



OKLAHOMA CITY

CATALOG

2016-2017

ACADEMIC POLICIES

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ACADEMIC CALENDAR

FALL 2016

August 22 First Day of Class
 September 5 Labor Day
 (No classes in session;
 campus closed)
 October 20-21 Fall Break
 (No classes in session;
 campus closed)
 November 23-25 Thanksgiving
 (No classes in session;
 campus closed
 November 24-25)
 December 18 Last Day of Classes
 December 24-January 2... Holiday Break
 (No classes in session;
 campus closed)

SPRING 2017

January 17 First Day of Classes
 January 16..... Martin Luther King, Jr. Day
 (Campus closed)
 March 13-19 Spring Break
 (No classes in session)
 May 14 Last Day of Classes
 May 15 Commencement
 May 29 Memorial Day
 (No classes in session;
 campus closed)

SUMMER 2017

June 5 First Day of Class
 July 4..... Independence Day-Observed
 (No classes in session;
 campus closed)
 July 30..... Last Day of Classes

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

Oklahoma State University-Oklahoma City is a North Central Association accredited, state-assisted public college serving the technical education and training needs of Oklahoma. Located in the heart of Oklahoma City, at the crossroads of Interstate 44 and Interstate 40, this campus enrolls approximately 7,600 full- and part-time students each semester. OSU-Oklahoma City has grown from one building with fewer than 100 students in 1961 to a campus today of 110 acres, 15 modern buildings and 331 full-time faculty and staff.

Taking pride in its student-centered approach to collegiate education, OSU-Oklahoma City offers:

- a bachelor of technology degree program
- 29 associate in applied science degree programs with numerous areas of option,
- 9 associate in science degree programs,
- a variety of certificate programs,
- developmental education courses, and
- business and industry training.

Curriculum is designed in response to current business and industry needs and with input from professionals who serve on advisory committees. All energies are directed toward one goal: blending academic and student support services to create a collegiate educational experience that addresses individual student goals and job-force needs.

THE OKLAHOMA STATE UNIVERSITY SYSTEM

OSU-Oklahoma City is one of four branch campuses within the Oklahoma State University system. The other three campuses are OSU-Institute of Technology, OSU-Tulsa and the Center for Health Sciences, Tulsa. The main Oklahoma State University campus is located 80 miles northeast of Oklahoma City in Stillwater, Oklahoma. The chief executive officer of the Oklahoma City campus holds the title of president. Governing board of all five OSU campuses, as well as Langston University, Oklahoma State Panhandle University, Connors State University and Northeastern Oklahoma A&M College, is the Board of Regents for Oklahoma State University and the A&M Colleges.

THE PHILOSOPHY

OSU-Oklahoma City operates in the belief that each person should be:

- treated with dignity and respect,
- afforded equal opportunity to acquire a complete educational experience,



- given an opportunity to discover and develop their special aptitudes and insights,
- provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

THE MISSION

Oklahoma State University – Oklahoma City develops and delivers collegiate level career and transfer educational programs, professional development and support services which prepare individuals to live and work in an increasingly technological and global community.

THE VISION

Oklahoma State University – Oklahoma City will be the preeminent educational resource in Oklahoma City, enhancing people's lives by providing:

- Unique and exceptional programs to serve the community,
- Progressive, highest quality learning opportunities and,
- Outstanding support services.

THE FUNCTION

- Maintain an open-door policy, which will provide access to higher education for all eligible individuals, treating all students fairly and equally and with no discrimination, regardless of social, economic or academic background.
- Provide learning opportunities for students to complete a bachelor of technology degree, an associate in applied science degree, an

associate in science degree or a certificate program primarily in technical education.

- Prepare students for upper division academic study; when appropriate, participating in reciprocal and cooperative relationships with educational and various other types of institutions.
- Provide students the opportunity to acquire the knowledge and skills that will enable them to accomplish specified career or personal education goals.
- Provide a developmental studies program to enable students to be successful at the college level.
- Provide a complete student services program, including academic advisement, career planning and placement, enrollment management, judicial programs and services, admissions and records, minority student programs and services, veteran services, student life, financial aid, assessment, student support services, job placement and wellness services.
- Conduct classes, workshops, seminars and conferences to accommodate the needs of local business, industry and community groups on a non-credit basis.
- Engage in a continual campus-wide program of assessment and improvement, including regular systematic review of program and funding sources, conduct long- and short-range planning, and provide and encourage faculty and staff development activities, to meet our stated goals and improve efficiency and effectiveness.

INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION

Institutional Effectiveness and Accreditation (IEA) leads, coordinates, and supports members of the OSU-Oklahoma City community in institutional initiatives relating to accreditation, quality improvement, and data-informed planning and decision making. This mission guides the work of the Institutional Effectiveness and Accreditation team. The Institutional Assessment Committee and the Faculty Development Committee provide faculty and staff input into the work of Institutional Effectiveness and Accreditation.

The concept of continuous quality improvement is central to HLC's philosophy of accreditation. Institutions should be engaged in a program of improvement that will demonstrate how well the institution attains its mission. IEA monitors and facilitates compliance with accreditation processes. IEA supports continuous quality improvement through providing data and by facilitating faculty professional development. IEA works with academic divisions and administrative units to develop and implement a comprehensive outcomes assessment plan for student learning and support services.

The IEA team facilitates institutional planning and decision making by providing timely, accurate, and consistent data about OSU-Oklahoma City. IEA develops and maintains institutional databases to support decision-making, planning, and assessment. In addition, IEA assists in the administration, collection, and analysis of institutional surveys. IEA is responsible for complying with data reporting requirements from the U.S. Department of Education, the Oklahoma State Regents for Higher Education, the National Student Clearinghouse, and other external bodies as appropriate.

INSTITUTIONAL GRANTS

The OSU-OKC Office of Institutional Grants supports faculty and staff efforts to develop winning grant proposals. This includes assistance with identifying funding sources, writing the proposal, and completing post-award financial and reporting requirements.

CAMPUS WIDE LEARNING OUTCOMES

OUTCOME STATEMENT:

The general education curriculum is designed to help students develop math, science and communication skills; gain a sense of social, ethical and cultural values; and appreciate the application of these values in a complex technological and global society.

Upon completion of the general education curriculum, students should be proficient in demonstrating the following competencies:

OUTCOME #1: CRITICAL THINKING

Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems using specific processes and techniques; to recognize relationships among the arts, culture and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations and/or specific endeavors; and to recognize the need to acquire new information.

OUTCOME #2: EFFECTIVE COMMUNICATION

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

OUTCOME #3: COMPUTER PROFICIENCY

Computer proficiency includes a basic knowledge of operating systems, word processing and Internet research capabilities.

OUTCOME #4: CIVIC RESPONSIBILITY

Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

OUTCOME #5: GLOBAL AWARENESS

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages and present day

issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

STUDENT PROFILE

OSU-Oklahoma City classes and halls are filled with students from many social and cultural backgrounds, age groups, interests, and academic and work-related experiences.

65 percent of our students arrive from within Oklahoma County, 31 percent from outside the county and 4 percent from outside Oklahoma. 60 percent of the student body is female and 40 percent male. 42 percent are minority, including African-American, Asian, Hispanic, Native American and non-resident alien. Approximately 69 percent attend classes part-time and 31 percent are full-time. The age range is from 15 to 81 with an average of about 27.

Classes are scheduled throughout the day, evening, weekends and online to accommodate our totally commuter student body. Whereas 93 percent of our students are enrolled in collegiate-level career and transfer programs, another 7 percent are not seeking a degree but focusing on improving skills and enjoying the new knowledge and environment.

EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION

- To be a complete equal opportunity university in all phases of operations, toward the end of attaining the university's basic mission and goals.
- To provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status or qualified disability.
- To subscribe to the fullest extent to the principle of the dignity of all persons and their labors; in support of this principle, sexual harassment is condemned in the recruitment, appointment, and advancement of employees and in the evaluation of students' academic performance.
- To apply equal opportunity in the recruitment, hiring, placement, training, promotion, and termination of all employees; and to all personnel actions such as compensation, education, tuition assistance, and social and recreational programs. The university shall consistently and aggressively monitor

these areas to ensure that any differences which may exist are the results of bona fide qualification factors other than age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status or qualified disability.

- To ensure that each applicant who is offered employment at the university shall have been selected on the basis of qualification, merit, and professional ability.
- To provide and to promote equal educational opportunity to students in all phases of the academic program and in all phases of the student life program; and shall consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide factors other than age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status or qualified disability.

TRAINING AND DEVELOPMENT CENTER

OSU-OKC Training and Development Center serves as a resource for business and industry clients within the OKC Metro. Our mission is to deliver targeted programs consisting of seminars, conferences and workshops that respond to the workforce needs of the public and private sector. OSU-OKC Training and Development Center has a host of partners from academia and industry who serve as trainers and consultants for specific business and industry training needs.

OSU-OKC Training and Development Center strives to be the resource of choice for improving job skills, professional and technical competence, business and industry contract training and community service seminars, based on a reputation for credibility, quality and responsiveness. Training can be conducted on the OSU-OKC campus or onsite at your organization. For more information, please call (405) 945.3383 or email tdc@osuokc.edu. For a list of current classes, visit: www.osuokc.edu/tdc.

CAREER TECHNOLOGY PARTNERSHIPS

Under the leadership and guidance of the Oklahoma State Regents for Higher Education, OSU-Oklahoma City has partnered with various Oklahoma career technology centers to forge a partnership that allows high school and adult students in various programs the opportunity to earn college credit through Prior Learning Assessment.

The partnership has multiple goals: (1) get more high school students into college, (2) get more adults to continue their education or begin college, (3) expand access to postsecondary education, and (4) efficiently use federal, state and local resources. The driving principle is to be student-centered, not institution-centered.

ACCREDITATION

Oklahoma State University-Oklahoma City and the academic programs offered to students strive to achieve and maintain the highest standards of accreditation. For students, accreditation speaks directly to the quality and reputation of the degrees and programs they seek. Accreditation facilitates the transferability of credits from this university to other colleges and universities both inside and outside the state of Oklahoma.

Oklahoma State University-Oklahoma City is accredited by the Higher Learning Commission, www.hlccommission.org, as a member of the Higher Learning Commission for Institutions of Higher Education. The university is also fully accredited by the Oklahoma State Regents for Higher Education OSRHE.edu. Several academic programs have received additional accreditation status from their corresponding professional boards, councils or regulatory groups. Information about program specific accreditations are included on the program degree sheets listed by academic division within this catalog.

FOLLOWING IS A LIST OF OSU-OKLAHOMA CITY'S ACCREDITING AGENCIES:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Rd NE, Suite 850
Atlanta, GA 30326
(404) 975-55000
www.acenursing.org

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

120 South Riverside Plaza, Suite 2000
Chicago, IL 60606
(800) 877-0877
www.eatrightpro.org

American Veterinary Medical Association Committee on Veterinary Technician Education and Activities

1931 N. Meacham Road
Schaumburg, IL 60173
(800) 248-2662
www.avma.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street
Clearwater, FL 33756
(272) 210-2350
www.caahep.org

Council of Accreditation of Emergency Personnel (CoAEMSP)

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
(214) 703-8445
www.coaemsp.org

Council on Law Enforcement and Education and Training

2401 Egypt Rd
Ada, OK 74820
(405) 239-5100
www.ok.gov/cleet

Joint Review Committee on Education in Diagnostic Medical Sonography *

6021 Univ. Blvd., Suite 500
Ellicott City, MD 21043
(433) 973-3251
www.jrcdms.org

National Association for the Education of Young Children

1313 L. Street N.W., Suite 500
Washington, D.C. 20005
(202) 232-8777
www.naeyc.org

North Central Association of Colleges and Schools Commission on Institutions of Higher Education

30 North LaSalle Street, Suite 2400
Chicago, IL 60602
(800) 621-7440
www.ncahigherlearningcommission.org

Oklahoma Board of Nursing

2915 N. Classen, Suite 524
Oklahoma City, OK 73106
(405) 962-1800
www.ok.gov/nursing

State Health Department for Emergency Medical Technicians

1000 Northeast 10th Street
Oklahoma City, OK 73117
(405) 271-4027
www.ok.gov/health/protective_health/emergency_systems/ems_division/index.html

The International Fire Service Accreditation Congress contact information is:

1812 Tyler Avenue
Stillwater, Oklahoma 74078
(405) 744-8303
<http://ifsac.org/>

SERVICES TO STUDENTS

ACADEMIC ADVISEMENT

Academic advisors are available to provide guidance, support and encouragement to prospective and current students. The Advisement Center for new students is located on the first floor of the Student Center. Additionally, specialized advisors are located within each academic division for current students. For more information call (405) 945-9150, email advisement@osuokc.edu or visit us online at www.osuokc.edu/advisement.

BUSINESS SERVICES

The Business Services Office (Administration Building, second floor) is responsible for all financial transactions between students and the university. Students can visit the Business Services Office to pay their bill, find out information about a refund, obtain a parking pass, or put money on their campus ID card.

CAMPUS TOURS

Nothing can take the place of being shown around campus on a tour, visiting with faculty and getting questions answered. A tour can take 30-60 minutes, depending on the size of the group. Campus tours can be scheduled Monday through Friday, 8 a.m. – 3 p.m., for individuals or groups. To schedule a tour call (405) 945-9150 or email: info@osuokc.edu. Take a virtual tour and view a campus map at www.osuokc.edu/tours.

CAREER SERVICES

Career Services offers personalized and professional employment assistance to all OSU-OKC students looking for a job or a career. Help is available with résumé writing and job interviewing techniques, career exploration, interest surveys, “hot” jobs, wages, national job listings and more, including how to make the online services Oklahoma Career Information System (OkCIS) work for you. Career Services is on the first floor of the Student Center. Come by for more information, call (405) 945-8680 or visit online at www.osuokc.edu/careerservices.

DEAF STUDENT SERVICES

Students who are deaf or hard of hearing must first visit the Disability Services Coordinator and provide documentation of their disability before they are eligible to receive reasonable accommodations. Once documentation has been received and approved, the deaf or hard of hearing student must then request accommodations from Deaf Student Services (DSS). DSS will then meet with the student and work with the student to develop a Notification of Student Disability Accommodation form, which is a document certifying the student's disability and the reasonable accommodations to be provided for each course. The student will



then deliver the Notification form to each of their instructors as official notification of accommodations at the beginning of class each semester.

DSS also provides enrollment advisement, note taking supplies for student volunteers, assistive listening devices, interpreting and C-Print/CART (Communication Access Real-Time Translation) services for students who are deaf or hard of hearing. For more information call (405) 945-3290 (V) or (405) 445-3735 (VP) or view the “Handbook for Deaf and Hard of Hearing Students” on-line by visiting www.osuokc.edu/DeafStudentServices.

FINANCIAL AID AND SCHOLARSHIPS

Located in Room 100 of the Student Center, the Financial Aid and Scholarship Office assists students with obtaining federal, state, institutional, and private aid to help finance the cost of attending college. Visit www.osuokc.edu/financialaid for important information on how to apply for assistance. Office hours are Monday through Thursday, 8 a.m. - 6 p.m. and Friday, 8 a.m. - 5 p.m. For federal aid application purposes, OSU-OKC's federal school code is **009647**.

INTERNATIONAL STUDENT SERVICES

International student services are available to assist students through the admissions process and provide advisement on travel, employment, academic, and immigration status issues. In addition to these services, there is also an international orientation for new students that sheds light on immigration requirements, things to do in Oklahoma City, and tips on how to succeed in the classroom. For information about international admissions, call (405) 945-3315 or email: international@osuokc.edu.

NEW STUDENT ORIENTATION

Orientations are free sessions for students new to OSU-Oklahoma City. Orientations are designed for first-time students, transfer students and adult, non-traditional students. Information about campus programs and services is highlighted during the orientation sessions.

For dates, information and to register, contact the Information/Welcome Center, Student Center, first floor, or call (405) 945-9150 or email: info@osuokc.edu.

RECRUITMENT SERVICES

Campus tours, college fairs and other student recruitment activities are coordinated by the college recruitment specialists, located in the Student Center, first floor. To schedule a campus tour or arrange for a recruiter to attend a special event, call (405) 945-9150 or email Info@osuokc.edu. Find out more about our recruitment team at www.osuokc.edu/recruit.

ADMISSIONS & REGISTRAR SERVICES

Located on the first floor of the Student Center, the Office of Admissions & Registrar Services is where students begin the admissions/enrollment process. Admission, official transcripts and requests for other registrar services are handled by the Admissions staff. For more information call (405) 945-3291 or email: records@osuokc.edu

STUDENT IDS

Student identification cards are obtained at the Admissions Office, Student Center first floor, during the first semester of attendance at OSU-Oklahoma City. The ID card is required when checking out library materials, picking up financial aid

checks, making tuition payments, using computer labs or the Wellness Center facilities and/or participating in various campus activity programs. For more information visit www.osuokc.edu/idcard.

SERVICES TO STUDENTS WITH DISABILITIES

- Disability Services Coordinator/
Physical Access Coordinator
(405) 945-3385
Student Center, First Floor, Room 142
- Services for Deaf and Hard
of Hearing Students
(405) 945-3290 or (405) 445-3735 VP
West Education Center (WEC) Building,
First Floor, Room 100
- Vice President for Student Services
(405) 945-3204
Student Center, First Floor, Room 180

OSU-Oklahoma City is committed to providing equal access to otherwise qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. Equal access is most commonly provided through reasonable academic accommodations/adjustments in the classroom or physical modifications to make classrooms and other learning environments accessible.

DEFINITION

A student may be eligible to receive reasonable accommodations if they have a disability and are otherwise qualified to enroll or participate in an OSU-Oklahoma City course or program. Current disability legislation defines an individual with a disability as someone who:

- has a physical or mental impairment which substantially limits one or more major life activities,
- has a record of such impairment, or
- is regarded as having such impairment.

Additionally, students may be considered "otherwise qualified" and covered under current disability legislation if, with or without reasonable accommodations, they meet the same academic, professional, technical and behavioral standards as those without disabilities.

POLICIES AND PROCEDURES

It is the responsibility of each student who desires reasonable accommodation at OSU-Oklahoma City to identify themselves as an individual with a disability and to make a request for accommodation through the Disability Services Coordinator. The Disability Services Coordinator will then

meet with the student to discuss the requirements of a student's selected course or degree program and appropriate accommodations. Students must also provide documentation of their disability before accommodations are approved.

Once accommodations are approved, the Disability Services Coordinator will work with the student to develop a Notification of Student Disability Accommodations form, which is a document certifying (but not specifically disclosing) the student's disability and the reasonable accommodations to be provided for each course. The student will then deliver the Notification form to each of their instructors as official notification of accommodations. The Disability Services Coordinator will then coordinate with faculty members or other departments as needed to implement the accommodations. It should be noted that students remain responsible for fulfilling all other university academic and conduct requirements despite receiving accommodations, and students must visit with the Disability Services Coordinator to develop new plans for accommodation for each semester they would like accommodations.

While there may be many options for reasonably accommodating a student, OSU-Oklahoma City strives to preserve essential course/degree requirements and to maintain a safe learning environment for the benefit of all students. As such, reasonable accommodations are generally considered those that provide equal access to disabled students without:

- Making a substantial change to essential course/degree requirements
- Posing a direct threat to the health or safety of others
- Posing an undue financial or administrative burden on the university

The Disability Services Coordinator is also pleased to support faculty/staff/administration, and welcomes consultation or concerns regarding student disability accommodations. If a faculty member has a concern regarding student accommodations, he/she is encouraged to consult with the Disability Services Coordinator. If the concern cannot be resolved between the faculty member and the Disability Services Coordinator, the Vice President for Student Services may be consulted along with the relevant academic Department/Division Head(s) and/or the Vice President for Academic Affairs. A similar process is adopted for student grievances regarding equal access and accommodations, and students with disabilities who have grievances are strongly encouraged to engage in resolution at the institutional level before seeking outside assistance.

TESTING AND ASSESSMENT CENTER

The OSU-Oklahoma City Testing and Assessment Center, located in Student Center, Room 104, administers a wide variety of tests including make-up exams, COMPASS™, ACT National and Residual, CLEP, and RN program pre-admission testing. Fee-based proctor service is available. OSU-OKC Testing and Assessment is a PearsonVue Certified Test Center. For more information, go to www.osuokc.edu/assessment or call (405) 945-8648.

VETERANS' SERVICES CENTER

OSU-Oklahoma City's certificate and degree programs are approved for benefits by the Veterans Administration. The OSU-Oklahoma City Veterans Services Center accommodates students with assistance in educational benefits (application and certification). The Veterans Services Center Coordinator serves as a liaison to the Department of Veterans Affairs in certifying veterans for educational benefits. Students receiving VA benefits are encouraged to stop by the Veterans Services Center for important information about their enrollment and the filing procedures for their benefits. The Veterans Services Center is located on the first floor of the Student Center. For more information call (405) 945-8692 or visit www.osuokc.edu/veterans.

WELLNESS SERVICES

Currently enrolled students may join any of the Wellness Center non-credit classes for free. They also have access to cardio/fitness equipment and free weights, the five-hole golf course, one-half mile outdoor fitness track, outdoor volleyball, croquet and tennis courts. First-time visitors may schedule a free fitness orientation that covers basic exercise technique, cardiovascular and basic nutrition guidelines and basic stretching exercises.

The Wellness Center operates Monday through Thursday, 6 a.m. to 7 p.m.; Friday, 6 a.m. to 5 p.m. and Saturday, 9 a.m. to 2 p.m. (summer and break times may vary).

Located on the first floor of the Administration Building, the center features a fully-equipped exercise room with treadmills; elliptical trainers; bikes; Cybex, Paramount and Quantum strength training equipment; and a multi-purpose room for serious aerobic classes.

Expanded services include a variety of fitness and wellness programs, as well as intramural sports. Many new opportunities are available to OSU-Oklahoma City students and the community. Call the Wellness Center at (405) 945-8642 for the latest program information and scheduling or go to www.osuokc.edu/wellness.

ASSISTANCE, RESOURCES, POLICIES

ASSISTANCE BUSINESS SERVICES

Tuition is paid, parking tags are issued and student account information is provided at Business Services, Administration Building, Room 222.

LIBRARY

The Library is located in the Learning Resource Center, fourth floor, and is open seven days a week. Students are required to have a valid OSU-Oklahoma City photo identification card (ID). Hours are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m. and Sunday, 1 p.m. to 5 p.m. Holidays and interim hours may vary. An exterior book return is located on the west side of the LRC building.

Fully automated, the Library provides many electronic information resources with staff available to instruct students in the use of these resources. Inter-Library Loan service is available for items not held locally. Self-service photocopiers and study rooms are provided. A collaboration room allows up to four students to share computer screens on a large monitor. Children may be in the library as long as they have adult supervision and aren't disturbing other library users.

PROJECT SOAR

Project SOAR provides a special environment in which students can receive assistance in meeting academic, career, personal and social needs. Services include tutoring, academic advisement, personal counseling, study skills development, self-esteem enhancement, workshops and cultural events. In addition, the SOAR lab is available with computer accessibility, a resource center, and a Math, English and Science specialist who each provide tutoring 20-30 hours a week. Project SOAR is located in the Student Center, first floor. For more information call (405) 945-8627 or go to www.osuokc.edu/soar.

TALENT SEARCH

Educational Talent Search is a federally-funded TRIO program designed to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in a postsecondary educational institution of their choice. Talent Search serves 6th through 12th grade students in four school districts at the following schools: El Reno, Putnam City West, Capitol Hill, Southeast, U.S. Grant, and Western Heights high schools and Etta Dale, Mayfield, Jefferson, Roblyer, Roosevelt, Webster, and Western Heights middle schools. Talent Search also can help out-of-school adults (to age 27) and U.S. military veterans (of ANY age) with career exploration, enrollment, financial aid, and back-to-school transition. If you would like further information, please contact the Talent Search office at (405) 945-9160 or view our website at www.osuokc.edu/talentsearch.

UPWARD BOUND

Upward Bound is a federally-funded program designed to identify and select 76 specific high school students in order to assist them in preparing to enroll and succeed in a post-secondary education program. In order to qualify, interested students must meet certain federal guidelines and be currently enrolled in one of the target area high schools: Northwest Classen, Putnam City West or Western Heights. If you would like further information, please contact the Upward Bound office at (405) 945-8623.

RESOURCES ALUMNI ASSOCIATION

Membership to the OSU-OKC Alumni & Friends is FREE to graduates, former students and friends. Benefits include membership to the OSU-OKC Wellness Center, discounts and more. Opportunities for involvement include monthly meetings, fund-raising, event planning and outreach. For more information call (405) 945-3378 or go to www.osuokc.edu/alumni.

Membership in the OSU system-wide Alumni Association keeps you connected to the university and its resources. Benefits of membership include participation in the OSU Legacy Program, discounts, car decals, OSU's "STATE" magazine, "Orange Bytes" monthly e-newsletter and more. Go to www.orangeconnection.org for more information.

BOOKSTORE

The OSU-Oklahoma City Bookstore is operated and managed by Follett Higher Education Group, a private company that manages bookstores in colleges and universities across the country. Offering a complete line of required course books and educational supplies, gift items, reference materials, books, computer supplies, calendars and greeting cards, the Bookstore is also the best source for OSU-OKC and OSU insignia items, including T-shirts, sweat-shirts, coffee mugs, jackets and notebooks.

Textbooks, gifts and clothing may be purchased on the web at www.osuokc.bkstr.com. Students may sell their books back year round depending on market availability. Full refunds with a receipt are available through the first two weeks of a sixteen-week class. The Bookstore also offers "Rent-a-Text," a new option that allows students to rent eligible textbooks for less than half of the new book price. Simply register at www.rent-a-text.com. The Bookstore is located in the Student Center, second floor, and can be contacted at (405) 945-3201 or faxed at (405) 945-3213.

CHILD DEVELOPMENT LAB SCHOOL

The Child Development Lab School (CDLS) is a developmental program, which provides quality care to children age six weeks to five years. Children of students, faculty and staff of OSU-Oklahoma City and the community are served by the CDLS, 7 a.m. to 6 p.m., Monday through Friday. For more information, please call (405) 945-3260.

COMPUTER LABS AND COPY MACHINES

Computer laboratories with Internet access are located in the Library (Learning Resource Center, fourth floor) and in The Learning Center (Learning Resource Center, second floor). The Learning Center has computers with word processing software. The library has laptops for in-library use only available at the Circulation Desk. These laptops have Microsoft Office Suite and wireless Internet access.

Coin-operated copy machines are located in the Learning Resource Center in The Learning Center, second floor and Library, fourth floor.

COWBOY CATERING AND EVENTS SERVICES

Cowboy Catering and Events Services is your one stop shop for all conference and meeting spaces on campus. We offer superior services, impressive facilities, quality cuisine and a staff of professionals who will do their best to please you and your guests. The Student Center has more than 20,000 square feet of meeting space that can accommodate small or large groups (up to 250 people). Audiovisual equipment is available upon request.

The Cowboy Catering staff will gladly assist you in planning the menu for your event. In addition, if you require specialized planning, we will be happy to help you in any way to ensure that your event held at our facilities is successful.

Please allow us to discuss the numerous possibilities and arrange a successful meeting for your group or organization. For more information, please call (405) 945-3238.

THE HUB

The HUB (Student Center, second floor) offers a place to eat, relax and visit with friends or study. Breakfast and lunch items, both hot and cold, are available Monday through Friday. Other meal offerings include homemade entrees, cook-to-order grill items, fresh-made wraps and salads and a variety of snacks. Menu's can be found online at www.osuokc.edu/foodservice. A selection of hot and cold drinks, chips and snack items are available, not only at Food Service, but also from vending machines located across campus.

STUDENT CENTER

The Student Center provides a convenient one-stop shop for student services including the offices of Advisement Center, Career Services, Career Technology Outreach Center, Testing and Assessment, Financial Aid and Scholarships, International Student Services, Services to Students with Disabilities, Student Life, SOAR, Recruitment and Admissions, Registrar, and Veterans Services. The Bookstore, The HUB, and a full-service conference center are also located in the Student Center.

STUDENT SUCCESS AND OPPORTUNITY CENTER

The Student Success and Opportunity Center (SSOC) is located on the second floor of the Learning and Resource Center and provides free academic services to all OSU-OKC students. The SSOC offers free tutoring in various subject areas; a writing lab; a math lab; group and individual work stations; a computer lab with access to printers and copiers; access to academic material, study guides, and class specific software; and study skill workshops.

It's a one-stop shop for all your academic needs. Students are encouraged to make an appointment with a tutor ahead of time, however, walk-ins are always welcome. Hours of operation are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, noon to 6 p.m. For more information, check out our website at www.osuokc.edu/ssoc or call 405-945-8679.

WIRELESS INTERNET ACCESS IS AVAILABLE

Wireless internet access is available across campus with an active O-Key username and password. Guests on campus can access free wireless by selecting "guest" and signing up for temporary access. For more information contact the Technology Support Center, Learning Resource Center or call 945-6767.

POLICIES ELECTRONIC DATA DEVICE

Cell phones and other electronic devices are disruptive to the class. If a student's work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by an instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to the appropriate penalties. This policy may be strengthened by the instructor.

FOOD AND DRINKS

Food and drinks are strictly forbidden in classrooms and laboratories.

HOUSING

OSU-Oklahoma City does not operate any on-campus housing; however, there are several apartment complexes within easy access of the campus. Metro Oklahoma City apartment information may be accessed at the following web site: www.apartmentguide.com.

STUDENT CODE OF CONDUCT

It is the intent of OSU-Oklahoma City to ensure that students understand their rights and their responsibilities as students. *Student Code of Conduct* is a document that clarifies the rights and responsibilities of student members of this academic community.

See website www.osuokc.edu/conduct for the complete *OSU-OKC Code of Student Conduct* document that includes information about:

- Extracurricular Use of University Facilities, Areas or Media for the Purpose of Expression
- Oklahoma State Policy for All Students and Employees Regarding the Drug-Free Schools and Communities Act
- Hazing
- Gender Discrimination and Sexual Harassment

Copies of *Student Code of Conduct* are available in the Office of the Vice President for Student Services, the Office of Student Life and online at www.osuokc.edu/conduct.

STUDENT CODE OF CONDUCT

To view the complete policy relating to Student Conduct, please visit the website at www.osuokc.edu/conduct.

TOBACCO POLICY

The use of tobacco products including cigarettes, cigars, pipes and smokeless tobacco shall be prohibited anywhere on campus, including buildings, grounds and parking lots leased, owned or operated by OSU-Oklahoma City. This policy applies to other smoking preparations including but not limited to hookahs, electronic cigarettes, vapor cigarettes, and clove cigarettes.

UNATTENDED CHILDREN

For the personal safety of children and to avoid potential problems in supervision, children should not be at any location on campus without adult supervision. No children are permitted in classrooms, laboratories or teaching areas. Children may be in the library as long as they have adult supervision and aren't disturbing other library users.

STUDENT LIFE

STUDENT ENGAGEMENT AND DEVELOPMENT

OSU-Oklahoma City offers a wide array of extracurricular programs and activities that serve students' interests. A wide range of social, recreational, cultural and civic activities are offered to students. The Office of Student Life works closely with student organizations and provides guidance and information concerning student organization constitutions, by-laws, membership and issues concerning college policy.

OSU-Oklahoma City utilizes OrgSync for student clubs and organizations, co-curricular records, community service and campus event tracking. OrgSync is where students request an official OSU-Oklahoma City co-curricular transcript. The co-curricular transcript is an official record of out-of-class, extracurricular activities and accomplishments of students. For questions concerning OrgSync or the co-curricular transcript, please contact the Office of Student Life (Student Center room 240) at (405) 945-3378 or studentlife@osuokc.edu.

To view the complete policy relating to Student Conduct, please visit the website at www.osuokc.edu/conduct.

STUDENT ORGANIZATIONS

Want to get involved in college? Join any of the campus clubs and organizations at OSU-Oklahoma City, or join the organization that pulls all of these groups together - the Student Government Association. For more information, please contact the Office of Student Life at (405) 945-6796 or (405) 945-8674 or email studentlife@osuokc.edu. Check out current campus organizations or start a new one. Drop by the Office of Student Life, Student Center, second floor, and let us show you what it takes to start an organization or how to get involved.

BAPTIST COLLEGIATE MINISTRIES (BCM)

BCM is a Christ-centered, church-related, student-led organization on college and university campuses throughout Oklahoma. BCM is dedicated to bringing students to a closer walk with Jesus Christ through worship, Bible study, fellowship, ministry opportunities and missions.

BLACK STUDENT ASSOCIATION (BSA)

The mission of BSA is to encourage a positive educational experience among all students of African/African-American descent and to educate the campus and community about the culture. Any OSU-OKC student is eligible for membership.



COLLEGE REPUBLICANS*

Interested in the political process and learning about the Republican Party? If so, come join the College Republicans where local candidates are invited to come speak about the issues, members learn about the Republican platform and they increase awareness about the political process in America. Membership is open to all college students.

COMMUNITY ORIENTED GAMERS (COG)

The OSU-OKC Video Game and Anime Association welcomes anyone who has an interest in getting to know more about video games, play video games, and wanting to know more about the video game development process. The VGAA also welcomes anyone who would like to talk about, read, or watch anime.

DEAF/HEARING SOCIAL CLUB (DHSC)

The Deaf/Hearing Social Club offers support for students who are deaf and hard of hearing, as well as for Interpreter Training students. Not only does the Deaf/Hearing Social Club provide opportunities for socializing in sign, but it also offers activities such as trips, parties, guest speakers and educational functions.

EARLY CARE EDUCATION ASSOCIATION*

The mission of the OSU-OKC Early Care Education Association is to advance the field of early education through the creation of knowledge and promotion of professionalism and leadership. ECA will support high quality early care for families and children. Through this promotion and support, the ECA will serve our community through service activities while enhancing the learning opportunities for OSU-OKC students.

ELECTRONICS ENGINEERING TECHNOLOGY CLUB (EET)*

The Electronics Engineering Technology Club has activities for its members to enhance and supplement their education. Club activities include speakers from industry, interaction with EET graduates and field trips to companies that have possible job opportunities for EET graduates. The EET Club also provides fellowship and social events for the members.

GO GREEN*

Are you interested in educating our community to be more eco-friendly? Are you interested in finding out how to preserve our world? Come and get involved with Go Green as we strive to promote environmental awareness on the OSU-OKC campus and within our community.

HISPANIC STUDENT ASSOCIATION (HSA)

The Hispanic Student Association's purpose is to educate the OSU-Oklahoma City community about Hispanic culture and history. This club will plan activities on campus and offer services to the Oklahoma City Hispanic community.

MUSIC CLUB

The purpose of the OSU-OKC Music Club shall be to promote the musical arts throughout campus and the community. The Music Club shall be the primary route for current OSU-OKC students to showcase their musical talents. Such talents shall be used to promote school spirit, uplift the community, and provide a musical outlet for students.

NATIVE AMERICAN STUDENT ASSOCIATION (NASA)

The Native American Student Association helps the individual Native American student adjust to college life and gain a better understanding and knowledge of Native American heritage, as well as preserve it. Membership is open to those interested in the cultures of Native Americans.

OKLAHOMA INTERCOLLEGIATE LEGISLATURE (OIL)*

The purpose of this organization shall be to provide the students of OSU-OKC with a beneficial educational experience in the governmental process. The organization shall also serve as a forum for issues of concern to the students of OSU-OKC.

OSU-OKLAHOMA CITY CHAPTER OF THE OKLAHOMA STUDENT NURSE ASSOCIATION (SNA)

The formal organization of student nurses on campus is the OSU-Oklahoma City Chapter of the Oklahoma Student Nurse Association. Membership is open to all nursing students. Members receive mailings from the National Student Nurse Association and have the opportunity to attend state and national conventions. Membership allows nursing students a chance to interact with nursing students from other college nursing programs and to stay current with trends and issues regarding the nursing profession.

OSU-OKLAHOMA CITY STUDENT AMBASSADORS

The Student Ambassadors purpose is to educate prospective students and their parents about Oklahoma State University – Oklahoma City, from both the academic and social perspectives. In addition, the Student Ambassadors actively participate in campus events, generate student involvement, and serve as a network for other activities and organizations on campus.

PHI THETA KAPPA ALPHA PI NU CHAPTER (PTK)

Phi Theta Kappa International Honor Society of the Two-Year College recognizes scholastic achievement and promotes social awareness, fellowship and individual growth. Students must have completed at least 12 college semester credit hours at OSU-Oklahoma City with a minimum 3.5 cumulative grade point average to be eligible for membership. Invitations for membership are mailed to eligible students in September and February. Transfers from other Phi Theta Kappa college chapters are welcome.

HORTICULTURE CLUB (MEMBERS OF PROFESSIONAL LANDSCAPE NETWORK)

PLANET’s purpose is to act as a stepping stone for horticulture students interested in entering the landscape contracting industry.

PUBLIC SAFETY STUDENT ASSOCIATION (PSSA)

The Public Safety Student Association is an organization whose mission is to further involve students in the Public Safety fields through training and community activities while providing student-led learning opportunities. The training will focus on the areas of emergency medical services, law enforcement, and municipal fire protection.

RHYTHMIC DANCE*

Mission Dance is an organization for those who want to share in their appreciation for the art of dance and learn a variety of dance styles. This organization provides an outlet from the stressful demands of school and encourages students to become active and express their creativity. Furthermore, Mission Dance appeals to a broad scope of students including current and prospective students.

SEXUAL ORIENTATION DIVERSITY ASSOCIATION (SODA)*

The purpose of the Sexual Orientation Diversity Association is to generate a network of support that promotes reaching educational goals, as well as, tolerance and equality for gay, lesbian, transgender, and bisexual people. This club will strive to promote unity and leadership in the celebration of diversity among all cultures and their families.

