves better and assist them in choosing majors or careers to pursue: Journey, MBTI, and the Newly Revised Strong Interest Inventory. Career Services also offers Career Chats, an educational seminar series, to discuss topics such as resume writing, interviewing, job and internship searching, graduate schools and networking.

Those seeking internships or employment opportunities will find the HireBronchos.com portal especially helpful. It is a database through which students may conduct local, national, and international job and internship searches and through which employers recruit UCO students and alumni. Students can also view upcoming events

and setup on-campus interviews with recruiters. Students may access HireBronchos on their UConnect accounts under the *School Services* tab.

UCO Career Services also hosts Fall and Spring Career and Internship Fairs, a Major Quest: Discover Your Major fair, a Teacher Job fair, class talks and several industry specific career forums. See [careers.uco.edu](http://careers.uco.edu), visit Nigh University Center, Room 338 (above the food court), or call (405) 974-3346 for more information and resources.

#### **Centre for Global Competency**

The Centre for Global Competency in the Office of Global Affairs at UCO provides students with opportunities to spend a semester abroad at partnering institutions in France, South Korea or other places throughout Europe and Asia. The CGC advisor works with students to ensure that the time abroad counts towards their degree program. Costs are kept very low. Additionally, most programs include options for students to take classes in English. Students who are interested in these opportunities may contact the Centre for Global Competency by email: [egc@uco.edu](mailto:egc@uco.edu), or visit Nigh University Center, Room 137, or call (405) 974-2390.

#### **Disability Support Services**

Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and 2008 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) 974-2516 (v/tty), visit the Disability Support Services Office, Nigh University Center, Room 309, or visit the web at: [http://www.uco.edu/disability\\_support/](http://www.uco.edu/disability_support/).

#### **Office of Global Affairs**

The Office of Global Affairs (OGA), 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 Global Affairs is responsible for all recruitment for international graduate and undergraduate students as well as admissions advisement and processing for undergraduate students. The office has DSO's (Designated School Officials) and RO's (Responsible Officers) to help with all immigration related issues and the office also has an intercultural activity advisor who provides an array of both on-campus and off-campus activities for international students and the Edmond community to help foster great cultural understanding. Information on scholarship opportunities specifically designed for international students is also available. For more information on the Office of Global Affairs, call (405) 974-2390, or visit the web site at <http://www.uco.edu/global>.

## 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.uco.edu/ssvp/plunkett.html>.

## Student Conduct

The mission of the Office of Student Conduct at the University of Central Oklahoma is to enlighten the campus citizenry regarding conduct regulations and responsibilities and enforce the social guidelines necessary to maintain a conducive atmosphere for living and learning amongst the university and the surrounding community. Furthermore, the intent of the Office of Student Conduct is to ensure that students' rights are protected and to encourage students to accept their responsibilities and obligations as members of the university community. The Office of Student Conduct shall aim to balance the best interests of the students, faculty, and staff through honest and objective procedures, timely notice, and a practice of equity.

The purpose of the Office of Student Conduct is:

1. to determine responsibility in referred cases of alleged student and student organization misconduct;
2. to determine and apply appropriate learning outcomes to sanctions for students and student organizations who have been found responsible for violating the Code of Student Conduct; and
3. to develop and restore character, community, and civility among the students who have violated the Code of Student Conduct and those who have been affected by those violations.

The Office of Student Conduct encourages students to accept responsibility for their own actions, as a means of transformative learning. Furthermore, the Office of Student Conduct aims to fulfill this purpose through a variety of appropriate proactive programming efforts, notifications, and responsive developmental sanctions.

The Office of Student Conduct and / or the Assistant Vice President for Student Affairs may serve as a channel of communication between instructors and 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). To submit a request to have professors notified about emergency absences, please visit <http://www.uco.edu/conduct/>. Authentic documentation is required.

