

*Services to Support Student
Success*



Services to Support Student Success

Student Financial Aid

UCO awards over 95 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) 974-3334
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: www.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 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	\$4,366	\$4,366	\$4,366
Room & Board	6,314	9,190	3,220
Books	1,200	1,200	1,200
Miscellaneous	5,346	5,346	5,346

Transportation	1600	3200	3200
Total	\$18,826	\$23,302	\$17,332

**Variables: Cost of education for non-resident students will add approximately \$7,000.

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

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. Students may apply for scholarships and admission through our combined application at www.uco.edu/apply by the application deadlines of: November 1, 2012 (for Spring) or April 1, 2013 (for Fall) for Incoming Transfers; February 1, 2012 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.

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, 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 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:

- Career Services
- Disability Support Services
- Office of International Services
- Centre for Global Competency

- New Broncho Orientation (Stampede Week)
- Office of Parent and Family Programs
- Plunkett Field and Stage
- Student Conduct Office
- Student Counseling Center
- Student Life
 - Campus Activities
 - Fraternity & Sorority life
 - Office of Diversity and Inclusion
 - Spirit Teams
 - Student Organizations
- Testing Services
- Violence Prevention Project
- Volunteer and Service Learning Center
 - Commuter Student Services
- 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, Student Organizations, and Parent and Family Programs.

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.

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

The University of Central Oklahoma is home to 22 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	Alpha Delta Pi (Fall 2012)
Tau Kappa Epsilon	Sigma Gamma Rho	NALFO Chapters
	Zeta Phi Beta	Sigma Lambda Gamma
	Kappa Alpha Psi	Phi Delta Alpha
		Omega Delta Phi

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

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.

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.

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), the Homecoming Activities Board (HAB) and other organizations. 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 multiple campus-wide events.
- **New Student Orientation:** An opportunity for new students to get to know UCO and the resources available to them.
- **Homecoming:** The ultimate UCO tradition, Homecoming features concerts, talent show, 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.
- **Miss UCO:** A preliminary scholarship pageant to the Miss Oklahoma and Miss America pageants
- **Fall Pow Wow:** The first of two annual Pow Wow's facilitated by members of the Native American Student Association and the Office of Diversity and Inclusion.
- **Miss Asian UCO:** A scholarship pageant that celebrates the culture of UCO's Asian and Asian American students.
- **WinterGlow:** UCO's Winter Carnival and Festival of Lights. 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.

SPRING SEMESTER

- **Miss Black UCO:** A preliminary scholarship pageant to the Miss Black Oklahoma USA pageant.
- **Miss Hispanic UCO:** A scholarship pageant that celebrates the heritage of UCO's Latino and Latina community.
- **Big Pink Volleyball:** This week-long philanthropic volleyball tournament with a four-foot pink ball supports breast cancer research efforts.
- **Greek Convocation:** A night to celebrate the best of Fraternity and Sorority 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.

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

UCO has over 225 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, Nigh University Center, Room 212, 405-974-3655

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.

To become more familiar with the services offered, contact the Coordinator of the Commuter Student Services Office, NUC 212, Ph. 405-974-3655.

Career Services

UCO Career Services leads and empowers current and former UCO students in their 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 non-appointment/walk-in hours on specific days. 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 searching for internships and jobs. Four assessments help students understand themselves better and assist them in choosing majors or careers to pursue: eDiscover, MBTI, Newly Revised Strong Interest Inventory, and Sigi3. Career Services also offers Career Chats, an educational seminar series, to discuss topics such as resume writing, interviewing, job and internship searching, graduate school applying and networking. The Career Resource Library within Career Services computer and internet access.

Those seeking internships or full-time employment opportunities will find HireBronchos.com especially helpful. It is a database from which students may conduct local, national, and global internship and job searches; resumes are electronically referred upon employers' requests; and interviews are scheduled when recruiters come to campus.

UCO Career Services also hosts Fall and Spring Career & Internship Fairs, a Grad & Professional School Fair, a Career Quest: Discover Your Major Fair and a Teacher Job Fair. See www.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 at UCO provides students with opportunities to spend a semester abroad at partnering institutions in France, China or other places throughout Europe and Asia. The CGC coordinator 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, Nigh University Center, Room 137, or call 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/.

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 DSO's (Designated School Officials) to help with all immigration related issues, and activity advisors 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. For more information on the Office of International Services, call (405) 974-2390, or visit the web site at <http://www.uco.edu/international>.