STUDENTS ASSOCIATION FOR VICTIM’S INTEREST AND EMPOWERMENT (SAVIE)*

The purpose of SAVIE is to provide, through campus activities, education to the student body on matters relating to victim-survivor issues and the support agencies available for consultation. In addition, those students enrolled in the Crime Victim/Survivors Services (CVSS) program shall be provided with information and lectures on topics relating to the profession and are provided with an avenue for networking.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is the representative body of all OSU-Oklahoma City students. SGA sponsors and co-sponsors campus activities and events, recommends the spending of student activity fees and represents the students on campus committees. SGA maintains an office in the Student Center, first floor, for all clubs and organizations to use.

STUDENT LEADERS OF TOMORROW (SLT)

Membership is open to any OSU-Oklahoma City student. Project SOAR is a federally-funded Title IV program under the Higher Education Act of 1965 and is offered to students who meet the criteria set by the Department of Education. Members are dedicated to providing support to other students like themselves who welcome encouragement and assistance in becoming successful in their academic endeavors.

STUDENT VETERANS ASSOCIATION (SVA)

The mission of the Student Veterans Association is to honor service members and aid in efforts toward continuing education for student Veterans, as well as honor the institution’s mission and community service commitments. SVA community action projects will work to make a significant mark in support of the OSU-OKC strategic directions and core values, and its Veteran students.

VETERINARY TECHNICIAN STUDENT ASSOCIATION (VTSA)

The Veterinary Technician Student Association was organized in 1997 by OSU-Oklahoma City’s first class of Veterinary Technology students. Membership is open to anyone interested in promoting the professional and educational advancement of veterinary technicians.

WIND ENERGY STUDENT ASSOCIATION (WESA)

The purpose of the Wind Energy Student Association is to bring further awareness of the educational opportunities available to current students and prospective students pursuing careers in the rapidly growing alternative energy sector.

YOUNG DEMOCRATS OF AMERICA*

Interested in the political process and learning about the Democrat Party? If so, come join the Young Democrats where local candidates are invited to come speak about the issues and members learn about the Democrat platform as well as increase awareness about the political process in America. Membership is open to all college students.

**As of printing, these are Inactive Organizations. If interested in reactivating this group or to find out more about its purpose or mission, please contact the Office of Student Life in the Student Center room 240, call (405) 945-6796, or email at studentlife@osuokc.edu.*

SECURITY

Campus security is provided 24 hours a day, seven days a week, by OSU-Oklahoma City Campus Security. Campus Security constantly patrols parking lots, buildings and grounds. As a precaution, office doors, classroom doors and other areas should be locked and secured when not occupied or scheduled for activities. If anyone suspicious is observed in or around the campus area, contact the Office of Safety and Security immediately.

If you find safety hazards that you feel should be addressed immediately, such as a broken chair, an unidentified bothersome smell inside a building, or a trip hazard, please contact the Office of Safety and Security so that we may investigate the problem.

LOCATION

The OSU-Oklahoma City Office of Safety and Security is located on the first floor of the Business Technologies Building, Room 100. The phone number is (405) 945-3253 with business hours of 8am to 5pm. After hours please call (405) 945-9111.

EMERGENCIES

In case of an emergency on campus, contact Campus Security by dialing (405) 945-9111. Security officers will help determine if any outside agencies (fire department, police department, paramedics, etc.) need to be contacted. For more specific information see Medical and Health Emergencies below.

EMERGENCY MESSAGES

Emergency messages are often received for faculty, staff and students. All attempts are made to deliver messages deemed to have urgency. The least interruption possible is the goal; but, if necessary, an emergency message will be delivered to either a student or instructor during class. Persons wishing to get an emergency message to a student should contact OSU-Oklahoma City Security by calling (405) 945-9111. Caller must be able to provide valid emergency information before a message is delivered.

REQUEST OF IDENTIFICATION

No person on university property shall willfully fail or refuse to comply with any lawful order or direction of an officer of Safety and Security or any university administrator. Upon the request of any Safety and Security officer or university administrator, proper identification shall be produced.



IDENTIFICATION CARDS

OSU-Oklahoma City identification cards are issued at Admissions in the Student Center, first floor, during working hours Monday through Friday. These are required for access to Business Services, Library, computer labs, and Wellness Center, as well as many other departments on campus. They are also used by Security for identification after hours and/or on weekends as authorization for your presence on campus. Students, as well as employees, are encouraged to obtain one.

SURVEILLANCE CAMERAS

The Office of Safety and Security is committed to enhancing the campus community quality of life by integrating the best practices of public and private campus safety with state-of-the-art technology. This office will utilize overt video surveillance cameras to monitor and record public areas to help ensure the safety and security of the campus community.

REPORTING INCIDENTS

Any unusual event such as theft of property or auto mishap should be reported to the Office of Safety and Security, Business Technologies Building, Room 100, or call (405) 945-9111. Security investigates auto accidents, and can provide a statement to submit to an insurance company. Security personnel will complete an incident report, which is placed on file. Security is not responsible for contacting city police to investigate the incident unless requested. A complainant/witness statement form may be found at www.osuokc.edu/security/forms/Complainant_Witness_Statement.xls

EMERGENCY PREPAREDNESS PLAN FOR INJURY TO STUDENTS/GUESTS ON CAMPUS

All injuries occurring on campus need to be reported to the Office of Safety and Security immediately regardless of the severity at (405) 945-9111. Please fill out the Accident/Injury form (www.osuokc.edu/security/forms/Accident_Injury_Report_Form.xls) in its entirety and return it to Security without delay.

If a student or guest is injured on campus, it is up to the faculty or staff person supervising the class or event to contact the Office of Safety and Security so that Security may complete an "Incident Report" which details the injury. (In the event that the faculty or staff person cannot be located, it will be necessary for the student or guest to contact Security directly.)

If the injured person feels that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City and wishes to file a claim for medical costs or property damage, they should contact either the vice president of Finance and Operations for OSU-Oklahoma City or they may contact the State Risk Management Office at (405) 521-4999. OSU-Oklahoma City will not make any reimbursements for personal injury or physical damage. Determination of negligence and amounts of monetary liability are the exclusive responsibility of the State Risk Management Office. Employees of OSU-Oklahoma City may NOT obligate any institutional funds for payment of injuries or property damage.

If after an investigation it has been determined that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City, the injured person may file a claim for medical costs and/or property damage by contacting the vice president of Finance and Operations for OSU-Oklahoma City.

If there are any questions in regard to this policy, please contact the vice president of Finance and Operations.

MEDICAL AND HEALTH EMERGENCIES

1. Faculty or staff should call Security at extension 111 (classroom phone) or (405) 945-9111. **DO NOT CALL THE HEALTH SCIENCE OR EMT DEPARTMENTS.** In emergencies with immediate danger or an unconscious person call 911 AND Security.
2. When you call Security (extension 253 or 111):
 - a. Give the Security officer the exact location of the emergency, including building and room number.
 - b. Describe the emergency (such as seizure, accident, chest pain, etc.)
3. Provide assistance to the emergency victim only if you are trained to do so. Otherwise, wait with the victim and make him/her as comfortable as possible without moving the individual until Security or emergency personnel arrive.
4. General First Aid Guidelines – **DO NOT CONTACT THE HEALTH SCIENCE OR EMT DEPARTMENTS.**
 - a. Do not attempt to move the victim.
 - b. Apply direct, steady pressure to wound, if bleeding. For victims who have stopped breathing, fainted, are choking or have had a seizure, CALL 911 AND SECURITY (extension 253 or 111) IMMEDIATELY. Do not attempt to administer aid unless you are trained to do so.
5. When Security or emergency personnel arrive they will assume control of the situation.

Only if asked by Security should faculty, staff, or students on the scene assist by waiting outside buildings to provide assistance and direction to emergency units. Individuals may be asked to assist with maintaining calm in the classroom or providing direct care to the victim as directed by Security or emergency personnel.

STUDENT ORGANIZATIONS OFF CAMPUS

Student organizations participate in workshops, conventions, conferences, etc., off campus at various locations with advisors present. These advisors are required to report any known crimes to the Office of Safety and Security; and, in turn, Security will report these crimes to the appropriate law enforcement agency at its discretion.

CAMPUS EVENT NOTIFICATION

Security is to be taken into consideration when campus events are planned. Contact the Office of Safety and Security, (405) 945-3253, early in the planning process of campus events.

COWBOY ALERT NOTIFICATIONS

OSU-OKC has partnered with Oklahoma State University to implement a service for the OSU-OKC community that will notify people in the case of an emergency. These emergencies may include:

- A campus intruder
- Acts of terrorism
- Biohazard threats
- It is important to note that alerts will not be used for weather-related events unless the situation poses a threat to the lives of people on campus.

In a situation deemed an emergency, OSU officials will deploy a message to members of the OSU community with information regarding the event and how they should proceed. This information may be in the form of a voice and/or mobile text.

TO SUBSCRIBE

To subscribe, please click on the link below and log into your O-Key account. From there you may navigate to the left menu and select "Emergency Contacts." If you have any questions, please contact the IT Help Desk. Be sure to update your information with any changes.

INCLEMENT WEATHER, CLASS CANCELLATION, CAMPUS CLOSING

A decision to close the campus or to cancel classes because of inclement weather or other adverse conditions will be made as early as possible. Students should watch and listen for news broadcasts. Weather information is available on www.osuokc.edu/weather. Students are encouraged to join social media networks at www.facebook.com/osuokc and www.twitter.com/osuokc.

A decision to close the campus includes offices across the campus. If only classes are cancelled, campus offices remain open. Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

TORNADO AND SEVERE WINDSTORMS

When a tornado is confirmed close to the OSU-Oklahoma City campus, college officials and campus Security will notify each building on campus that all persons should seek immediate cover in a shelter area. The shelter locations for each building are identified by yellow signs labeled "Emergency Storm Shelter." Most shelters are located on the lowest level of each building and usually inside restrooms, stairwells and northeast classrooms. When conditions are safe to return to normal operations, campus officials and security will issue "all clear" notices to shelter locations.

ENERGY EDUCATION

Oklahoma State University in Stillwater has contracted with Energy Education, Inc. (EEI) to develop an energy education program that will become self-sustained on each of the campuses. OSU-Oklahoma City has built an awareness of conservation to have a more prosperous and sustainable future through the wise use of energy. Its policy and guidelines cover general information and guidelines for heating, air conditioning, water usage and lighting with emphasis on usage during unoccupied times.

SAFETY AND MAINTENANCE

Safety is taken into consideration when any new construction or remodeling projects are undertaken on campus.

EVENING VEHICLE ESCORT

Upon request, the Office of Safety and Security provides an escort to all persons traveling across campus after dark. Call (405) 945-9111 for escort.

DEAD BATTERY

As a courtesy, the Office of Safety and Security gives assistance for "dead battery" vehicle starts on campus provided the vehicle owner signs a "Release of Liability" form. Officers WILL NOT give assistance in retrieving keys locked in vehicles. Security will not perform mechanical repairs or maintenance on vehicles.

OFFICE AND CLASSROOM BUILDINGS

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. At other times, access can be obtained by contacting the Office of Safety and Security. Laboratories are open during posted hours. Approval from the appropriate professor is required for access at any other times. All buildings and facilities are patrolled and monitored by Safety and Security officers on a 24-hour basis.

Maintenance and lighting problems are reported to the Physical Plant by the officers. Depending on the criticality, repairs are accomplished on a 24-hour basis.

SPECIAL EVENT COORDINATION FOR PARKING AND BUILDING/CLASSROOM ACCESS

If your event will require visitors to park on campus notify the Office of Safety and Security at (405) 945-3253 or email security@osuokc.edu to arrange to have Temporary Parking Passes issued. Without these passes, visitors may be cited for illegal parking. If buses or other large vehicles will be parking on campus, we may need to coordinate an area where they will have plenty of room and will be less likely to cause traffic/parking problems.

If your event requires building or classroom access on weekends, evenings or after hours, you will need to make arrangements with Security at (405) 945-3253 or email security@osuokc.edu. Occupants of the meeting or class will be questioned by a Security Officer if prior arrangements have not been made.

If your vehicle will be left on campus due to an event off campus, please inform Security of the type of vehicle, the location where you have parked it and the duration it will stay on campus.

RECREATIONAL USE OF OSU-OKLAHOMA CITY PROPERTY

Riding a motorcycle, motor scooter, roller blades, skateboards or any other recreational item on any sidewalk, pathway or area intended solely for pedestrian use is prohibited. Roller blades, skateboards or any other recreational items are also prohibited in all parking lots, driveways and the Precision Driving Training Course.

Use of land, launching of hot air balloons, use of remote controlled vehicles and flying of model aircraft is also prohibited on OSU-Oklahoma City properties without prior written approval from the vice president of Finance and Operations.

LOST AND FOUND

All lost and found items are brought to the Security Office at the end of each day from various locations on campus. Please call the office at (405) 945-3253 to obtain information on how to pick up personal property.

PARKING AND TRAFFIC REGULATIONS

The Board of Regents for Oklahoma State University/A&M Colleges, the governing board, has appointed necessary officers for the purpose of protecting personnel and property at Oklahoma State University-Oklahoma City. These officers are assigned to the Office of Safety and Security, which has the responsibility and authority for the administration and enforcement of the university's parking and traffic regulations. The annual parking fee assessed to all students is \$65. Hangtags are required to be displayed on the student, faculty, or staff member's motor vehicle mirror to park on university property. Student registration hangtags are issued by Business Services, located on the second floor of the Administration Building. Additional hangtags may be purchased for \$1. Faculty and staff may pick up their hangtag at Human Resources located on the second floor of the Administration Building.

TRAFFIC CITATIONS

Charges for parking violations are added to the student's account. Payment for violations should be made in Business Services, Administration Building, second floor. Students who allow their account to be delinquent will have a "hold" placed on their academic records or re-enrollment.

To contest a ticket, obtain a Traffic Violation Petition from Business Services. Fill out the requested information completely, attach the ticket in question and return the petition to Business Services or send to the Office of Safety and Security. You will be notified by mail of the final decision.

CRIME INFORMATION AT OSU-OKLAHOMA CITY

Reported crime statistics are those which occurred within the jurisdictional boundaries of campus. They include Oklahoma City Police jurisdiction on city streets or public property immediately adjacent to the campus, and may include Oklahoma County property.

Crime statistics concerning other locations are available at the Oklahoma City Police Department. To view OSU-Oklahoma City's crime statistics go to: www.osuokc.edu/security/stats.htm.

SUMMARY OF THE JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19-year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained.

For more information about the Jeanne Clery Act, visit the Security on Campus, Inc. at www.securityoncampus.org.

DRUGS AND ALCOHOL

OSU-Oklahoma City does not tolerate illicit drug use and/or alcohol abuse on campus or in connection with university functions by any person regardless of age. State law regulates the possession, use and/or sale of alcoholic beverages and illegal drugs. OSU has articulated a policy on alcohol and drug use on campus. This and other related policies are in the Oklahoma State University-Oklahoma City Student Rights and Responsibilities Governing Student Behavior available in the Office of Student Life or on the website at www.osuokc.edu/rights.

WEAPONS, FIREARMS, AMMUNITION, FIREWORKS, EXPLOSIVES AND DANGEROUS CHEMICALS

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college or university campus by state law. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in OSU-Oklahoma City vehicles, or on OSU-Oklahoma City sponsored trips.

Exceptions to this policy are police and peace officers employed by OSU-Oklahoma City and those who have been called to assist or to perform law enforcement duties on campus as well as police and peace officers in their official on-duty capacities and in the performance of their duties. Collegiate Officer Program students during supervised-skills training are exempt.

Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of OSU-Oklahoma City with such handguns only if the handguns are concealed and stored in the licensee's motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on OSU-Oklahoma City property.

AUTHORITY

The OSU-Oklahoma City Office of Safety and Security derives its authority from Oklahoma state statutes. As established by these statutes, the Board of Regents for the Oklahoma State University/A & M Colleges and the Director of the OSU-Oklahoma City Security Office shall specify duties, appoint officers, designate uniforms and fix compensation for the OSU-Oklahoma City Office of Safety and Security.

The primary mission of officers serving in the OSU-Oklahoma City Office of Safety and Security shall be the protection of persons and property on the campus of OSU-Oklahoma City. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on university property. As defined by statute, "campus" shall include all real property, buildings and improvements within the State of Oklahoma that are owned, leased or rented by OSU-Oklahoma City.

Officers are authorized to issue summons to, or to make arrests and take into custody, persons guilty of unlawful conduct or trespassing. OSU-Oklahoma City Security officers shall have jurisdiction over all parts and aspects of the OSU-Oklahoma City campus and any other area as authorized by law pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act.

OSU-Oklahoma City Security officers will call the appropriate law enforcement agency for crimes committed on campus, at their discretion. It is at the discretion of campus Security to call the Oklahoma City Police Department to report thefts on campus, as the school is self-insured.

ARREST AUTHORITY OF SECURITY PERSONNEL

The OSU-Oklahoma City security officers have the arrest powers of a private citizen.

22 O.S. § 202. ARREST BY PRIVATE PERSON

A private person may arrest another:

1. for a public offense committed or attempted in his presence.
2. when the person arrested has committed a felony although not in his presence.
3. when a felony has been committed, and he has reasonable cause for believing the person arrested to have committed it.

FINANCIAL AID

WHAT IS FINANCIAL AID?

Financial aid is money in the form of loans, grants and employment that is available to students to help pay the cost of attending a college, university or vocational/technical school. Financial aid comes from the federal government, which is the largest provider of aid, as well as state government, schools and a variety of other public and private sources.

MERIT-BASED AID

Merit-based aid is given to students who have a special characteristic, skill, talent or ability. Scholarships and/or tuition waivers are examples of merit-based aid. Merit-based aid is usually a gift that does not have to be paid back, although students who get merit aid sometimes have to promise to teach or perform some other service when they finish school.

SCHOLARSHIPS OKLAHOMA STATE UNIVERSITY- OKLAHOMA CITY

Each year the OSU-Oklahoma City Scholarship Committee and the Academic Divisions award various foundation and tuition scholarships based on academic excellence, potential, talent, leadership and community service. Awards are available to part-time as well as full-time students. Scholarship opportunities are competitive and are awarded on an annual basis.

Applications for foundation and tuition scholarships vary by division; however the Application for Tuition Scholarship must be submitted with supporting documents to the OSU-Oklahoma City Financial Aid and Scholarship Office by the March 1 priority deadline. Visit www.osuokc.edu/scholarships for the application and criteria. Applications received after the priority deadline will be considered on a first-come, first-served basis pending fund availability. *Student applying for a divisional foundation or tuition scholarship should check with the division for application deadlines.*

Applicants, who are not already enrolled at OSU-Oklahoma City, must submit their application for admission prior to being considered for a tuition scholarship. Applicants will be notified by mail of any awards that they are eligible to receive.

A portion of OSU-Oklahoma City general tuition may also be waived for full-time benefit-eligible faculty and staff, concurrently-enrolled high school seniors and Oklahoma Independent Living Act students (in Oklahoma Department of Human Services custody).



In addition, many employers, professional organizations, civic groups and other groups offer scholarships. Eligibility criteria and deadlines vary from program to program. Applicants must contact the agency offering the scholarship for information. Examples of these types of scholarships are the Oklahoma's Promise and the Heartland Scholarship Program.

OKLAHOMA'S PROMISE

For students who completed eligibility requirements, Oklahoma's Promise will pay his/her tuition at an Oklahoma public two-year college or four-year university. It will also cover at least a portion of tuition at an Oklahoma accredited private college or university or for courses offered at public technology centers that qualify for credit from an Oklahoma public two-year college. The scholarship amount, however, does not cover items such as books, supplies, room and board, or any other special fees. Students are strongly encouraged to apply for other forms of financial aid to cover these costs. Students receiving Oklahoma's Promise must maintain satisfactory academic progress standards as required from federal aid. For more information concerning your receipt of OHLAP while attending OSU-OKC, please visit the Office of Financial Aid and Scholarships.

OKLAHOMA STATE REGENTS ACADEMIC SCHOLARS PROGRAM

The Oklahoma State Regents for Higher Education Academic Scholars Program is designed to attract top students in Oklahoma and from across the country. The Academic Scholars Program covers a student's college costs, including room, board, tuition, books and incidental fees

for up to five years of full-time undergraduate and/or graduate study. Students can qualify for the Academic Scholars Program by being named National Merit Scholars, National Merit Finalists, National Achievement Scholars, National Hispanic Scholars, Hispanic Honorable Mention Awardees or Presidential Scholars. Oklahomans can also qualify by scoring at or above the 99.5 percentile on the American College Testing Program exam (ACT) or the Scholastic Aptitude Test (SAT).

Once admitted to a college or university, Academic Scholars must maintain a 3.25 cumulative grade point average. To apply for this scholarship visit www.okhighered.org.

OKLAHOMA NATIONAL GUARD TUITION WAIVER PROGRAM

A member of the Oklahoma National Guard shall be awarded a tuition waiver, provided the student:

- has been certified as eligible by the Oklahoma Military Department,
- is an Oklahoma resident,
- has a cumulative GPA of 2.0 or better,
- does not currently hold a baccalaureate or graduate degree,
- is enrolled in a program of study leading to an associate degree or a baccalaureate degree and
- meets all admission and retention requirements of the institution.

FORMER PRISONERS OF WAR, PERSONS MISSING IN ACTION AND DEPENDENTS

The Oklahoma legislature has enacted legislation, which provides that any former prisoner of war and their dependents or dependents of persons missing in action, if otherwise qualified, may enroll and pursue study at any state-supported institution of higher education or state-supported technical institute without payment of enrollment fees. The following points of policy and procedure will serve as guidance for institutions in the administration of this law:

- A “prisoner of war” is defined as a person who was a resident of the state of Oklahoma at the time he or she entered service of the United States Armed Forces or whose official residence is within the state of Oklahoma and who, while in the United States Armed Forces, has been declared to be a prisoner of war or to be a person missing in action as established by the Secretary of Defense after January 1, 1960.
- A “dependent” means any child whose parent served as a prisoner of war or was declared by the United States Armed Forces to be a person missing in action. A “dependent” child ceases to be eligible for benefits on his or her 26th birthday.
- Dependents of prisoners of war, persons missing in action or dependents of persons reclassified as killed in action are not eligible for this benefit if federal funds are provided to pay their enrollment fees.
- The benefit to which an eligible person is entitled under this policy includes enrollment fee waivers for five years or the completion of a bachelor’s degree, whichever occurs first.

CHILDREN OF PEACE OFFICERS AND FIRE FIGHTERS WHOSE LIVES WERE GIVEN IN THE LINE OF DUTY

Tuition will be waived for children of Oklahoma peace officers or fire fighters who have given their lives in the line of duty. Such waiver of tuition shall be limited to a period of five years from the date of the first waiver. (SB 234, 1989)

SENIOR CITIZENS

Institutions of the state system are authorized to waive the tuition for Oklahoma residents 65 years of age or older for auditing academic courses, contingent upon space available. Students auditing courses under this policy are responsible for paying any and all fees associated with the enrollment.

VETERANS’ BENEFITS

Veterans Administration benefits provide educational assistance to eligible veterans as well as to children of deceased or disabled veterans. For complete information concerning VA benefits, applications for benefits, amount of assistance awarded, eligibility and other veteran services, contact the Veterans’ Services Center, Student Center first floor, or call (405) 945-8692.

HOW DO I APPLY FOR MERIT-BASED FINANCIAL AID (SCHOLARSHIPS)?

1. Contact the schools to which you are applying and ask for information/applications on any available merit-based aid. At OSU-Oklahoma City, financial aid and scholarships are processed in the Office of Financial Aid and Scholarships located in the Student Center, first floor.
2. Visit your public library; it should give reference books with information on the many scholarships available from public and private sources. Some high schools, colleges and libraries have computerized scholarship listings that help students identify potential sources of funds. When using scholarship search services, check with a school to see if the organization is reliable and reputable. You should never have to pay any fee to an organization for scholarship information. Any and all information about financial aid and scholarships should be free. Additional scholarship opportunities are available through OSU-OKC’s Academic Divisions. Applicants wanting to apply for a divisional scholarship should contact their academic division for more information.

NEED-BASED AID

Need-based aid is given to a student who can show that he or she needs financial assistance to pursue an education beyond high school. Most financial aid is awarded on the basis of need. There are three kinds of need-based aid: grants, college work-study and loans.

One of the principles behind need-based aid is that a student and his or her family should pay for educational expenses to the extent they are able. If you think your educational expenses are more than you and your family can afford, you should apply for need-based financial aid using the Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov. OSU-OKC’s federal school code is **009647**.

FINANCIAL AID ELIGIBILITY

To be considered for financial aid you must:

- be enrolled as a degree- or certificate-seeking student,
- be a U.S. citizen or eligible non-citizen,
- have a valid social security number,
- register with Selective Service (if required),
- make satisfactory academic progress (successfully complete with grade of A, B, C, D or P at least 67 percent of the cumulative hours attempted with a GPA of 2.0 or above), and
- have a high school diploma, home schooled completion certificate, GED, or registered at a Title IV institution prior to July 1, 2012 and achieved ability to benefit requirements..

ABILITY TO BENEFIT (ATB)

Federal regulations state that a student must demonstrate an ability to benefit from college before receiving aid. Students, therefore, must demonstrate one of the following ATB requirements:

1. high school diploma or
2. General Education Development (GED) certificate or
3. Home schooled completion certificate
4. COMPASS test with a minimum score of 25 on Pre-Algebra/Numerical, 62 on Reading and 32 on Writing or
5. Successfully complete six credits required for completion of an associate or bachelor’s degree.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with the U.S. Department of Education regulations governing Title IV (federal student aid) and state grant student financial aid programs, students receiving financial aid must be in compliance with the Oklahoma State University-Oklahoma City Financial Aid Satisfactory Academic Progress Policy (SAPP). Federal regulations require this policy to be applied to each financial aid recipient in determining satisfactory academic progress for financial aid eligibility purposes. Students are expected to read, understand and adhere to this policy. A copy of this policy is available in the Office of Financial Aid and Scholarships or online at www.osuokc.edu/financialaid/sap.aspx.

TYPES OF AID GRANTS

Monies that do not have to be paid back. Most require at least half-time enrollment status for minimum eligibility. Grant opportunities available at OSU-Oklahoma City are as follows:

- **Pell Grants** - Federal Pell Grants are available only to undergraduates with no prior bachelor's degree. Pell Grant Awards for the 2016-2017 school year will range from \$581 to \$5,815. The amount of aid a student receives will depend on his or her Expected Family Contribution (EFC), the cost of attendance and enrollment status. The Office of Financial Aid and Scholarships determines eligibility and will notify the student when an award is made.
- **Supplemental Educational Opportunity Grant (SEOG)** - This grant is available only to undergraduates with no prior bachelor's degree whose FAFSA Expected Family Contribution is zero. SEOG awards at OSU-OKC will range from \$200 to \$600. Due to limited funding, awards are made on a first-come, first-served basis by the Office of Financial Aid and Scholarships until all federally-allocated funds are awarded.
- **Oklahoma Tuition Aid Grant (OTAG)** - This grant is available to Oklahoma residents whose Free Application for Federal Student Aid (FAFSA) was processed by the federal processor by March 1, 2016, and whose FAFSA Expected Family Contribution is \$1,700 or less. This grant is also limited to undergraduates who have not earned a bachelor's degree. The maximum award amount for the 2016-2017 school year is \$1,000. Awards are made by the Oklahoma State Regents for Higher Education based on the information provided on the FAFSA.

COLLEGE WORK-STUDY - MONEY THAT A STUDENT CAN EARN BY WORKING AT A PART-TIME JOB ON CAMPUS. FUNDS TO PAY THE MAJOR PORTION OF THE STUDENT'S WORK-STUDY EARNINGS COME FROM THE FEDERAL WORK-STUDY PROGRAM.

- This part-time work program provides employment opportunities on and off campus. Financial aid eligibility is required, and the OSU-Oklahoma City Financial Aid and Scholarships Office will contact eligible applicants. Students who do not qualify for the federal work-study program may apply for part-time employment through the OSU-Oklahoma City Human Resources Office or the OSU-Oklahoma City Career Services Center.

LOANS

Unlike grants or federal work-study, loans are borrowed money that must be repaid with interest. Repayments typically begin upon graduation, withdrawal or enrolling at less than half-time status. For detailed information concerning all loan programs listed in this publication, please secure a copy of the 2016-2017 Funding Education beyond High School - The Guide to Federal Student Aid from the OSU-OKC Financial Aid and Scholarship Office or visit www.fafsa.ed.gov.

OSU-Oklahoma City participates in the Federal Direct Student Loan Program. The William D. Ford Direct loan program, also called Direct Loans, allows students and parents to borrow directly from the U.S. Department of Education. Direct loans include subsidized and unsubsidized Direct Student Loans and Direct PLUS Loans. A brief description of the loan opportunities available at OSU-OKC are as follows:

- **Subsidized Direct Student Loan** - Need-based loan program in which the U.S. Department of Education pays the interest while the student is in school at least half-time, for the first six months after you leave school and during a period of deferment. Federal Stafford Loan funds are borrowed from the U.S. Department of Education with funds obtained from the U.S. Treasury. Borrowers must be enrolled at least half-time to receive a loan.
- **Unsubsidized Direct Student Loan** - This program is non-need-based and the borrower is responsible for the interest during the life of the loan. The borrower must be enrolled at least half-time to receive a loan. Borrower is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full.
- **Direct Parent Loan for Undergraduate Students (PLUS)** - Parents of dependent students enrolled at least half-time may apply for the Federal PLUS loan. The terms and conditions of this loan program require that the applicant not have an adverse credit history and a fixed interest rate of 7.9 percent. Repayment usually begins 60 days after the loan is fully disbursed or six months after the dependent student is not enrolled at least half-time. Loans are serious financial and legal obligations and must be repaid. Students are encouraged to pursue all financial opportunities available (grants, employment opportunities and scholarships) before borrowing. Failure to

repay student loans may result in a damaged credit rating, loss of federal/state tax refunds, a lawsuit and ineligibility for further financial aid.

Early application is encouraged to allow processing time by OSU-Oklahoma City and the Department of Education. If you have classes that are late starting classes, i.e. fast-track, second eight-week classes, etc, your loan disbursement could be delayed until after the start date for the course(s) that make the student a half-time student. Student loans are disbursed depending on when the student applied for the loan and/or whether the student is a new borrower. No money will be disbursed prior to the first day of courses for any given semester.

Every student awarded a loan is put into a grade level by their classification of hours earned, as calculated by the OSU-Oklahoma City Office of Admissions. A freshman-level borrower is a student who has earned 0 through 29 credit hours. A sophomore-level borrower is a student who has earned 30 or more hours.

All first-time loan borrowers are required to complete loan entrance counseling session before loans are disbursed. You may complete loan counseling online at www.studentloans.gov. Follow the instructions on the screen. Our office will receive notification from the Department of Education informing us of the date and time of your successful completion of this requirement.

Consequently, upon your departure from OSU-Oklahoma City, (withdrawal, graduation or less than half-time enrollment status) you are required by federal regulations to complete an Exit Counseling Session in person at the Office of Financial Aid and Scholarships or online at www.nsls.ed.gov. Follow the instructions on the screen. Our office will receive notification informing us of the date and time of your successful completion of this requirement.

A NOTE ON BORROWING

Many students find that they must borrow money to finance a portion of their education. Before you borrow, remember that loans must be repaid at some point in the future. Consider carefully how much you will need to borrow and the burden your loans will impose after you leave school. Your Financial Aid and Scholarship Office staff can provide you with more information about the responsibilities that you assume when you borrow money.

WHAT IS FINANCIAL NEED?

Financial need is the difference between a student's total annual educational expenses and the amount the student and his or her family is expected to pay. Total educational expenses are usually called the cost of attendance or student budget. The amount the student and/or family is expected to pay is called the Expected Family Contribution (EFC). The EFC is calculated once the student completes the FAFSA (Free Application for Federal Student Aid) and gets the processed report returned to him or her. A student's need for assistance will differ from school to school because the cost of attendance will differ.

The equation for determining financial need is:

$$\begin{array}{r} \text{COST OF ATTENDANCE} \\ \text{Minus } \underline{\text{EXPECTED FAMILY CONTRIBUTION}} \\ \text{Equals } \text{FINANCIAL NEED} \end{array}$$

WHAT IS INCLUDED IN THE COST OF ATTENDANCE?

The OSU-Oklahoma City Office of Financial Aid and Scholarships must calculate the cost of the student's college education based on several variable factors, which include the number of credit hours taken, books and supplies, and personal expenses. Awarded financial aid can be used for educational expenses such as tuition, books, transportation costs, room and board, and other personal expenses.

When calculating a financial aid package, a full-time student is a student that is enrolled in 12 or more credit hours in a fall, spring or summer semester. Three-quarter-time students are enrolled in nine, 10 or 11 hours in a fall, spring or summer semester. Half-time students are enrolled in six, seven or eight hours in a fall, spring or summer semester. Less than half-time enrollment is one, two, three, four or five hours in a fall, spring or summer semester. When your enrollment status is determined, it should be noted that courses outside the typical fall, spring or summer semester are counted toward the semester following the term. Examples are: August interim courses count toward fall enrollment hours, January interim courses count toward spring enrollment hours and May interim courses count toward summer enrollment hours.

AM I SUPPOSED TO HELP PAY THE COST OF ATTENDANCE?

Yes. One of the principles of need-based aid is that the student and his or her family should pay what they can afford for educational expenses. This means you will be expected to help pay for your education; and, if the federal government considers you as a dependent student, your parent(s) may also be expected to assist.

HOW IS DEPENDENCY STATUS DETERMINED?

Whether you are considered dependent or independent of your parents depend mostly on your age, but other factors are considered as well. For each school year (fall, spring and summer), the U.S. Department of Education considers you an independent student if you can answer yes to just one of the following questions:

- Were you born before January 1, 1993?
- The year noted in this question changes each application year on the FAFSA.
- During the 2016-2017 school year will you be working on a graduate degree program?
- As of today, are you married? (Answer yes if you are separated but not divorced.)
- Do you have children who receive more than half of their support from you between July 1, 2016 and June 30, 2017?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June of 2017?
- Are you an orphan, or are you or were you (until age 18) a ward/dependent of the court?
- Are you a veteran of the U.S. Armed Forces?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?
- Are you or were you in legal guardianship as determined by a court in your state of legal residence?
- At any time on or after July 1, 2015, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2015, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2015, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or self-supporting and at risk of being homeless?

The rules about dependency status pertain to students who are applying for any federal aid programs, including grants, loans and on-campus work programs.

HOW DO I APPLY FOR NEED-BASED FINANCIAL AID?

You will need to apply for need-based financial aid every year by completing a Free Application for Federal Student Aid (FAFSA).

APPLICATION PROCESS

1. New students should complete the Free Application for Federal Student Aid (FAFSA). Previous students may either complete a new application or simply update the renewal application sent to you by the federal government. Applications will be available after January 1 at the OSU-Oklahoma City Office of Financial Aid and Scholarships or via the Internet at www.fafsa.ed.gov.
NOTICE - if you have moved, your SAR (Student Aid Report) and/or renewal application WILL NOT be forwarded.
2. Remember to list OSU-Oklahoma City Federal School Code: **009647** on the FAFSA if you want OSU-Oklahoma City to receive your need analysis information electronically.
3. Students will receive a Student Aid Report (SAR) from the federal aid processing center, either electronically or via the mail within two to three weeks of application.
4. Review the information on the SAR for accuracy.
5. Respond immediately if any information is inaccurate or if there is a request for additional information. The sooner you respond, the sooner you will receive notification of eligibility for financial aid. If you need assistance please call the OSU-Oklahoma City Office of Financial Aid and Scholarships, (405) 945-8646 or (405) 945-8681 or email finaid@osuokc.edu.
6. Respond promptly to any requests for additional information from the OSU-Oklahoma City Office of Financial Aid and Scholarships.
7. Award notification indicating the types and amounts of financial aid available will be mailed to students beginning in late spring or early summer, for the fall semester.

WHEN TO APPLY

You should apply for federal and state need-based financial aid (for the upcoming academic year beginning in August) as soon after January 1 as possible. Many financial aid programs have limited funding, therefore early application is recommended. Application should be completed at least two months prior to the semester you are planning to attend. If you apply late for funding, you will receive your funding late.

HELPFUL HINTS WHEN APPLYING FOR FINANCIAL AID

- Contact the financial aid office for information on application procedures.
- Complete and submit forms, as requested.
- Know the deadline dates and meet them.
- Complete the forms accurately.
- Respond promptly to any correspondence you receive from the school or the application servicer.
- Keep copies of all forms you use to apply for financial aid and any forms or correspondence you receive or send that are related to your aid application.
- Apply every year for as long as you need assistance.
- Update your email as needed.

HOW WILL I HEAR ABOUT MY AID ELIGIBILITY?

The Financial Aid and Scholarship Office will utilize email as its official notification mode. You are strongly encouraged to activate your O-Key account so that you can receive these email messages and gain access to the student portal. To activate your account, visit <https://app.it.okstate.edu/okey>. Students who have no email address will receive a letter in the mail at the address listed with the Admissions Office.

WHEN WILL I GET THE EXCESS MONEY AFTER MY CHARGES AT OSU- OKLAHOMA CITY HAVE BEEN PAID BY FINANCIAL AID?

OSU-Oklahoma City policy states that students will not receive any excess funds prior to the first day of classes for the semester the funds are certified for disbursement. This applies specifically to all student or parent loans, as any grant or scholarship money is applied to the student's account after the semester's add/drop period and refunds are processed accordingly.

Exceptions to this policy apply to students that are classified as both first-time freshmen and first-time loan borrowers. These students have a federally mandated 30-day disbursement delay from the first day of classes for their first semester of enrollment. This means that any loan proceeds for

first-time freshmen, first-time borrowers will not be released from their lender until 30 days after the first day of classes for the semester; therefore, OSU-Oklahoma City will not receive their loan proceeds until nearly a month after the start of school. Also, if a student has courses that are late starting classes, i.e. do not begin on the first day of the semester, the loan disbursement could be delayed until after the start date for the course(s) that make the student a half-time student.