## Center for Counseling & Well-Being

### Nigh University Center, Room 402, 405-974-2215

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.uco.edu/student\\_counseling](http://www.uco.edu/student_counseling) for more information.

## Testing Services

### Thatcher Hall 307, 405-974-2388

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 307; call (405) 974-2388; or visit [http://www.uco.edu/testing\\_services](http://www.uco.edu/testing_services).

## Volunteer and Service Learning Center

### Nigh University Center, Room 212, 405-974-2621

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

- **Campus-wide service days:** Every year the VSLC coordinates and recruits volunteers for campus-wide days of volunteerism: The Broncho Difference, The Volunteer Fair, 9-11 Day of Service, Poverty Awareness Week, MLK Day of Service, The Big Event and Alternative Fall and Spring Break programs.
- **Placement:** The VSLC maintains a database of volunteer opportunities in the Oklahoma City Metropolitan Area. The VSLC helps students and student organizations identify the volunteer opportunity that best matches their interests.
- **Service Learning:** The VSLC provides training and administrative support for faculty wishing to incorporate service learning into their curriculum.
- **Volunteer Fair:** During Stampede Week, the VSLC organizes a fair during which students can make connections with area community service agencies.
- **Central Pantry:** A food Pantry for UCO students, faculty & staff. To access the pantry, students, faculty or staff must provide proof that you are currently enrolled or employed at UCO and also fall below the income threshold for your household size. Central Pantry is located in the Nigh University Center Room 203 and is open Monday – Friday 9:00a.m. – 4:00p.m.

### Off Campus Life, Nigh University Center, Room 212A, 405-974-3654

Off Campus Life offers many resources, services, and programs to assist traditional and nontraditional off-campus students meet their needs and become active and engaged participants within their respective communities. Contact by email at [ucommute@uco.edu](mailto:ucommute@uco.edu) or phone 405-974-3654. Some of Off Campus Life offerings include the following:

- Baby Broncho Book – An informational handout about finding childcare in the area, as well as tips for parents
- Off-Campus Housing Guide – A list of rental properties in the Edmond area and tips for renters
- Find A Roommate Program

- City of Edmond Resources including City of Edmond maps, Edmond Living Resident's Guide
- Rental Advisory - A collection of resources such as the Oklahoma Residential Landlord Tenant Act, Rental Housing Checklist, Fair Housing information, Code Enforcement, Information on Renters Insurance, Edmond City Services, Tips on Being a Good Neighbor, Saving on Energy Bills Tips and Personal Safety Tips.
- GreenRide – A service to encourage environmentally responsible commuting decisions and promote carpooling, walking/biking, public transit, etc. ([uco.greenride.com](http://uco.greenride.com))
- Commuter Meal Plans
- Mass Transportation Information: Citylink & METRO Transit
- Bronchos with Kids– Student groups targeting student parents
- Events to look for: Non-Traditional & Transfer Student Orientation, Fall Family Day, Commuter, Off-Campus & Non-Traditional Student Week, Commuter Student Housing & Living Fair, Bronchos with Kids Lunch, Parent's Night Out, Relationship U, Financial Sanity Seminar, and Surviving Life Off Campus

## Office of Sustainability

### Nigh University Center, Room 212, 405-974-3526

The office of Sustainability provides Central students, faculty and staff the resources needed to create a more environmentally friendly, economically viable and socially aware world. Annual programming culminates in the Central celebration of Earth Day in April. Experiential Learning opportunities can be tailored to individual student needs to enhance the undergraduate experience.

## 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, Lillard Administration, Suite 213, (405) 974-2361, or visit [www.uco.edu/ychapel](http://www.uco.edu/ychapel).

## Campus Activities

The University of Central Oklahoma recognizes the fact 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 events give students the chance to grow, meet new friends, develop leadership qualities, and be a voice on the campus. Please visit our website at [www.uco.edu/ca](http://www.uco.edu/ca) or come by our office in NUC Room 424.