New Broncho Orientation and Stampede Week

Freshmen and parents may participate in New Broncho/Parent Orientation, traditionally preceding the annual welcome back event known as "Stampede Week." 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.

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 membership in the Parent and Family 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, 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 414, 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.uco.edu/ssvp/plunkett.html>.

Student Conduct

The mission of the Office of Student Conduct is to enlighten the campus citizenry regarding the expected standards and responsibilities, and enforce the social guidelines necessary to maintain a conducive atmosphere for living and learning in the University community. The Office of Student Conduct communicates these expected standards of behavior through the publication of the Code of Student Conduct. 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.

In addition the Office of Student Conduct 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 Office of Student Conduct, contact the Director of Student Conduct in Lillard Administration 213, (405) 974-2361, or visit <http://www.uco.edu/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.uco.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.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, Up til' Dawn, Broncho Builds, MLK Day of Service, The Big Event and Alternative Spring Break.
- **Event Support:** The VSLC identifies volunteers for several high profile campus-wide events including WinterGlow and President's Club Children Christmas Party.
- **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.

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.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 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.

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/Master-Calendar.aspx>. Be sure to select ALL when viewing the calendar for events on campus.

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.

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 spend a semester abroad at partnering institutions in France, China or other places throughout Europe and Asia. The CGC coordinator 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, Nigh University Center, Room 137, or call 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. 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 Senate and House of Representatives make up the Legislative Branch. One student from every student organization and Greek chapter 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 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 (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 funds from the Student Activity Fee Fund. This board also assists the UCO Department of Student Life in many 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 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 (beginning Fall, 2012). The Bronchos have nine women's programs (cross country, soccer, volleyball, basketball, indoor and 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 on the national level throughout the years, having won 15 national championships in wrestling and two in football in addition to competing for conference, regional and national titles in virtually every sport offered. Nearly 400 student-athletes have received All-America recognition over the years.

Highlighting Central's athletic facilities is Wantland Stadium, which underwent a massive renovation in 2005 and now 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 or call (405) 974-2421.

University Student Media

UCentral serves as the student media network of the University of Central Oklahoma. It features a student television newscast, NewsCentral; the campus newspaper, The Vista; the campus radio station, ed90.1; and the converged website, UCO360.COM. UCentral serves two primary functions: 1) provide practical experience and a teaching tool to students participating in Professional Media and Strategic Communications programs within Mass Communication; and 2) provide relative news, information, opinion and entertainment to UCO students and the surrounding communities.

Student Television

UCentral Television provides a laboratory in television news and television production for students in Mass Communication. Established in 1976, the television station currently provides 24-hour news and entertainment programming streamed to the Internet and on digital COX channel 125 in the city of Edmond. The award winning student-produced newscast, NewsCentral, airs live Monday through Thursday at 5 p.m.

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

The student radio station, ed 90.1, provides Mass Communication students a laboratory in on-air performance and news/sports reporting. The station broadcasts 100,000 watts across the Oklahoma City metro on the secondary HD radio channel of KCSC. It also streams live over the Internet though Apple iTunes, iPhone and UCO360.com. ed 90.1 provides 24-hour radio programming catered towards UCO students.

New Student Media

Student broadcast operations and student print publications have converged resources and newsrooms to create UCentral - UCO's Student Media Network. This convergence established the common internet-based news medium UCO360.COM and a related

social networking presence. This new teaching instrument serves to prepare students for the new frontier in multimedia journalism. Additionally, UCO360.COM offers UCO students the ability to provide input as to what information is important to them and a venue to express their opinions. Like us at facebook.com/ucentral.

University Services

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.uco.edu/alumni or stop by the Alumni House on 320 East Hurd.

Arts Programs

As part of the College of Fine Arts and Design, the extensive theatre arts, music theatre, and dance programs as well as the student symphony, choral concerts, jazz performances, academy of contemporary music 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 Fine Arts and Design now encompasses the coordinated Office of Galleries and Collections. The locations of the collections include 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 which houses the African Collection, the Donna Nigh Gallery on the 3rd and 4th Floors of the Nigh University Center showcases professional artists along with graduate art work, the Evans Hall Interior Design Gallery in Evans Hall, and the Graphic Design Gallery and Art Department Gallery located in 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.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 Professional and Distance Education (CPDE)

The Center for Professional and Distance Education (CPDE) is a division of Academic Affairs, and provides quality opportunities in the areas of faculty development, professional education and distance education (WWW, hybrid and Flex-ED courses).