HOW DO I COMPARE AID OFFERS FROM DIFFERENT SCHOOLS?

If you are applying for financial aid at more than one school, you may receive several financial aid offers. **Federal regulations do not allow for a student to benefit from federal aid at two institutions for the same or overlapping academic periods, therefore a choice will have to be made by the student as to which institution will handle the financial aid for the semester.** Take a close look at the offers and note the following:

- **Cost of Attendance.** The more expensive a school is to attend the more financial aid you may need to make ends meet. A high cost of attendance may not be a problem as long as you have the resources to pay for it. Make sure you know what items are included in the cost of attendance and compare the figures with your own estimates.
- **Expected Family Contribution.** This is the amount you and your family are expected to pay. It is not financial aid. You and/or your parents may be able to borrow an educational loan to help you meet the Expected Family Contribution.
- **Financial Aid Package.** Remember that grants and scholarships are gifts; you do not have to pay them back or work for them. Compare the total gift aid (grants and scholarships) to the cost of attendance. A high proportion of gift aid in the package may mean you will not have to borrow or work as much to meet your expenses. If you need to borrow, you should be aware that the terms and conditions of educational

loans vary. Make sure you understand the terms and the costs (i.e., interest rate, loan fees) of the loans you are offered.

- **Unmet financial need.** If the aid offer does not contain enough money to cover all your financial need, you will have to come up with this amount on your own, in addition to the Expected Family Contribution. This may mean you need to borrow more or find a part-time job.
- **Conditions of the aid award.** Note the things you must do to receive and keep your financial aid.

Beware of the "bottom line." The total amount of aid in your award notification is not necessarily the most important figure. Consider the whole package, starting with the cost of attendance. Subtract the financial aid offer from the cost of attendance to see exactly how much you and your family will have to pay. Remember that it is the combination of both cost and financial resources that determines how much you will have to pay.

WHAT IF I DON'T QUALIFY FOR NEED-BASED AID?

If you do not qualify for need-based aid, or if you feel your award is insufficient to allow you to go to school, contact the Financial Aid and Scholarship Office to ask about alternatives. You may have special circumstances that were not considered when your eligibility was determined.

WHERE CAN I GET MORE INFORMATION?

Contact the Financial Aid and Scholarship Office at OSU-Oklahoma City at (405) 945-8646 or (405) 945-8681, visit our office on the first floor of the Student Center, check us out online at www.osuokc.edu/financialaid or go online to www.fafsa.gov for the U.S. Department of Education website. If you are in high school, you may want to contact your high school counselor.

FOR MORE INFORMATION ABOUT FINANCIAL AID AND SCHOLARSHIPS CONTACT:

Office of Financial Aid and Scholarships
Student Center, First Floor
(405) 945-8646 or (405) 945-8681
finaid@osuokc.edu or
www.osuokc.edu/financialaid
Federal School Code: 009647

BUSINESS SERVICES

PAYMENT OF TUITION AND FEES

To remain in good financial standing with the university and thereby continue to participate in its educational programs, services and benefits, a student must meet all financial obligations incurred at the university. Enrollment in classes financially obligates the student for full payment of the fees as shown on his or her fee statement.

Fees may be paid by cash or check in the Business Services Office. Checks sent by mail should include the student's ID number to insure proper credit. Web checks and Credit cards are accepted only on the OSU-Oklahoma City website (www.osuokc.edu/sis). Payments are due prior to the 15th of the each month. All past due accounts accrue a penalty at the rate of 1.5% monthly (19.56 APR).

To ensure enrollment and academic hold release, pay the entire balance in cash, certified funds or credit card online. If payment is by personal paper check or online web check, the account holder may be required to wait until the payment has cleared the bank (up to 2 weeks) to enroll or obtain a transcript or a diploma.

A student who has been awarded a scholarship or fee waiver is responsible for fees and/or tuition over and above the amount awarded. A student receiving assistance with tuition and/or books from any outside agency, company or organization must submit a letter with detailed instructions and proper billing information to Business Services located in the Administration Building, Room 230. The letter must be on file prior to the fee payment deadline. Contact Business Services at (405) 945-6748 for additional information.

SPECIAL CHARGES

In some courses, special services, supplies or equipment may be used. Cost for these are not normally covered by fees, tuition or departmental operating budgets and, therefore, are incurred by the student. Special charges are itemized in student bills.

PAYMENT OPTION PLAN

Student account balances not covered by financial aid are eligible for enrollment in the Payment Option Plan. Oklahoma State University-Oklahoma City offers a semester based Payment Option Plan as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and students to pay university billed expenses in regular monthly payments. No finance charges are associated with the Payment Option Plan or enrollment holds if payments are made as promised. There is a \$25.00 non-refundable application fee due at the time of application each semester.



September 15 is the deadline to enroll in the Fall plan and February 15 is the deadline to enroll for the Spring plan. Summer enrollment is not eligible for the plan. The student logs into SIS to enroll in the plan and may also authorize payers. Authorized payers (parents) may be designated with their own login. The student will receive monthly billing statement e-mail notifications while on the Payment Option Plan for informational purposes.

Accounts not paid in full by the end of the semester may be placed with an external collection agency and will be assessed collection fees (up to 33% of the original debt), legal costs and attorney fees. Oklahoma State University-Oklahoma City participates in the Oklahoma Tax Commission Warrant Intercept program which deducts past due balances from tax refund checks.

REFUND/WAIVER OF FEES

When a student enrolls at OSU-Oklahoma City that student reserves a place that cannot be made available to another student until the student officially withdraws or drops the class. A course change period is provided at the beginning of each semester to allow some shifting of schedules and placement of students into class vacancies which may be created. Refunds will not be honored unless all financial obligations to OSU-Oklahoma City have been fulfilled. Refunds to persons receiving financial aid assistance require special calculations as needed with the Office of Financial Aid and Scholarships. Refunds will not be issued, nor will charges be waived for non-attendance. If you choose not to attend OSU-Oklahoma City, you must officially withdraw from your courses with the OSU-Oklahoma City Office of Admissions.

REFUND/WITHDRAWAL POLICY

You will be responsible for all charges incurred if you fail to withdraw prior to the first day of the semester or during the defined refund add/drop period. Non-payment or non-attendance does not constitute a withdrawal or drop.

Changes in schedules and complete withdrawals from the institution during the defined refund add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the defined refund add/drop period for that session except as calculated under the Return of Title IV Aid for those students benefiting from federal aid.

ADD/DROP PERIODS

- First week of an eight-week class
- First week of a 12-week class
- First two weeks of a 16-week class
- First day of a four-week term
- First day of a fast track term

FINANCIAL AID REFUND

The Business Services office encourages using direct deposit as the most secure and quickest method for receiving refunds. Direct deposit refunds are scheduled every working day and should be deposited into your bank account within two to three business days, depending on the bank. You are responsible for verifying funds are available in the bank account before spending the funds. You are notified via e-mail when a direct deposit refund occurs. If you do not choose to participate in the direct deposit program, your refund is issued by check. Refund checks are mailed on a weekly schedule to students' local address. Business Services cannot cash these University generated refund checks nor can they cash personal checks.

FOR MORE INFORMATION ABOUT FEES, CHARGES, PAYMENTS OR REFUNDS CONTACT:

Business Services
Administration Building, Room 230
(405) 945-6748

MONEY MATTERS

**THE FIGURES THAT FOLLOW ARE FOR THE OSU-OKLAHOMA CITY 2016-2017 ACADEMIC YEAR.
THESE FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE, AS PROVIDED BY THE OKLAHOMA STATE
UNIVERSITY/A&M BOARD OF REGENTS AND OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION POLICIES.**

TUITION AND GENERAL FEES:

Oklahoma Residents (per credit hour) *	\$ 122.40	
	Lower Level	
	\$ 150.10	
	Upper Level	
Non-Residents (per credit hour) *	\$ 340.45	
	Lower Level	
	\$ 368.15	
	Upper Level	
Records Fee (\$0.50 per credit hour-\$2.00 maximum)	\$ 2.00	
Remedial Course Fee (per credit hour) *	\$ 10.00	
Online Course Fee (per credit hour)*	\$ 10.00	

SPECIAL FEES AND CHARGES:

General University Fee (per semester)	\$ 35.00	
ACT Test ** (residual)	\$ 50.00	
Nursing Admission Test **	\$ 60.00	
CLEP Exam	\$ 95.00	
CLEP Exam/Freshman Comp**	\$ 110.00	
Proctor Service **	\$ 15.00	
COMPASS Test ** (per subject)	\$ 5.00	
Audit without Credit (no refund)	Same as General Fee	
Advanced Standing (per credit hr.)	\$ 5.00	
Laboratory Materials	Cost of Materials	
Return Check Charge	\$ 40.00	

The following figures reflect the cost of attending OSU-Oklahoma City for two semesters or one year (fall and spring). Costs are based on an average of 12 hours per semester at OSU-Oklahoma City's Oklahoma Resident rate of \$122.40 per credit hour for lower classes and \$150.10 for upper level classes.*

Tuition and Fees	\$ 2937.60	
	Lower Level	
	\$ 3602.40	
	Upper Level	
Books	\$ 1440.00	
Room and Board	\$ 5533.50	
Transportation	\$ 2778.00	
Miscellaneous	\$ 1389.00	

TUITION, FEES AND BOOKS ONLY:

Based on 12 hours (fall and spring)	\$ 4377.60	
	Lower Level	
	\$ 5042.40	
	Upper Level	
Based on 6 hours (summer)	\$ 1094.40	
	Lower Level	
	\$ 1260.60	
	Upper Level	

* These charges are set by the Oklahoma State Regents for Higher Education and are subject to change.

** Charges subject to change.

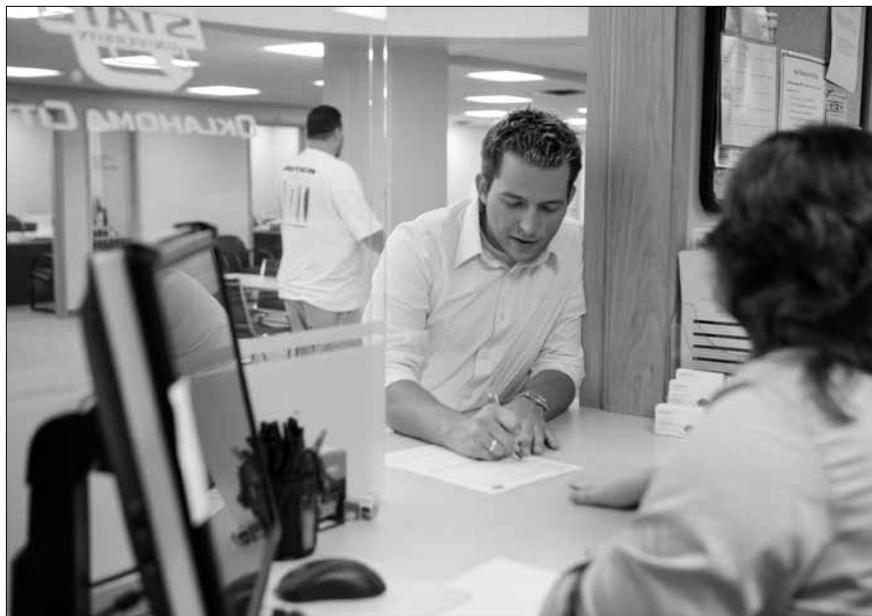
ADMISSION GENERAL INFORMATION

The OSU-Oklahoma City policy on admission provides an easily accessible educational opportunity for all students who can profit from college-level instruction. Admission to OSU-Oklahoma City does not ensure registration in all courses or eligibility for all curricular programs. Many courses have prerequisites and some degree programs have specific admission requirements. Additional information concerning program admission is available in the degree sheets for those programs.

The admission policies of OSU-Oklahoma City do not discriminate on the basis of national origin, race, sex, age or disability and are in compliance with the 1972 Educational Amendments of Title IX.

All interested parties should address inquiries and submit applications to:

Office of Admissions
 Oklahoma State University-Oklahoma City
 900 N. Portland Avenue
 Oklahoma City, OK 73107-6195
 Phone: (405) 945-3224 or (405) 945-3216
 Admissions@osuokc.edu



SELECTIVE ADMISSION DEGREE PROGRAMS

Admission to certain degree or certificate programs may be restricted (i.e., Nurse Science, Veterinary Technology, Bachelor of Technology). Refer to details outlined in the Degrees, Certificates and Course Descriptions section of this catalog.

CURRICULAR REQUIREMENTS

The Oklahoma State Regents for Higher Education (OSRHE) mandate certain curricular requirements for freshman entering state colleges and universities. These curricular requirements act as prerequisites for certain freshman-level courses.

Students must meet the criteria for both the high school curricular requirements and the high school performance criteria as defined in the following sections to be eligible for admission. While high school students are encouraged to meet the state's criteria, we do not require these courses for admission. However, students need to remediate their deficiencies prior to taking freshman-level courses in the discipline area and must remediate all performance and/or curricular deficiencies within the first 24 semester credit hours of seeking an associate in science degree or bachelor's degree.

ASSESSMENT

All first-time freshmen admitted as regular students will be assessed prior to placement in courses. Students will be required to present ACT test scores and/or scores from a similar battery of tests. Some students may also be required to take the COMPASS test. COMPASS™ is a comprehensive, computerized test system that determines appropriate placement in the areas of reading, writing and math. Placement according to test scores is mandatory as per Oklahoma State Regents for Higher Education policy. Advisors will assist students in selecting courses utilizing available assessment tests, previous educational experiences and expected workloads.

CLASSIFICATION OF STUDENTS

Degree-seeking students enrolled at OSU-Oklahoma City shall be classified as follows:

- 1 – 30 credit hours Freshman
- 31 – 59 credit hours Sophomore
- 60 – 93 credit hours Junior
- 94+ credit hours Senior

FULL-TIME STATUS (ACADEMIC)

Students who are enrolled in 12 or more semester credit hours during a fall or spring session (16-week term) or enrolled in six or more semester credit hours during a summer session (eight-week term) shall be classified as full-time.

FULL-TIME STATUS (FINANCIAL AID)

Students must be enrolled in 12 or more credit hours each semester (fall, spring and summer) to be considered full-time for financial aid purposes.

ADMISSION CATEGORIES RECENT HIGH SCHOOL GRADUATE OR GED RECIPIENT

Each applicant shall provide the following:

- Official copy of high school transcript showing date of graduation or equivalency certificate based on the GED test (GED recipient's high school class must have graduated)
- Placement scores from ACT, SAT or similar acceptable battery of tests

Additionally, students must meet the following high school curricular requirements:

- 4 units English (Grammar, Composition, Literature)
- 3 units Lab Science (excluding General Science)
- 3 units Math (Algebra I or higher level math course)

- 3 units History and Citizenship Skills (including one unit of American History and two additional units from the subjects of History, Economics, Geography, Government, Non-western Culture)
- 2 units Other (any of the subjects previously lists or selected from computer science, foreign language, or any Advanced Placement course except applied courses in fine arts)

15 Total Required Units

In addition to the above requirements, the following subjects are recommended for college preparation:

- 2 additional units: Fine Arts – Music, Art, Drama, and Speech
- 1 additional units: Lab Science (as described above)
- 1 additional units: Mathematics (as described above)

4 Recommended Units

HOME STUDY/UNACCREDITED HIGH SCHOOL STUDENT

A graduate of a private, parochial or other non-public high school which is not accredited by a recognized accrediting agency is eligible for admission if their high school class has graduated. Students under this category must meet the high school curricular requirements listed under the section titled Recent High School Graduate or GED Recipient.

ADULT STUDENT

- Students who are 21 years of age or older or on active military duty may be admitted upon satisfactory demonstration of proficiency to perform at the collegiate level.
- Applicants who are not yet 21, who did not graduate from high school (their high school class has already graduated), and have participated in the ACT program or similar battery of tests are eligible for admission

CONCURRENTLY ENROLLED HIGH SCHOOL STUDENT

To be admitted as a concurrently-enrolled student a student must be able to satisfy all 15 curricular requirements and requirements for graduation no later than the spring semester of the high school senior year and meet the performance requirements below.

Performance Requirements

- High School Seniors - Minimum ACT 19 or SAT 900 OR 3.0 high school GPA (on a 4.0 scale). (First semester of enrollment can be the summer before the senior year.)
- High School Juniors - Minimum ACT 21 or SAT 980 OR 3.5 high school GPA (on a 4.0 scale). (First semester of enrollment can be the summer before the junior year.)
- Home Study or Unaccredited High School: Seniors (17 years of age) – Minimum 19 ACT or 900 SAT Juniors (16 years of age) – Minimum 21 ACT or 980 SAT

The Application for Concurrent Enrollment can be obtained at www.osuokc.edu/concurrent.

Course Placement

High school juniors and seniors meeting the admission requirements for concurrent enrollment must additionally meet the required ACT test score in science, math or English to enroll in coursework in the corresponding college subject area. Students must meet the required ACT test score in reading to enroll in any other collegiate course.

Course Load

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a CGPA of 2.0 or above on a 4.0 scale.

TRANSFER STUDENT

A transfer student is defined as any undergraduate student with greater than six attempted credit hours, excluding remedial/developmental (zero-level courses) and credit hours accumulated by concurrently enrolled high school students.

- Transfer students who do not meet curricular requirements must make up deficiencies within their first 12 credit hours of college-level work.
- Any student who transfers to OSU-Oklahoma City with less than a 2.0 cumulative grade point average will be conditionally admitted. A student admitted under this category is admitted on probation and must maintain a 2.0 GPA each semester while on probation and will remain on probation until the GPA meets retention standards.

NON-DEGREE SEEKING STUDENT

Any student who wishes to enroll in courses without pursuing a degree may be permitted to enroll in a maximum of nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements. Prerequisite and retention standards will be enforced. Once a student has successfully completed nine credit hours, should he or she wish to enroll in additional course work, he or she is required to meet the formal admission or transfer criteria. Both transfer and first-time freshmen are eligible to enroll under this category.

OPPORTUNITY ADMISSION

Students who have not graduated from high school whose composite standard score on the ACT without the writing component places them at the 99th percentile of all students using Oklahoma norms, or whose combined critical reading and mathematical score on the SAT without the writing component places them at the 99th percentile of all students using national norms may be eligible for admission. Admissibility will be determined based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.



INTERNATIONAL STUDENT ADMISSION

A student seeking to enroll at OSU-Oklahoma City who is not a United States citizen, resident alien, refugee or other non-temporary U.S. Citizenship and Immigration Services classification is considered for admission purposes as an international student. Every international applicant is required to meet the equivalent of 12 years of combined elementary and secondary education that is measurable and comparable to that of the United States.

Each international applicant shall provide:

- a completed International Application for Admission,
- official copies of Test of English as a Foreign Language (TOEFL),
- official transcripts of high school and/or college(s) attended. (English translation with an evaluation from a recognized evaluation service is also required. Academic records must reflect a cumulative minimum grade point average of 2.0.),
- evidence of “good standing” (if transferring from another U.S. institution.)
- evidence of financial support, and
- at the time of enrollment the student must present a valid passport (the passport must be valid for at least six months into the future), I-94 and I-20 ID.

Proof of English Proficiency

See “Students for Whom English is a Second Language” below.

Financial Support

An international student must provide evidence to certify that sufficient funds will be available to complete the associate or bachelor’s degree program. This proof of financial support may be a copy of the award letter from a scholarship agency or a statement of financial support from the family or financial sponsor.

Evidence of Good Standing

An international student must provide evidence of good standing with his or her previous school and must be “in status” with the U.S. Citizenship and Immigration Services before he or she will be admitted.

Acceptance to OSU-Oklahoma City

If the student meets all requirements for admission, a letter of acceptance and Certificate of Eligibility (Form I-20) will be generated. If the student is not in the United States, the I-20 will be sent to the student who must then take the Form I-20 to the United States Consulate or Embassy and apply for a U.S. visa. Each student will be notified of admission acceptance as soon as possible via a letter of acceptance. Upon acceptance for admission the student is eligible to register for classes.

Students for Whom English is a Second Language

In addition to meeting all admission requirements listed under the appropriate section of this catalog, all applicants for whom English is a second language must provide proof of English proficiency by meeting one of the following standards:

- score of 500 or higher on the Test of English as a Foreign Language (TOEFL), or
- 173 or higher on the computerized version of the TOEFL, or
- 61 or higher on the Internet-based version of the TOEFL.

Lesser scores as listed below will be accepted in combination with a subsequent 12 weeks of study at an intensive English program operated by an institution of higher learning or private school approved by the Oklahoma State Regents for Higher Education:

- a score of 460 or higher on the TOEFL, or
- 140 on the computerized version, or
- 48 on the Internet-based version.

In State/Out of State Status of Enrolled Students

All applicants are classified as in-state or out-of-state for purposes of admission and tuition. Applicants may be required to submit evidence to substantiate their claim of classification on the application for admission. Questions regarding classification should be directed to the Office of Admissions. A resident of Oklahoma is one who has lived continuously in the state for at least 12 consecutive months and whose domicile is in Oklahoma. Students' domiciles are their permanent homes - the places where they intend to remain and are expected to return. Students can have more than one residence, but only one domicile.

Attendance at an educational institution is interpreted as temporary residence; therefore, a student neither gains nor loses in-state status solely by such attendance.

An out-of state student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.

An individual is not deemed to have acquired in-state status until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual classified as in-state shall not be reclassified as an out-of-state until 12 months after having left Oklahoma to live in another state.

Unless residency has been established in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for in-state status.

The burden of proof of establishing Oklahoma domicile, including providing any supporting documentation, shall be upon the applicant. Students requesting a change in their status must complete the Residence Reclassification form and provide documentation as necessary.

Full-time Profession Practitioners or Workers

Students who provide evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time or work on a full-time basis shall be admitted along with their spouse and dependent children immediately without the 12 month domiciliary requirement as long as they continue full-time employment capacity.

Foreign Citizen Criteria

Students who are not citizens of the United States may become eligible for residence status by proving their "permanent status" as evidenced by an I-551 (green card). An individual who has resided in Oklahoma for at least 12 consecutive months following the date of adjudication on their "green card" may be eligible for in-state classification.

Military Personnel Criteria

Students enrolled at OSU-Oklahoma City who provide evidence they are full-time active duty in the armed forces stationed in Oklahoma or temporarily present through military orders shall be immediately classified upon admission as in-state status along with their spouse and dependent children. Further, when members of the armed services are transferred out-of-state, the member, their spouses and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.

Former full-time active military personnel who remain in Oklahoma after their service may retain their in-state status without the 12 month requirement if they establish domicile.

Readmission to OSU-Oklahoma City

Students who have attended OSU-Oklahoma City but were not enrolled during the immediate past year must reapply for admission. If a student has attended another college or university since last attending OSU-Oklahoma City he or she must submit a transcript of all work taken elsewhere.

Students who are academically suspended by an institution will not be allowed to reenter the institution for at least one regular semester (fall or spring) unless immediate reinstatement is granted through the enrollment appeals process. Students returning from an academic suspension will be readmitted on probationary status. Should a reinstated student be suspended a second time from the same institution, the student cannot return to the suspending school until such time as the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards.

ADDITIONAL REQUIREMENTS FOR ADMISSION OR CONTINUED ENROLLMENT**Immunization Requirements**

Per Oklahoma law, all new students are required to provide evidence of having been immunized against measles, mumps and rubella (MMR) (two shots) and against Hepatitis B (Hep B) (three shot series). Students may complete an Immunization Certificate of Compliance when applying to the institution. For more information regarding the MMR and Hep B immunizations, please contact the Admissions offices.

If the certificate is not received during the student's first semester, a hold will be placed on future enrollment until the requirement is met.

REGISTRAR

OFFICE OF THE REGISTRAR

www.osuokc.edu/registrar
405-945-3291
records@osuokc.edu

ENROLLMENT

Students may enroll online at the MyOKSTATE Student Portal at <http://my.okstate.edu>. Enrollment holds such as an outstanding balance, missing transcripts or documents, or other registration holds may prevent enrollment until holds have been cleared. Academic advisers are available to provide students with academic guidance and planning.

MATRICULATION

When a student enters the university, he or she is given a matriculation of enrollment. Students who are enrolled in at least six hours in an academic year are considered to have an open matriculation. Students who do not attend for one academic year are considered to have broken matriculation and must reapply to the university.

ADDING AND DROPPING COURSES

Adding Courses. Once enrollment opens, students may add courses to their schedule during the non-restrictive add period (generally the first week of a regular 16-week term, less for shorter terms; see Academic Calendar for specific dates) through an academic advisor or via the MyOKState Student Portal. After the non-restrictive period ends, students must obtain permission from the academic department to enroll in a course.

Dropping Courses. Students may drop a course online at any time during the refund period. The refund period is the first two-weeks of a 16-week course, the first week of an 8-week course and the first day of a fast-track, 4-week, or other short course. A drop with refund does not appear on the student's official academic record.

After the refund period, a student may drop a course with a grade of "W" through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast-track, 4-week, or other short course. See the Academic Calendar for specific dates. Drops during this period will be completed online. After this period, students may not drop a course. An official grade for the course will be issued for the student at the end of the term. The date the Add/Drop/Withdrawal is the official date of the transaction. It is the student's



responsibility to ensure the transaction is completed through the MyOKState Student Portal.

Non-attendance does not automatically warrant a drop from a course nor does it relieve the student of financial obligations to OSU-OKC. An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as a grade of "AW". The student will remain responsible for the payment of charges for a course in which an "AW" is received. Charges due to failure to drop or withdraw from courses will not be waived.

A student may not drop any course for which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he or she may withdraw or drop the course. If the student is found guilty; the instructor may take appropriate disciplinary action, including assigning the grade of "F" for the course.

Exceptions to these deadlines may be considered by filing an Enrollment Appeal and providing documented extraordinary circumstances and approval by the Enrollment Appeals Committee (see Enrollment Appeals).

VETERAN SERVICES

OSU-OKC's Office of the Registrar provides a Veterans' Services Center (VSC) to assist student veterans and their dependents with Department of Veterans Affairs educational benefits. The VSC provides information and assistance with completing VA forms as well as certification services for payment of benefits. VA educational benefits require

strict adherence to attendance and course requirement policies. Contact the Veterans' Services Center on the first floor of the Student Center at 405-945-8692 or visit www.osuokc.edu/veterans.

STUDENT RESOURCES MYOKSTATE STUDENT PORTAL

MyOKStateStudent Portal allows students to access their academic and personal records at OSU-OKC and provides select self-service options. Students may use the MyOKState Student Portal to add and drop classes, view their course schedule, request transcripts, view transcript information, update personal data, view personal financial aid information, view billing and payment options, and other student self-services.

ORANGE KEY (O-KEY) ACCOUNT

OSU-OKC students activate an O-KEY account upon admission. The O-KEY provides each student with an email account that can be used to gain access to the campus network, D2L, and MyOKState Student Portal. The O-KEY email account serves as the official method of email communication from the university to students including announcements, important dates/deadlines, and registration/course information.

OFFICIAL RECORDS

OFFICIAL TRANSCRIPTS

All official academic transcripts are prepared and released by the Office of the Registrar. The transcript is the official record of a student's academic work. Transcripts list all academic work earned at the institution, all accepted transfer work, and advanced standing credit. The official transcript may be requested by a student in the following ways:

1. Online via the MyOKState Student Portal,
2. Complete the Transcript Request form and mail, fax, or scan to the Office of the Registrar, or
3. In person at the Admissions counter, with a photo ID.

Students who request an official transcript with transcript holds (such as an outstanding financial obligation, etc.) will not be processed until the hold has been cleared with the appropriate office. Official transcripts submitted from other academic institutions become a part of the student's permanent academic record at OSU-OKC and will not be released to the student.

CHANGE OF ADDRESS, NAME OR STUDENT DATA

Changes in address, name or other student demographic data should be reported immediately to the Office of the Registrar. Name changes necessitate the presentation of official documentation (i.e. marriage license, divorce decree) of the change requested. Name changes will be made to a student's permanent transcript record only during semesters in which the student is enrolled.

STUDENTS' RIGHTS TO PRIVACY

FEDERAL EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Oklahoma State University – Oklahoma City ("School") receives a request for access. A student should submit to the Registrar, Division Head, Vice President, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will

make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by OSU-OKC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of OSU-OKC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney,

auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for OSU-OKC.

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within OSU-OKC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such

as a State postsecondary authority that is responsible for supervising the university's State-supported education programs.

Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that OSU-OKC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, OSU-OKC may disclose appropriately designated "directory information" without written consent, unless you have advised the institution to the contrary in accordance with OSU-OKC procedures. The primary purpose of directory information is to allow OSU-OKC to include this type of information from your education records in certain situations. Examples include, but are not limited to:

- Student organization events;
- Honor roll or other recognition lists; and
- Graduation programs.

If you do not want OSU-OKC to disclose directory information from your education records without your prior written consent, you must notify the Office of the Registrar in writing by completing the Request to Withhold Directory Information form. OSU-OKC has designated the following information as directory information:

- Student's name
- Student's address & telephone number
- Institutional electronic mail address
- Student's date/place of birth
- Major/certificate
- Honors and awards
- Dates of attendance
- Degrees earned, completion dates
- Participation in officially recognized organizations, activities or sports
- Enrollment status (full-time, part-time)
- Most recent previous attended educational institution

PARENTAL ACCESS TO RECORDS

OSU-OKC cannot release educational records to parents about their son or daughter without written consent of the student. We encourage students to communicate with their parents regarding grades, billing, class schedule, and other records. A student may consent for his or her information to be released to a parent, guardian or spouse. The student must complete the Student Consent for Release of Education Record Information form in person and must be free of duress or coercion. Upon receipt of this form, information will be released to the designated person(s) unless rescinded by the student in writing. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of the Internal Revenue Form 1040.

ADDITIONAL INFORMATION

For more information about FERPA, visit the U.S. Department of Education website.

ACADEMIC REGULATIONS

ADMISSION, ACADEMIC STANDING AND STATUS

ADMISSION/PLACEMENT OF STUDENTS

Policies and procedures governing the admission and placement of students are detailed in another section of the Catalog. (See Admissions Requirements.)

ADMISSION TO SELECTIVE ADMISSION PROGRAMS

Admission to certain programs as approved by the University may be restricted. (See Admissions Requirements section.)

ENGLISH PROFICIENCY REQUIREMENT.

(See Admissions Requirements section.)

ACADEMIC STANDING

Students must meet the GPA requirements below to be considered in good academic standing.

Graduation/Retention hours attempted:	Minimum retention/graduation GPA required:
0 through 30	1.70
31 or more	2.00

Any student not maintaining a retention/graduation GPA as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.00, not to include PE or remedial courses, or meet the minimum standard required above, in order to continue as a student. First year students (30 or fewer credit hours, as defined by OSRHE policy) with a retention/graduation GPA of 1.70 to less than 2.00 will be placed on academic notice.

ACADEMIC SUSPENSION

A student on probation will be suspended when he or she earns a semester GPA of less than a 2.00 in regularly-graded course work not including activity or remedial courses, and the retention grade-point average for all hours attempted falls below the following:

Graduation/Retention hours attempted:	Minimum retention/graduation GPA required:
0 through 30	1.70
31 or more	2.00



REINSTATEMENT AFTER ACADEMIC SUSPENSION

An OSU-OKC student who has been academically suspended from the University may not be readmitted until one regular 16-week semester (fall or spring) has passed. Students who wish to appeal their suspension status may petition for immediate reinstatement through the Office of the Registrar by submitting a Petition for Immediate Reinstatement After Suspension form. Students petitioning for reinstatement should provide supporting documentation with the request documenting extraordinary personal circumstances that contributed to his or her academic deficiencies and an objective plan for achievement. Students who were concurrently enrolled in another college or university during the semester may appeal the suspension by submitting an official transcript from the institution.

Suspended students can be readmitted only one time. If a student is suspended a second time, he or she must attend another institution and raise the retention/graduation GPA to a 2.0 before readmission to OSU-OKC can be considered.

ACADEMIC STANDING FOR TRANSFER STUDENTS

A student who has previously attended another college or university since last attending OSU must submit a transcript from each school. Final academic standing status will be determined after an evaluation of all transfer work has been made.

WITHDRAWING FROM THE UNIVERSITY

Withdrawing from the University is the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not cancel the student's enrollment. Charges due to failure to drop or withdraw from courses will not be waived.

Withdrawing from the University occurs when a student drops all classes after classes begin, that is, after the applicable semester or session begins. International students must also consult with International Advisor before dropping courses or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

General drop/withdrawal and refund periods are provided in the table below (see Registrar section for additional information). The Academic Calendar provides specific dates for each term. Appeals for exceptions to these deadlines may be considered by submitting an Enrollment Appeal. Enrollment Appeals must include documented extraordinary circumstances and require committee approval. (See Enrollment Appeals).

DROP/WITHDRAWAL PERIODS FOR FULL-SEMESTER (16-WEEK) COURSES*

Semester Time Period	Course Grade	Course-Related Tuition/Fee Refund
Before term begins	No transcript record	100% refund
First 2 weeks	No transcript record	100% refund
Weeks 3-12	"W"	No refund
Weeks 13-16	Final grade as assigned by instructor	No refund

*Summer courses, 8-week, 4-week, fast-track, intersession courses, and other courses that do not extend through the entire 16-week semester follow proportionate drop/withdrawal/refund periods.

CLASSIFICATION OF STUDENTS

Undergraduate classification is determined by the criteria below:

Freshman	0 to 30 semester credit hours passed
Sophomore	31 to 59 semester credit hours passed
Junior	60 to 93 semester credit hours passed
Senior	94 or more semester credit hours passed

These hours are calculated based on graduation/retention hours earned.

FULL-TIME STUDENTS

Undergraduate students who are enrolled in 12 or more semester credit hours (six or more for the summer session) are classified as "full-time" students for academic purposes.

PART-TIME STUDENTS

Students who are enrolled but not meeting the definition of full-time students are classified as "part-time." Undergraduate students are classified as "half-time" if they are enrolled in six hours in a regular semester (or three hours in a summer session).

SPECIAL STUDENTS (NON-DEGREE SEEKING STUDENTS)

A student who does not have immediate plans to enter a degree program but wants to take courses may be classified as a "special student." Students may enroll in up to a maximum of nine credit hours (See Admission General Information). A student on an F-1 visa may not enroll as a special student since he or she must be admitted to a degree program. Students receiving veteran's benefits and/or financial aid may be required to be degree-seeking and not eligible to be a special student.

DEGREE REQUIREMENTS

DATE OF MATRICULATION

Matriculation occurs when a student first declares a major at OSU-OKC. A student follows the degree requirements associated with his or her matriculation year. A student who fails to enroll in six hours of courses that pertain to the student's major within an academic year is considered to have broken matriculation and thus would be held to the requirements of the most current degree program. A complete listing of academic programs is available online at www.osuokc.edu/catalog.

CHANGES IN DEGREE REQUIREMENTS

Academic programs at OSU-OKC are kept relevant through continuous revision of curricula. Although the curriculum may be revised before a student graduates, any student who makes normal progression toward graduation (enrollment in six or more credit hours per calendar year that pertain to the student's major) will be held responsible for degree requirements in effect at the time of matriculation. A student has the option of adopting the new degree requirements that have been established since matriculation, but may not return to a previous year's curricula.

GENERAL EDUCATION REQUIREMENTS

Although the University has required general education requirements, each division determines and publishes the general education requirements for its specific degree programs. Division requirements may exceed the minima for general education established by the University, which are as follows (exclusive of physical education activity courses by OSRHE policy):

English - three semester credit hours of English composition. The required course is ENGL 1113;

History - three semester credit hours of American history. The required course is HIST 1483, 1493, or equivalent; and

Government - three semester credit hours of American government. The required course is POLS 1113.

General education requirements may be met by credit by exam (CLEP) or advanced standing examinations.

Computer Literacy. The Oklahoma State Regents for Higher Education require computer science proficiency prior to graduation. This requirement could be met by:

- successfully completing a high school computer science course that meets State Regents' high school curricular requirements;
- satisfying an institution's computer proficiency assessment; or
- successfully completing college-level course work that the institution designates.

The method by which a student demonstrates computer science proficiency at OSU-OKC varies by major. This requirement does not increase the number of courses required to earn a degree.

MINIMUM DEGREE REQUIREMENTS

All degrees earned at OSU-Oklahoma City require a minimum 2.0 grade point average and minimum semester credit hour requirement, excluding zero-level courses, excluding any courses repeated or reprieved as detailed in the OSRHE Grading Policy, and excluding physical education activity courses.

BACHELOR OF TECHNOLOGY

The minimum requirements for the Bachelor of Technology degree at any institution in the Oklahoma State System of Higher Education shall include the following:

1. Minimum semester credit hours required	120
2. General Education ^	40
3. Credit in residence at the awarding institution	30
4. Liberal arts and sciences course work	55
5. Credit from baccalaureate degree-granting institutions (40 hours must be upper division)	60
6. Area of specialization (50% must be upper Division)	30

^ Note: General Education core is the same required in the Associate of Science degree (see below).