## 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.

## Art Events and Shows

The students and faculty of the Department of Art frequently showcase their work in gallery shows throughout the Metro and in the Melton and Donna Nigh galleries. Ceramics, 2-D art, 3-D art, metal work and printmaking are often displayed in the Student Gallery in the west end of the Art and Design Building. Exhibits change often, so walk through frequently. There is also a Senior exhibit that showcases our students most ambitious work. For a schedule of art shows and events and information about classes for non-majors please visit the College of Fine Arts and Design web page: <http://www.uco.edu/cfad/index.asp>

## 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. Campus events can also be found online at <http://calendar.uco.edu/MasterCalendar.aspx>. Be sure to select ALL when viewing the calendar for events on campus.

## New Broncho Orientation and Stampede Week

Freshmen will participate in the New Broncho Orientation process, which starts with Enrollment Central in the summer, goes through Freshmen FORGE and FORGE Family in August, which leads right into Stampede Week the first week of classes. Students take part in 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 Student Involvement Fair, a Job Fair, and learn about campus support services.

For more about Stampede Week, call the office of Campus Activities, at (405) 974-2363.

## 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.

## Contemporary Music Activities and Productions

Our Academy of Contemporary Music, located in downtown Oklahoma City in the Bricktown area, provides students and the community access to cutting edge contemporary music productions in our ACM Performance Lab. ACM@UCO Alive! Showcases our student bands playing rock, country, folk, red dirt, and hip hop. In addition, ACM offers masterclasses lead by music legends such as Roger Daltry, John Oates, and Moby which are free to the public. Not to be missed is the annual Metro Music

Festival held in Bricktown every April. For a schedule of ACM@UCO shows and events and information about classes for non-majors please visit the College of Fine Arts and Design web page: <http://www.uco.edu/cfad/index.asp>

### **Dance Activities and Productions**

The University of Central Oklahoma Dance Department provides students multiple opportunities to perform, create and experience dance works. Each semester, the department presents three dance concerts in Mithcell Hall Theatre including the Student Choreography Showcase, The Kaleidoscope Dance Company Concert and the Senior Project Showcase. The company has a varied repertoire consisting of modern dance, ballet, jazz, tap and theatre dance and they have received numerous awards for their performances and choreography. For a schedule of dance events and information about classes for non-majors, please visit the College of Fine Arts and Design web page: <http://www.uco.edu/cfad/index.asp>

### **Design Events and Shows**

The students, faculty and alumni of the Department of Design frequently exhibit their graphic design, illustration and interior design work off campus and on campus in the Donna Nigh and Melton galleries and in the hallways of the Art & Design and Evans Hall buildings. Including an exhibit of ADDY Award winning student work, Letterpress productions, and Senior shows. The department also offers design services to the local and campus communities through three-semi-professional design studios— Ink Tank, Clock Tower and Charles Evans. Don't miss the pumpkin carve in October in Plunket Park! For a schedule of design shows and events and information about classes for non-majors, please visit the College of Fine Arts and Design web page: <http://www.uco.edu/cfad/index.asp>.

### **Music Activities and Productions**

Students at the University of Central Oklahoma can experience a wide variety of musical experiences. These include Choir, Orchestra, Band, Jazz Ensembles and Combos, Brass Ensemble, String Ensemble, Woodwind Quintet, Piano Ensemble and a variety of Chamber Music Ensembles. Our music theatre productions are not to be missed. Our music students and faculty perform both in Mitchell Hall and our award winning Jazz Lab. Students can enjoy the Stampede of Sound at football and basketball games, and there are multiple classes for students who want to play an instrument or sing, but not major in music. For a schedule of music performances and information about classes for non-majors please visit the College of Fine Arts and Design web page: <http://www.uco.edu/cfad/index.asp>

### **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 spend a semester abroad at partnering institutions in France, South Korea or other places throughout Europe and Asia. The CGC advisor works with students to ensure that the time abroad counts towards their degree program. Costs are

kept very low. Additionally, most programs include options for students to take classes in English. Students who are interested in these opportunities may contact the Centre for Global Competency by email: [cgc@uco.edu](mailto:cgc@uco.edu), by visiting, Nigh University Center, Room 137, or calling (405) 974-2390.