This unique program supports UCO and its colleges in helping individuals become productive, creative, ethical, and engaged citizens of the global community. The Center for Professional and Distance Education is located in the Nigh University Center, Room 341, (405) 974-2420. For more information visit the CPDE website: <http://uco.edu/cpde>

Flex-Ed (FE)

Flex-Ed allows students the most flexibility when earning college credit. Flex-Ed is composed of two course options: Self-paced Online Courses (SPOC) and Interactive Video Education (IVE). With these two options students have the opportunity to enroll in and complete UCO courses from virtually any location in the world.

Self-Paced Online Courses (SPOC)

Self-Paced Online Courses (SPOC), formerly called Correspondence Studies or Print-Based Education, are the most flexible type of courses at UCO. In self-paced online courses students work independently under the supervision of a UCO professor and submit coursework at their own pace. Students use UCO's Learning Management System (LMS) to study course materials, ask questions, submit assignments, or check grades.

Students can enroll any day of the year and complete the course in as little as six weeks or take as long as one year.

For more information about SPOC courses contact the Flex-Ed office at 405-974-2393 or 1-855-414-3539 (toll free), by email at flex-ed@uco.edu, or visit us at Thatcher Hall room 308.

Interactive Video Education (IVE) Courses

When taking Interactive Video Education (IVE) courses students interact with their professor and classmates through a live video broadcast. Students can either attend class on the UCO campus or choose a convenient location from across the state, country, or world.

For information about specific IVE courses students should contact the academic department who offers the course. For more information about IVE contact the Flex-Ed office at 405-974-2393 or 1-855-414-3539 (toll free), by email at flex-ed@uco.edu, or visit us at Thatcher Hall room 308.

Edmond Language Institute

As UCO continues to expand globally, the Edmond Language In-

stitute, 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 and health education and fitness resources for UCO faculty, staff, and enrolled students. The Mercy Clinic at UCO is a health clinic which provides medical care, radiology and 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, and coordinated care for specialty services such as psychiatric, and international travel services.

The Mercy Health Clinic at UCO is located in the Wellness Center Building and is open Monday through Friday, 8:00 am to 5:00 pm. To schedule an appointment with the medical doctor please call (405) 974-3115. The health clinic 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. www.ucowellnesscenter.com

University Health Services also include Health Promotion and Fitness programs and services. These programs and classes are designed to assist individuals to achieve the optimal level of wellness. The health promotion services are open to staff, faculty, students, and the community at large.

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 Mercy Health Clinic at UCO either by phone at (405) 974-3115.

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.

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.

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.

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 undergraduate students engaged in research, creative, and scholarly activities, the Office of Research & Grants offers the Student Research, Creative and Scholarly Activities (RCSA) Grant Program (<http://www.uco.edu/academic-affairs/research-grants/student/index.asp>). 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 undergraduate students 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 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 and clinic coordinator, Jeremy Medders, NCSP. 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.

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. Tutoring Central's hours are: 9am – 8pm Monday through Thursday and 9am – 1pm Friday.

UCO Office of Information Technology

For All Your Technology Needs Contact the Help Desk:

Help 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.

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

UCO is a wireless campus. The UCO standard for the wireless network is IEEE 802.11 a/b/g. The Center for Transformative Learning, ACM@UCO, and the Forensic Science Institute also have 802.11n capability. For connection settings visit: 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.

The OIT department of Infrastructure is responsible for assisting in all technology related operational and support needs on the UCO campus. This office provides each student with e-mail 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 Help Desk for technical consulting, support, and for troubleshooting and repair of computing/networking equipment or services. There are three methods for ob-

taining technical support: (1) send an e-mail to support@uco.edu; (2) call 405.974.2255; or (3) or visit the Walk-Up Service area located in the Max Chambers Library.

OIT Security 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 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.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.

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 Metrolink 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.

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.

Access Control

The Access Control unit of Safety and Transportation Services 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 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.

University Library

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

Library Hours:

Mon-Thurs (7:30-2:00 a.m.) First Floor and 2nd floor North
 Mon – Thurs (7:30 am – 11:00 pm – Floors 2-4
 Fri – (7:30 am – 6:00 pm) Sat—(10:00 am – 6:00 pm)
 Sun (Noon – 2:00 am) First floor and 2nd floor North
 Sun (Noon – 11:00 pm) Floors 2-4

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, IM, by telephone at 974-2878, or 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 Collec-

tions 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 conditions' 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, 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. Buddy's is located east of West Hall, and the Broncho Sports Grill is located in the University Suites. Both are accessible and provide a comfortable atmosphere for dining. Central Plaza's Central Café and Deli is located on the main 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 manager of the dining venue.

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.