ASSOCIATE OF APPLIED SCIENCE

The minimum standards for the awarding of Associate of Applied Science degrees in institutions in the Oklahoma State System of Higher Education shall include the following:

- 1. Minimum semester credit hours required 60
- 2. General Education 18
 - a. Communications – 6 hours
 - 1. a college-level communications course in general, applied technical writing, or
 - 2. a course in English grammar and composition, or
 - 3. a college-level oral communications course
 - b. U.S. History and U.S. Government - 6 hours
 - c. General education electives – 6 hours
- 3. Credit in residence at the awarding institution 15
- 4. Support and Related Courses 0-15
- 5. Area of Technical-Occupational specialization 27

ASSOCIATE OF SCIENCE

The minimum standards for the awarding of Associate of Science degrees in institutions in the Oklahoma State System of Higher Education shall include the following:

- 1. Minimum semester credit hours required 60
- 2. General Education 37
 - a. English Composition – 6 hours
 - b. U.S. History and U.S. Government - 6 hours
 - c. Science (one course must be a laboratory science) – 7 hours
 - d. Humanities (chosen from nonperformance courses defined as humanities by the institution granting the associate degree) – 6 hours
 - e. Mathematics – 3 hours
 - f. At least one course from the following areas: Psychology, Social Sciences, Foreign Languages, Fine Arts (Art, Music, Drama) – 3 hours
 - g. Additional liberal arts and sciences courses as needed to meet the minimum 37 credit hours required in this policy – 0-7 hours
- 3. Credit in residence at the awarding institution ^ 15
- 4. Support and Related Courses 0-15
- 5. Area of Technical-Occupational specialization 23

^ the Associate of Science in Enterprise Development (Reach Higher) degree has specific additional residency requirements established by the Oklahoma State Regents for Higher Education. (See Associate of Science in Enterprise Development for requirements)

SUBSTITUTION OF REQUIRED COURSES

A course substitution is a specific course that takes the place of a required course on a degree plan because it meets the content and/or spirit of the requirement. Individual divisions have the authority to approve substitutions for required courses on degree plans with two exceptions: (1) Substitutions related to general education requirements require approval from Academic Affairs (see General Education Requirements); (2) A lower-division course may not be substituted for an upper-division course to meet degree requirements.

SECOND ASSOCIATES DEGREE

A student who receives an associate degree from OSU-OKC may be awarded a second associate degree provided the following requirements are met:

- a. a minimum of 15 semester credit hours of additional credit hours from OSU-OKC which are directly applicable to the second degree and which are in addition to those presented for the first degree sought.
- b. a student must complete all general and specific requirements of both degrees, and
- c. the additional associate degree may not be earned in the same major as the first degree, even if the option is different.

CERTIFICATES

A student may earn a certificate by satisfying all certificate requirements as listed in the certificate curriculum description. A list of current certificates can be found in the "Degree Programs" section of the Catalog.

A graduation/retention grade point average of 2.0 or higher is required for completion of the certificate. Candidates for certificates must file an Application for Graduation by the appropriate deadline with the Academic Division for the semester of graduation. If the student fails to meet the requirements for the semester of application, he or she must re-file. Certificates are awarded at the end of the semester or session in which a candidate files for completion. Completion of the certificate will be noted on the student's official transcript record.

A second certificate may be awarded provided that the following requirements are met:

- a. a minimum of 8 semester credit hours of additional credit hours from OSU-OKC which are directly applicable to the second certificate and which are in addition to those presented for the first certificate sought.
- b. a student must complete all general and specific requirements of both certificates, and
- c. the additional certificate must be different from that studied for the first certificate.

ENROLLMENT & REGISTRATION COURSE NUMBERING SYSTEM

All OSU-OKC credit courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken; the second and third digits typically identify the course sequence within the field; and the last digit indicates the number of semester credit hours for which the course is offered. For example, a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit. A course number beginning with zero indicates that the course is developmental or remedial in nature and cannot be used toward graduation/retention hours or to satisfy degree requirements. A course number ending in zero indicates that the course carries variable credit.

OSU-OKC course sections are denoted by alpha-numeric three character combinations that denote how or where the sections are taught. The following list denotes most sections available at OSU-OKC:

- ### - the course is taught on-campus
- N## - course is taught online
- HB# - course is taught in hybrid format; both online and on-campus
- I## - the course is taught online, but exams are required to be taken on campus
- M## - Metro Tech

For example, a course section taught at Metro Technology Center may carry the section number HORT 1113-M02. Each semester, special course sections may be created for special populations. For course sections not found on this list, contact your academic advisor for more information.

MAXIMUM SEMESTER CREDIT HOUR LOAD

In a regular 16-week Fall or Spring semester, the maximum enrollment for undergraduates without special approval is 18 credit hours; 9 for a Summer term. Enrollment in 19 or more credit hours (10 or more in Summer) results in academic overload, which requires a Petition for Excessive Hours and approval from the Office of the Registrar. Proportionate credit-hour limits apply to short-term sessions and intersession periods separately, depending on the length of the session. The maximum enrollment for a Fall or Spring semester is 24 credit hours; the maximum for a Summer term is 12 credit hours. The maximum credit hour and excessive hour regula-

tion shall include courses taken in residence at OSU-OKC, concurrently-enrolled courses at other colleges, correspondence or extension courses.

Undergraduates desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college. The maximum academic overload in any given term is limited to the number of semester-credit-hours which is 50 percent greater than the total number of weeks in the applicable academic term.

ADDING COURSES

Once enrollment opens, students may add courses to their schedule during the non-restrictive add period (generally the first week of a regular 16-week term, less for shorter terms; see Academic Calendar for specific dates) through MyOKState Student Portal. After the non-restrictive period ends, students must obtain permission from the instructor to enroll in a course. No section changes after the non-restrictive add period are permitted unless approved by the instructor and department head.

DROPPING COURSES

General drop periods are provided in the table below. The Academic Calendar provides specific dates for each term.

DROP/WITHDRAWAL PERIODS FOR FULL-SEMESTER (16-WEEK) COURSES*

Semester Time Period	Course Grade	Course-Related Tuition/Fee Refund
Before term begins	No transcript record	100% refund
First 2 weeks	No transcript record	100% refund
Weeks 3-12	“W”	No refund
Weeks 13-16	No drop option - Final grade as assigned by instructor	No refund

*Summer courses, intersession courses, fast-track, four week, and other courses that do not extend through the entire 16-week semester follow proportionate drop/refund periods.

Students may drop a course, with a full refund, at any time during the refund period. The refund period is the first two-weeks of a 16-week course, the first week of an 8-week course and the first day of a fast-track, 4-week, or other short course. A drop with refund does not appear on the student’s official academic record.

After the refund period, a student may drop a course with a grade of “W” through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast-track, 4-week, or other short course. See the Academic Calendar for specific dates. Drops during this period are completed online. After this period, students may not drop a course. An official grade for the course will be issued for the student at the end of the term. The date the Add/Drop/Withdrawal is the official date of the transaction. It is the student’s responsibility to ensure the transaction is successful via the MyOKState Student Portal.

Non-attendance does not automatically warrant a drop from a course nor does it relieve the student of financial obligations to OSU-OKC. An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as a grade of “AW”. The student will remain responsible for the payment of charges for a course in which an “AW” is received. Charges due to failure to drop or withdraw from courses will not be waived.

A student may not drop any course for which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he or she may withdraw or drop the course. If the student is found guilty; the instructor may take appropriate disciplinary action, including assigning the grade of “F” for the course.

Exceptions to these deadlines may be considered by filing an Enrollment Appeal and providing documented extraordinary circumstances and approval by the Enrollment Appeals Committee (see Enrollment Appeals).

COURSE PREREQUISITES

Course prerequisites are listed in the course descriptions section of the University Catalog. Students who have not met course prerequisites are not permitted to enroll in the course. Instructors may waive prerequisites when the student’s background justifies this action. Some degree programs require prior approval of the instructor or department, such as in selective admission programs, special problems courses, independent study, and internships. If a course has a required prerequisite, student

must successfully complete the prerequisite course with a grade of “C” or better to advance to the next course in the required sequence.

TUITION AND FEES

Tuition, fees and other charges are approved annually by the Oklahoma State Regents for Higher Education and are subject to change each academic year. Oklahoma State University-Oklahoma City (OSU) combines enrollment costs and charges into one consolidated student account. The payment schedule is published each semester; by enrolling/registering in classes, you are accepting the responsibility of the costs associated with the courses unless you drop/withdraw by the published dates to receive credit. Non-attendance does not relieve the student of financial obligations to OSU-OKC. Charges due to failure to drop or withdraw from classes will not be waived.

The Business Services office generates a monthly electronic billing statement (e-bill) detailing charges, credits, and payments that have occurred on the student’s account. (See Business Services section for additional billing information.) All delinquent accounts must be cleared before a student can obtain a transcript or a letter of good standing, receive a diploma, or enroll at OSU-OKC for subsequent semesters.

OSU-OKC complies with all federal regulations in returning unearned financial assistance when a student fails to meet the attendance requirements of the specific financial assistance provider. Students receiving federal financial aid, military tuition assistance, veteran benefits, and other similar types of financial assistance will be responsible for any charges resulting in a return of funds to the assistance provider.

ENROLLMENT APPEAL/EMERGENCY WITHDRAWAL

An Enrollment Appeal Petition is a type of appeal process for students who 1) have experienced an emergency or extraordinary circumstance that affects his or her ability to attend school, or 2) believes that his or her enrollment or billing statement is incorrect due to a processing error. Examples of emergency/extraordinary circumstances may include situations such as a severe or unexpected illness resulting in hospitalization, the death of an immediate family member, military service obligations or relocation/deployment/training orders, or employment relocation to another state. Student must explain the situation on the appeal form and provide supporting documentation of the circumstances.

The Enrollment Appeals committee determines the outcome of appeal/petition requests and the decision will be communicated to the student in writing. The deadline for submission of an Enrollment Appeal is six months after the date the grade was assigned or fees were assessed. The Enrollment Appeal procedures and form can be found at www.osuokc.edu/appeals. Financial charges due to non-attendance or failure to drop or withdraw from classes by the deadline will not be waived. Students receiving some types of Federal Financial Aid may only be eligible to receive “W”s for courses and are not eligible for a refund.

LEAVE OF ABSENCE FOR ACTIVE MILITARY DUTY

Per Oklahoma State law (SB 1830), OSU-OKC offers a military leave of absence (MLOA) to students who are members of the active uniformed military services of the United States who are called to active duty. An MLOA allows a student to be absent from the University for active duty without penalty to admission status or grade point average and without loss of institutional financial aid. It also allows the student to be eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes for which he/she has successfully completed at least 50% of the coursework at the time of leave, if the student intends to complete the classes upon return from active duty. Students must notify the University as soon as possible, **not to exceed one month**, after active duty orders are received. MLOAs shall not exceed a cumulative five years. Students apply for MLOA by submitting the appropriate form and supporting documentation on www.osuokc.edu/registrar. Students in Selective Admission programs such as Nursing, Veterinary Technology, Diagnostic Sonography, and Dietetics must see the Vice President of Academic Affairs upon receiving active duty orders.

AUDITING COURSES

A student who does not wish to receive credit in a course may enroll in a course for audit, provided space is available and the student obtains approval from the instructor of the course. Students who audit are considered ‘visitors’ to the course. Audited courses appear on a student’s official transcript with an indication that the course was an audit enrollment. An “AU” appears where the grade would normally appear. The “AU” does not contribute to a student’s GPA, and no credit hours are earned for the course. Audit enrollments follow the same resident and non-resident tuition and fee policies as credit enrollments. Audited courses do not count in

the determination of full-time student status and do not apply toward Veterans Affairs benefits.

The allowable time to change from audit to credit enrollment is during the first week (non-restricted) or second week (with instructor permission) of a 16-week semester and proportionate periods for shorter sessions. Students may change to credit only if they are determined to be admissible for credit. The allowable time to change from credit to audit is during the first two weeks of a 16-week semester and proportionate periods for shorter terms.

CLASS SIZE

The minimum number of students required in order for a class to meet is typically 12. The maximum enrollment for each class section is determined by the academic division heads and the vice president for academic affairs prior to the publishing of the class schedule each semester. The minimum or maximum sizes can be increased or decreased only by the division head or vice president for academic affairs. OSU-OKC reserves the right to cancel any class that does not have a sufficient number of student to warrant its continuation. A class may be cancelled if extenuating circumstances occur. Classes officially cancelled by OSU-OKC will be refunded at a rate of full-tuition and fees to students enrolled in the cancelled sections.

CLASS ATTENDANCE

Students are expected to regularly attend all classes in which they are enrolled. Class attendance is the responsibility of the student and the student is responsible for consulting with the class instructor when an absence occurs.

GRADES AND GRADING OFFICIAL TRANSCRIPTS

All official academic transcripts are prepared and released by the Office of the Registrar. The transcript is the official record of a student’s academic work. Transcripts list all academic work earned at the institution, all accepted transfer work, and advanced standing credit. The official transcript may be requested by a student in the following ways:

1. Online via MyOKState Student Portal,
2. Complete the Transcript Request form and mail, fax, or scan to the Office of the Registrar, or
3. In person at the Admissions counter, with a photo ID.

Students with transcript holds (such as an outstanding financial obligation, etc.) will not be granted until the hold has been cleared with the appropriate office. Official transcripts submitted

from other academic institutions become a part of the student's permanent academic record at OSU-OKC and will not be released to the student.

GRADE INTERPRETATION

The quality of student performance in all classes is indicated by the following letter grades: "A," "AH," "B," "BH," "C," "D," "F," "I," "N," "P," "W," "AU," or "AW". Descriptions of the grades are:

"A" Superior – To obtain the grade of "A," students must show that they have: 1) a thorough comprehension and retention of facts and principles of the subject; 2) the ability to reproduce these facts and principles readily, accurately and concisely, orally and in writing; 3) the power to correlate; 4) the ability to apply the methods of the course to new and original problems and situations with reasonably sound results.

"AH" Superior with honors – To obtain a grade of "AH" students must show all of the qualities show above for an "A" and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program).

"B" Good – To obtain the grade of "B," the student must show the first two qualities which are required for the "A" without the third and fourth; that is the student shows thorough comprehension and accurate retention, but does not show the power of correlation or original reaction. The grade "B" is also for the student, who, during a considerable part of the course, but not uniformly, has shown all the qualities of an "A" grade student. At times the student has been neglectful of prescribed tasks to a slight or moderate degree, due, not to illness, but to pressure of other work or to legitimate outside interests.

"BH" Good with honors – To obtain a grade of "BH" students must show all of the qualities show above for a "B" and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program)

"C" Adequate – The work of the student receiving this grade frequently show adequate comprehension and accurate reproduction but is moderately irregular.

"D" Minimum Passing – This grade is for the student whose work is considerably below the average. The work is barely passable.

"F" Failing – An "F" is for failure is given to a student who does not show satisfactory grasp of the subject and whose examinations and class performance are poor. (In other instances, an "F" is given to a student who ceases to attend class without officially dropping or withdrawing and therefore cannot complete the work).

"I" Incomplete - The grade of "I" represents incomplete work. It is given to a student who satisfactorily completes the majority of course work but who has been unavoidably prevented from completing the remaining work of the course. The "I" grade is also given in courses of a continuing character.

The request for an "I" grade is initiated by the student and is granted to eligible students at the discretion of the instructor. In order to be considered for an "I" grade, a student must have successfully completed (grades above passing) at least 70% of the coursework and be unable to finish the course for reasons beyond his or her control. In order to award an "I", the student and instructor must complete an "Incomplete Contract", which sets the conditions for the satisfactory completion of the coursework and deadline for completion.

The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. Instructors have the prerogative to require a shorter period of time to complete the remaining requirements. It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the incomplete grade is assigned; it is the responsibility of the instructor to initiate action to have any new permanent grade entered as soon as possible after the student completes the course or, after one year, partially fulfills the remaining requirements.

"P" Passing – The grade "P" is given to indicate passing in a course that has been approved for a pass/fail grading system at OSU-OKC. In computing grade point averages, both credit hours and quality points are ignored for courses with grades of "P." The hours are computed in the total hours earned.

"W" Drop or Withdrawal - This grade indicates that the student dropped the course. The grade "W" does not indicate drop passing or failing and is not used in the grade point calculation or hours earned. The "W" grade is not punitive.

"AW" Administrative Withdrawal – An "AW" may be assigned for lack of attendance at the discretion of the instructor or academic affairs. A grade of "AW" is not used in the grade point calculation or hours earned and is not punitive. The grade may be appealed through the grade appeal process.

"N" No Grade - An "N" indicates that at the time grades were due in the Office of the Registrar, a final grade was not reported by the student's instructor. An "N" is not a grade and will be changed to the grade earned within a reasonable time. It is not used in calculating grade-point averages.

"AU" Audit - An "AU" indicates that the student enrolled as an auditor in the course and the course was not taken for credit. An "AU" is not a grade and is not used in calculating grade-point averages.

GRADE-POINT SYSTEM

The following grade-point system is used in calculating the grade-point average.

Grade "A" or "AH" yields 4 grade points per semester credit hour.

Grade "B" or "BH" yields 3 grade points per semester credit hour.

Grade "C" yields 2 grade points per semester credit hour.

Grade "D" yields 1 grade point per semester credit hour.

Grade "F" yields 0 grade points per semester credit hour.

In calculating grade-point averages, the total number of grade points earned is divided by the total number of hours attempted. The grades of "I," "P," "W," "AW" or the mark of "AU" or "N" will not affect the grade-point average.

RETENTION AND GRADUATION GRADE-POINT AVERAGES

All courses in which a student has a recorded grade are included in the calculation, excluding any courses repeated (with an original grade of "D" or "F") or reprieved based on State Regents policy and excluding remedial courses and physical education activity courses. (See Academic Forgiveness).

CUMULATIVE GRADE-POINT AVERAGE

All courses in which a student has a recorded grade are included in the calculation.

GRADE REPORTS

Reports of the final grades of all students are compiled shortly after the end of each semester and are made available electronically to the students via MyOKState Student Portal.

CORRECTING GRADES REPORTED IN ERROR

The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Appeals Committee or Student Conduct Academic Dishonesty hearing panel. An instructor may not allow students to perform extra work after the end of the course in order to raise their grade. Grade change requests must be submitted in writing to the Office of the Registrar and must have the instructor's, division head's and the vice president of academic affairs' approvals. A grade may not be lowered after the student has graduated unless the degree has been revoked.

GRADE APPEALS

If a student believes that his or her final grade has been erroneously assessed by the instructor, the student may file an appeal with the Academic Appeals Committee, after first visiting with the instructor and the appropriate department and division head. The deadline for submitting the completed form is four months after the date the grade was assigned, or six weeks after the student begins a new semester, whichever comes first. Grade Appeal Forms may be obtained from the Office of the Vice President for Academic Affairs or online at www.osuokc.edu/academics/pdf/Grade_Appeal_Form.pdf.

The Academic Appeals Committee will communicate its decision in writing to the student, the instructor and the division head of the area. Any grade change will be reflected on the student's transcript. The original grade is removed from the transcript record and the new grade is recorded.

HONOR ROLLS**President's List of Distinguished Students**

Full-time undergraduate students (12 or more semester credit hours in a regular semester or six or more in a summer session) who complete at least 12 enrolled hours (or six in a summer session) with a semester (not cumulative) grade-point average of 4.00, excluding zero-level courses, are placed on the President's List of Distinguished Students. The grade of "P," "S" or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll.

Vice President's List of Distinguished Students

Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.00 or higher, excluding zero-level courses, and no grade below "C," are placed on the Vice President's List of Distinguished Students.

OSU-OKC President's List of Distinguished Part-time Students

Part-time undergraduate students who complete at least 6 credit hours with a semester (not cumulative) grade point average of 3.50, excluding zero-level courses, and with no grade lower than a "C" are placed on the OSU-OKC President's List of Distinguished Students. The grade of "P," "S," or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll.

VIOLATION OF ACADEMIC INTEGRITY

Oklahoma State University-Oklahoma City is committed to maintaining the highest level of academic integrity and ethical behavior. It is necessary that all members of the University support and promulgate the values of honesty and responsibility appropriate for an academic community. Not only does such academic integrity and ethical behavior contribute to the status of the University, but it also represents an important component of the educational process. To assure a high level of integrity among students, behaviors that violate academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will not be condoned or tolerated. Viola-

tions may subject the student to disciplinary action including the following: receiving a failing grade on an assignment, examination, or course; receiving a notation of a violation of academic integrity on the transcript; and suspension from the University. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), the instructor will assign an incomplete grade until the allegation is resolved. (See Student Rights & Responsibilities for full academic dishonesty policy and procedures).

ACADEMIC FORGIVENESS PROVISIONS

The Oklahoma State Regents for Higher Education provide provisions allowing a student to recover from academic problems in ways that do not forever jeopardize his or her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student academic career. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned in the cumulative grade point average, with the academic forgiveness provisions reflected on the transcript and in the graduation/retention grade point average. Academic forgiveness may be warranted for currently enrolled students in three specific circumstances:

1. **Repeated Courses.** A student shall have the prerogative to repeat a course and have only the second grade, even if it is lower than the first grade, included in the calculation of the retention/graduation grade-point averages up to a maximum of four courses but not to exceed 18 credit hours in which the original grade was a "D" or "F." If a course is repeated more than once, all grades except the first repeated attempt are included in the grade-point averages. The original course and grade remain on the transcript identified with a statement under the course "Repeated (excluded from GPA)." All other repeated courses, those in excess of the 18-hour, four-course maximum and those with a grade of "C" or better in the original course, are included in the grade-point averages.
2. **Academic Reprieve.** A currently enrolled student may request an academic reprieve for all courses in one semester or two consecutive semesters if the following conditions are met: (a) at least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request; (b) the student must have

earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity, performance and remedial courses since the semester requested to be reprieved; (c) the student has not previously been granted an academic reprieve for a semester; (d) there were extenuating circumstances which caused the student to perform poorly during the semester. The request for an academic reprieve must be submitted on the appropriate form to the Office of the Registrar for approval. The courses for a semester that is reprieved are excluded from the retention/graduation grade-point averages and identified with a statement under the course "Reprieved (excluded from GPA)". Students who have been granted academic renewal are not eligible for academic reprieve.

3. **Academic Renewal Policy.** A student may request an academic renewal for all courses if the following conditions are met: (a) at least five years must have elapsed between the last semester being renewed and the renewal request; (b) prior to requesting academic renewal, the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses; (c) the request will be for all courses completed before the date specified in the request for renewal; (d) the student has not been granted a reprieve after December 5, 2003; (e) neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements. The request for an academic renewal must be submitted to the Office of the Registrar.

Academic forgiveness may be requested by completing the Request for Academic Forgiveness form and submitting it to the Office of the Registrar.

HONORS PROGRAM

The Honors Program provides academically-committed students with the opportunities to study, conduct research and exchange ideas in classes designated for Honors Program students. Completion of the requirements for the Honors Program is noted on the student's OSU-OKC academic transcript record. Students must be admitted to the Honors Program.

Honors Contract

An Honors Contract is required to achieve an "Honors" designation in any college-level course. The contract project should add an academic dimension to the course by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course. The contract must be supervised by the faculty member and be approved by the Honors Program Committee. Contracts must be filed by the end of the fourth week of the current semester and the project completed by the fourteenth week.

Grading

The contract does not affect the student's grade in the course. However, to receive honors credit for the course, the student must earn a grade of "A" or "B". If the work specified in the Honors contract is not completed, the grade for the course will not be affected, but the "Honors" designation will not appear on the student's transcript.

Graduate Honors Scholar Award

All OSU-OKC graduates with 15 hours of honors credit earned at OSU-OKC with an "A" or "B" will be eligible for official recognition as an "Honors" Graduate. Students will be recognized at commencement.

Outstanding Honors Contract

The Honors Committee will annually select one outstanding student who has agreed to an Honors Contract and grant the student a cash award. Eligible student are nominated by their sponsoring instructor and will present their work before the Honors Committee, as well as at an honors conference. The recipient must have earned six honors credits from OSU-OKC with a minimum grade of "B" in the course. No student may receive more than one cash award annually.

SERVICE LEARNING

Service Learning is a special form of community service designed to promote student learning and development. Optional service learning opportunities stimulate academic performance, increase students' understanding of the responsibilities of living in a democratic society and encourage students to become involved in the social problems facing their communities. Whether students "learn to serve" or "serve to learn," the service learning component is a valuable tool for academic growth and success.

OSU-OKC graduates receive recognition for their service learning accomplishments at commencement. (See www.osuokc.edu/servicelearning).

GRADUATION GRADUATION REQUIREMENTS

The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty members and administrators offer help to the student in meeting this responsibility. Each degree program requires specific minimum number of credit hours, in-residence hours, and specific course requirements. These requirements are listed on the specific degree program in the Catalog.

DEADLINE FOR COMPLETION OF REQUIREMENTS

Degrees are conferred only on specific commencement dates. Students have four weeks after the official close of a semester to complete degree requirements in order to graduate for that semester. If a student completes requirements for a degree after the four-week deadline, the degree will be granted at the next scheduled commencement after the student files a diploma application. (See Graduation.) The student may request a certified statement of completion of graduation requirements from the Office of the Registrar.

RESIDENCE CREDIT REQUIREMENTS

Students must earn at minimum number of credit hours in residence at OSU-OKC to receive a degree or certificate. See Residence Credit for specific degree program requirements.

MINIMUM HOURS FOR GRADUATION

Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the Catalog. No baccalaureate degree program shall require fewer than 120 semester credit hours for graduation and no associate degree program shall require fewer than 60 semester credit hours for graduation. By OSRHE policy, these hours are exclusive of physical education activity courses (leisure activity courses). No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree. At least 40 hours of upper-division course work shall be required in every baccalaureate degree program. (By OSRHE policy, these 40 hours are exclusive of physical education activity courses.) A minimum of 30 hours for baccalaureate degree (of these 30, at least 15 must be upper division) and 15 hours for associate degrees is required. Hours earned in zero-level remedial courses may not count toward total hours.

GRADE-POINT AVERAGE FOR GRADUATION

A retention/graduation grade-point average of 2.00 or higher, in addition to the minimum grade point average as required by the department in the major program, is required for all courses in which a student has a recorded grade, excluding any courses repeated or reprieved and excluding remedial courses and physical education activity courses. (See Academic Forgiveness Provisions.)

PAYMENT OF GRADUATION FEES

Basic graduation cost is included in the records maintenance fee.

APPLICATION FOR GRADUATION

All degree candidates must submit an Application for Graduation to the Office of the Registrar via MyOKState Student Portal. Application deadlines are posted on the Application for Graduation and the Graduation website.

Students who have filed a diploma application but do not complete their requirements need to re-file for graduation for the appropriate future term with the Office of the Registrar. Re-filing allows you to change the expected graduation term on your diploma application, and allows you to register for classes in the following semester.

COMMENCEMENT EXERCISES

The University will hold Commencement exercises at the close of the spring semester. Students who plan to meet the graduation requirements at the close of the following summer session, or who met their graduation requirements at the end of the preceding fall session, are invited and encouraged to participate in the Commencement exercises at the close of the spring semester. The University encourages all candidates for degrees to be present at the Commencement exercises.

Students must submit their diploma application by March 31 for their name to appear in the commencement program. Students who will complete all degree requirements in the summer should file their diploma application for the summer term, but should file it by March 31 if they want to appear in the commencement program.

RECOGNITION OF OSU-OKC HONOR GRADUATES

Any student who earns an associate or baccalaureate degree and has a grade point average of 4.0 over all courses attempted will be considered as honor graduates. Students will be awarded a white honor cord to wear during commencement exercises.

GRADUATION WITH DISTINCTION FOR OSU-OKC BACHELOR OF TECHNOLOGY GRADUATES

Students who earn an OSU-OKC Bachelor of Technology degree can also earn a level of distinction based upon the final retention/graduation grade-point average. The level of distinction added to the diploma and transcript is:

Graduation/retention grade-point average	Distinction
3.90 to 4.00	Summa cum laude
3.80 to 3.89	Magna cum laude
3.70 to 3.79	Cum laude

CREDITS SEMESTER CREDIT HOUR

- A semester credit hour is equivalent to:
- sixteen 50-minute class sessions (including examinations) conducted under the guidance of a qualified instructor plus 32 hours of preparation time, or
 - sixteen 3-hour laboratory sessions, or
 - sixteen 2-hour laboratory sessions plus 16 hours of preparation time.

These same equivalencies apply to intersession courses, fast-track, 4-week, short courses and other learning formats for which academic credit is awarded.

Students are encouraged to maintain a ratio of class time to study time of at least two to three hours of study for every one hour of class credit. This ratio means that enrolling in 15-18 semester credit hours assumes a 30 to 36-hour-per-week study commitment, or a total of 45-54 hours each week devoted to your degree.

RESIDENCE CREDIT

Residence credit is awarded for work taken within the Oklahoma State University System or approved by faculty at a location officially designated as a residence center by the Oklahoma State University Board of Regents. A minimum of 15 semester credit hours must be taken in residence at OSU-OKC prior to receiving the associate degree and a minimum of 30 credit hours in residence for the bachelor's degree. Reach Higher (A.S. Enterprise Development) residency requirements are determined by the Oklahoma State Regents for Higher Education and are listed on the degree program information sheet.

TRANSFER CREDIT FROM ACCREDITED INSTITUTIONS

Credits will be accepted by transfer from any school that has been fully accredited within the Association of the Council on Postsecondary Accreditation. Transfer credit hours may be applied toward a degree or certificate program at OSU-OKC. The Office of the Registrar will make the determination of acceptance of any course to be accepted for transfer to OSU-OKC. The number of credit hours to be accepted and the applicability of such evaluated credit will be determined at that time. Applicability of evaluated courses to particular programs at OSU-OKC is made by the academic division of the specific curriculum in accordance with the recommendation for transfer from the Office of the Registrar and in accordance with OSRHE policy. Credit will be evaluated from each original college transcript.

TRANSFER CREDIT FROM INTERNATIONAL COLLEGES AND UNIVERSITIES

Credit is accepted based on the U.S. letter grade equivalents for the post-secondary grading method used in each country of study. International transcripts must be translated to English and undergo evaluation from a recognized evaluation service.

MILITARY CREDIT

Credit for military training will be determined from official documents or completion certificates in accordance with "The Guide for the Evaluation of Educational Experiences in the Armed Services", published by the American Council on Education (ACE). OSU-OKC also accepts credit earned through the DANTES Subject Standardized tests for active military personnel. Military credit posted to a previous college's transcript may be re-evaluated by OSU-OKC. The grade of "P" (pass) is assigned to all credit awarded for military training.

Students who wish to establish credit for military training should submit any of the following for credit evaluation to the Veterans' Services Center or the Office of the Registrar:

- a copy of their DD214, Armed Forces of the United States Report of Transfer or Discharge,
- their DD295, Application for the Evaluation of Educational Experiences During Military Service,
- Course Completion Certificates, which may be used to supplement other records or when service schools are not reflected on the DD214 or 295, or

- an official AARTS Transcript (Army/ ACE Registry Transcript Service) or an official SMART transcript (Sailor/ Marine ACE Registry Transcript).

CREDIT FOR EXTRAINSTITUTIONAL LEARNING/ADVANCED STANDING

OSU-OKC recognizes learning acquired from work and life experiences, independent reading and study, the mass media and participation in formal courses sponsored by associations, business, government, industry, the military and unions. Types of extrainstitutional learning include:

- Advanced Placement (AP),
- American Council on Education (ACE),
- Non-collegiate learning experiences,
- Military learning experiences,
- Transfer of military credit awarded by another institution of higher education,
- College Level Examination Program (CLEP),
- Council for Adult and Experiential Learning (CAEL),
- Defense Activity for Non-Traditional Education Support (DANTES),
- OSU-OKC advanced standing examinations, and
- Other accreditation or licensure or certification.

Eligibility and General Requirements

The student must be enrolled for credit or eligible to re-enroll at OSU-OKC during the semester in which he or she applies for extrainstitutional learning credits. The course(s) must be part of an OSU-OKC degree program or taught at OSU-OKC. The national standardized subject examinations, if available, are the mandatory testing methodologies for extrainstitutional learning credit.

Application of Credit

The OSU-OKC division head or designee determines the application of the extrainstitutional learning credit towards the OSU-OKC degree. Extrainstitutional learning credit is not considered residence credit and thus will not satisfy the "Residence Requirement" for graduation purposes (See Residence Credit).

Assessment of Credit

Proficiency is expected to be comparable to that of a student who takes the subject in residence at OSU-OKC. To successfully complete a course by extrainstitutional learning, a student must demonstrate proficiency through:

1. OSU-OKC departmental examination,
2. State or national examination,
3. Validation of experiential learning, or
4. Documentation of experiential learning.

Cost

The student is responsible for any costs associated with extrainstitutional learning credits. These fees must be paid prior to the evaluation or examination. The fees are not refundable-even if no credit is earned.

Re-testing

Should a student lack proficiency (i.e., fail an examination or lack validation of experiential learning), no grade will be recorded. A failed advanced standing exam or validation may not be repeated.

POSTING

Extraintitutional learning credit will be posted on a student's permanent academic transcript only after it is validated by the successful completion of 12 or more semester hours of academic work within the Oklahoma State University System, of which a portion must be completed as OSU-OKC resident credit. If proficiency is demonstrated, the credit will be posted as a "P" for pass. It will be posted to the student's permanent transcript under the OSU-OKC division number and course title. Credit earned in this way will be designated as earned through extraintitutional learning.

Transfer of Credits

Extraintitutional learning credit, once posted to a student's permanent record, is transferable on the same basis as if the credit had been earned through regular study at the awarding institution. The only exception is military credit (see Military Credit).

Foreign Language Credit for Native Speakers

A native speaker of a foreign language cannot enroll in or earn credit toward graduation in lower-division (1000- or 2000-level) courses in that language. A native speaker of a foreign language is defined as a person whose high-school level instruction was conducted principally in that language.

Credit by Exam

OSU-OKC accepts credit by examination through the following: Advanced Placement Program (AP), International Baccalaureate Program (IB), College Level Examination Program (CLEP), and OSU-OKC Advanced Standing Examinations. Students who earn scores appropriate for college credit will receive credit for the appropriate subject areas in accordance with the guidelines of the organization.

- AP scores of one or two are not acceptable for credit.

- CLEP examinations may be taken in the OSU-OKC testing center or official scores for exams taken at other testing facilities may be forwarded to OSU-OKC. Students who take the national CLEP subject examination in Freshman College Composition must take the COMPASS E-Write essay as part of the exam. Prospective students are advised that the numerical score on the national score report from CLEP does not reflect the final score for this examination and should not be used to determine whether credit will be awarded for this examination.

OSU-OKC Advanced Standing Examinations may be offered by academic departments on campus in subject areas not offered through the examination programs listed above. Any currently enrolled student who believes his or her life experiences or educational experience appear to have given the student proficiency in a subject that is offered at OSU-OKC, equivalent to the proficiency ordinarily expected of those students who take the subject in a regular class, may apply for an examination on the subject.

In addition to the regulations listed above, to qualify for an OSU-OKC Advanced Standing Examination the student must:

- a. be enrolled at OSU-OKC;
- b. not have taken an Advanced Standing exam in the subject/course within the preceding six months;
- c. receive the approval of the instructor and the head of the department in which the course is offered;
- d. present a valid student I.D. at the examination.

Information pertaining to OSU-OKC Advanced Standing Examinations may be obtained from the academic division responsible for offering the course.

American Council on Education (ACE)/ Non-collegiate Learning Experiences

OSU-OKC awards credit as recommended by the American Council on Education (ACE) in the "National Guide to Educational Credit for Training Programs." Students may present certificates of completion or a transcript from the ACE Registry of Credit Recommendations to the Office of the Registrar for evaluation. OSU-OKC also awards credit based on the recommendation of the Board of Regents of the University of the State of New York in the "Director of the National Program on Non-collegiate Sponsored Instruction."

Other Accreditation, Licensure, or Certification

OSU-OKC may award credit for educational learning provided by certain businesses, industrial and governmental agencies. Credit is awarded on the basis of recommendation from the OSU-OKC division head or designee for certain accreditation, licensure or certifications. Students may present official certificate(s), license(s), or official documentation to the OSU-OKC division head to demonstrate knowledge in his or her subject area. Recommendations will be forwarded to the Registrar’s office to file for advanced standing credit. A grade of “P” (pass) is assigned to all credit awarded in this manner. The division head or designee will determine how this credit applies to the degree program.

TWO-YEAR ASSOCIATE DEGREE GRADUATION PLAN

Students at Oklahoma State University-Oklahoma City may follow many diverse paths to complete an associate degree. One of the options students may elect is to complete their associate degree program requirements within two years of their initial fall enrollment. There are many reasons students may want to complete their degree in two years: some may want to enter the full-time work force as soon as possible, others are planning to continue their education and do not want to prolong their undergraduate study and most want to save money.

With the encouragement of the Oklahoma State Regents for Higher Education, OSU-Oklahoma City has developed a plan to assist students who have a desire to graduate in two years with an associate degree. Students who elect to participate in the OSU-Oklahoma City Two-Year Graduation Plan will work closely with their faculty advisor to make sure they know the requirements that must be met and the appropriate sequences in which to take the courses. OSU-Oklahoma City has a long history of helping students plan for, and enroll in, the courses they need to graduate in a timely manner; and students who elect to participate in the agreement below can be assured that they will be able to enroll in courses allowing them to graduate in two years with an associate degree.

Students that agree to participate in the Two-Year Graduation Plan are given assurance by OSU-Oklahoma City to be able to enroll in courses that permit graduation in two years. The institution will ensure that graduation in two years will not be delayed by the unavailability of courses. If a student graduates in two years with an associate degree, he or she will be recognized for doing so upon graduation.

Conditions the student must satisfy:

1. Enter the institution as a first-time student at the collegiate level (no remedial/review courses required).
2. Choose an associate degree program that qualifies for the Two-Year Plan. Most Associate in Science and Associate in Applied Science degrees qualify; check with an academic/faculty advisor to develop a personal two-year graduation plan.
3. Stay on track by completing a minimum of one-quarter of the work each semester or one-half of the work over an academic year, which includes summer.
4. Meet with the faculty advisor in a timely manner to discuss and enroll for the upcoming semester.
5. Enroll in available courses needed for the chosen degree program.
6. Accept responsibility for maintaining academic progress so that he or she may stay on track to complete the requirements in two years.
7. Change option only if it will allow completion of the chosen degree program in two years.
8. Remain in good standing with the institution academically and financially.
9. Accept responsibility for meeting all requirements to obtain needed financial assistance.
10. Notify in writing the division head prior to the beginning of classes (in the semester in which a course is needed) that graduation may be delayed due to the unavailability of a course.
11. Notify in writing the division head if/when the student chooses to withdraw from this agreement.