### **Theatre Activities and Productions**

The University of Central Oklahoma Theatre Arts Department provides drama, and comedy for UCO and the community. Honored numerous times by the Kennedy Center/American College Festival, our students perform full scale productions in Mitchell Hall, Pegasus Theatre, and the ACM Performance Lab/ Students also produce a short play festival, a new play studio, and improvisation nights. For a schedule of theatre events and information about classes for non-majors, please visit the College of Fine Arts and Design web page: <http://www.uco.edu/cfad/index.asp>.

### **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. UCOSA exists to develop student leadership, represent student issues and concerns, work with faculty and administration to further academic excellence, appropriate Student Activity Fee funds, and assist in the development of student life.

UCOSA consists of the Legislative, Executive, and Judicial branches. The UCOSA Congress makes up the Legislative Branch. Students from every college as well as living situation are represented within the Congress. UCOSA meets weekly 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 that all students are represented and heard on campus. The UCOSA President is the official spokesperson for the UCO student body and represents UCO on 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 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 early in the spring semester.

UCOSA helps to coordinate campus activities with student organizations sponsoring big campus events through a variety of councils. The UCOSA Ways and Means Committee can also appropriate one-time and reserve funds from the Student Activity Fee Fund to assist with new programming ideas.

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, Room 148.

### **Varsity Athletics**

The University of Central Oklahoma fields 15 intercollegiate athletic teams as a member of the National Collegiate Athletic Association (NCAA) Division II and is a member of the Mid-America Intercollegiate Athletics Association. The Bronchos have 10 women's programs (cross country, soccer, volleyball, basketball, indoor track



and field, outdoor track and field, softball, tennis, golf and rowing) and five men's programs (football, basketball, wrestling, golf and baseball).

UCO's athletic teams have enjoyed tremendous success, having won 15 national championships in wrestling, two in football and one in softball. Nearly 500 student-athletes have received All-America recognition over the years.

Highlighting Central's athletic facilities is Wantland Stadium, which added a high-definition video board in 2014 and ranks as one of the finest football stadiums in the country for Division II. Basketball, wrestling and volleyball all utilize historic Hamilton Field House, which is also used for graduation ceremonies in December and May. There are also six lighted tennis courts, a baseball field (Wendell Simmons Field), a soccer field (Tom Thompson Field) and a softball field. UCO's nationally renowned golf teams utilize some of the finest courses in the Oklahoma City-metro area, including KickingBird, Oak Tree and Gaillardia.

## University Publications

### UCO Alumni Magazine

One of the many benefits members of the UCO Alumni Association enjoy receiving two 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.uco.edu/alumni](http://www.uco.edu/alumni) or call (405) 974-2421.

## University Student Media

UCentral serves as the student news perspective of the University of Central Oklahoma. Mass Communication students majoring in Professional Media are given the opportunity to focus on journalistic methodology and technical aspects of developing news, opinions and public information. The UCentral newsroom provides a unique, transformative learning experience that progresses an idea from concept to realization by presenting it through traditional media (television, radio, newspaper) and new media (web, netcasts, social media). The purpose of UCentral is two-fold: assist students in learning professional media while providing relative news, information, opinion and entertainment to UCO students and external communities.

### Web, Social and Mobile

[UCentralMedia.com](http://UCentralMedia.com) is the focal point for news, information and entertainment on the web and mobile devices, including the free UCentral iPhone app. Connected through various social networking sites, this medium serves today's UCO students in information connectivity, the ability to provide input as to what information is important to them, and a venue to instantly express their opinions. Follow us on Twitter, Youtube and Instagram @ucentralmedia.

### Student Television

Starting in 1976 as KCSU-TV, UCentral features several award-winning HDTV and netcast programs such as UCentral News, the daily student newscast; The Huddle, a weekly football highlight program during the fall; Conspiracy Weekly, an in-depth look at untold truths; Cup of Joe Quiz Show, a light-

hearted, trivia-based game show with a prize; and TBSR, a focus on UCO players during the spring semester.

All programs are available online at [ucentralmedia.com](http://ucentralmedia.com), on the UCentral iPhone app, and in the city of Edmond, Oklahoma on Cox digital channel 125.

### Student Newspaper

The Vista, founded in 1903, is the oldest continuously published student newspaper in Oklahoma. Used as a teaching tool for and published by Mass Communication students, the newspaper is printed Tuesday and Thursday during the fall and spring terms. It reports university news and provides a medium for student opinion. During the summer term, The Vista is published each Wednesday.

### Student Radio

UCentral Radio is the student radio station which simulcasts its broadcast on the [ucentralmedia.com](http://ucentralmedia.com) website, the UCentral iPhone app and other streaming devices and apps, such as iTunes and TuneIn. It can also be heard in Oklahoma City area on the HD-2 side channel of 90.1 KUCO.

## University Services

### Alumni Relations

The UCO Alumni Relations Office serves as the bridge for all graduates and former students of the university. Alumni Relations goal is to maintain meaningful relationships 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 [CentralConnection.org](http://CentralConnection.org) or stop by the Alumni House located at 320 East Hurd.

### 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.uco.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.

## Center for eLearning and Customized Education (CeCE)

The Center for eLearning and Customized Education (CeCE), a division of Academic Affairs, provides course development and faculty support services for online, hybrid, self-paced online, and interactive video courses and continuing education offerings.

This unique center supports UCO and its colleges in helping individuals become productive, creative, ethical, and engaged citizens of the global community. The Center for eLearning and Customized Education is located at 201 N. Bryant, (405) 974-2420. For more information visit the CeCE website: <http://uco.edu/cece>

### Self-Paced Online Courses (SPOC)

Self-Paced Online Courses (SPOC) are open enrollment courses (students can enroll any day of the year) that can be completed in as little as 30 calendar days or take as long as 180 days. In Self-Paced Online Courses, students work independently under the supervision of a UCO faculty member and submit coursework at their own pace. Courses completed can count as credit hours toward a degree at UCO. Self-Paced Online Courses must be completed within 180 calendar days from the date of enrollment. Self-Paced Online Courses may be used to satisfy the 30-hour residency graduation requirement (OSRHE policy exception granted Spring 2008). Self-Paced Online Courses are considered correspondence courses.

For more information about self-paced online courses visit <http://uco.edu/spoc>, contact the Self-Paced Online Course office at 405-974-2393 or 1-855-414-3539 (toll free), by email at [spoc@uco.edu](mailto:spoc@uco.edu), or visit us at the Center for eLearning and Customized Education located at 201 N. Bryant.

### Interactive Video Courses (IVC)

Interactive Video Courses (IVC) are conducted using video-based technology systems where students connect and interact in real-time with other students and faculty members through the use of Internet-enabled devices or by reporting to a designated location. Interactive Video Courses are conducted at a scheduled time.

For information about a specific IVC, contact the academic department offering the course. For information about scheduling a location to participate in your IVC, visit <http://www.uco.edu/cece/IVC/index.asp>, contact the IVC office at 405-974-5395, by email at [ivc@uco.edu](mailto:ivc@uco.edu), or by visiting us in Thatcher Hall, room 308.