In the event that the institution does not meet the commitments made herein, and the student is unable to graduate due to the unavailability of a course (or courses), the division offering the degree program will choose one of the following:

1. Allow the student to graduate in two years by substituting a different course (or courses), as determined by the division offering the degree program and the student’s faculty advisor, for the unavailable course (or courses).
2. Allow the student to graduate in two years by substituting an individual study assignment, as determined by the division offering the degree program and the student’s faculty advisor, for the unavailable course (or courses).
3. Allow the student to graduate in two years by waiving the requirement to be met by the unavailable course (or courses), as determined by the division offering the degree program and the student’s faculty advisor, for the unavailable course (or courses).
4. Allow the unavailability of a course (or courses) to delay the student from graduating in two years, in which case, the institution will pay the tuition for the student to take the unavailable course(s) in a later semester.

These procedures shall constitute the exclusive remedy for the Two-Year Graduation Plan agreement. OSU-Oklahoma City is under no obligation to provide these adjustments unless the student submits a written request for accommodation to the division head of the division offering the degree program prior to the beginning of classes in the last semester of the student’s two-year plan.

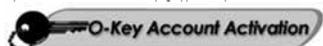
To graduate with an associate degree in two years a student must complete 30 to 36 semester hours each year. Some students do this by taking 15 to 18 semester hours each semester; others will take fewer hours each semester but schedule summer classes to make up the difference. Sometimes a student will have to take a class at a time that may not be completely convenient, or may need to substitute an alternative class (must be approved by the institution) for one that is unavailable during a specific semester or at a specific time. Each semester a student’s advisor provides a “degree-check” listing the courses completed and requirements yet to be fulfilled. Students will also use the class schedule, departmental materials and other sources of information to develop and monitor each student’s plan for graduation.

O-KEY AND THE ONLINE CLASSROOM

Your O-Key username and password are used to access the computer labs, printing access, the Student Information System (SIS), the Online Classroom (<https://oc.okstate.edu>), the OSU Wireless Network, and your OSU e-mail.

HOW DO I ACTIVATE MY O-KEY ACCOUNT?

- Go to <http://okey.okstate.edu>.
- Click on the O-Key Account Activation button on



- Upon completion of the activation wizard, it may take 24 hours or more before your new account is ready to use.

HOW DO I ACCESS MY COURSES IN THE ONLINE CLASSROOM?

- Go to www.osuokc.edu and click on “Online Classroom”.
- Use your O-Key username and password to log in.

For questions about your O-Key account or the Online Classroom, please contact the Technology Support Center at 405-945-6767 or email helpdesk@osuokc.edu.

EMERGENCY ALERT INFORMATION

This is a reverse 9-1-1 system that will notify you in the event of an emergency here on the OSU-OKC campus.

To receive emergency messages from OSU-OKC, you must provide your voice and text telephone numbers. It's as easy as logging into your O-Key account at okey.okstate.edu.

Click on “Campus Alerts” on the left-hand navigation bar and use the drop-down menu to select Emergency Voice and/or Emergency Text. Enter your number, cell phone service provider and an email address. Update your contact information any time by logging into your O-Key account.

- Upon activation completion, your screen will display your “Personal Profile.”
— NOTE: the “PRISM” user name and password are listed, but no longer used. Please disregard this information.

TECHNOLOGY SUPPORT CENTER

- OSU-OKC’s “walk-up” and “live” help desk area for instant technical support
- Open 7 days a week
- Staffed with highly-trained support technicians and lead analysts who can help students, staff and faculty with:
 - O-Key
 - The Online College
 - Software downloads
 - Wireless Internet access
 - And many other technology-related issues!

Office Hours:
 Monday – Friday Saturday & Sunday
 7:30 a.m. – 9 p.m. 8 a.m. – 5 p.m.

Location and Phone:
 Learning Resource Center, 1st floor
 405-945-6767

TECHNICAL EDUCATION GRADUATE PERFORMANCE GUARANTEE

If an Associate in Applied Science (A.A.S.) graduate is judged by the initial employer to be lacking in either academic or technical job skills identified by Oklahoma State University-Oklahoma City as exit competencies for the specific degree program, the graduate will be provided up to nine credit hours of additional education at and by OSU-Oklahoma City.

Special conditions that apply to the Guarantee are as follows:

- The graduate must have earned the A.A.S. degree from OSU-Oklahoma City beginning May 1996 or thereafter in a technical program identified in the current catalog.
- The graduate must have completed the A.A.S. degree at OSU-Oklahoma City with a majority of the credits being earned at OSU-Oklahoma City and must have completed the degree within a four-year time span.
- The graduate must be employed full-time in an area directly related to the program of concentration as certified by the OSU-Oklahoma City Office of Academic Affairs.
- Employment must commence within 12 months of graduation.
- The employer must identify deficiencies and certify in writing, within 90 days of the graduate's initial employment, that the employee is lacking specific entry-level skills guaranteed by OSU-Oklahoma City as a part of the degree program.
- The employer, graduate, department head, academic affairs officer and the appropriate faculty will develop a written educational plan for the needed education.
- Education will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the educational plan.
- All education must be completed within three semesters from the time the educational plan is agreed upon.
- The graduate and/or employer are responsible for the cost of books, insurance, uniforms, fees, room and board, tools and other course-related expenses.
- The Guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- OSU-Oklahoma City's sole responsibility for skill deficiencies shall be limited to nine credit hours of education under the conditions described above.
- The Guarantee process can be initiated by written notification from the employer to the vice president for Academic Affairs, OSU-Oklahoma City, 900 N. Portland Ave., Oklahoma City, OK 73107. For more information call (405) 945-3240.

CENTER FOR SAFETY AND EMERGENCY PREPAREDNESS

OSU-Oklahoma City's Center for Safety and Emergency Preparedness (south end of campus 3501 W. Reno Ave.) is a unique facility within the region. The center capitalizes on existing OSU-OKC programs and experience, partnering with private and public entities that share an interest in furthering knowledge and expertise in the area of public safety and defensive driving.

The purpose of the center is to provide quality training programs for Business and Industry and the general public. The Center's mission includes assisting our Business and Industry Clients to meet the following safety goals:

- To save lives and reduce the risk of life-altering injuries within your workforce
- To protect your organization's human and financial resources
- To guard against potential company and personal liabilities associated with crashes involving employees driving on company business

The Center also focuses on defensive driving for adults and teens and offers a wide variety of motorcycle training courses. Our instructors are experienced and professional with a wide variety of certifications. CSEP provides professional training opportunities that are customizable for your business or employee's needs.

Our training experts will work with you to conduct a needs assessment and organize a customized training program format that best fits your schedule. Training is available at our Public Safety Training Center or on-site at your location.

ADVANCED DRIVER TRAINING COURSES

The center specializes in unique driver training courses going beyond the classroom to include hands-on driving experience on the campuses specially designed training track.

- General Public Courses
 - One-day Defensive Driving Course
 - Defensive Driving for Teens and Young Adults (15 1/2 – 21 to participate)
 - Driver Education
 - Motorcycle Rider Training
 - Recreational Vehicle Driving Techniques
 - Skid Car Avoidance and Recovery
- Corporate Courses
 - One-day Advanced Defensive Driving Course
 - Six- and 10- Wheel Truck (and Trailer) Driver Training
 - Fifteen-passenger Van
 - Commercial Driver License Preparation (company sponsored only)
- Public Safety Courses
 - Basic Law Enforcement Driver Training
 - Advanced Law Enforcement Driver Training
 - Fire/EMS Driver Training

SAFETY AND EMERGENCY PREPAREDNESS COURSES

The center offers emergency preparedness courses for business and industry and the general public. The center also offers OSHA prerequisite training.

- Courses include:
- Medic First Aide
 - OSHA 511-Standards for General Industry
 - OSHA 510-Standards for Construction Industry



- OSHA 10 and 30 Hour Outreach Courses for respective industry
- H2S Training
- SafeLand USA

PRECISION DRIVING TRAINING TRAINING INCLUDES:

- Defensive driving maneuvers
- Proper steering techniques
- Skid avoidance and control
- Backing and collision avoidance
- Emergency stopping
- Highly qualified instructors
- Student-to-instructor ratio of 4:1
- Behind-the-wheel vehicle training
- Option to drive an OSU-Oklahoma City vehicle or your personal or company vehicle

CORPORATE COURSES

The Advanced Defensive Driving Course (DDC6) can be customized to address special problems that company drivers encounter on today's roadways. Training can be taken in the OSU-Oklahoma City PDT fleet automobiles or the company vehicle that the employee drives. Drivers of cars, trucks, vans and larger vehicles will learn how to handle their specific type of vehicle when encountering difficult situations.

GENERAL PUBLIC COURSES

Improve defensive driving skills and reduce insurance premiums at the same time. Insurance companies recognize all courses and offer discounts to drivers who successfully complete the advanced skills courses. Check with your insurance agent for details.

SKID CAR TRAINING

The SkidCar System is a unique training tool which represents a proven concept referred to as "The Science of Controlled Driving". Based on a foundation of mind over motor, this approach builds and strengthens a driver's understanding of vehicle dynamics, hones his or her sensory skills and teaches drivers to think, maintain control, and avoid trouble ahead of time. OSU-OKC's SkidSUV is the only publicly accessible SkidCar in the southwest region of the United States.

TEEN DRIVING

Driver's Education prepares students for the operation of motor vehicles. Students develop knowledge of the state laws related to vehicle operations, acceptance of personal responsibilities in traffic, appreciation of the causes, seriousness, and consequences of traffic accidents, and develop the knowledge, attitudes, habits, and skills necessary for safe motor vehicle operation.

Each student receives a minimum of ten (10) hours of classroom instruction and a minimum of six (6) hours of actual one-on-one drive time with a qualified Driver's Education instructor. This course also includes skid avoidance and recovery training through the use of the SkidCar system.

Alive@25 – is a highly effective 8-hour course that serves as an excellent complement to standard driver education programs – and is also ideal for young drivers who incur traffic violations. Through interactive media segments, workbook exercises, class discussions, role playing, and four hours of hands-on defensive driving young drivers develop convictions and strategies that will keep them safe on the road.

MOTORCYCLE RIDER TRAINING

Increase confidence, improve motorcycle skills and learn how to have more fun by riding motorcycles safely. The Basic Rider Course teaches the motorcycle enthusiast motorcycle driving fundamentals: what to wear, how to start and stop, motorcycle controls, street strategies to avoid trouble and how to maneuver the motorcycle in tough situations. Upon successful completion of this course the state written and road exam at the Department of Public Safety will be waived..

The Experienced Rider Course is for motorcycle enthusiasts that want to hone their skills and fine-tune the mental skills needed for survival in traffic. Learn how to balance the mental and physical aspects of safe riding, manage risk, increase visibility and optimize lane position. Many insurance companies offer discounts on motorcycle premiums, ask insurance agents for details.

The Three-Wheel Basic Rider Course is for new riders, experienced riders transitioning to the world of three-wheel motorcycles, or riders with some experience riding three-wheel motorcycles. This course will further the knowledge and skills necessary to ride these exciting vehicles. Participants will learn controls and acquire maneuvering skills that will allow them to ride safely through real-world traffic. Upon successful completion of this course the state written and road exam at the Department of Public Safety will be waived.

An Advanced Motorcycle Ready to Ride course is also offered. Ready to Ride is designed for the rider who wants to strengthen critical "road" skills, making riding safer and more enjoyable. By utilizing our private enclosed two-lane road, riders practice real road speed cornering.

PUBLIC SAFETY COURSES

Basic, advanced and specialized driver training is available for all areas of the public safety community. Emergency vehicle drivers from police, fire and EMS agencies are encouraged to use the vehicle they drive on the job to experience a variety of road and highway driving conditions in a safe, controlled environment.

**FOR MORE INFORMATION ABOUT THE
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TRAINING AND DEVELOPMENT CENTER NON-CREDIT COURSES, SEMINARS AND TRAINING

Non-credit classes can enhance workplace skills, career growth and personal development.

OSU-OKC Training and Development Center serves as a resource for business and industry clients within the OKC Metro. Our mission is to deliver targeted programs consisting of seminars, consulting services, conferences and workshops that respond to the workforce needs of the public and private sector. OSU-OKC Training and Development Center has a host of partners from academia and industry who serve as trainers and consultants for specific business and industry training needs.

OSU-OKC Training and Development Center strives to be the resource of choice for improving job skills, professional and technical competence, business and industry contract training and community service seminars, based on a reputation for credibility, quality and responsiveness. Training can be conducted on the OSU-OKC campus or onsite at your organization. For more information, please call (405) 945.3373 or email tdc@osuokc.edu. For a list of current classes, visit: www.osuokc.edu/tdc.

SERVICES INCLUDE:

CLASSES TAILORED TO MEET ORGANIZATIONAL NEEDS

AGRICULTURE

- Pesticide Application
- CEU Workshops
- Floral

BUSINESS SERVICES

- Human Resource Management (SHRM)

EARLY CARE EDUCATION

- Early Learning Guidelines (ELG) Program
- Infants, Toddlers and Two
- Preschool



HEALTHCARE

- CPR
- Food Protection Manager's Certification
- EMS Refresher
- Residential Care & Assisted Living Continuing Education

CUSTOMIZED TRAINING

- Time Management
- Stress Management
- Intergenerational Communications
- Accountability
- Active Shooter Awareness
- Bullying in the Workplace
- Managing Ethics in the Workplace

ONLINE EDUCATION – ED2GO

- Basic Computer Literacy
- Business Administration and Management
- Business Planning and Entrepreneurial
- Certification Preparation
- Computer Programming and Database Management
- Computer Troubleshooting and Networking
- Desktop Publishing and Imaging
- Digital Photography and Digital Video
- Grant Writing and Nonprofit Management

- Health Care, Nutrition and Fitness
- Law and Legal Careers
- Personal and Career Development
- Personal Finance and Wealth Building
- Sales and Marketing
- Test Preparation
- Web Graphics and Multimedia
- Web Page Design
- Web Programming

OSU-OKC FARMERS MARKET

The OSU-OKC Farmers Market is open all year long and is an opportunity for shoppers to fill their kitchens with the freshest food in Oklahoma. Featuring Oklahoma Grown and made products from more than 30 vendors, the market allows local farmers, food producers and artisans to provide consumers with the best the state has to offer. With fresh foods, seasonal produce, certified organic products, and a variety of handmade skincare and craft items, there is something for everyone.

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M.S., Oklahoma State University

LYNDSAY PITTMAN

Registrar
B.A., University of Oklahoma
M.Ed., University of Central Oklahoma

ELAINE REGIER

Director
Library Services
B.S. Ed., Southwestern Oklahoma State University
M.L.I.S., University of Oklahoma

KATHY RICHARDSON

Director
Child Development Lab School
A.A., Oklahoma City Community College

JASON ROCKWELL

Director
Recruitment & Admissions
B.S., University of Oklahoma

JEFF ROSSON

Coordinator Scholars for Excellence
Human Services
B.S., University of Central Oklahoma
M.S., University of Central Oklahoma

SCOTT SAWYER

Director
Advisement
A.A.S., Oklahoma State University – Oklahoma City
A.S., Oklahoma State University – Oklahoma City
B.S.B.A., Oklahoma State University

JESSELYN SCHMITZ-NAKOLO

Interpreter
Interpreter Training
A.A., Northern Oklahoma College
A.A.S., Oklahoma State University-Oklahoma City
B.S., University of Central Oklahoma

BRENDA SMITH

Budget Coordinator/ Administrative Assistant
Budget and Finance

SAM SNOW

Coordinator
Veterans Services
B.S., Northeastern State University
M.S., University of Oklahoma

SARAH STRINGFIELD

Academic Advisor
Enrollment Management
B.A., University of Central Oklahoma
M.A., University of Central Oklahoma

MASHAELA STRIPLING

Counselor/Coordinator
Project SOAR
B.S., University of Oklahoma

BLAKE SULLIVAN

Career Development Specialist
Project REACH
B.S., Oklahoma State University

KANDACE TAYLOR

Assistant Director
Marketing & Communications
B.A., Oklahoma State University

DAVID THORNTON

Developer
Enterprise Systems & Business Intel
B.A., University of Central Oklahoma

KRISTI VOSS

Workforce Liaison
Information Services
A.S., Carl Albert College
A.A.S., Oklahoma State University – Oklahoma City
B.T., Oklahoma State University – Oklahoma City

JAMES WALTON

Web Communications Manager
Marketing & Communications
A.D., Oklahoma State University-Okmulgee

JACKIE WESTON

Director
Cooperative Alliance
B.S., University of Science & Arts in Oklahoma

JOY WIELAND

Senior Director
Student Services
A.A.S., Oklahoma State University-Oklahoma City
B.S., Southern Nazarene University

HALLIE WILLIAMS

Farmer's Market Manager
Business and Industry Training & Economic
Development
A.S., Butler Community College

KYLE WILLIAMS

Senior Director
Enrollment Management
A.A., Western Oklahoma State College
B.S., University of Central Oklahoma

NED WILSON

Digital Media Coordinator
Information Services
B.A., Cameron University
M.A., Stephen F. Austin State-Nacogdoches

PHUNG YIP

Manager
Event Services
B.S., Loyola Marymount University
M.A., University of Redlands



OKLAHOMA CITY

CATALOG

2016-2017

DEGREES, CERTIFICATES
AND COURSE DESCRIPTIONS

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DEGREES AND CERTIFICATES

Bachelor of Technology

The bachelor of technology degree is a 124-credit hour technology-intensive application-focused baccalaureate degree. OSU-Oklahoma City offers one bachelor of technology degree:

Human Services

- Emergency Responder Administration

Associate in Applied Science

The associate in applied science degree signifies completion of at least 60 semester credit hours of collegiate course work (excluding any physical education courses), which will place the graduate on a career path. OSU-Oklahoma City offers 33 associate in applied science degree programs in six divisional areas:

Agriculture Technologies

- Horticulture Technology
 - Landscape Contracting, Design & Management Option
 - Nursery and Greenhouse Production Option
 - Sustainable Crops Production Option
 - Turfgrass Management Option
- Veterinary Technology

Business Administration

- Accounting
- Management
 - General Business Option

Health Sciences

- Cardiovascular Sonography*
- Nutritional Science*
- Nurse Science

Human Services

- Crime Victim/Survivor Services
- Early Care Education
 - Administration Option
 - Master Teacher Option
- Emergency Medical Services - Municipal Fire Protection
- Municipal Fire Protection
- Police Science
 - Crime Scene Investigation Option
- Sign Language Interpretation

Liberal Arts

- Applied Technology
 - General Studies
- Graphic Design
 - Graphic Game Development Option
 - Illustration/Multimedia Option
 - Internet/Web Page Design Option
- Technical Spanish/Translation and Interpretation
 - Health Care Option
 - Legal Option

Science, Technology, Engineering & Mathematics

- Applied Technology
- Architectural Technology
 - CAD-Architecture Option
- Computer Information Systems
 - Accounting Option
 - Business Information Systems Option
 - Computer Game Programming Option
 - Computer Technical Support Option
- Construction Technology
 - Construction Management Option
 - Construction Techniques Option
- Electrical Power Technology
 - Metering Technology Option
- Electronics Engineering Technology
 - Electrical Engineering Option
- General Engineering Technology
 - Mechanical Engineering Option
- Information Technology
 - Computer Forensics/eDiscovery Option
 - Network Option
- Management Information Systems
 - Office Systems Option
- Power Transmission and Distribution Technology
- Renewable/Sustainable Energy
- Surveying Technology
- Wind Turbine Technology

Associate in Science

The associate in science degree is a program designed for transfer to an upper-division bachelor's degree program. It is typically awarded to those who wish to major in subjects with heavy undergraduate requirements in mathematics and science, including, but not limited to, fields such as engineering and agriculture. This degree represents successful completion of a minimum of 60 credit hours (excluding any physical education courses). OSU-Oklahoma City offers seven associate in science degree programs:

Agriculture Technologies

- Horticulture Technology
 - Pre-Landscape Architecture/Landscape Contracting Option

Business Administration

- Enterprise Development - Reach Higher
 - Business Administration Option

Health Sciences

- Health Care Administration

Human Services

- Alcohol and Substance Abuse Counseling
- American Sign Language
- Police Science

Liberal Arts

- Enterprise Development - Reach Higher
 - General Studies Option
- Public Service
 - Legal Case Management Option

Science, Technology, Engineering & Mathematics

- Fire Protection and Safety Technology
 - General Studies Option

Certificate Programs

For the student who finds it necessary to obtain a college credential in a shorter period of time than the associate degree program, OSU-Oklahoma City offers a variety of certificate programs:

Agriculture Technologies

- Horticulture
- Retail Floristry

Business Administration

- Non-Profit Management Certificate

Human Services

- Certificate of Mastery in Early Care Education Administration
 - Child Care Center Option
 - Family Child Care Home Option
- Certificate of Mastery in Early Care Education
 - Early Care Education Option
 - Infant Toddler Option
- Emergency Medical Technician
- Firefighter I

Science, Technology, Engineering & Mathematics

- Renewable/Sustainable Energy
- Wind Turbine Technology

Embedded Certificate Programs

- Computer Information Systems Certificate - Program Option
 - Computer Information Systems - Programming Option A.A.S.
- Crime Victim/Survivor Services Certificate
 - Crime Victim/Survivor Services A.A.S.
- Electrical Power Technology Certificate - Relaying Option
 - Electrical Power Technology - Relaying Technology Option A.A.S.
- Electrical Engineering Technology Certificate
 - Electrical Engineering Technology A.A.S.
- Information Technology Certificate - Networking Option
 - Information Technology - Networking Option A.A.S.

- Information Technology Certificate - Computer Forensics/eDiscovery Option
 - Information Technology - Computer Forensics/eDiscovery Option A.A.S.
- Police Science Certificate - Crime Scene Investigation Option
 - Police Science - Crime Scene Investigation Option A.A.S.
- Public Service Certificate
 - Public Service A.S.
- Power Transmission and Distribution Technology Certificate
 - Power Transmission and Distribution Technology A.A.S.
- Certified Nursing Assistant Certification
 - Nurse Science A.A.S.

Finish Orange

OSU-Oklahoma City wants to see all of our graduates FINISH ORANGE by transferring their associate's degrees to a four-year institution in the OSU System. We have several programs that can seamlessly transfer to OSU-Stillwater and OSU-Tulsa allowing students to turn their associate's degree into a bachelor's degree.

For a list of the 23 degree programs offered, visit www.osuokc.edu/finishorange.

For more information, call:

Dr. Joey Fronheiser
 Vice President
 Academic Affairs
 (405) 945-3250
fronhei@osuokc.edu

Cooperative, Articulation, Higher Education and 2+2 Agreements

In an effort to reduce the time it takes a student to complete a degree, OSU-Oklahoma City has partnered with various Oklahoma technology centers to allow students to earn college credit while attending qualifying technology center programs. Please see your counselor or academic advisor for details.

In addition, OSU-Oklahoma City fully supports the Oklahoma State Regents for Higher Education Articulation Agreements and other initiatives designed to facilitate transfer among Oklahoma institutions of higher education. Please see your counselor or academic advisor for details.

Higher Education

The purpose of these agreements is to serve students who choose to pursue unique OSU-Oklahoma City degree programs in their geographical areas. The following are our current Higher Education partners and programs:

- Electronics Engineering Technology
 - Oklahoma State University with a Bachelor of Science in Electrical Engineering Technology
- General Engineering Technology - Mechanical Engineering Technology Option
 - Oklahoma State University with a Bachelor of Science in Mechanical Engineering Technology
- Nurse Science
 - Panhandle State University

Career Technology Partnerships

Under the leadership and guidance of the Oklahoma State Regents for Higher Education, OSU-Oklahoma City has partnered with various Oklahoma career technology centers to forge a partnership that allows high school and adult students in various programs the opportunity to earn college credit through Prior Learning Assessment.

The partnership has multiple goals: (1) get more high school students into college, (2) get more adults to continue their education or begin college, (3) expand access to postsecondary education, and (4) efficiently use federal, state and local resources. The driving principle is to be student-centered, not institution-centered.

2+2 Agreements

A 2+2 agreement allows an associate degree to be applied directly to the first two years of a bachelor's degree program. The following OSU-Oklahoma City associate in science and associate in applied science degree programs have standing 2+2 agreements with the following institutions and bachelor degree programs:

- All accredited technical, vocational and academic credit hours earned
 - Midwestern State University-Wichita Falls, TX with a Bachelor of Arts and Science
- Alcohol and Substance Abuse Counseling
 - University of Central Oklahoma with a Bachelor of Arts Degree in Sociology-Chemical Dependency
- Business Technologies
 - Mid-America Christian University with a Bachelor of Science Degree in Management Information Systems/Ethics or Management and Ethics

- Computer Information Systems – Business Information Systems Option
 - Mid-America Christian University with a Bachelor of Science Degree in Management Information Systems/ Ethics
- Early Care Education – Administration Option
 - University of Central Oklahoma with a Bachelor of Science in Family Life Education - Child Development
 - Northeastern State University with a Bachelor of Science in Human and Family Sciences/Early Care
- Management – Management Option
 - Mid-America Christian University with a Bachelor of Science Degree in Management and Ethics
 - Southern Nazarene University with a Bachelor of Science in Organizational Leadership
- Police Science - Crime Scene Investigation Option
 - Langston University with a Bachelor of Science in Criminal Justice

General Education

The general education courses necessary to complete a degree program at OSU-Oklahoma City are the primary responsibility of the Division of Liberal Arts. The Division of Liberal Arts academic discipline areas include:

- English and Language Arts
- Health and Physical Education
- Humanities
- Mathematics
- Social Sciences

For more information, call:

Division of Liberal Arts
 (405) 945-8688
 Email: sjstrin@osuokc.edu

Computer Industry Certifications

OSU-Oklahoma City offers courses preparing the student for a number of computer industry certifications:

- Comptia A+
- Comptia Linux+
- Comptia Network+
- Microsoft Certified Technology Specialist
- Microsoft Certified IT Professional

For more information, call:

Information Systems and Technologies
(405) 945-9166

Online College

OSU-Oklahoma City's Online College provides convenience and flexibility in the pursuit of higher education. Earn a degree online or complete college credit courses from the convenience of a personal computer. Course materials are available 24 hours a day, seven days a week. All Internet courses are provided through world-class technologies and taught by professional OSU-Oklahoma City instructors. Successful Online students are self-motivated and independent people who can manage their time and can take responsibility for learning.

For additional course availability and program information:

Contact the Enrollment Management Office or visit the OSU-Oklahoma City website (www.osuokc.edu). For specific information regarding the Internet-based delivery systems or operational specifications contact the Distance Education coordinator at (405) 945-9136.

AGRICULTURE TECHNOLOGIES

HORTICULTURE TECHNOLOGY A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
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Select any 3 credit hours of a College Level **U.S. History** course:

HIST			3			
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Select any 3 credit hours of a College Level **Math** course:

MATH			3			
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POLS	1113	American Government	3			
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SPCH	1113	Introduction to Speech Communication	3			
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Any 3 credit hour General Education Elective, with prefix of BIOL, ENGL, HUMN, MATH, PSYC etc:

			3			
--	--	--	---	--	--	--

Support and Related Courses 3 Credit Hours

Choose One:			3			
BUS	2003	Small Business Management				
MGMT		Any Business Management Course				

Technical Occupational Specialty 41 Credit Hours

BIOL	1404	Plant Biology	4			
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HRT	1013	Principles of Horticulture	3			
-----	------	----------------------------	---	--	--	--

HRT	2453	Herbaceous Ornamental Plants	3			
-----	------	------------------------------	---	--	--	--

HRT	2463	Interior Plants	3			
-----	------	-----------------	---	--	--	--

HRT	2213	Horticulture Marketing	3			
-----	------	------------------------	---	--	--	--

HRT	2263	Horticultural Pest Management	3			
-----	------	-------------------------------	---	--	--	--

HRT	2313	Deciduous Landscape Plants	3			
-----	------	----------------------------	---	--	--	--

HRT	2413	Evergreen Landscape Plants	3			
-----	------	----------------------------	---	--	--	--

HRT	2651	Horticulture Internship	1			
-----	------	-------------------------	---	--	--	--

HRT	2933	Horticulture Capstone	3			
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Select 12 credit hours of any Horticulture courses:

HRT			3			
-----	--	--	---	--	--	--

HRT			3			
-----	--	--	---	--	--	--

HRT			3			
-----	--	--	---	--	--	--

HRT			3			
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Total to Graduate 62

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

HORTICULTURE TECHNOLOGY A.S.

Associate in Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

General Education Requirements			39 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
BIOL	1303	Principles of Biology		3			
BIOL	1311	Principles of Biology Lab		1			
BIOL	1404	Plant Biology		4			
CHEM	1214	Chemistry I		4			
ENGL	1113	English Composition I		3			
ENGL	1213	English Composition II		3			
Choose One:				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
HUMN	2103	Masterworks of Western Culture (Ancient)		3			
HUMN	2203	Masterworks of Western Culture (Modern)		3			
MATH	1513	College Algebra		3			
POLS	1113	American Government		3			
SPCH	1113	Introduction to Speech Communication		3			
Select any 3 credit hour General Education Elective							
				3			

Support and Related Courses 3 Credit Hours

Choose One:				3			
ACCT	2103	Financial Accounting					
BUS	2023	Business Statistics					
SURV	2614	Surveying I* (requires MATH 1613 Trigonometry)					

Specialized Course Requirements 21 Credit Hours

HRT	1013	Principles of Horticulture		3			
Choose One:				3			
HRT	1163	Bilingual Horticulture Communication					
HRT Any Horticulture Course							
HRT	2453	Herbaceous Ornamental Plants		3			
HRT	2463	Interior Plants		3			
HRT	2053	Advanced Problems in Horticulture		3			
HRT	2313	Deciduous Landscape Plants		3			
HRT	2413	Evergreen Landscape Plants		3			

Total to Graduate 63

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

HORTICULTURE TECHNOLOGY A.S.

- Pre-Landscape Architecture/Landscape Management Option

Associate in Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

General Education Requirements 39 Credit Hours

				<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
ART	1103	Drawing I		3			
BIOL	1303	Principles of Biology		3			
BIOL	1311	Principles of Biology Lab		1			
BIOL	1404	Plant Biology		4			
CHEM	1214	Chemistry I		4			
ENGL	1113	English Composition I		3			
ENGL	1213	English Composition II		3			
<i>Choose One:</i>				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
HUMN	2103	Masterworks of Western Culture (Ancient)		3			
HUMN	2203	Masterworks of Western Culture (Modern)		3			
MATH	1513	College Algebra		3			
POLS	1113	American Government		3			
SPCH	1113	Introduction to Speech Communication		3			

Specialized Course Requirements 25 Credit Hours

HRT	1013	Principles of Horticulture		3			
HRT	1103	Landscape Graphics I		3			
HRT	1133	Landscape Graphics II		3			
HRT	2143	Landscape Design Applications		3			
HRT	2313	Deciduous Landscape Plants		3			
HRT	2413	Evergreen Landscape Plants		3			
HRT	2423	Computer Graphics for Landscape Design		3			
SURV	2614	Surveying I* <i>(requires MATH 1613 Trigonometry)</i>		4			

Total to Graduate 64

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

HORTICULTURE CERTIFICATE

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	NOTES:
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Technical Occupational Specialty 21 Credit Hours

CIS	1503	Microcomputer Applications - MS Office	3			
HRT	1013	Principles of Horticulture	3			
HRT	2263	Horticultural Pest Management	3			
HRT	2313	Deciduous Landscape Plants	3			
HRT	2413	Evergreen Landscape Plants	3			
HRT	2453	Herbaceous Ornamental Plants	3			
HRT	2463	Interior Plants	3			

Support and Related Courses 9 Credit Hours

Select 9 hours of Horticulture courses

HRT			3			
HRT			3			
HRT			3			

Total to Graduate 30

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

HORTICULTURE TECHNOLOGY A.A.S.

- Landscape Contracting, Design & Management Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
ENGL	2333	Introduction to Technical Report Writing	3			

Select any 3 credit hours of a College Level **U.S. History** course:

HIST			3			
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Select any 3 credit hours of a College Level **Math** course:

MATH			3			
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communication	3			

Support and Related Courses 3 Credit Hours

Choose One:			3			
BUS	2003	Small Business Management	OR			
MGMT		Any Business Management Course				

Technical Occupational Specialty 44 Credit Hours

BIOL	1404	Plant Biology	4			
HRT	1013	Principles of Horticulture	3			
HRT	1103	Landscape Graphics I	3			
HRT	1423	Landscape Bidding and Contracts	3			
HRT	2013	Maintenance of Landscape Plants	3			
HRT	2023	Horticultural Soil Science	3			
HRT	2213	Horticultural Marketing	3			
HRT	2231	Landscape Construction Equipment	1			
HRT	2233	Landscape Construction Materials & Methods	3			
HRT	2263	Horticultural Pest Management	3			
HRT	2313	Deciduous Landscape Plants	3			
HRT	2413	Evergreen Landscape Plants	3			
HRT	2653	Horticulture Internship	3			
HRT	2933	Horticulture Capstone	3			

Select 3 credit hours from: HRT 1133, 1843, 2113, 2143, 2453, or 2843

HRT			3			
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Total to Graduate 65

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 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

HORTICULTURE TECHNOLOGY A.A.S.

- Nursery and Greenhouse Production Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
<i>Select any 3 credit hours of a College Level U.S. History course:</i>						
HIST			3			
<i>Select any 3 credit hours of a College Level Math course:</i>						
MATH			3			
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communication	3			
<i>Any 3 credit hour General Education Elective, with prefix of BIOL, ENGL, HUMN, MATH, PSYC, etc:</i>						
			3			

Support and Related Courses 3 Credit Hours

		Choose One:	3			
BUS	2003	Small Business Management	OR			
MGMT		Any Business Management Course				

Technical Occupational Specialty 41 Credit Hours

BIOL	1404	Plant Biology	4			
HRT	1013	Principles of Horticulture	3			
HRT	2133	Nursery Management and Operations	3			
HRT	2163	Plant Propagation	3			
HRT	2213	Horticulture Marketing	3			
HRT	2263	Horticultural Pest Management	3			
HRT	2343	Controlled Environments Horticulture - Fall	3			
HRT	2443	Controlled Environments Horticulture - Spring	3			
HRT	2651	Horticulture Internship	1			
HRT	2933	Horticulture Capstone	3			
<i>Select 6 credit hours of any Horticulture course:</i>						
HRT			3			
HRT			3			
<i>Select 6 credit hours from HRT 2313, HRT 2413 HRT 2453, or HRT 2463:</i>						
HRT			3			
HRT			3			

Total to Graduate 62

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

HORTICULTURE TECHNOLOGY A.A.S.

- Sustainable Crops Production Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
<i>Select any 3 credit hours of a College Level U.S. History course:</i>						
HIST			3			
<i>Select any 3 credit hours of a College Level Math course:</i>						
MATH			3			
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communication	3			
<i>Any 3 credit hour General Education Elective, with prefix of BIOL, ENGL, HUMN, MATH, PSYC, etc:</i>						
			3			

Support and Related Courses 3 Credit Hours

		Choose One:	3			
BUS	2003	Small Business Management				
MGMT		Any Business Management Course				

Technical Occupational Specialty 41 Credit Hours

BIOL	1404	Plant Biology	4			
HRT	1013	Principles of Horticulture	3			
HRT	1023	Sustainable Horticulture Practices	3			
HRT	1173	Market Gardening - Fall/Winter Production	3			
HRT	1183	Market Gardening - Spring/Summer Production	3			
HRT	2023	Horticulture Soil Science	3			
HRT	2213	Horticulture Marketing	3			
HRT	2263	Horticultural Pest Management	3			
HRT	2651	Horticulture Internship	1			
HRT	2933	Horticulture Capstone	3			
<i>Select 6 credit hours from HRT 1123, HRT 2133, HRT 2163, HRT 2343 or HRT 2443:</i>						
HRT			3			
HRT			3			
<i>Select 6 credit hours from HRT 2313, HRT 2413 HRT 2453, or HRT 2463:</i>						
HRT			3			
HRT			3			

Total to Graduate 62

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

HORTICULTURE TECHNOLOGY A.A.S.

- Turfgrass Management Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

			<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
ENGL	2333	Introduction to Technical Report Writing	3			

Select any 3 credit hours of a College Level **U.S. History** course:

HIST			3			
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Select any 3 credit hours of a College Level **Math** course:

			3			
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communication	3			

Support and Related Courses 10 Credit Hours

<i>Choose One:</i>			4			
BIOL	1303	Principles of Biology				
BIOL	1311	Principles of Biology Lab				
BIOL	1404	Plant Biology				
BUS	2113	Business Communications	3			
MGMT	2213	Human Resources Management	3			

Technical Occupational Specialty 34 Credit Hours

HRT	1013	Principles of Horticulture	3			
HRT	1843	Irrigation and Drainage Design	3			
HRT	2023	Horticulture Soil Science	3			
HRT	2113	Turfgrass Management	3			
HRT	2263	Horticulture Pest Management	3			
HRT	2313	Deciduous Landscape Plants	3			
HRT	2413	Evergreen Landscape Plants	3			
HRT	2533	Advanced Turfgrass Management	3			
HRT	2651	Horticulture Internship	1			
HRT	2933	Horticulture Capstone	3			

Select 6 credit hours from: HRT 1103, HRT 1163, HRT 1423, HRT 2013, HRT 2233 or HRT 2843

HRT			3			
HRT			3			

Total to Graduate 62

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

RETAIL FLORISTRY CERTIFICATE

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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Technical Occupational Specialty 24 Credit Hours

HRT	1013	Principles of Horticulture	3			
HRT	1153	Beginning Floral Design	3			
HRT	2153	Advanced Floral Design	3			
HRT	2253	Special Occasion Floral Design	3			
HRT	2343	Controlled Environment Horticulture-Fall	3			
HRT	2443	Controlled Environment Horticulture-Spring	3			
HRT	2453	Herbaceous Ornamental Plants	3			
HRT	2463	Interior Plants	3			

Support and Related Courses 6 Credit Hours

Choose One:
 BUS 2003 Small Business Management
 Or Any three credit hour MGMT course.