## 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

## Mercy Clinic at UCO

The Mercy Clinic at UCO serves both the campus and greater Edmond community, providing a full range of primary care services for children and adults including sports physicals, wellness exams, diagnostic x-rays, laboratory services, treatment of

minor illness and injuries, flu shots and other immunizations. In addition, Mercy Clinic patients have access to MyMercy® a free Web-based service that makes it easy to access health information and connect with a doctor.

The Mercy Clinic at UCO is located in the Wellness Center, Room 105. The clinic is open Monday through Friday 8 am to 5 pm. To schedule an appointment with a medical doctor call (405) 974-3115. The Mercy Clinic at UCO 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-serve basis.

For more information about the Mercy Clinic at UCO visit <http://www.mercy.net/practice/mercy-clinic-primary-care-uco>

## Immunizations

Oklahoma state law requires that all students who attend Oklahoma colleges and universities provide proof of immunization for certain diseases. If a student cannot verify immunizations, they will need to be re-immunized. Medical, religious and moral exemptions are allowed by law and such requests must be made in writing.

Recent Oklahoma high school graduates, United States college transfer students and active United States military personnel may already be compliant. Students can verify if they have an enrollment hold through UCONNECT.

For more information on Immunization requirements visit <http://www.uco.edu/em/apply/immunizations.asp>

## Student 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 Mercy Health Clinic at UCO, Wellness Center, room 105, (405) 973-3115. International students should contact the International Student Services Office, Nigh University Center 137, (405) 974-2390 or review <http://www.uco.edu/student-affairs/oga/current-students/insurance/index.asp>.

## KUCO FM Radio

Oklahoma's only 24-hour fine arts broadcasting service is located at the University of Central Oklahoma. KUCO, 90.1 FM, operates with 100,000 watts. With over 45,000 listeners, KUCO, on the air since 1966, KUCO 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.

## 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.

## Office of High-Impact Practices

The Office of High-Impact Practices promotes transformational Learning through student-centered high-impact teaching practices at UCO. The office encourages high-impact teaching practices in curricular and co-curricular activities and administers the student Research, Creative and Scholarly Activity (RCSA)

Grant Program (<http://www.uco.edu/academic-affairs/research-grants/student/index.asp>). In addition, the office collaborates with other programs and offices on campus promoting high-impact practices. For additional information, please contact the Office of High-Impact Practices at (405) 974-5086 or [ohip@uco.edu](mailto:ohip@uco.edu).

### **Office of Research and Grants**

The Office of Research & Grants promotes transformational learning through its support of research, creative, and scholarly activities at UCO. To support students engaged in research, creative, and scholarly activities, the Office of Research & Grants works in collaboration with the Office of High Impact Practices (<http://www.uco.edu/academic-affairs/ohip/>) and offers support to faculty for intramural and extramural funding opportunities. In addition, the Office of Research & Grants offers the Student Research, Creative & Scholarly Activity (RCSA) Presentation Grant Program to provide monetary support for air travel for students and faculty who are presenting their student research, creative and scholarly activities at professional conferences (<http://www.uco.edu/academic-affairs/research-grants/travel-grants/index.asp>). For additional information, please contact the Office of Research & Grants at (405) 974-3492

### **Office of Research Compliance**

The Office of Research Compliance provides guidance and oversight for all human subjects research and vertebrate animal research, including studies conducted by students, faculty, and staff. The office administers the Institutional Review Board and the Institutional Animal Care and Use Committee and assures compliance with federal regulations. For additional information, please contact the Office of Research Compliance at (405) 974-5497, [irb@uco.edu](mailto:irb@uco.edu) or visit <http://www.uco.edu/academic-affairs/research-compliance/index.asp>.

### **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 and spring 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 diagnostic evaluations 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 Environmental Health and Safety, 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.

### **UCO Learning and Behavior Clinic**

The Department of Psychology of the College of Education and Professional Studies sponsors The UCO Learning & Behavior Clinic as a part of the University of Central Oklahoma's graduate school psychology training program. The mission of the clinic is to provide a wide range of psychological and educational assessments for children, youth, and adults experiencing academic, social, and/or behavioral difficulties. Following the assessment process, the parent or referring school is provided a verbal and written report with recommendations. The clinic provides these services at a reasonable fee and all clinicians are under the direct supervision of clinic director, Dr. Mary Sweet-Darter. The clinic is located at: 301 S. Boulevard, Suite 117, Edmond, Okla. 73034. Information and appointments can be made by calling the clinic at 405-285-6671. The clinic is open 12 months a year Monday through Saturday and follows the UCO calendar for holidays.

### **Scott F. McLaughlin 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 toddlers, preschoolers, school-age persons, and adults. Services include addressing articulation, language, fluency, and voice disorders as well as accent reduction. Hearing services include screenings, evaluations, and hearing aid counseling. Services are available to the public on a fee basis. Fees are waived for UCO staff and faculty, and members of their immediate family. Clinical services are provided by students in training under the supervision of licensed staff members. The UCO Speech & Hearing Clinic is located in Chambers Library 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.

### **Tutoring Central**

Tutoring Central is your central information center for tutoring on the UCO campus. Tutoring Central or the "TC" is located in the northeast corner of West Hall across from Buddy's Cafeteria. Tutoring Central offers scheduling for and/or information about all free tutoring services and academic support programs on campus. Tutoring Central houses the UCO English and Writing Lab and provides tutoring for lower-level math and science classes. The TC also serves as home base for the Supplemental Instruction Program. For more information call, (405)974-2487, or visit the TC website.

## UCO Office of Information Technology

*For All Your Technology Needs Contact the Service Desk:*

*Service Desk 974-CALL (2255)*

*e-mail: support@uco.edu*

*For all technology-related policies, procedures, and services see:*

<http://uco.edu/technology>

The Office of Information Technology (OIT) is responsible for all technology-related applications and systems which cross two or more departmental or functional areas. OIT offers students, faculty, and staff a wide range of technology services in support of their educational experience.

OIT has negotiated reduced pricing for software and hardware available through our Central Tech Store. Technology purchases may be made on line or at the store in the Nigh University Center. For more information visit [www.uco.edu/techstore](http://www.uco.edu/techstore).

General purpose computer labs are located in the Chambers Library Lab Room 107 and the Cyber Café on the second floor of the Nigh University Center, next to Starbucks. The computer labs provide students with access to campus standard software and services, including Internet access, UCONNECT, Desire2Learn, Microsoft Office, Adobe Creative Cloud, SAS, and SPSS.

UCO is a wireless campus. The UCO standard for the wireless network is IEEE 802.11 n/ac. For information on connection settings and supported devices visit: [www.uco.edu/technology](http://www.uco.edu/technology)

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, Desire2Learn, and others. TRC also provides technical support for distance learning and e-learning technologies and checks out multimedia equipment for class-sponsored events and assignments.

OIT provides each student with a UCO G-mail account for official University correspondence and web-based access to the student's personal records through UCONNECT.

OIT Infrastructure maintains all mission-critical systems for administrative use, academic teaching, research support, and web services. This group is responsible for advanced technology implementation, enterprise data backup and storage, and disaster recovery.

The OIT Service Desk manages requests for support and assistance. The Service Desk accepts questions regarding computer and software usage and logs technology-related requests and problems. Individuals or departments may contact the Service Desk for technical consulting, support, and for troubleshooting and repair of computing/networking equipment or services. There are three methods for obtaining technical support: (1) send an e-mail to [support@uco.edu](mailto:support@uco.edu); (2) call 405.974.2255; or (3) or visit the Walk-Up Service area located in the Max Chambers Library. For support hours, visit: [www.uco.edu/technology/support](http://www.uco.edu/technology/support).

OIT Unified Communications provides network connectivity for voice, data and video applications. Responsibilities also include network security, e-mail systems administration, and advanced troubleshooting. This department provides the campus telephone system and the campus voice and data infrastructure.