			3			
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Choose One:
 Any three credit hour HRT course.
 Any three credit hour general education course.

			3			
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Total to Graduate 30

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

VETERINARY TECHNOLOGY A.A.S.**Associate in Applied Science****Degree Sheet**

2016-2017 Catalog

Student Name: _____

Student ID: _____

			<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
General Education Courses			19 Credit Hours			
ENGL	1113	English Composition I	3			
Choose One:			3			
ENGL	1213	English Composition II				
SPCH	1113	Introduction to Speech Communication				
Choose One:			4			☼
CHEM	1214	Chemistry I				
CHEM	1314	General Chemistry I				
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
POLS	1113	American Government	3			
Choose One:			3			☼
MATH	1413	General College Math				
MATH	1513	College Algebra				

Support and Related Courses **6 Credit Hours**

MCRO	2124	Introduction to Microbiology	4			☼
VT	1012	Veterinary Medical Terminology	2			☼

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit www.osuokc.edu/vettech.

Technical Occupation Specialty **44 Credit Hours**

VT	1112	Breeds, Restraint and First Aid	2			
VT	1123	VT Anatomy and Physiology I	3			
VT	1213	Laboratory Techniques I	3			
VT	1224	VT Anatomy and Physiology II	4			
VT	2103	Animal Reproduction, Nutrition and Production	3			
VT	2114	Clinics and Nursing	4			
VT	2123	Laboratory Techniques II	3			
VT	2213	Wild, Zoo and Lab Animal Care	3			
VT	2223	VT Radiology	3			
VT	2233	VT Pharmacology	3			
VT	2314	Preceptorship	4			
VT	2402	Clinic Management	2			
VT	2413	Animal Pathology	3			
VT	2504	Advanced Clinics and Nursing	4			

Total to Graduate**69**_____
Advisor Signature_____
Date**ADDITIONAL GRADUATION REQUIREMENTS:**

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

☼ These courses are prerequisites to be admitted into the program.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

BUSINESS ADMINISTRATION

ACCOUNTING A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

General Education Courses				18 Credit Hours		Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3					
<i>Select any 3 credit hours of U.S. History :</i>									
HIST				3					
<i>Select any 3 credit hours of a course designated Humanities (H) :</i>									
				3					
<i>Select any 3 credit hours of a College Level Math course:</i>									
				3					
POLS	1113	American Government		3					
<i>Choose One:</i>									
				3					
SPCH	1113	Introduction to Speech Communication		OR					
SPCH	2723	Interpersonal Communication							

Support and Related Courses				16 Credit Hours					
<i>Select 1 credit hour of any Business or Accounting Ethics course:</i>									
BUS	1011	Business Ethics		1					
BUS	2023	Business Statistics		3					
BUS	2113	Business Communications		3					
BUS	2333	Business Law		3					
<i>Choose One:</i>									
				3					
ECON	2013	Introduction to Macroeconomics		OR					
ECON	2023	Introduction to Microeconomics							
MGMT	2103	Principles of Management		3					

Technical Occupational Specialty				31 Credit Hours					
ACCT	1333	Personal Finance		3					
ACCT	2001	Payroll Accounting (spring only)		1					
ACCT	2043	Computerized Accounting (spring only)		3					
ACCT	2103	Financial Accounting		3					
ACCT	2203	Managerial Accounting		3					
ACCT	2423	Fundamentals of Income Tax (fall only)		3					
ACCT	2443	Intermediate Accounting I (fall only)		3					
ACCT	2543	Intermediate Accounting II (spring only)		3					
CIS	1113	Computer Concepts w/Applications		3					
CIS	2263	Spreadsheet Applications		3					
<i>Select a 3 credit hour elective from courses with the prefix ACCT, BUS, ECON, MGMT, or MKT</i>									
				3					

Total to Graduate 65

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
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ENTERPRISE DEVELOPMENT A.S. - Business Administration Option

Associate in Science

Degree Sheet

2016-2017 Catalog

Admission to this program requires prior completion of any remedial coursework, 18 hours of college credit with a minimum 2.0 graduation/retention GPA.

Student Name: _____

Student ID: _____

General Education Requirements			37 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
Communication							
ENGL	1113	English Composition I		3			
ENGL	1213	English Composition II		3			
SPCH	1113	Introduction to Speech Communication		3			
Political Sciences							
Choose One:				3			
HIST	1483	U.S. History to 1865	OR				
HIST	1493	U.S. History since 1865					
POLS	1113	American Government		3			
Mathematics (3 credit hours) <i>Any college-level math course</i>							
				3			
Sciences (7 credit hours) <i>At least one course must be a laboratory science.</i>							
				3			
				4			
Humanities (6 credit hours)							
				3			
				3			
Social Sciences, World Language, or Computer Literacy (6 credit hours)							
				3			
				3			
Specialized Course Requirements			23 Credit Hours				
ACCT	2103	Financial Accounting		3			
ACCT	2203	Managerial Accounting		3			
ECON	2013	Introduction to Macroeconomics		3			
ECON	2023	Introduction to Microeconomics		3			
BUS	2023	Business Statistics		3			
BUS	2052	Adv. Tech. Problems - Business Capstone		2			
BUS	2753	Business Internship		3			
MKT	2273	Principles of Marketing		3			
Total to Graduate				60			

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

Degree Audit is not final until approved by the Office of the Registrar.

15 credit hours must be completed at a two-year school in Oklahoma

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

MANAGEMENT A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 28 Credit Hours

	ENGL	1113	English Composition I	3			
	ENGL	1213	English Composition II	3			
<i>Choose Any 3 credit hours of U.S. History :</i>							
	HIST			3			
<i>Choose Any 3 credit hours of College Level Math :</i>							
				3			
	POLS	1113	American Government	3			
<i>Choose Any 3 credit hours designated as Humanities (H) :</i>							
				3			
<i>Choose 4 credit hours of any College Level Science course with a lab :</i>							
				4			
	Choose One:			3			
	PSYC	1113	Introductory Psychology OR				
	SOC	1113	Introductory Sociology				
	Choose One:			3			
	SPCH	1113	Introduction to Speech Communication				
	SPCH	2723	Interpersonal Communication				

Support and Related Courses 3 Credit Hours

	CIS	1113	Computer Concepts with Applications	3			
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Technical Occupational Specialty 31 Credit Hours

	ACCT	2103	Financial Accounting	3			
	ACCT	2203	Managerial Accounting	3			
	BUS	1011	Business Ethics	1			
	BUS	2023	Business Statistics	3			
	BUS	2113	Business Communications	3			
	ECON	2013	Introduction to Macroeconomics	3			
	ECON	2023	Introduction to Microeconomics	3			
	MGMT	2103	Principles of Management	3			
	MGMT	2213	Human Resources Management	3			
	MKT	2273	Principles of Marketing	3			
<i>Electives - Choose 3 credit hours from courses with BUS, MGMT or MKT prefixes:</i>							
				3			

Total to Graduate 62

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

MANAGEMENT A.A.S. - General Business Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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General Education Courses 21 Credit Hours

ENGL	1113	English Composition I	3			
ENGL	1213	English Composition II	3			
<i>Select any 3 credit hours of U.S. History :</i>						
HIST			3			
<i>Select any 3 credit hours of a College Level Math course:</i>						
			3			
POLS	1113	American Government	3			
<i>Choose One:</i>						
PSYC	1113	Introductory Psychology	OR			
SOC	1113	Introductory Sociology				
<i>Choose One:</i>						
SPCH	1113	Introduction to Speech Communication	3			
SPCH	2723	Interpersonal Communication				

Support and Related Courses 3 Credit Hours

CIS	1113	Computer Concepts with Applications	3			
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Technical Occupational Specialty 40 Credit Hours

ACCT	2103	Financial Accounting	3			
BUS	1011	Business Ethics	1			
BUS	2113	Business Communications	3			
<i>Choose One:</i>						
ECON	2013	Introduction to Macroeconomics	OR			
ECON	2023	Introduction to Microeconomics				
MGMT	2103	Principles of Management	3			
MGMT	2213	Human Resources Management	3			
MKT	2273	Principles of Marketing	3			
<i>Electives - Choose 21 credit hours from courses with ACCT, BUS, ECON, MGMT, & MKT prefix, or PSER 2023, PSER 2223, PSER 2293 or WRTG 2103.</i>						
			3			
			3			
			3			
			3			
			3			
			3			
			3			

Total to Graduate 64

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
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NON-PROFIT MANAGEMENT CERTIFICATE

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	NOTES:
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Technical Occupational Specialty 33 Credit Hours

ACCT	2103	Financial Accounting	3			
BUS	2013	Introduction to IRS Form 990	3			
ENGL	1113	English Composition I	3			
MGMT	2493	Non-Profit Management	3			
MGMT	2593	Fundraising & Development	3			
MKT	2273	Principles of Marketing	3			
PSER	2023	Public Law	3			
PSER	2223	Leadership & Group Dynamics	3			
PSER	2293	Introduction to Non-Profit Organizations	3			
WRTG	2103	Intro. To Grant Writing & Administration	3			
<i>Choose One:</i>			3			
MGMT	2213	Human Resource Management	OR			
BUS	2003	Small Business Management				

Total to Graduate 33

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 8 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

HEALTH SCIENCES

CARDIOVASCULAR SONOGRAPHY A.A.S.**Associate in Applied Science***Pending OSRHE Approval*

2016-2017 Catalog

Student Name: _____

Student ID: _____

General Education Courses			19 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3			
<i>Choose One:</i>				3			
ENGL	1213	English Composition II					
ENGL	2333	Introduction to Technical Report Writing					
<i>Choose One:</i>				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
MATH	1513	College Algebra		3			
PHYS	1114	General Physics I		4			
POLS	1113	American Government		3			

Support and Related Courses**7 Credit Hours**

BIOL	1012	Biological and Medical Terminology		2			
BIOL	1515	Human Anatomy & Physiology		5			

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit www.osuokc.edu/cardiovascular.

Technical Occupational Specialty**39 Credit Hours**

SON	1113	Ultrasound Physics and Instrumentation I		3			
SON	1153	Patient Care & Medical Ethics & Law		3			
SON	1213	Ultrasound Physics & Instrumentation II		3			
SON	1103	Cardiovascular Ultrasound I w/lab		3			
SON	1203	Cardiovascular Ultrasound II w/lab		3			
SON	1254	Clinical Experience I		4			
SON	2303	Cardiovascular Ultrasound III w/lab		3			
SON	2403	Cardiovascular Ultrasound IV w/lab		3			
SON	2253	Clinical Experience II		3			
SON	2313	Cardiovascular Concepts		3			
SON	2354	Clinical Experience III		4			
SON	2454	Clinical Experience IV		4			

Total to Graduate**65**_____
Advisor Signature_____
Date**ADDITIONAL GRADUATION REQUIREMENTS:**

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

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NUTRITIONAL SCIENCES A.A.S.

Associate in Applied Science

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____
 Student ID: _____

General Education Courses			18 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I	3				
Choose One:			3				
	ENGL 1213	English Composition II					
	ENGL 2333	Introduction to Technical Report Writing					
Choose One:			3				
	HIST 1483	U.S. History to 1865					
	HIST 1493	U.S. History since 1865					
MATH		Any 1000 level or above	3				
POLS	1113	American Government	3				
Choose One:			3				
	PSYC 1113	Introductory Psychology					
	SOC 1113	Introductory Sociology					

Support and Related Courses			12 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
NSCI	1113	Basic Human Nutrition	3				
BIOL	1515	Human Anatomy & Physiology	5				
Choose One:			4				
	CHEM 1214	Chemistry I					
	CHEM 1314	General Chemistry I					

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit www.osuokc.edu/dietetic.

Technical Occupational Specialty			41 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
DT	1001	Orientation to Dietetics	1				
DT	1004	Dietetics & Food Service Management	4				
DT	1013	Food Preparation	3				
DT	1101	Food Service Operations	1				
DT	1103	Nutrition Assessment	3				
DT	1214	Medical Nutrition Therapy I	4				
DT	2123	Food Financial Management	3				
DT	2114	Medical Nutrition Therapy II	4				
DT	2132	Life Cycle Nutrition	2				
DT	2223	Medical Nutrition Therapy Practicum	3				
DT	2233	Life Cycle Practicum	3				
DT	2303	Community Nutrition	3				
DT	2312	Foodservice Management Practicum	2				
DT	2313	Community Nutrition Practicum	3				
DT	2402	Dietetic Exam Preparation	2				

Total to Graduate 71

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

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NURSE SCIENCE A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
ENGL	1213	English Composition II	3			
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
POLS	1113	American Government	3			
PSYC	1113	Introductory Psychology	3			
PSYC	2213	Lifespan Human Development	3			

Support and Related Courses 19 Credit Hours

BIOL	2214	Human Anatomy & Lab	4			
Choose One:			4			
CHEM	1214	Chemistry I				
CHEM	1314	General Chemistry I				
MCRO	2124	Introduction to Microbiology	4			
NSCI	1113	Basic Human Nutrition	3			
PSIO	2314	Human Physiology & Lab	4			

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit www.osuokc.edu/nursing.

Technical Occupational Specialty 35 Credit Hours

NURS	1118	Foundations of Nursing Concepts	8			
NURS	1121	Introduction to Pharmacology	1			
NURS	1148	Nursing Concepts and Care Across the Life Span	8			
NURS	2218	Nursing Concepts and Care for Vulnerable Populations	8			
NURS	2258	Complex Nursing Concepts	8			
NURS	2342	Transition to Professional Practice	2			

Total to Graduate 72

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.
- Minimum grade of "C" or better is required in all courses for degree.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

HUMAN SERVICES

AMERICAN SIGN LANGUAGE A.S.

Associate in Science Degree Sheet

2016-2017 Catalog

Student Name: _____
Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Requirements 37 Credit Hours

ENGL	1113	English Composition I	3			
ENGL	1213	English Composition II	3			
Choose One:			3			

HIST 1483 U.S. History to 1865
HIST 1493 U.S. History since 1865

HUMN	2103	Masterworks in Western Culture-Ancient/Medieval	3			
HUMN	2203	Masterworks in Western Culture-Modern	3			
POLS	1113	American Government	3			
PSYC	1113	Introductory Psychology	3			
SOC	1113	Introductory Sociology	3			

Select any 7 credit hours of science, one with a lab.

			4			
			3			

Select any 3 credit hours of college-level computer science.

			3			
--	--	--	---	--	--	--

Select any 3 credit hours of college-level math.

			3			
--	--	--	---	--	--	--

General Electives 8 Credit Hours

Select 8 credit hours from courses with prefix: BUS, CIS, FIRE, HUMN, ITP, MATH, PLSC, SOC or sciences.

			3			
			3			
			2			

Specialized Course Requirements 18 Credit Hours

ITP	1212	Nonverbal Communication	2			
ITP	1352	Expressive/Receptive Fingerspelling	2			
ITP	1364	American Sign Language I	4			
ITP	1374	American Sign Language II	4			
ITP	2413	American Sign Language III	3			
ITP	2513	American Sign Language IV	3			

Total to Graduate 63

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
15 credit hours earned in residence at OSU-OKC
Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

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AP=Adv. Placement, AS=Adv. Standing

ALCOHOL & SUBSTANCE ABUSE COUNSELING A.S.

Associate in Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

General Education Requirements				37	Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3					
ENGL	1213	English Composition II		3					
<i>Choose One:</i>				3					
HIST	1483	U.S. History to 1865							
HIST	1493	U.S. History since 1865							
HUMN	2103	Masterworks in Western Culture-Ancient/Medieval		3					
HUMN	2203	Masterworks in Western Culture-Modern		3					
<i>Choose One:</i>				3					
MATH	1413	General College Math							
MATH	1513	College Algebra							
POLS	1113	American Government		3					
PSYC	1113	Introductory Psychology		3					
SOC	1113	Introductory Sociology		3					
SPCH	1113	Introduction to Speech Communication		3					
<i>Choose any 7 credit hours of college-level science courses, one with lab:</i>									
				4					
				3					

Support and Related Courses 9 Credit Hours

Select any 9 credit hours of electives with approval from department head.

				3					
				3					
				3					

Specialized Course Requirements 18 Credit Hours

CA	1103	Drug Abuse		3					
CA	1113	Helping Skills		3					
CA	2213	Introduction to Group Dynamics		3					
CA	2243	Practicum in Drug & Alcohol Counseling I (150 hrs)		3					
CA	2333	Chemical Abuse in the Family		3					
SOC	2123	Social Problems		3					

Total to Graduate 64

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

CRIME VICTIM / SURVIVOR SERVICES A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Requirements 18 Credit Hours

ENGL	1113	English Composition I	3				♦
Choose One:			3				
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
POLS	1113	American Government	3				♦
PSYC	1113	Introductory Psychology	3				
SOC	1113	Introductory Sociology	3				
SPCH	2723	Interpersonal Communication	3				

Support and Related Courses 3 Credit Hours

Choose Any 3 credit hour college-level computer science course.

			3				
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Specialized Course Requirements 42 Credit Hours

CVSS	1103	Victimology	3				♦
CVSS	1113	Victim Services	3				♦
CVSS	1213	Grieving Process	3				
CVSS	2113	Abuse and Exploitation of Children	3				♦
CVSS	2123	Rape and Sexual Assault	3				♦
CVSS	2223	Legal Policy in Victim Services	3				♦
CVSS	2233	Domestic and Family Violence	3				
CVSS	2313	Stress Management for Service Providers	3				
CVSS	2323	Special Populations in Victim Services	3				
CVSS	2333	Introduction to Crisis Intervention	3				
CVSS	2343	Current Trends in Victim Services	3				
CVSS	2413	Ethics	3				
CVSS	2511	Professional Principles	1				
CVSS	2512	Occupational Proficiency	2				
CVSS	2513	Practicum	3				

Total to Graduate 63

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

♦ These courses are part of an embedded certificate program.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

CRIME VICTIM / SURVIVOR SERVICES CERTIFICATE

Degree Sheet

2016-2017 Catalog

Student Name: _____
Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	NOTES:
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Technical Occupational Specialty 15 Credit Hours

	CVSS	1103	Victimology	3			
	CVSS	1113	Victim Services	3			
	CVSS	2113	Abuse and Exploitation of Children	3			
	CVSS	2123	Rape and Sexual Assault	3			
	CVSS	2233	Domestic and Family Violence	3			

General Education Courses 6 Credit Hours

	ENGL	1113	English Composition I	3			
	POLS	1113	American Government	3			

Total to Graduate 21

Advisor Signature

Date

The courses for this certificate are included within the Crime Victim / Survivor Services A.A.S. degree program.

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

EARLY CARE EDUCATION A.A.S. - Administration Option

Associate in Applied Science

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
Choose One:			3			
HUMN	1803	Introduction to Art				
HUMN	2103	Masterworks of Western Culture - Ancient/Medieval				
HUMN	2203	Masterworks of Western Culture - Modern				
POLS	1113	American Government	3			
PSYC	1113	Introductory Psychology	3			
SPCH	1113	Introduction to Speech Communication	3			

Support and Related Courses 3 Credit Hours

CVSS	2113	Abuse and Exploitation of Children	3			
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Technical Occupational Specialty 43 Credit Hours

ECCD	1101	The Early Care Professional	1			
ECCD	1103	Introduction to Child Care Management	3			
Choose One:			3			
ECCD	1113	Personnel Supervision				
ECCD	1153	Programs & Facilities Management for Family Child Care				
ECCD	1133	Child Health, Safety and Nutrition	3			
ECCD	1141	Child Passenger Safety & Transportation	1			
ECCD	2013	Play and Developmentally Appropriate Practices	3			
ECCD	2113	Child Development	3			
ECCD	2123	Child and Family in the Community	3			
ECCD	2133	Infant/Toddler Programming	3			
ECCD	2213	Inclusion in Early Care Education	3			
Choose One:			3			
ECCD	1123	Foundations of Early Childhood Education & Care				
ECCD	2223	Liability, Ethics and Advocacy				
ECCD	2233	Child Guidance, Behavior and Classroom Mgmt	3			
ECCD	2243	Curriculum Development and Program Planning	3			
Choose One:			3			
ECCD	2323	Budget Development and Finance Management				
ECCD	2353	Basic Budgeting & Record Keeping for Family Child Care				
ECCD	2412	Practicum	2			
ECCD	2513	Occupational Proficiency	3			

Total to Graduate 64

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Earn a grade of "C" or better in all ECCD courses.
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

EARLY CARE EDUCATION - Early Care Education Option CERTIFICATE OF MASTERY

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____
Student ID: _____

Credit Hours	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
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Technical Occupational Specialty 16 Credit Hours

#	ECCD	1101	The Early Care Professional	1			
	ECCD	1123	Foundations of Early Care Education	3			
	ECCD	1133	Child Health, Safety, and Nutrition	3			
	ECCD	2013	Play & Developmentally Appropriate Practices	3			
	ECCD	2113	Child Development	3			
	ECCD	2233	Child Guidance, Behavior and Management	3			

General Education Courses 3 Credit Hours

	ENGL	1113	English Composition I	3			
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Total to Graduate 19

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Earn a grade of "C" or better in all ECCD courses
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

EARLY CARE EDUCATION - Infant / Toddler Option

Certificate of Mastery

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____

Student ID: _____

Technical Occupational Specialty 16 Credit Hours

<i>Credit Hours</i>	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
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ECCD	1101	The Early Care Professional	1			
ECCD	2133	Infant/Toddler Programming	3			
ECCD	2143	Cognitive & Language Development in Infants/Toddler	3			
ECCD	2153	Social & Emotional Development in Infants/Toddlers	3			
ECCD	2163	Physical Development and Creative Expressions	3			
<i>Choose One:</i>			3			
ECCD	2113	Child Development				
ECCD	2233	Child Guidance, Behavior and Classroom Mgmt				

General Education Course 3 Credit Hours

ENGL	1113	English Composition I	3			
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Total to Graduate 19

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Earn a grade of "C" or better in all ECCD courses.

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

EARLY CARE EDUCATION A.A.S. - Master Teacher Option

Associate in Applied Science

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3				♦
Choose One:			3				
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
Choose One:			3				
HUMN	1803	Introduction to Art					
HUMN	2103	Masterworks of Western Culture - Ancient/Miedeval					
HUMN	2203	Masterworks of Western Culture - Modern					
POLS	1113	American Government	3				
PSYC	1113	Introductory Psychology	3				
SPCH	1113	Introduction to Speech Communication	3				

Support and Related Courses 3 Credit Hours

CVSS	2113	Abuse and Exploitation of Children	3				
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Technical Occupational Specialty 45 Credit Hours

ECCD	1101	The Early Care Professional	1				♦
ECCD	1123	Foundations of Early Childhood Education and Care	3				♦
ECCD	1133	Child Health, Safety and Nutrition	3				♦
ECCD	1243	Observing and Assessing the Young Child	3				
ECCD	2013	Play and Developmentally Appropriate Practices	3				
ECCD	2113	Child Development	3				♦
ECCD	2123	Child and Family in the Community	3				
ECCD	2133	Infant/Toddler Programming	3				
ECCD	2143	Cog. And Language Development in Infants/Toddlers	3				
ECCD	2153	Social and Emotional Development in Infants/Toddlers	3				
ECCD	2163	Physical Development and Creative Expressions	3				♦
ECCD	2213	Inclusion in Early Care Education	3				
ECCD	2233	Child Guidance, Behavior and Classroom Mgmt	3				♦
ECCD	2243	Curriculum Development and Program Planning	3				
ECCD	2412	Practicum	2				
ECCD	2513	Occupational Proficiency	3				

Total to Graduate 66

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Earn a grade of "C" or better in all ECCD courses.
- Degree Audit is not final until approved by the Office of the Registrar.
- ♦ These courses are part of an embedded certificate program.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

EARLY CARE EDUCATION ADMINISTRATION - Child Care Center Option

Certificate of Mastery

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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Technical Occupational Specialty 19 Credit Hours

	ECCD			Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
	ECCD	1101	The Early Care Professional	1			
	ECCD	1103	Introduction to Child Care Management	3			
	ECCD	1113	Personnel Supervision	3			
	ECCD	2013	Play and Developmentally Appropriate Practices	3			
	ECCD	2223	Liability, Ethics and Advocacy	3			
	ECCD	2243	Curriculum Development and Program Planning	3			
	ECCD	2323	Budget Development and Finance Management	3			

Support and Related Courses 12 Credit Hours

	ECCD			Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
	ECCD	2113	Child Development	3			
	ECCD	2233	Child Guidance, Behavior and Classroom Mgmt	3			

CHOOSE TWO (2) OF THE FOLLOWING:

	ECCD			Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
	ECCD	1133	Child Health, Safety and Nutrition	3			
	ECCD	1123	Foundations in Early Childhood Education & Care				
	ECCD	2123	Child and Family in the Community				
	ECCD	2133	Infant/Toddler Programming	3			
	ECCD	2213	Inclusion in Early Care Education				

General Education Course 3 Credit Hours

	ENGL			Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
	ENGL	1113	English Composition I	3			

Total to Graduate 34

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 8 credit hours earned in residence at OSU-OKC
 Earn a grade of "C" or better in all ECCD courses for students earning A.A.S.
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

EARLY CARE EDUCATION ADMINISTRATION - Family Child Care Home

Certificate of Mastery

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____

Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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Technical Occupational Specialty 19 Credit Hours

ECCD	1101	The Early Care Professional	1				
ECCD	1103	Introduction to Child Care Management	3				
ECCD	1153	Programs & Facilities Mgmt for Family Child Care	3				
ECCD	2013	Play and Developmentally Appropriate Practices	3				
ECCD	2223	Liability, Ethics and Advocacy	3				
ECCD	2243	Curriculum Development and Program Planning	3				
ECCD	2353	Basic Budgeting and Record Keeping for FCC Homes	3				

Support and Related Courses 12 Credit Hours

ECCD	2113	Child Development	3				
ECCD	2233	Child Guidance, Behavior and Classroom Mgmt	3				

CHOOSE TWO (2) OF THE FOLLOWING:

ECCD	1133	Child Health, Safety and Nutrition	3				
ECCD	1123	Foundations in Early Childhood Education & Care					
ECCD	2123	Child and Family in the Community					
ECCD	2133	Infant/Toddler Programming	3				
ECCD	2213	Inclusion in Early Care Education					

General Education Course 3 Credit Hours

ENGL	1113	English Composition I	3				
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Total to Graduate 34

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Earn a grade of "C" or better in all ECCD courses for students in A.A.S.

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

EMERGENCY MEDICAL SERVICES - MUNICIPAL FIRE PROTECTION

A.A.S. - Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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General Education Courses 23 Credit Hours

BIOL	1212	Human Anatomy Lab	2			
BIOL	1515	Human Anatomy and Physiology	5			
ENGL	1113	English Composition I	3			
<i>Choose One:</i>			3			
ENGL	1213	English Composition II				
ENGL	2333	Introduction to Technical Report Writing				
SPCH	1113	Introduction to Speech Communication				
<i>Choose One:</i>			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
<i>Choose 3 credit hours of any 1000 level or higher math course.</i>						
			3			
POLS	1113	American Government	3			
PSIO	2311	Human Physiology Lab	1			

Technical Occupational Specialty 51 Credit Hours

MFP	1143	EMS Operations	3			
MFP	1148	Emergency Medical Technician	8			
MFP	1234	Pharmacology	4			
MFP	1263	ECG Interpretation	3			
MFP	1246	Paramedic Care I	6			
MFP	1348	Paramedic Care II	8			
MFP	2211	Emergency Vehicle Operations	1			
MFP	2549	Paramedic Care III	9			
MFP	2559	Paramedic Care IV	9			

Total to Graduate 74

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

♦ These courses are part of an embedded certificate program.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Technical Occupational Specialty			11 Credit Hours	Credit Hours	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	<i>NOTES:</i>
MFP	1143	EMS Operations		3			
MFP	1148	Emergency Medical Technician		8			

Total to Graduate 11

Advisor Signature

Date

* As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 8 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.
 To graduate with this certificate, students must successfully pass the National Certification exam.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

EMERGENCY RESPONDER ADMINISTRATION B.T.

Bachelor of Technology Degree Sheet

2016-2017 Catalog

Student Name: _____
Student ID: _____

			Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
General Education Courses			40 Credit Hours			
	ENGL	1113 English Composition I	3			
	ENGL	1213 English Composition II	3			
	<i>Select One:</i>	HIST 1483 U.S. History to 1865	3			
		HIST 1493 U.S. History since 1865				
	POLS	1113 American Government	3			
	POLS	3223 Problems in Public Policy	3			
	PSYC	1113 Introductory Psychology	3			
	<i>Select One:</i>	SOC 1113 Introductory Sociology	3			
		SOC 3623 Cultural Diversity				
	<i>Select One:</i>	SPCH 1113 Introduction to Speech Communication	3			
		SPCH 2723 Interpersonal Communication				
<i>Select any 3 credit hours of college-level math.</i>						
			3			
<i>Choose Any 6 credit hours designated as humanities (H), one low level, and one upper level.</i>						
			3			
			3			
<i>Select any 7 credit hours of science, one with a lab.</i>						
			4			
			3			
Required Electives			6 Credit Hours			
<i>Select any 3 credit hours of college-level computer science.</i>						
			3			
	PSER	3333 Public Sector Budgeting and Resource Management	3			
Completed AAS Degree Program			36 Credit Hours			
			36			
Specialization Tracks			9 Credit Hours			
<i>Take 9 hours of specialty upper division coursework in public safety area per department head advisement.</i>						
			3			
			3			
			3			
<i>Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit www.osuokc.edu/era.</i>						
Required Upper Division Courses			33 Credit Hours			
	ERA	3013 Multi-agency Response to Emergency/Critical Incidents	3			
	ERA	3023 Multi-agency Personnel Oversight Strategies	3			
	ERA	3043 Community Relations During Crisis: Theory and Practice	3			
	ERA	3133 Strat. Planning and Analysis in Public Safety Agencies	3			
	ERA	3533 Tech. Research & Design for Emergency Responders	3			
	ERA	4003 Tactical Emergency Management	3			
	ERA	4013 Technical Dissemination of Emergency Public Information	3			
	ERA	4023 Ethical Practices in Emergency Response Professionals	3			
	ERA	4133 Legal Issues Facing Emergency Response Agencies	3			
	ERA	4213 Adv. Occupational Proficiency for Emergency Providers	3			
	ERA	4323 Practicum	3			
Total to Graduate			124			

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
30 credit hours earned in residence at OSU-OKC
Grade of "C" or better in all BT ERA course work.
Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
SUB= Substitution, CLEP=Clep Scores
AP=Adv. Placement, AS=Adv. Standing

FIREFIGHTER I CERTIFICATE

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Technical Occupational Specialty				30 Credit Hours		Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
MFP	1143	EMS Operations		3	Coreq MFP 1148				
MFP	1148	Emergency Medical Technician (EMT)		8	Coreq MFP 1143				
MFP	1727	Firefighter I		7	Prereq MFP 1148				
MFP	2113	Fire Tactics I		3	Prereq MFP 1717				
MFP	2123	Fire Tactics II		3	Prereq MFP 2123				
MFP	2163	Fire Administration		3					
MFP	2213	HazMat Operations		3	Prereq MFP 1727				

Total to Graduate 30

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 8 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.
 To graduate with this certificate, students must successfully pass the National Certification exam.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

MUNICIPAL FIRE PROTECTION A.A.S.

Associate in Applied Science

Pending OSRHE Approval

2016-2017 Catalog

Student _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 21 Credit Hours

ENGL 1113	English Composition I	3			
Choose One:		3			
ENGL 1213	English Composition II				
ENGL 2333	Introduction to Technical Report Writing				
Choose One:		3			
HIST 1483	U.S. History to 1865				
HIST 1493	U.S. History since 1865				
Select 3 credit hours of any 1000 level or higher math course.					
		3			
POLS 1113	American Government	3			
POLS 2053	State and Local Government	3			
Choose One:		3			
SPCH 1113	Introduction to Speech Communication				
SPCH 2723	Interpersonal Communication				

Support and Related Courses 3 Credit Hours

Select 3 credit hours of any 1000 level or higher computer science course.					
		3			

Technical Occupational Specialty 40 Credit Hours

MFP 1103	Introduction to Public Fire Protection	3			
MFP 1143	EMS Operations	3			♦
MFP 1148	Emergency Medical Technician	8			♦
MFP 1727	Fire Fighter I	7			♦
MFP 2113	Fire Tactics I	3			♦
MFP 2123	Fire Tactics II	3			♦
MFP 2163	Fire Administration	3			♦
MFP 2211	Emergency Vehicle Operations	1			
MFP 2213	HazMat Operation	3			♦
MFP 2413	Contemporary Issues in the Fire Service	3			
MFP 2803	MFP Practicum	3			

Total to Graduate 64

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.
- ♦ These courses are part of an embedded certificate program.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

POLICE SCIENCE A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 24 Credit Hours

ENGL	1113	English Composition I	3			
<i>Select One:</i> ENGL 1213 English Composition II			3			
ENGL 2333 Introduction to Technical Report Writing						
<i>Select One:</i> HIST 1483 U.S. History to 1865			3			
HIST 1493 U.S. History since 1865						
POLS	1113	American Government	3			
POLS	2053	State and Local Government	3			
PSYC	1113	Introductory Psychology	3			
SOC	1113	Introductory Sociology	3			
<i>Select One:</i> SPCH 1113 Introduction to Speech Communication			3			
SPCH 2723 Interpersonal Communication						

Support and Related Courses 3 Credit Hours

<i>Select 3 credit hours of any 1000 level or higher computer science course.</i>						
			3			

Technical Occupational Specialty 38 Credit Hours

PLSC	1123	Intro to Law Enforcement & Police Procedures	3			
PLSC	1133	Ethics	3			
PLSC	1143	Traffic	3			
PLSC	1223	Penal Code and Related Criminal Laws	3			
PLSC	1313	Patrol Procedures	3			
PLSC	1413	Police Community Relations	3			
PLSC	2103	Emergency Medical Responder	3			
PLSC	2213	Principles of Investigation and Interview	3			
PLSC	2222	Police Records and Reports	2			
PLSC	2413	Technical Investigations	3			
PLSC	2543	Occupational Proficiency	3			

Students in the COPS program will take the following:

Select One Track:	PLSC	1211	Firearms	1		
	PLSC	2111	Defensive Tactics	1		
	PLSC	2211	Emergency Vehicle Operation	1		
	PLSC	2253	Survey in Police Science	3		

Students NOT in the COPS program will take 6 credit hours approved by department:

Total to Graduate 65

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

POLICE SCIENCE A.S.

Associate in Science

Degree Sheet

2016-2017 Catalog

Student _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Requirements 37 Credit Hours

ENGL	1113	English Composition I	3			
ENGL	1213	English Composition II	3			
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
POLS	1113	American Government	3			
POLS	2053	State and Local Government	3			
PSYC	1113	Introductory Psychology	3			
SOC	1113	Introductory Sociology	3			

Select any 7 credit hours of science, one with a lab.

			3			
			4			

Select any 3 credit hours of a college-level math course.

			3			
--	--	--	---	--	--	--

Select 6 credit hours of any course designated as Humanities (H):

			3			
			3			

Support and Related Courses 6 Credit Hours

Select 6 hours of electives approved by department

			3			
			3			

Technical Occupational Specialty 21 Credit Hours

*PLSC	1123	Intro to Law Enforcement & Police Procedures	3			
*PLSC	1223	Penal Code and Related Criminal Laws	3			
*PLSC	1313	Patrol Procedures	3			
*PLSC	1413	Police Community Relations	3			
*PLSC	2103	Emergency Medical Responder	3			
*PLSC	2213	Principles of Investigation and Interview	3			
*PLSC	2543	Occupational Proficiency	3			

*Collegiate Officer Program (COP) students must include these courses within their degree.

Total to Graduate 64

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

POLICE SCIENCE A.A.S. - Crime Scene Investigation Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 23 Credit Hours

BIOL	1303	Principles of Biology	3			
BIOL	1311	Principles of Biology Lab	1			
CHEM	1104	Basic Chemistry	4			
ENGL	1113	English Composition I	3			
Select One:	ENGL 1213	English Composition II	3			
	ENGL 2333	Introduction to Technical Report Writing				
Select One:	HIST 1483	U.S. History to 1865	3			
	HIST 1493	U.S. History since 1865				
POLS	1113	American Government	3			
Select One:	SPCH 1113	Introduction to Speech Communication	3			
	SPCH 2723	Interpersonal Communication				

Support and Related Courses 3 Credit Hours

Select 3 credit hours of any 1000 level or higher computer science course.						
			3			

Technical Occupational Specialty 48 Credit Hours

PLSC	1103	Introduction to Forensic Science	3			
PLSC	1123	Intro to Law Enforcement & Police Procedures	3			
PLSC	1133	Ethics	3			
PLSC	1143	Traffic	3			
PLSC	1223	Penal Code and Related Criminal Laws	3			
PLSC	1313	Patrol Procedures	3			
PLSC	1413	Police Community Relations	3			
PLSC	1433	Crime Scene Photography	3			
PLSC	2103	Emergency Medical Responder	3			
PLSC	2213	Principles of Investigation and Interview	3			
PLSC	2222	Police Records and Reports	2			
PLSC	2413	Technical Investigations I	3			
PLSC	2434	Fingerprint Identification	4			
PLSC	2543	Occupational Proficiency	3			

Students in the COPS program will take the following:

Select One Track:	PLSC	1211	Firearms	1			
	PLSC	2111	Defensive Tactics	1			
	PLSC	2211	Emergency Vehicle Operation	1			
	PLSC	2253	Survey in Police Science	3			

Students NOT in the COPS program will take 6 credit hours approved by department:

Select One Track:							

Total to Graduate 74

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

POLICE SCIENCE - Crime Scene Investigation CERTIFICATE

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

General Education Courses			7 Credit Hours	<i>Credit Hours</i>	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
CHEM	1104	Basic Chemistry		4			
ENGL	1113	English Composition I		3			

Support and Related Courses 3 Credit Hours

<i>Choose Any 3 credit hour Computer Science course:</i>							
				3			

Technical Occupational Specialty 24 Credit Hours

PLSC	1103	Introduction to Forensic Science		3			
PLSC	1123	Intro to Law Enforcement & Police Procedures		3			
PLSC	1223	Penal Code and Related Criminal Laws		3			
PLSC	1433	Crime Scene Photography		3			
PLSC	2213	Principles of Investigation and Interview		3			
PLSC	2222	Police Records and Reports		2			
PLSC	2413	Technical Investigations I		3			
PLSC	2434	Fingerprint Identification		4			

Total to Graduate 34

Advisor Signature

Date

The courses for this certificate are included within the Police Science A.A.S. - Crime Scene Investigation degree.

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

SIGN LANGUAGE INTERPRETATION A.A.S.**Associate in Applied Science****Degree Sheet**

2016-2017 Catalog

Student Name: _____

Student ID: _____

General Education Requirements			18 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3			
ENGL	1213	English Composition II		3			
Choose One:				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
POLS	1113	American Government		3			
Choose One:				3			
PSYC	1113	Introductory Psychology					
SOC	1113	Introductory Sociology					
SPCH	1113	Introduction to Speech Communication		3			

Specialized Course Requirements **59 Credit Hours**

ITP	1212	Nonverbal Communication		2			
ITP	1333	Introduction to the Deaf Community		3			
ITP	1352	Fingerspelling I		2			
ITP	1364	American Sign Language I		4			
ITP	1374	American Sign Language II		4			
ITP	1493	Interpreting Special Areas		3			
ITP	2113	Sign-to-English Interpreting I		3			
ITP	2263	Educational Interpreting		3			
ITP	2273	Transliterating		3			
ITP	2313	Fundamentals of Interpreting		3			
ITP	2352	Fingerspelling II		2			
ITP	2373	Technical Interpreting I		3			
ITP	2383	Technical Interpreting II		3			
ITP	2413	American Sign Language III		3			
ITP	2443	Sign-to-English Interpreting II		3			
ITP	2513	American Sign Language IV		3			
ITP	2623	Interpreting English to ASL I		3			
ITP	2633	Interpreting English to ASL II		3			
ITP	2636	Interpreting Practicum		6			

Total to Graduate **77**_____
Advisor Signature_____
Date**ADDITIONAL GRADUATION REQUIREMENTS:**

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

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SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

LIBERAL ARTS

ENTERPRISE DEVELOPMENT A.S. - General Studies Option

Associate in Science

Degree Sheet

2016-2017 Catalog

Admission to this program requires prior completion of any remedial coursework, 18 hours of college credit with a minimum 2.0 graduation/retention GPA.

Division: _____

Student Name: _____

Student ID: _____

General Education Requirements 37 Credit Hours

Communication

	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL 1113	English Composition I	3		
ENGL 1213	English Composition II	3		
SPCH 1113	Introduction to Speech Communication	3		

Political Sciences

<i>Choose One:</i>		3		
HIST 1483	U.S. History to 1865			
HIST 1493	U.S. History since 1865			
POLS 1113	American Government	3		

Mathematics (3 credit hours) *(Any college-level math course)*

			3			

Sciences (7 credit hours) *At least one course must be a laboratory science.*

			4			
			3			

Humanities (6 credit hours)

			3			
			3			

Social Sciences, World Language, or Computer Literacy (6 credit hours)

			3			
			3			

Specialized Course Requirements 23 Credit Hours

			3			
			3			
			3			
			3			
			3			
			3			
			3			
			3			
			2			

Total to Graduate 60

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

Degree Audit is not final until approved by the Office of the Registrar.

15 credit hours must be completed at a two-year school in Oklahoma

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

GRAPHIC DESIGN A.A.S.

Associate in Applied Science

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____
 Student ID: _____

General Education Courses			18 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I	3				
Choose One:			3				
ENGL	1213	English Composition II					
ENGL	2513	Introduction to Creative Writing					
Choose One:			3				
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
Choose One:			3				
HUMN	2103	Masterworks of Western Culture - Ancient/Medieval					
HUMN	2203	Masterworks of Western Culture - Modern					
Choose One:			3				
MATH	1413	General College Math					
MATH	1513	College Algebra					
POLS	1113	American Government	3				

Support and Related Courses 9 Credit Hours

Choose any 9 credit hours from ART, GDD, or HUMN, or an approved Embedded Certificate

			3				
			3				
			3				

Technical Occupational Specialty 33 Credit Hours

ART	1103	Drawing I	3				
ART	1203	Design I	3				
GDD	1253	Graphic Editing: Adobe Photoshop	3				
GDD	1313	Internet Technologies and Tools	3				
GDD	1333	Electronic Publishing: Adobe InDesign I	3				
GDD	1463	Computer Art: Adobe Illustrator	3				
GDD	2263	Digital Photography	3				
GDD	2273	Digital Video: Adobe Premiere	3				
GDD	2303	Electronic Publishing: Adobe InDesign II	3				
GDD	2323	Multimedia Computing	3				
GDD	2823	Capstone	3				

Total to Graduate 60

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

DIGITAL COMMUNICATION

Embedded Certificate

Pending Approval

2016-2017 Catalog

Student Name: _____

Student ID: _____

Technical Occupational Specialty			15 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
GDD	1253	Graphic Editing: Adobe Photoshop		3			
GDD	1313	Internet Technologies and Tools		3			
GDD	1523	Digital Marketing and Social Media		3			
Choose One:				3			
CIS	2613	Project Management					
BUS	2663	Project Management					
Choose One:				3			
MKT	2273	Principles of Marketing					
MKT	2343	Principles of Advertising					
MKT	2643	Principles of Public Relations					

Total to Graduate 15

Advisor Signature

Date

The courses in this certificate are embedded within the Graphic Design A.A.S. degree.

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

WEB PAGE DESIGN

Embedded Certificate

Pending Approval

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Technical Occupational Specialty			12 Credit Hours			College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	<i>NOTES:</i>
GDD	1313	Internet Technology and Tools	3					
GDD	2033	Web Design	3					
GDD	2133	Advanced Web Design	3					
GDD	2143	Web Programming	3					
Total to Graduate			12					

Advisor Signature

Date

The courses in this certificate program are embedded within the Graphic Design A.A.S. degree

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

PUBLIC SERVICE A.S.

Associate in Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:

General Education Courses 37 Credit Hours

ENGL	1113	English Composition I	3				♦
ENGL	1213	English Composition II	3				♦
Choose One:			3				
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
HUMN	2103	Masterworks of Western Culture (Ancient/Medieval)	3				
HUMN	2203	Masterworks of Western Culture (Modern)	3				
Choose One:			3				
MATH	1413	General College Math					
MATH	1513	College Algebra					
POLS	1113	American Government	3				♦
PSYC	1113	Introductory Psychology	3				♦
SOC	1113	Introductory Sociology	3				
SPCH	1113	Introduction to Speech Communication	3				
Choose 7 credit hours of any college-level science courses (one must have a lab).							
			4				
			3				

Support and Related Courses 10 Credit Hours

Select a 4-6 credit hours from the following:

CIS 1503 Microcomputer Applications-MS Office			POLS 2053 State and Local Government				
Or ANY Higher Computer Skills			PSER 2050 Practicum (1-3 hours)				
			3				
			3				
Select remaining credit hours of electives approved by Division							
			4				

Technical Occupational Specialty 16 Credit Hours

PSER	1113	Introduction to Public Personnel Administration	3				♦
PSER	2023	Public Law	3				♦
PSER	2213	Introduction to Public Service Organizations	3				♦
PSER	2223	Leadership and Group Dynamics	3				♦
PSER	2333	Introduction to Public/Nonprofit Finance and Budget	3				♦
PSER	2450	Technical Problems in Public Service (1-3 hours)	1				♦

Total to Graduate 63

 Advisor Signature

 Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

♦ These courses are part of an embedded certificate program.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

PUBLIC SERVICE A.S.

- Legal Case Management Option

Associate in Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses **37 Credit Hours**

	ENGL	1113	English Composition I	3			
	ENGL	1213	English Composition II	3			
	<i>Choose One:</i>			3			
	HIST	1483	U.S. History to 1865				
	HIST	1493	U.S. History since 1865				
	HUMN	2103	Masterworks of Western Culture (Ancient/Medieval)	3			
	HUMN	2203	Masterworks of Western Culture (Modern)	3			
	<i>Choose One:</i>			3			
	MATH	1413	General College Math				
	MATH	1513	College Algebra				
	POLS	1113	American Government	3			
	PSYC	1113	Introductory Psychology	3			
	SOC	2143	Social Stratification	3			
	SPCH	1113	Introduction to Speech Communication	3			
	<i>Choose 7 credit hours of any college-level science courses (one must have a lab).</i>						
				4			
				3			

Support and Related Courses **5 Credit Hours**

Select 5 credit hours from the following:

CIS 1503 Microcomputer Applications-MS Office	PSER 2050 Practicum (1-3 hours)
Or ANY Higher Computer Skills	PSER 2450 Technical Problems - Public Service (1-3 hours)
POLS 2053 State and Local Government	

				3			
				2			

Technical Occupational Specialty **21 Credit Hours**

	PSER	1113	Introduction to Public Personnel Administration	3			
	PSER	1123	Introduction to Legal Case Management	3			
	PSER	2023	Public Law	3			
	PSER	2113	Alternative Dispute Resolution	3			
	PSER	2213	Introduction to Public Service Organizations	3			
	PSER	2223	Leadership and Group Dynamics	3			
	PSER	2333	Introductory Public/Nonprofit Finance and Budget	3			

Total to Graduate **63**

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

PUBLIC SERVICE

Embedded Certificate

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

			Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
Technical Occupational Specialty						
18 Credit Hours						
PSER	1113	Introduction to Public Personnel Administration	3			
PSER	2023	Public Law	3			
PSER	2213	Introduction to Public Service Organizations	3			
PSER	2223	Leadership and Group Dynamics	3			
PSER	2333	Introduction to Public/Nonprofit Finance and Budget	3			
PSER	2453	Technical Problems in Public Service (1-3 hours)	3			

General Education Courses 12 Credit Hours

ENGL	1113	English Composition I	3			
ENGL	1213	English Composition II	3			
POLS	1113	American Government	3			
PSYC	1113	Introductory Psychology	3			

Total to Graduate 30

Advisor Signature

Date

The courses in this certificate program are embedded within the Public Service A.S. degree.

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 8 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

Embedded Certificate in Spanish

Pending Approval

2016-2017 Catalog

Student Name: _____
 Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	NOTES:
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Technical Occupational Specialty 18 Credit Hours

SPAN	1113	Spanish I	3			
SPAN	1223	Spanish II	3			
SPAN	2113	Intermediate Spanish I	3			
SPAN	2133	Intermediate Spanish II	3			
SPAN	2143	Advanced Spanish Grammar and Composition	3			

Select 3 credit hours of any approved SPAN or TSTI course:

			3			
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Total to Graduate 18

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

TECHNICAL SPANISH/TRANSLATION & INTERPRETATION A.A.S.

Associate in Applied Science

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____

Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	NOTES:
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General Education Courses 18 Credit Hours

ENGL 1113	English Composition I	3			
<i>Choose One:</i>		3			
ENGL 1213	English Composition II				
ENGL 2333	Introduction to Technical Report Writing				
<i>Choose One:</i>		3			
HIST 1483	U.S. History to 1865				
HIST 1493	U.S. History since 1865				
<i>Choose One:</i>		3			
MATH 1413	General College Math				
MATH 1513	College Algebra				
POLS 1113	American Government	3			
SPCH 1113	Introduction to Speech Communication	3			

Support and Related Courses* 12 Credit Hours

Select from: CIS 1113, BUS 2003, SOC 1113, SPCH 2723, SPAN 2123, TSTI 1233, TSTI 2133, TSTI 2213, TSTI 2450

		3			
		3			
		3			
		3			

**Other courses may be substituted with department approval*

Technical Occupational Specialty 34 Credit Hours

SPAN 1113	Spanish I	3			
SPAN 1223	Spanish II	3			
SPAN 2113	Intermediate Spanish I	3			
SPAN 2133	Intermediate Spanish II	3			
SPAN 2143	Advanced Spanish Grammar and Composition	3			
TSTI 1113	Introduction to Interpreting	3			
TSTI 1123	Introduction to Translation	3			
TSTI 1133	Fundamentals of Translation	3			
TSTI 1143	Fundamentals of Interpretation-Consecutive &	3			
TSTI 1213	Ethics and Business Practices	3			
TSTI 1223	Technology for Translators & Interpreters	3			
TSTI 2411	Practicum	1			

Total to Graduate 64

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

TECHNICAL SPANISH/TRANSLATION & INTERPRETATION A.A.S.

- Health Care Option Associate in Applied Science

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____
Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

ENGL 1113	English Composition I	3			
Choose One:		3			
ENGL 1213	English Composition II				
ENGL 2333	Introduction to Technical Report Writing				
Choose One:		3			
HIST 1483	U.S. History to 1865				
HIST 1493	U.S. History since 1865				
Choose One:		3			
MATH 1413	General College Math				
MATH 1513	College Algebra				
POLS 1113	American Government	3			
SPCH 1113	Introduction to Speech Communication	3			

Support and Related Courses* 9 Credit Hours

Select from: CIS 1113, BUS 2003, SOC 1113, SPAN 2123, SPCH 2723, TSTI 1223, TSTI 2133, or TSTI 2450

		3			
		3			
		3			

*Other courses may be substituted with department approval.

Technical Occupational Specialty 37 Credit Hours

SPAN 1113	Spanish I	3			
SPAN 1223	Spanish II	3			
SPAN 2113	Intermediate Spanish I	3			
SPAN 2133	Intermediate Spanish II	3			
SPAN 2143	Advanced Spanish Grammar and Composition	3			
TSTI 1113	Introduction to Interpreting	3			
TSTI 1123	Introduction to Translation	3			
Choose One:		3			
TSTI 1133	Fundamentals of Translation				
TSTI 1143	Fundamentals of Interpretation-Consecutive &				
TSTI 1213	Ethics and Business Practices	3			
TSTI 2213	Interpreting in Health Care Settings	3			
TSTI 2223	Medical Interpreting I: Medical Terminology	3			
TSTI 2233	Medical Interpreting II: Anatomy & Physiology	3			
TSTI 2411	Practicum	1			

Total to Graduate 64

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

TECHNICAL SPANISH/TRANSLATION & INTERPRETATION A.A.S.

- Legal Option

Associate in Applied Science

Pending OSRHE Approval

2016-2017 Catalog

Student Name: _____

Student ID: _____

General Education Courses			18 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3			
Choose One:				3			
ENGL	1213	English Composition II					
ENGL	2333	Introduction to Technical Report Writing					
Choose One:				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
Choose One:				3			
MATH	1413	General College Math					
MATH	1513	College Algebra					
POLS	1113	American Government		3			
SPCH	1113	Introduction to Speech Communication		3			

Support and Related Courses* 9 Credit Hours

Select from: CIS 1113, BUS 2003, SOC 1113, SPAN 2123, SPCH 2723, TSTI 1223, TSTI 1233, or TSTI 2450

				3			
				3			
				3			

*Other courses may substituted with department approval.

Technical Occupational Specialty 37 Credit Hours

SPAN	1113	Spanish I		3			
SPAN	1223	Spanish II		3			
SPAN	2113	Intermediate Spanish I		3			
SPAN	2133	Intermediate Spanish II		3			
SPAN	2143	Advanced Spanish Grammar and Composition		3			
TSTI	1113	Introduction to Interpreting		3			
TSTI	1123	Introduction to Translation		3			
Choose One:				3			
TSTI	1133	Fundamentals of Translation					
TSTI	1143	Fundamentals of Interpretation-Consecutive & Simult.					
TSTI	1213	Ethics and Business Practices		3			
TSTI	2113	Court Procedures		3			
TSTI	2123	Fundamentals of Court Interpreting		3			
TSTI	2133	Interpreting in Legal Settings		3			
TSTI	2411	Practicum		1			

Total to Graduate 64

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

ARCHITECTURAL TECHNOLOGY A.A.S.

- CAD Architecture Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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General Education Courses 19 Credit Hours

ENGL	1113	English Composition I	3			
ENGL	2333	Technical Report Writing	3			
<i>Choose One:</i>			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
MATH	1513	College Algebra	3			
PHYS	1014	Descriptive Physics	4			
POLS	1113	American Government	3			

Support and Related Courses 20 Credit Hours

ARCH	1103	Graphic Communications	3			
ARCH	2263	Systems and Materials	3			
ARCH	2322	Construction Specifications	2			

Select 12 additional credit hours.

			3			
			3			
			3			
			3			

Technical Occupational Specialty 27 Credit Hours

ARCH	1223	Construction Drawing I	3			
ARCH	1614	Computer-Aided Drafting I	4			
ARCH	2013	Construction Drawing II	3			
ARCH	2273	Computer-Aided Drafting II	3			
ARCH	2713	Advanced CAD Applications I - Rivet I	3			
ARCH	2723	Advanced CAD Applications I - Rivet II	3			
CONS	2333	Construction Practices and Procedures	3			
ARCH	2403	3D Modeling-Google Sketch Up	3			
ARCH	2252	Computer Application Architectural Photoshop	2			

Total to Graduate 66

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

COMPUTER INFORMATION SYSTEMS A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

General Education Courses			18 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3			
Choose One:				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
Choose One:				3			
MATH	1413	General College Math					
MATH	1513	College Algebra					
POLS	1113	American Government		3			
SPCH	1113	Introduction to Speech Communication		3			
Any 3 credit hour General Education Elective							
				3			

Support and Related Courses			6 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
CIS	2603	Professional Ethics for Computer Technology		3			
CIS	2613	CIS Project Management		3			

Technical Occupational Specialty			36 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
CIS	1123	Programming Fundamentals		3			
CIS	2363	Database Design		3			
CIS	2513	Principles of Information Systems Security		3			
CIS	2703	Systems Analysis and Design		3			
CIS	2803	Capstone		3			
ITD	1533	LAN Fundamentals		3			

Electives: 18 hours of CIS, ITD, or GDD (9 must be CIS)

				3			
				3			
				3			
				3			
				3			
				3			

Total to Graduate 60

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

COMPUTER INFORMATION SYSTEMS A.A.S.

- Business Information Systems Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
Choose One:			3			
MATH	1413	General College Math				
MATH	1513	College Algebra				
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communication	3			
Any 3 credit hour General Education Elective						
			3			

Support and Related Courses 6 Credit Hours

CIS	2603	Professional Ethics for Computer Technology	3			
CIS	2613	CIS Project Management	3			

Technical Occupational Specialty 36 Credit Hours

CIS	1123	Programming Fundamentals	3			
CIS	2363	Database Design	3			
CIS	2463	Database Applications	3			
CIS	2513	Principles of Information Systems Security	3			
CIS	2703	Systems Analysis and Design	3			
CIS	2713	Systems Development and Implementation	3			
CIS	2803	Capstone	3			
ITD	1533	LAN Fundamentals	3			
Select One: CIS 1113 Computer Concepts w/Applications						
CIS 1503 Microcomputer Applications-MS Office						
GDD 1313 Internet Fundamentals						
			3			
Select Two: CIS 1533 Visual Basic Programming						
CIS 2013 C++ Language Programming						
CIS 2023 C# (Sharp) Programming						
CIS 2323 JAVA						
			3			
			3			
Select One: CIS 2053 Advanced Visual Basic Programming						
CIS 2343 Advanced C++ Language Programming						
CIS 2433 Advanced C# (Sharp) Programming						
CIS 2543 Advanced JAVA						
			3			

Total to Graduate 60

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

COMPUTER INFORMATION SYSTEMS A.A.S.

- Computer Game Programming Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
<i>Choose One:</i>			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
<i>Choose One:</i>			3			
MATH	1413	General College Math				
MATH	1513	College Algebra				
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communication	3			
<i>3 credit hours General Education Elective</i>						
			3			

Support and Related Courses 9 Credit Hours

CIS	2603	Professional Ethics for Computer Technology	3			
CIS	2613	CIS Project Management	3			
GDD	1313	Internet Fundamentals	3			

Technical Occupational Specialty 36 Credit Hours

CIS	1123	Programming Fundamentals	3			
CIS	1433	Game Development	3			
CIS	1453	Character Development	3			
CIS	2103	Level Design Concepts	3			
CIS	2363	Database Design	3			
CIS	2513	Principles of Information Systems Security	3			
CIS	2703	Systems Analysis and Design	3			
CIS	2803	Capstone	3			
ITD	1533	LAN Fundamentals	3			
<i>Select Two: CIS 1533 Visual Basic Programming</i>				<i>CIS 2023 C# (Sharp) Programming</i>		
<i>CIS 2013 C++ Language Programming</i>				<i>CIS 2323 JAVA</i>		
			3			
			3			
<i>Select One: CIS 2053 Advanced Visual Basic Programming</i>				<i>CIS 2433 Advanced C# (Sharp) Programming</i>		
<i>CIS 2343 Advanced C++ Language Programming</i>				<i>CIS 2543 Advanced JAVA</i>		
			3			

Total to Graduate 63

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

COMPUTER INFORMATION SYSTEMS A.A.S.

- Computer Technical Support Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

			Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
General Education Courses			18 Credit Hours			
ENGL	1113	English Composition I	3			
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
Choose One:			3			
MATH	1413	General College Math				
MATH	1513	College Algebra				
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communication	3			
3 credit hours General Education Elective						
			3			

Support and Related Courses			6 Credit Hours			
CIS	2603	Professional Ethics for Computer Technology	3			
CIS	2613	CIS Project Management	3			

Technical Occupational Specialty			36 Credit Hours			
CIS	1123	Programming Fundamentals	3			
CIS	2363	Database Design	3			
CIS	2463	Database Applications	3			
CIS	2513	Principles of Information Systems Security	3			
CIS	2703	Systems Analysis and Design	3			
CIS	2803	Capstone	3			
ITD	1103	Information Technology Fundamentals	3			
ITD	1113	Windows Expert User	3			
ITD	1523	Support & Troubleshooting Personal Computers	3			
ITD	1533	LAN Fundamentals	3			
ITD	2213	Networking I	3			
Select One: CIS 1113 Computer Concepts w/Applications			GDD 1313 Internet Fundamentals			
CIS 1503 Microcomputer Applications-MS Office						
			3			

Total to Graduate 60

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

COMPUTER INFORMATION SYSTEMS**Programming Certificate****Degree Sheet**

2016-2017 Catalog

Student Name: _____

Student ID: _____

Technical Occupational Specialty			12 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
CIS	1123	Programming Fundamentals		3			
CIS	2363	Database Design		3			
CIS	2023	C# (Sharp) Programming		3			
CIS	2433	Advanced C# Programming		3			

Total to Graduate 12

Advisor Signature

Date

The courses for this certificate are included within the Computer Information Systems A.A.S. - Programming Option

* As of date, this program has not been approved by the Dept. of Education to be eligible for federal student aid.

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

CONSTRUCTION TECHNOLOGY A.A.S.

- Construction Management Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

General Education Courses			22 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3			
Choose One:				3			
ENGL	1213	English Composition II					
ENGL	2333	Introduction to Technical Report Writing					
Choose One:				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
MATH	1513	College Algebra		3			
MATH	1613	Trigonometry		3			
Choose One:				4			
PHYS	1014	Descriptive Physics					
PHYS	1114	General Physics I					
POLS	1113	American Government		3			
Support and Related Courses			12 Credit Hours				
HUMN	2203	Masterworks of Western Culture - Modern		3			
MATH	2123	Calculus for Technology Programs I		3			
MATH	2133	Calculus for Technology Programs II		3			
SOC	1113	Introductory Sociology		3			
Technical Occupational Specialty			29 Credit Hours				
ARCH	1614	Computer-Aided Drafting I		4			
ARCH	2003	Architecture and Society		3			
CONS	1103	Blue Print Reading & Drafting for Construction		3			
CONS	1214	Introduction to Construction		4			
CONS	2103	Introduction to Construction Management		3			
CONS	2233	Green Building Systems/Sustainable Construction		3			
CONS	2333	Construction Practices and Procedures		3			
CONS	2423	Construction Estimating I		3			
GENT	2323	Statics		3			

Total to Graduate 63

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

CONSTRUCTION TECHNOLOGY A.A.S.

- Construction Techniques Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

General Education Courses			18 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
<input type="checkbox"/>	ENGL 1113	English Composition I	3				
<input type="checkbox"/>	Choose One:		3				
	ENGL 1213	English Composition II					
	SPCH 1113	Introduction to Speech Communication					
<input type="checkbox"/>	Choose One:		3				
	HIST 1483	U.S. History to 1865					
	HIST 1493	U.S. History since 1865					
<input type="checkbox"/>	MATH 1513	College Algebra	3				
<input type="checkbox"/>	MATH 1613	Trigonometry	3				
<input type="checkbox"/>	POLS 1113	American Government	3				

Support and Related Courses			12 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
<input type="checkbox"/>	Choose One:		3				
	ARCH 2263	Systems and Materials					
	CONS 2243	LEED Standards & Construction					
<i>Select 9 credit hours from ARCH, CONS, GENT, MATH, SCI or SURV.</i>							
<input type="checkbox"/>			3				
<input type="checkbox"/>			3				
<input type="checkbox"/>			3				

Technical Occupational Specialty			31 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
<input type="checkbox"/>	ARCH 1614	Computer-Aided Drafting I	4				
<input type="checkbox"/>	ARCH 2322	Construction Specifications	2				
<input type="checkbox"/>	CONS 1214	Introduction to Construction	4				
<input type="checkbox"/>	CONS 1103	Blue Print Reading & Drafting for Construction	3				
<input type="checkbox"/>	CONS 2003	OSHA for Commercial & Residential Construction	3				
<input type="checkbox"/>	CONS 2103	Introduction to Construction Management	3				
<input type="checkbox"/>	CONS 2113	Mechanical Equipment of Buildings	3				
<input type="checkbox"/>	CONS 2233	Green Building Systems/Sustainable Construction	3				
<input type="checkbox"/>	CONS 2333	Construction Practices and Procedures	3				
<input type="checkbox"/>	CONS 2423	Construction Estimating I	3				

Total to Graduate 61

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

ELECTRONICS ENGINEERING TECHNOLOGY A.A.S.**Associate in Applied Science***Pending OSRHE Approval*

2016 - 2017 Catalog

Student _____ Student ID: _____			Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
General Education Courses			18 Credit Hours			
ENGL	1113	English Composition I	3			◆
Choose One:			3			
ENGL	1213	English Composition II				
ENGL	2333	Technical Report Writing				◆
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
MATH	1513	College Algebra	3			◆
MATH	1613	Trigonometry	3			◆
POLS	1113	American Government	3			
Support and Related Courses			10 Credit Hours			
Choose One:			3			
CIS	2013	C++ Language Programming				
EET	2333	Industrial Computer Programming				◆
FPST	1313	Introduction to Occupational Safety	3			
PHYS	1114	General Physics	4			
Technical Occupational Specialty			33 Credit Hours			
EET	1104	Fundamentals of Electricity	4			◆
EET	1244	Circuit Analysis	4			◆
EET	2101	Electronic Construction and Design	1			◆
EET	2224	Electronic Amplifiers	4			◆
EET	2373	Digital Logic Analysis	3			◆
EET	2643	Operational Amplifiers	3			◆
EET	2764	Electronic Communication Systems	4			
EET	2814	Microprocessor Fundamentals	4			
ENGS	2223	Motors and Generators	3			
ENGS	2543	Programmable Logic Controllers	3			
Total to Graduate			61			

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

◆ These courses are part of an embedded certificate program.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

ELECTRONICS ENGINEERING TECHNOLOGY CERTIFICATE

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

<i>Credit Hours</i>	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
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Technical Occupational Specialty 22 Credit Hours

#	Course	Description	Credit Hours	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES
	EET	1104	Fundamentals of Electricity	4		
	EET	1244	Circuit Analysis	4		
	EET	2101	Electronic Construction and Design	1		
	EET	2224	Electronic Amplifiers	4		
	EET	2333	Industrial Programming	3		
	EET	2373	Digital Logic Analysis	3		
	EET	2643	Operational Amplifiers	3		

General Education Courses 12 Credit Hours

#	Course	Description	Credit Hours	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES
	ENGL	1113	English Composition I	3		
	ENGL	2333	Introduction to Technical Report Writing	3		
	MATH	1513	College Algebra	3		
	MATH	1613	Trigonometry	3		

Total to Graduate 34

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

ELECTRONICS ENGINEERING TECHNOLOGY A.A.S.
- Electrical Engineering Technology Option
Associate in Applied Science
Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

General Education Courses			18 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3			
Choose One:				3			
ENGL	1213	English Composition II					
ENGL	2333	Technical Report Writing					
Choose One:				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
MATH	1513	College Algebra		3			
POLS	1113	American Government		3			
<i>Select 3 credit hours of any course designated as Humanities (H).</i>							
				3			

Support and Related Courses			18 Credit Hours				
CHEM	1314	General Chemistry I		4			
GEOG	2253	World Regional Geography		3			
MATH	1613	Trigonometry		3			
PHYS	1114	General Physics I		4			
PHYS	1214	General Physics II		4			

Technical Occupational Specialty			27 Credit Hours				
EET	1104	Fundamentals of Electricity		4			
EET	1244	Circuit Analysis		4			
EET	2333	Industrial Computer Programming		3			
EET	2224	Electric Amplifiers I		4			
EET	2373	Digital Logic Analysis		3			
EET	2643	Operational Amplifiers		3			
MATH	2123	Calculus for Technology Programs I		3			
MATH	2133	Calculus for Technology Programs II		3			

Total to Graduate 63

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

ELECTRICAL POWER TECHNOLOGY A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

<i>Credit Hours</i>	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
Choose One:			3			
ENGL	1213	English Composition II				
ENGL	2333	Introduction to Technical Report Writing				
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
MATH	1513	College Algebra	3			
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communication	3			

Support and Related Courses 9 Credit Hours

CIS	1113	Computer Concepts with Applications	3			
FPST	1313	Introduction to Occupational Safety	3			
MATH	1613	Trigonometry	3			

Technical Occupational Specialty 35 Credit Hours

EET	1104	Fundamentals of Electricity	4			
EET	1244	Circuit Analysis	4			
EPT	1103	Print Reading	3			
EPT	1123	Electrical Systems Components	3			
EPT	2063	Electrical Systems Protection	3			
EPT	2113	Substation Relays	3			
EPT	2313	Substation Operations	3			
EPT	2403	Advanced Electrical Systems	3			
EPT	2503	Transformers	3			
EPT	2513	Substation Construction & Maintenance	3			
EPT	2603	Capstone/Advanced Techniques/Problems	3			

Total to Graduate 62

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

FIRE PROTECTION & SAFETY TECHNOLOGY A.S.

- General Studies Option

Associate in Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
General Education Courses		37 Credit Hours		
CHEM	1314	General Chemistry I	4	
ENGL	1113	English Composition I	3	
ENGL	1213	English Composition II	3	
ENGL	2333	Introduction to Technical Report Writing	3	
<i>Choose One:</i>		HIST 1483 U.S. History to 1865	3	
		HIST 1493 U.S. History since 1865		
MATH	1513	College Algebra	3	
POLS	1113	American Government	3	
STAT	2013	Elementary Statistics	3	
<i>Select 6 credit hours of any course designated as Humanities (H).</i>				
			3	
			3	
<i>Select 3 credit hours of any course designated as Social Science (S).</i>				
			3	
<i>Select 3 credit hours of any course designated as Science (L, N).</i>				
			3	

Technical Occupational Specialty		28 Credit Hours		
ARCH	1103	Graphic Communications	3	
FPST	1513	OSHA Regulations & Safety Codes	3	
FPST	1684	Industrial Loss Prevention I	4	
FPST	1813	Introduction to Environmental Law	3	
<i>Select 2 credit hours of any FPST course.</i>				
FPST			2	
<i>13 Credit hours selected by student and department head/advisor</i>				
			3	
			3	
			3	
			4	

Total to Graduate 65

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

GENERAL ENGINEERING TECHNOLOGY A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18-20 Credit Hours

ENGL	1113	English Composition I	3			
Choose One:			3			
ENGL	1213	English Composition II				
ENGL	2333	Introduction to Technical Report Writing				
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
MATH	1513	College Algebra	3			
Choose One:			3			
MATH	1613	Trigonometry				
MATH	1715	Pre-Calculus				
POLS	1113	American Government	3			

Support and Related Courses 12 Credit Hours

MATH	2123	Calculus for Technology Programs I	3			
PHYS	1114	General Physics I	4			
			3			
			2			

Technical Occupational Specialty 35 Credit Hours

			3			
			3			
			3			
			3			
			3			
			3			
			3			
			3			
			3			
			3			
			3			
			3			
			3			
			3			
			2			

Total to Graduate 65

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

GENERAL ENGINEERING TECHNOLOGY A.A.S.

- Mechanical Engineering Technology Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses **18 Credit Hours**

	ENGL	1113	English Composition I	3			
	ENGL	1213	English Composition II	3			
	<i>Choose One:</i>			3			
	HIST	1483	U.S. History to 1865				
	HIST	1493	U.S. History since 1865				
	MATH	1513	College Algebra	3			
	POLS	1113	American Government	3			
	SPCH	1113	Introduction to Speech Communication	3			

Support and Related Courses **15 Credit Hours**

	CIS	1113	Computer Concepts with Applications	3			
	GEOG	2253	World Regional Geography	3			
	MATH	1613	Trigonometry	3			
<i>Select 6 credit hours of any course designated as Humanities (H).</i>							
				3			
				3			

Technical Occupational Specialty **28 Credit Hours**

	ARCH	1614	Computer Aided Drafting I	4			
	CHEM	1214	Chemistry I	4			
	ENGS	2113	Statics	3			
	ENGS	2143	Strength of Materials	3			
	MATH	2123	Calculus for Technology Programs I	3			
	MATH	2133	Calculus for Technology Programs II	3			
	PHYS	1114	General Physics I	4			
	PHYS	1214	General Physics II	4			

Total to Graduate **61**

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

INFORMATION TECHNOLOGY A.A.S.

- Computer Forensics / eDiscovery Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

	ENGL	1113	English Composition I	3			
	<i>Choose One:</i>			3			
	HIST	1483	U.S. History to 1865				
	HIST	1493	U.S. History since 1865				
	MATH	1413	General College Math	3			
	POLS	1113	American Government	3			
	SPCH	1113	Introduction to Speech Communication	3			
	<i>Any 3 credit hour General Education Elective</i>						
				3			

Support and Related Courses 9 Credit Hours

	CIS	2513	Principles of Information Systems Security	3			
	CIS	2603	Professional Ethics for Computer Technology	3			
	CIS	2613	CIS Project Management	3			

Technical Occupational Specialty 34 Credit Hours

	ITD	1103	Information Technology Fundamentals	3			
	ITD	1113	Windows Expert User	3			
	ITD	1523	Support and Troubleshooting PC	3			
	ITD	1533	LAN Fundamentals	3			
	ITD	1543	Introduction to Computer Forensics	3			
	ITD	2143	Digital Investigations & Reporting	3			
	ITD	2163	Computer & Technology Laws	3			
	ITD	2173	Computer Forensics & Incident Response Investigations	3			
	ITD	2623	Advanced LAN Fundamentals	3			
	ITD	2801	Computer Forensics/eDiscovery Certification Practicum	1			
	PLSC	1103	Introduction to Forensic Science	3			
	PLSC	1213	Rules of Evidence	3			

Total to Graduate 61

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 15 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

INFORMATION TECHNOLOGY

- Computer Forensics / eDiscovery Certificate

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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Support and Related Courses 9 Credit Hours

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
CIS 2513	Principles of Information Systems Security	3	
CIS 2603	Professional Ethics for Computer Technology	3	
CIS 2613	CIS Project Management	3	

Technical Occupational Specialty 34 Credit Hours

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ITD 1103	Information Technology Fundamentals	3	
ITD 1113	Windows Expert User	3	
ITD 1523	Support and Troubleshooting PC	3	
ITD 1533	LAN Fundamentals	3	
ITD 1543	Introduction to Computer Forensics	3	
ITD 2143	Digital Investigations & Reporting	3	
ITD 2163	Computer & Technology Laws	3	
ITD 2173	Computer Forensics & Incident Response Investigations	3	
ITD 2623	Advanced LAN Fundamentals	3	
ITD 2801	Computer Forensics/eDiscovery Certification Practicum	1	
PLSC 1103	Introduction to Forensic Science	3	
PLSC 1213	Rules of Evidence	3	

Total to Graduate 43

Advisor Signature

Date

The courses for this certificate are included within the Information Technology A.A.S.-Computer Forensics/eDiscovery degree.

* As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

INFORMATION TECHNOLOGY A.A.S.