The Office of Information Technology (OIT) maintains all campus-wide technology licenses for university standard software including free anti-virus software for students' personally owned computers. OIT offers assistance in writing specifications, implementation documents, and support contract review for any UCO organization through its Project Management Office and manages the university's Internet Strategies.

OIT encourages students to provide updated security notification information in Central Alert, UCO's emergency notification system. Log in the UCONNECT and click the "Central Alert" channel.

Students, faculty, and staff who use University of Central Oklahoma technology infrastructure, hardware, software, and services automatically agree to follow technology policies and procedures. Failure to do so could result in loss of access to technology resources. For up-to-date information regarding services, policies, and procedures, see <http://www.uco.edu/technology>.

## UCO Safety and Transportation Services

The UCO Safety and Transportation Services is comprised of four primary operational units. These include Environmental Health and Safety, 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.uco.edu](http://www.uco.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 Safety and Transportation Services 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 program 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 Telecommunication 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 or cell phone.

Students interested in completing an internship within Police Services or any unit of Safety and Transportation Services 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 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 Edmond CityLink bus 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.uco.edu](http://www.uco.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. 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. Police staff or student employees will escort callers on foot to or from their car as part of UCO's Campus Safe Walk program.

### 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 continually engaged with other campus departments and external agencies to review and update 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 UCO's primary 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.uco.edu](http://www.uco.edu).

### University Library

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

Library Hours:

Mon-Thurs (7:30-2:00 a.m.)

Fri—(7:30 am—6:00 pm)

Sat—(10:00 am—6:00 pm)

Sun (Noon—2:00 am)

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 Journal Lookup Tab provides information on journals available electronically, on paper or in microfilm. The first floor of the Library has Circulation, InterLibrary Loan and Reference. The second floor has Government Documents and Archives-Special Collections. The third floor has the Circulating book collection, Children's Collection, and the K-12 Curriculum Collection. The fourth floor has Journals and Newspapers and the Multimedia Center. There are Help Desks on each floor.

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 can use their UCONNECT username and password. Faculty and staff can access these resources from home using their campus computer username and password. Librarians answer questions remotely via the web page using CHAT, TEXTING, EMAIL or by telephone at 974-2878 and in person at the Reference Desk on the first floor. 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 just login to ILL using account name and password.

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 and 2008 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 special condi-

tions' testing 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) 974-2516 or visit us on the web at: <http://www.uco.edu/student-affairs/dss/index.asp>.

### Academic Resource Labs

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

**Tutoring Central**, located in the NE Corner of West Hall. Tutoring Central or the "TC" is located in the northeast corner of West Hall across from Buddy's Cafeteria. Tutoring Central offers scheduling for and/or information about all free tutoring services and academic support programs on campus. Tutoring Central houses the UCO Writing Lab and provides math and English tutoring for all Rose State courses. It also serves as home base for the UCO Supplemental Instruction Program. Tutoring Central is your central information center for tutoring on the UCO campus. The TC does not contain a computer lab but students can find direction to the many labs on campus at the TC.

**College of Fine Arts 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 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, The Quad, University Suites and the University Commons each have rooms fully accessible for students with physical disabilities. These facilities have fully accessible bathrooms, including roll-in showers. West Hall and Murdaugh Hall have lobbies centrally located, and the study rooms and lounge areas of the University Suites and The Quad are spaced throughout and fully accessible. The Commons Clubhouse located to the north of the residence hall is accessible and the location students should visit to secure additional assistance.

All of the dining areas are accessible, with *Buddy's* just east of West Hall and the *Broncho Sports Grill* located within the University Suites, and provide a comfortable atmosphere for enjoying the variety of options provided for students' meals. Students with disabilities can contact the manager of the dining facility should they need assistance ordering food, or have special dietary needs that require access to alternative foods and drinks.

### 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.**