- Network Option

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

			<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
General Education Courses			18 Credit Hours			
ENGL	1113	English Composition I	3			
<i>Choose One:</i>			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
MATH	1413	General College Math	3			
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communications	3			
<i>Any 3 credit hour General Education Elective</i>						
			3			

Support and Related Courses			9 Credit Hours			
CIS	2513	Principles of Information Systems Security	3			
CIS	2603	Professional Ethics for Computer Technology	3			
CIS	2613	CIS Project Management	3			

Technical Occupational Specialty			36 Credit Hours			
ITD	1103	Information Technology Fundamentals	3			
ITD	1113	Windows Expert User	3			
ITD	1523	Support and Troubleshooting PC	3			
ITD	1533	LAN Fundamentals	3			
ITD	2163	Computer and Technology Law	3			
ITD	2193	Technical Support Communications	3			
ITD	2213	Networking I	3			
ITD	2313	Networking II	3			
ITD	2333	Networking III	3			
ITD	2433	Linux	3			
ITD	2623	Advanced LAN Fundamentals	3			
ITD	2723	Network Security	3			
ITD	2933	Information Technology Capstone	3			

Total to Graduate 66

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

INFORMATION TECHNOLOGY

Network Option Certificate

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

Technical Occupational Specialty 33 Credit Hours

<i>Credit Hours</i>	College Completed <i>IF NOT AT OSU-OKC</i>	Semester/Year Completed or Projected Enrollment	NOTES:
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ITD	1103	Information Technology Fundamentals	3			
ITD	1113	Windows Expert User	3			
ITD	1523	Support and Troubleshooting PC	3			
ITD	1533	LAN Fundamentals	3			
ITD	2193	Technical Support Communications	3			
ITD	2213	Networking I	3			
ITD	2313	Networking II	3			
ITD	2433	Linux	3			
ITD	2623	Advanced LAN Fundamentals	3			
ITD	2723	Network Security	3			
ITD	2933	Information Technology Capstone	3			

Total to Graduate 33

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 8 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

MANAGEMENT INFORMATION SYSTEMS A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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General Education Courses 21 Credit Hours

ENGL	1113	English Composition I	3			
ENGL	1213	English Composition II	3			
<i>Choose One:</i>			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
<i>Choose One:</i>			3			
MATH	1413	General College Math				
MATH	1513	College Algebra				
POLS	1113	American Government	3			
<i>Choose One:</i>			3			
PSYC	1113	Introductory Psychology				
SOC	1113	Introductory Sociology				
SPCH	1113	Introduction to Speech Communication	3			

Support and Related Courses 12 Credit Hours

ACCT	2103	Financial Accounting	3			
CIS	1503	Microcomputer Applications - MS Office	3			
CIS	2603	Professional Ethics for Computer Technology	3			
ITD	1533	LAN Fundamentals	3			

Technical Occupational Specialty 30 Credit Hours

CIS	1123	Programming Fundamentals	3			
CIS	2263	Spreadsheet Applications	3			
CIS	2363	Database Design	3			
CIS	2613	CIS Project Management	3			
CIS	2703	Systems Analysis and Design	3			
MIS	1733	Business Foundations for MIS	3			
MIS	2233	Introduction to Management Information Systems	3			
MIS	2333	Information Security Management	3			
MIS	2743	Technology Management Capstone	3			

Select any 3 credit hour elective with CIS, ITD or MIS prefix, with department approval.

			3			
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Total to Graduate 63

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

MANAGEMENT INFORMATION SYSTEMS A.A.S.

- Office Systems Option Associate in Applied Science Degree Sheet

2016-2017 Catalog

Student Name: _____
Student ID: _____

General Education Courses			18 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3			
Choose One:				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
Choose One:				3			
MATH	1413	General College Math					
MATH	1513	College Algebra					
POLS	1113	American Government		3			
PSYC	1113	Introductory Psychology		3			
SPCH	1113	Introduction to Speech Communication		3			

Support and Related Courses			9 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ACCT	2043	Computerized Accounting		3			
ACCT	2103	Financial Accounting		3			
ITD	1533	LAN Fundamentals		3			

Technical Occupational Specialty			36 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
CIS	1003	Introduction to Microsoft Word		3			
CIS	1503	Microcomputer Applications-MS Office		3			
CIS	2263	Spreadsheet Applications		3			
CIS	2363	Database Design		3			
CIS	2463	Database Applications		3			
CIS	2603	Professional Ethics for Computer Technology		3			
CIS	2613	CIS Project Management		3			
MIS	1733	Business Foundations for MIS		3			
MIS	2233	Introduction to Management Information Systems		3			
MIS	2333	Information Security Management		3			
MIS	2743	Technology Management Capstone		3			
Select any 3 credit hour elective with CIS, ITD or MIS prefix, with department approval.							
				3			

Total to Graduate 63

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
15 credit hours earned in residence at OSU-OKC
Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
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POWER TRANSMISSION & DISTRIBUTION TECHNOLOGY A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
Choose One:			3			
ENGL	1213	English Composition II				
ENGL	2333	Introduction to Technical Report Writing				
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
Choose One:			3			
MATH	1413	General College Math				
MATH	1513	College Algebra				
POLS	1113	American Government	3			
Select Any 3 credit hour General Education Elective						
			3			

Support and Related Courses 15 Credit Hours

CIS	1113	Computer Concepts with Applications	3			
FPST	1313	Introduction to Occupational Safety	3			♦
PTDT	1103	Plan Reading for PTDT	3			♦
PTDT	2013	Driver Safety and CDL Training	3			♦
Select 3 credit hour elective approved by Advisor						
			3			

Technical Occupational Specialty 29 Credit Hours

PTDT	1104	Introduction to Utility Industry/Climbing	4			♦
PTDT	1102	Elements of Electricity and Electronics	2			♦
PTDT	1154	Electric Circuits-High Voltage	4			♦
PTDT	1353	Lineman Safety/Equipment	3			♦
PTDT	1453	Principles of Power Transmissions	3			♦
PTDT	2003	Principles of Power Distribution	3			♦
PTDT	2023	Principles of Switching and Metering	3			♦
PTDT	2043	Electrical Capstone Experience	3			
PTDT	2104	Internship	4			

Total to Graduate 62

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.
- ♦ These courses are part of an embedded certificate program.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

POWER TRANSMISSION & DISTRIBUTION TECHNOLOGY

Embedded Certificate

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

General Education Courses 3 Credit Hours

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
MATH 1413	General College Math	3	

Support and Related Courses 9 Credit Hours

FPST 1313	Introduction to Occupational Safety <i>*Requires ENGL1113</i>	3	
PTDT 1103	Plan Reading for PTDT	3	
PTDT 2013	Driver Safety and CDL Training	3	

Technical Occupational Specialty 22 Credit Hours

PTDT 1104	Introduction to Utility Industry/Climbing	4	
PTDT 1102	Elements of Electricity and Electronics	2	
PTDT 1154	Electric Circuits-High Voltage	4	
PTDT 1353	Lineman Safety/Equipment	3	
PTDT 1453	Principles of Power Transmissions	3	
PTDT 2003	Principles of Power Distribution	3	
PTDT 2023	Principles of Switching and Metering	3	

Total to Graduate 34

Advisor Signature

Date

The courses in this certificate program are included within the Power Transmission and Distribution Technology A.A.S. degree.

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

RENEWABLE/SUSTAINABLE ENERGY A.A.S.**Associate in Applied Science****Degree Sheet**

2016-2017 Catalog

Student Name: _____

Student ID: _____

<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	NOTES:
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3				
Choose One:			3				
ENGL	1213	English Composition II					
ENGL	2333	Technical Report Writing					
Choose One:			3				
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
MATH	1513	College Algebra	3				
POLS	1113	American Government	3				
Choose One:			3				
SPCH	1113	Introduction to Speech Communication					
SPCH	2723	Interpersonal Communication					

Support and Related Courses 10 Credit Hours

CIS	1113	Computer Concepts with Applications	3				♦
CONS	1214	Introduction to Construction	4				♦
CONS	2003	OSHA for Residential & Commercial Construction	3				♦

Technical Occupational Specialty 33 Credit Hours

CONS	1103	Blue Print Reading & Drafting for Construction	3				♦
CONS	2113	Mechanical Equipment of Buildings	3				♦
CONS	2243	LEED Standards & Construction	3				♦
CONS	2233	Green Building Systems/Sustainable Construction	3				♦
RSE	1004	Renewable Energy Applications	4				♦
RSE	1013	Residential Wind Design & Applications	3				♦
RSE	1023	Solar Design & Applications	3				♦
RSE	1033	Geothermal Design & Applications	3				♦
RSE	2013	Residential Energy Audits	3				♦
RSE	2211	Renewable & Sustainable Energy Capstone	1				♦
WTT	1134	AC/DC Theory	4				♦

Total to Graduate 61_____
Advisor Signature_____
Date**ADDITIONAL GRADUATION REQUIREMENTS:**

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

♦ These courses are part of an embedded certificate program.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

RENEWABLE/SUSTAINABLE ENERGY**CERTIFICATE****Degree Sheet**

2016-2017 Catalog

Student Name: _____

Student ID: _____

			<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
Support and Related Courses			10 Credit Hours			
CIS	1113	Computer Concepts with Applications	3			
CONS	1214	Introduction to Construction	4			
CONS	2003	OSHA for Residential & Commercial Construction	3			

			<i>Credit Hours</i>	<i>College Completed IF NOT AT OSU-OKC</i>	<i>Semester/Year Completed or Projected Enrollment</i>	<i>NOTES:</i>
Technical Occupational Specialty			33 Credit Hours			
CONS	1103	Blue Print Reading & Drafting for Construction	3			
CONS	2113	Mechanical Equipment of Buildings	3			
CONS	2243	LEED Standards & Construction	3			
CONS	2233	Green Building Systems/Sustainable Construction	3			
RSE	1004	Renewable Energy Applications	4			
RSE	1013	Residential Wind Design & Applications	3			
RSE	1023	Solar Design & Applications	3			
RSE	1033	Geothermal Design & Applications	3			
RSE	2013	Residential Energy Audits	3			
RSE	2211	Renewable & Sustainable Energy Capstone	1			
WTT	1134	AC/DC Theory	4			

Total to Graduate 43

Advisor Signature

Date**ADDITIONAL GRADUATION REQUIREMENTS:**

2.0 Graduation/Retention GPA

8 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

SURVEYING TECHNOLOGY A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____

Student ID: _____

General Education Courses			18 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGL	1113	English Composition I		3			
Choose One:				3			
ENGL	1213	English Composition II					
SPCH	1113	Introduction to Speech Communication					
Choose One:				3			
HIST	1483	U.S. History to 1865					
HIST	1493	U.S. History since 1865					
MATH	1513	College Algebra		3			
MATH	1613	Trigonometry		3			
POLS	1113	American Government		3			

Technical Occupational Specialty 27 Credit Hours

SURV	1133	Fundamentals of GIS		3			
SURV	2232	Route Surveying		2			
SURV	2233	Civil CAD Drafting I		3			
SURV	2423	Photogrammetry		3			
SURV	2614	Surveying I		4			
SURV	2623	Legal Principles of Surveying I		3			
SURV	2633	Legal Principles of Surveying II		3			
SURV	2643	Advanced Surveying I		3			
SURV	2743	Fundamentals of GPS		3			

Support and Related Courses 15 Credit Hours

Select 15 credit hours from list of SURV courses approved by department

SURV				3			
SURV				3			
SURV				3			
SURV				3			
SURV				3			

Total to Graduate 60

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

- FA= Fall, SP=Spring, SU=Summer
- SUB= Substitution, CLEP=Clep Scores
- AP=Adv. Placement, AS=Adv. Standing

WIND TURBINE TECHNOLOGY A.A.S.

Associate in Applied Science

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
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General Education Courses 18 Credit Hours

ENGL	1113	English Composition I	3			
Choose One:			3			
ENGL	1213	English Composition II				
ENGL	2333	Technical Report Writing				
Choose One:			3			
HIST	1483	U.S. History to 1865				
HIST	1493	U.S. History since 1865				
MATH	1513	College Algebra	3			
POLS	1113	American Government	3			
SPCH	1113	Introduction to Speech Communication	3			

Support and Related Courses 6 Credit Hours

CIS	1113	Computer Concepts with Applications	3			
FPST	1313	Introduction to Occupational Safety	3			♦

Technical Occupational Specialty 36 Credit Hours

ENGS	2223	Motors & Generators	3			♦
ENGS	2313	Hydraulic & Mechanical Systems	3			♦
ENGS	2543	Programmable Logic Controllers	3			♦
WTT	1004	Introduction to Wind Energy	4			♦
WTT	1103	Print Reading	3			♦
WTT	1134	AC/DC Theory	4			♦
WTT	1213	Wind Turbine & Electro-Mechanical Equipment	3			♦
WTT	2113	Wind Turbine Operations & Maintenance	3			♦
WTT	2413	Wind Turbine Siting and Construction	3			♦
WTT	2533	Wind Turbine Diagnosis & Repair	3			♦
WTT	2553	Wind Turbine Capstone	3			
WTT	2600	Wind Turbine Internship (1-6 credit hours)	1			

Total to Graduate 60

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

♦ These courses are part of an embedded certificate program.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer

SUB= Substitution, CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

WIND TURBINE TECHNOLOGY

CERTIFICATE

Degree Sheet

2016-2017 Catalog

Student Name: _____
 Student ID: _____

Technical Occupational Specialty			32 Credit Hours	Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
ENGS	2223	Motors & Generators		3			
ENGS	2313	Hydraulic & Mechanical Systems		3			
ENGS	2543	Programmable Logic Controllers		3			
WTT	1004	Introduction to Wind Energy		4			
WTT	1103	Print Reading		3			
WTT	1134	AC/DC Theory		4			
WTT	1213	Wind Turbine & Electro-Mechanical Equipment		3			
WTT	2113	Wind Turbine Operations & Maintenance		3			
WTT	2413	Wind Turbine Siting and Construction		3			
WTT	2533	Wind Turbine Diagnosis & Repair		3			
Support and Related Courses			3 Credit Hours				
FPST	1313	Introduction to Occupational Safety		3			

Total to Graduate 35

Advisor Signature

Date

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA
 8 credit hours earned in residence at OSU-OKC
 Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer
 SUB= Substitution, CLEP=Clep Scores
 AP=Adv. Placement, AS=Adv. Standing

EXPLANATION OF COURSE DESCRIPTIONS

Course Number. All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification, the second and third digits identify the course within the field and the last digit identifies the number of semester credit hours the course carries. A course number beginning with 0 indicates that the course does not carry University credit. A course number ending in 0 indicates that the course carries variable credit.

Course Title. The title of the course is printed in bold face letters. Courses used to fulfill general education requirements are identified by code letters, which appear following the course titles listed in the back of the catalog. The code letters designate the general education category for which the courses may be used:

- A — Analytical and Quantitative Thought
- H — Humanities
- I — International Dimension
- L — Scientific Investigation
- N — Natural Sciences
- S — Social and Behavioral Sciences

Academic Performance Codes

One or more of the following codes may appear at the end of certain course descriptions. These codes indicate the entry-level skills generally required for student success in that course.

Mathematics [M]

Students should be able to exhibit competency in mathematics at the college level, which includes performing arithmetic operations with real and imaginary equations, finding solutions to first-degree equations and inequalities, solving word problems using algebra, factoring and simplifying polynomials, using rules of exponents, solving quadratic equations, graphing linear equations and inequalities, and graphing parabolas. Students who possess these mathematics skills score 19 or above on the ACT mathematics test or score above the established placement score on an institutionally sanctioned exam.

Reading and Reasoning [R]

Students should demonstrate the ability to read at the college level, which includes expanding vocabulary, identifying main points, recognizing patterns of development, drawing inferences and using critical thinking strategies for problem solving. Students who possess these skills score 19 or above on the ACT reading test or achieve a score above the established placement score on another institutionally sanctioned exam.

Writing [W]

Students should demonstrate the ability to write at the college level, which includes the ability to organize evidence to logically support their opinions using the formal outline, develop main ideas into unified, coherent, well-rounded paragraphs using the example method of expository organization, and write sentences, paragraphs, and essays clearly and correctly, demonstrating reasonable mastery of conventional standards of grammar, punctuation, spelling and usage. Students who possess these analytical writing skills score 19 or above on the ACT reading test or score above the established placement score on an institutionally sanctioned exam.

Science [Sci]

Students should be able to exhibit competency in science at the college level which includes having met all high school curricular and performance requirements in the sciences or SCI 0124 unless otherwise stated. Students who possess these scientific skills score 19 or above on the ACT Science portion or score above the appropriate placement score on an institutionally sanctioned exam.

Variable Credit Courses. Some special projects and/or internship courses may vary in terms of the number of credit hours. The last number in the course number indicates the number of credits in that course.

Description of Course Content. The content of the course and its major emphases are described. Courses which are taught under another name and number are indicated by the statement "Same course as 0000." Credit may not be earned in both courses so cross-referenced.

Laboratory Hours. If a course contains a laboratory, the number of lab hours per week is stated.

Prerequisite(s). Prerequisites in the course being described are listed last and in increasing numerical order. If a course has a required prerequisite, students must successfully complete the prerequisite course with a "C" or better to advance to the next course in the required sequence.

Co-requisite(s). Co-requisites are the course(s) that a student is required to take simultaneously with the course being described. Students who withdraw from a course listed as a co-requisite may be required to withdraw from both courses.

ABBREVIATIONS USED

ACCT	Accounting	MFP	Municipal Fire Protection
ANTH	Anthropology	MGMT	Management
ARCH	Architecture	MIS	Management Information Systems
ART	Art	MKT	Marketing
ASTR	Astronomy	NSCI	Nutrition
BIOL	Biology	NURS	Nurse Science
BUS	Business	PHIL	Philosophy
CA	Alcohol and Substance Abuse Counseling	PHYS	Physics
CHEM	Chemistry	PLSC	Police Science
CIS	Computer Information Systems	POLS	Political Science
CONS	Construction Technology	PSER	Public Service
CVSS	Crime Victim / Survivor Services	PSIO	Physiological Sciences
DT	Dietetic Technology	PSYC	Psychology
ECCD	Early Care & Child Development	PTDT	Power Transmission and Distribution Technology
ECON	Economics	RSE	Renewable/Sustainable Energy
EET	Electronics Engineering Technology	SCI	Science
ENGL	English	SOC	Sociology
ENGS	Engineering Science	SON	Sonography
EPT	Electrical Power Technology	SPAN	Spanish
ERA	Emergency Responder Administration	SPCH	Speech
FPST	Fire Protection and Safety Technology	STAT	Statistics
GDD	Graphic Design	SURV	Surveying Technology
GENT	General Technology	TSTI	Technical Spanish: Translation & Interpretation
GEOG	Geography	VT	Veterinary Technology
GEOL	Geology	WTT	Wind Turbine Technology
HCM	Health Care Management	WRTG	Writing
HIST	History		
HPER	Health, Physical Education and Recreation		
HRT	Horticulture		
HUMN	Humanities		
ICS	Initial College Studies		
ITD	Information Technology		
ITP	Interpreter Training		
MATH	Mathematics		
MCRO	Microbiology		
METR	Meteorology		

COURSE DESCRIPTIONS

Courses that have asterisks () meet computer literacy requirements.*

ACCOUNTING

ACCT 1002 BASIC ACCOUNTING PROCEDURES

A study of basic accounting procedures, emphasizing a practical approach. Prerequisite: [R]

ACCT 1333 PERSONAL FINANCE

How to develop and implement long-range plans to achieve financial objectives, including the basics of financial planning, money management, management of expenditures, income and asset protection and the fundamental concepts of investments. Prerequisites: [R] and ICSM 0103.

ACCT 2001 PAYROLL ACCOUNTING

Basic procedures of a payroll accounting system. The study of manual systems, the various laws regulating payroll data and the preparation of the payroll tax returns. Prerequisites: ACCT 1002 or ACCT 2103. (Spring only)

ACCT 2003 VOLUNTARY INCOME TAX ASSISTANCE (VITA) CENTER – INTERNSHIP

Application of tax law and research to clients' tax returns in the VITA Center on campus; preparation and review of tax return. Prerequisite: Instructor Approval

ACCT 2043 COMPUTERIZED ACCOUNTING

Independent study, analysis, design and construction of solutions to case studies in accounting automation. Prerequisite: ACCT 1002 OR 2103

ACCT 2103 FINANCIAL ACCOUNTING

Covers the accounting process and principles of accrual accounting. The study of financial statements and the information required for their preparation. Prerequisites: [R] [W] AND ICSM 0103

ACCT 2203 MANAGERIAL ACCOUNTING

Managerial accounting concepts and objectives, planning and control of sales and cost, analysis, variance analysis, capital budgeting and the measurement of divisional performance. Prerequisite: ACCT 2103.

ACCT 2423 FUNDAMENTALS OF INCOME TAX

Study of the present provisions of individual income tax laws and preparation of tax returns. Prerequisite: ACCT 2103. (Fall only)

ACCT 2443 INTERMEDIATE ACCOUNTING I

Valuation and other theoretical problems in accounting for cash, temporary investments, receivables, inventories, long-term investments, plant and equipment, and intangible assets. Issues related to income determination including revenue recognition. Prerequisite: ACCT 2103. (Fall only)

ACCT 2543 INTERMEDIATE ACCOUNTING II

A continuation of ACCT 2443. A comprehensive study of fixed assets, stockholder's equity, dilutive securities, investments, pensions, leases, error analysis, preparation and analysis of financial statements. Prerequisite: ACCT 2443. (Spring only)

ALCOHOL AND SUBSTANCE ABUSE

CA 1103 DRUG ABUSE

Surveys the use and abuse of drugs and chemicals in American society, outlining the major determinants of alcohol and drug dependency, as well as the psychopharmacological, psychological and sociological aspects of chemicals most often abused.

CA 1113 HELPING SKILLS

Examines the major causative theories and treatment of chemical dependency. Prerequisites: Completion or concurrent enrollment of CA 1103 and PSYC 1113.

CA 1320 (1-4) TECHNICAL PROBLEMS - SUBSTANCE ABUSE

One to four, maximum six credits. Technical problems of particular interest to substance abuse counseling majors. Prerequisite: Department Head Approval.

CA 2213 INTRODUCTION TO GROUP DYNAMICS

Surveys the major theories and research dealing with group processes. Prerequisite: CA 1113.

CA 2243 PRACTICUM IN DRUG AND ALCOHOL COUNSELING I

150 clock hours of field experience, which allows the application of knowledge and skills learned in coursework. Prerequisites: Sophomore Standing and Department Head Approval.

CA 2253 PRACTICUM IN DRUG AND ALCOHOL COUNSELING II

Field experience, which allows the application of knowledge and skills learned in coursework. Prerequisites: CA 2243 and Department Head Approval.

CA 2323 CHEMICAL ABUSE SEMINAR: PROFESSIONAL ISSUES AND ETHICS

A reading and discussion seminar addressing current issues related to the fields of substance abuse, counseling and psychopathology. Ethical issues related to the field will also be examined. Prerequisite: Department Head Approval.

CA 2333 CHEMICAL ABUSE IN THE FAMILY

Develops the student's understanding of the family as a basic social unit. Examines the influence of alcohol and other drugs in the family system and explores various behaviors exhibited by a chemically dependent family. Issues relating to family intervention, treatment modalities and continuing recovery will be explored. Prerequisites: CA 1113 and CA 2213.

ANTHROPOLOGY

ANTH 2113 INTRODUCTORY ANTHROPOLOGY

General anthropology: survey of anthropology, emphasizing physical and cultural anthropology and archeology. Students examine clues as to how humanity evolved and learn how knowledge of the past helps in understanding humanity today. Prerequisites: [R] [W].

ANTH 3253 LANGUAGE AND CULTURE (H)

This course is a cross-cultural survey of human behavior designed to introduce students to anthropological approaches to culture, linguistics, social research, and social theory. Student will examine the intersections of culture and gender, age, ethnicity and social stratification. Students will apply ethnographic field methods while executing research project in the community. Prerequisite: Sophomore Standing.

ARCHITECTURE

ARCH 1103 GRAPHIC COMMUNICATIONS

Construction drawing interpretation. Topics: organization and relationship of drawings and specs; symbols, dimensions, scales and notes.

ARCH 1213 DESIGN I

Architectural graphics and design fundamentals.

ARCH 1223 CONSTRUCTION DRAWING I

Provides students with the functional knowledge and skills necessary to create a set of working drawings for residential construction. Includes a detailed study of architecture as a profession, drawing equipment and architecture nomenclature, light construction drawings, techniques of architectural drawings, methods of representing floor plan, elevations, plot plans, slab construction, roof plans, door and window schedules, and construction sections and details. Students learn to read and interpret light construction drawings and will be required to complete a set of residential drawings.

ARCH 1320 (1-4) TECHNICAL PROBLEMS - ARCHITECTURAL TECHNOLOGY

One to four, maximum six credits. Technical problems in architecture of particular interest to technicians. Prerequisite: Department Head Approval.

ARCH 1333 FUNDAMENTALS OF RESIDENTIAL DESIGN

Fundamentals of home design-area definition. Spatial relationships, traffic patterns with emphasis on drawing competence. Energy-use concepts as related to design. Prerequisite: ARCH 1223.

*ARCH 1614 COMPUTER-AIDED DRAFTING I

Introduction to computer-aided drafting (CAD) principles, using a "menu-driven" system to generate graphic output for engineering drafting applications. Problem solving skills in applied technical fields will be developed. Prerequisites: Completion or concurrent enrollment in ARCH 1223 or equivalent. Same as INDD 1614.

ARCH 2003 ARCHITECTURE AND SOCIETY
This is the first course in the architectural history sequence. It functions, therefore, as an introduction to both the historical framework of western architecture and the profession. The course also fulfills humanities and international dimension requirements for the University at large. Consequently, a large number of students enrolled in the course are not architecture majors. In addition, in fulfilling this role, the content of the course specifically includes modern architectural examples as comparisons to the historical framework.

ARCH 2013 CONSTRUCTION DRAWING II
Fundamentals of commercial construction drawings, preparation and interpretation of working drawings. Topics include architectural, civil and structural drawings. Lab: six hours per week. Prerequisite: ARCH 1223.

ARCH 2044 ARCHITECTURAL PRESENTATION
Architectural presentation techniques with emphasis on two-dimensional rendering styles' one, two and multi-point perspective along with color medium and techniques. (Offered on demand)

***ARCH 2050 (1-6) ADV TECH PROBLEMS-ARCH**
Special CAD (computer-aided design) architectural project application. Instruction and practical experience of completing a major architectural CAD project. (Offered on demand)

***ARCH 2063 CAD SYSTEMS MANAGEMENT**
Concentrating on the responsibilities and duties of the CAD (computer-aided design) system manager including archiving and back-up procedures, file manipulation, securities, library management, graphic standards, CAD departmentalization and various applications. (Offered on demand)

ARCH 2213 DESIGN II
Continuation of ARCH 1213. Prerequisite: ARCH 1213. (Spring only)

ARCH 2252 COMPUTER APPLICATIONS IN ARCHITECTURE-PHOTOSHOP
This is an introductory course on computer applications in architecture. Understanding the digital tools and becoming familiar with the digital design process is a vital part of the course. The course will consist of a weekly lecture, tutorial and workshop. Students are required to participate in all portions of the class including the workshop.

ARCH 2263 SYSTEMS AND MATERIAL
Architectural, structural, environmental control systems and materials in architecture.

ARCH 2273 COMPUTER-AIDED DRAFTING II
A continuation of ARCH 1614 with emphasis on expanding skills gained to produce more complex 2D architectural layouts and drawings, using AutoCAD. Prerequisite: ARCH 1614 or INDD 1614.

ARCH 2322 CONSTRUCTION SPECIFICATIONS
Construction specifications and their significance as part of the contract documents. Specification language and style follows construction specification institute format. Prerequisites: ARCH 1223 and ARCH 2263.

ARCH 2353 ACOUSTICS AND LIGHTING
This is an introductory course on acoustics and lighting used in building design. Understanding the present and future use of energy saving will be required in the implementation of acoustics and lighting in renovation and new building design.

ARCH 2363 ARCHITECTURAL PRACTICES AND PROCEDURES
This course introduces students to the practice and procedures of architecture. It will cover the AIA documents used in the design and construction of buildings; as well as the roles the architectural technician may play in the process. Prerequisites: ARCH 1103 and ARCH 1223.

ARCH 2403 3D MODELING-GOOGLE SKETCHUP
Advanced CAD (computer aided drafting) system operation applications with emphasis on wire frame and solid 3D CAD system models. Prerequisite: ARCH 1614.

ARCH 2433 ENERGY CONCEPTS AND APPLICATION
A study of energy concepts and their application. Subjects studied include solar, wind, greenhouse and infiltration. Retrofit procedures needed to apply these concepts to existing buildings are explored. Prerequisites: ARCH 1223 and ARCH 2263 or Instructor approval. (Offered on demand)

ARCH 2444 URBAN PLANNING TECHNOLOGY
Land use standards and zoning classifications and restrictions, nature and planning of land development patterns in the modern urban society are studied. Prerequisites: ARCH 2013. (Offered on demand)

ARCH 2650 (1-4) TECHNICAL PROJECTS - ARCHITECTURAL TECHNOLOGY
One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received an examination may also be required. Prerequisite: Department Head Approval.

ARCH 2713 ADVANCED CAD APPLICATIONS I-RIVET I
A continuation of ARCH 2273 with emphasis on expanding skills gained to produce 2D and 3D architectural layouts and drawings of residential and commercial buildings, using cutting edge 3D architecture software. Prerequisite: ARCH 2273.

ARCH 2723 ADVANCED CAD APPLICATIONS II - RIVET II
A continuation of ARCH 2713 with emphasis on

expanding skills gained to produce 2D and 3D architectural layouts and drawings of residential and commercial buildings including mechanical, electrical, plumbing, and structural, using cutting edge 3D architecture software. Prerequisite: ARCH 2713.

ARCH 2733 ADVANCED RESIDENTIAL DESIGN
Professional design practices, actual problems with criteria including scope of design, function, practicality and marketability. Case studies. Prerequisite: ARCH 1333 or ARCH 2013. (Offered on demand)

ART

ART 1103 DRAWING I
A drawing experience designed to build basic skills and awareness of visual relationships. A sequence of problems dealing with composition, shape, volume, value, line, gesture, texture and perspective. A variety of media explored, including computer illustration.

ART 1203 DESIGN I
An introduction to visual problem solving. Organization of the two-dimensional plane using the elements and principles of design: line, shape, value, texture and color. Use of black and white and color media. Prerequisite: [R]

ART 1503 COLOR ILLUSTRATION
Fundamentals of illustration using color media. Emphasis is given to perspective and light and shadow to depict objects. Color media include watercolor, pencils, ink, airbrush materials, pastels, collage and crayon. Prerequisite: ART 1103.

ART 1803 INTRODUCTION TO ART (H)
An introduction to the analysis and interpretation of visual arts. Visual, emotional and intellectual aspects of art in painting, sculpture, printmaking and architecture.

ART 2050 (1-6) TECHNICAL PROBLEMS
One to six, maximum six credits. Special topics in photography. Prerequisite: Will change according to subject matter. Lab hours may apply.

ART 2323 INTRODUCTION TO PHOTOGRAPHY
A course in the theory of black and white photography with practical experience in the use of the camera, its variables (shutter, aperture, film), darkroom techniques and the theory of design as it applies to photography. This includes an extended lab for practical application of the camera and darkroom techniques. A fully adjustable 35mm camera is required.

ASTRONOMY

ASTR 1104 ELEMENTARY ASTRONOMY (N)
Structure of the universe, including our solar system of sun, earth, planets and moons, and lesser bodies and star characteristics. Prerequisites: [R] [M] [SCI]

BIOLOGY**BIOL 1012 BIOLOGICAL AND MEDICAL TERMINOLOGY**

Introduction to the use of Latin and Greek common roots, stems and combining forms in structuring biological and medical terminology. Prerequisites: [R] [SCI].

BIOL 1212 HUMAN ANATOMY LAB

Laboratory supplementing BIOL 1515. Includes dissection and study of the human cadaver. Enrollment requires credit or concurrent enrollment in BIOL 1515. This course will provide laboratory credit for students in an approved LPN or paramedic program. Prerequisites: [R] [SCI], ICSM 0123 and completed or concurrent enrollment in BIOL 1515.

BIOL 1303 PRINCIPLES OF BIOLOGY (L, N)

Unifying principles of cellular, organismal, population and ecosystem biology. Genetics, evolution, classification, development, energy transformation, integration and control in biological systems. The nature of biological investigation will receive attention. This course plus BIOL 1311 meets the general education criteria for a laboratory science. Prerequisites: [R] [SCI] and ICSM 0123.

BIOL 1311 PRINCIPLES OF BIOLOGY LABORATORY (L)

Laboratory supplementing BIOL 1303. Concurrent: BIOL 1303. Prerequisites: [R] [SCI] and ICSM 0123.

BIOL 1404 PLANT BIOLOGY (L, N)

Survey of the plant phyla, structure and function of plant organs, water relations, translocation, reproduction, growth and development. Emphasis on the importance of plants to humans. Prerequisites: [R] [SCI] and ICSM 0123.

BIOL 1515 HUMAN ANATOMY AND PHYSIOLOGY

Structure and function of the human body. Emphasis is on the study of functions in the body and a basic knowledge of gross anatomy. This course does not fulfill the anatomy and physiology requirements for the nursing program. Prerequisites: [R] [SCI] and ICSM 0123.

BIOL 1604 ANIMAL BIOLOGY (L, N)

Survey of the principle phyla of the animal kingdom with emphasis on basic zoological principles. Prerequisites: [R] [SCI] and ICSM 0123.

BIOL 2214 HUMAN ANATOMY

Morphology of the human body and its systems. Laboratory includes dissection and study of the human cadaver. Prerequisites: [R] [SCI] and MATH 0123. BIOL1012 is suggested but not required.

BUSINESS**BUS 1011 BUSINESS ETHICS**

A study of contemporary and classical views relating to moral judgments and conduct within the business environments. Prerequisite: [R]

BUS 1320 (1-4) TECHNICAL PROBLEMS-BUSINESS

One to four, maximum six credits. Technical problems in business that are of particular interest to technicians. Prerequisite: Instructor Approval.

BUS 1413 LEADERSHIP DEVELOPMENT

Provides emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership.

BUS 1523 INTRODUCTION TO BUSINESS

Surveys the basic business functions, principles and practices in the administration of business organizations. Examines business in society and the interactions of business with the competitive, economic, political/legal, social/cultural and technological environments. Prerequisite: [R]

BUS 1543 ELECTRONIC COMMERCE

Understanding e-commerce (electronic commerce) is essential for success in today's economy. This course explores both sides of business on the Internet from the viewpoint of the consumer and of a business. Prerequisite: CIS 1113 or CIS 1103 or GDD 1323. (Same as GDD 1523.)

BUS 2003 SMALL BUSINESS MANAGEMENT

Focuses on the experiences and problems faced by those who go into business for themselves. Looks at problems of organizing and managing individually owned businesses including location, securing capital, records, personnel and sales promotion. Prerequisites: [R] [W]

BUS 2013 INTRODUCTION TO IRS FORM 990

Focuses on the requirements for development and submission of the IRS form 990 and the various schedules and attachments required U.S. Federal Government for non-profit organizations. This includes requirements for board disclosure and policies. Prerequisites: [R] [W]

BUS 2023 BUSINESS STATISTICS

Explores descriptive measures, elementary probability, sampling, estimation and testing, regression and correlation and analysis of variance. Prerequisites: Any college level Math.

BUS 2040 (1-6) ADVANCED TECHNICAL PROBLEMS - BUSINESS

One to six, maximum six credits. A study of applied problems that are of particular interest to the business environment. Prerequisite: Instructor Approval

BUS 2052 BUSINESS CAPSTONE

This course is a capstone course for business students. The course provides students the opportunity to apply the knowledge acquired in their business degree program to advanced real-world situations through the development of an approved project. Prerequisites: ACCT 2103 and MKT 2273.

BUS 2113 BUSINESS COMMUNICATIONS

Includes effective communication strategy, effective report presentation (both written and oral), effective summarizing skills and analytical reasoning skills. Focuses on the dynamics, qualities, functions and methods of administrative communication; problems and practices of preparing effective material. Prerequisites: [R] [W]

BUS 2333 BUSINESS LAW

An introduction to the principles of law in relation to business. Topics include law of contracts, law of agency, law of property and sales and negotiable instruments. Special attention is given to practical business problems and their legal implications. Prerequisites: [R] [W]

BUS 2613 BUSINESS PLAN DEVELOPMENT

Supervised course experience that is project-driven. Student will work as an individual or with a team to develop a business plan for a technology-based seed, start-up or early stage venture that addresses the entire business concept including implementation. This course exposes the student to real work experiences and enhances his/her entrepreneurial skills. Prerequisite: Instructor Approval.

BUS 2663 PROJECT MANAGEMENT

This course examines project management roles and environments, the project life cycle and various techniques of work planning, and control and evaluation to achieve project objectives. The tools currently available to project managers are illustrated in this course through the use of Microsoft Project software. Prerequisites: ACCT 2203, MGMT 2103 and MKT 2273.

BUS 2753-2756 INTERNSHIP

Supervised work experience that permits students to apply classroom knowledge. Work assignments must be meaningful and must be approved by department head prior to commencing internship. Supervisor will be required to submit a final evaluation report upon completion of internship. Before credit is given, a comprehensive written report of the work accomplished must be prepared by the student and approved by the department head. Variable credit: three to six credits. Can be repeated. Prerequisites: Sophomore Standing and Department Head Approval.

CHEMISTRY**CHEM 1104 BASIC CHEMISTRY (L, N)**

A one-semester courses in preparation for the general chemistry sequence or for students with degree plan that has a one-semester chemistry requirement. This course includes fundamental knowledge of inorganic chemistry; with laboratory. Prerequisites: [R] [SCI] and MATH 0123.

CHEM 1214 CHEMISTRY I (L, N)

A course recommended for students in applied sciences, including paramedical sciences. This course includes nomenclature; stoichiometry; atomic structure; chemical bonding; solutions; gas laws and thermochemistry with laboratory. Prerequisites: [R] [M] [SCI].

CHEM 1314 GENERAL CHEMISTRY I (L, N)

An algebra based course. This course includes nomenclature, atomic and molecular structure, stoichiometry, bonding, states of matter, thermochemistry, acids and bases, and gas laws; with laboratory. Prerequisites: MATH 1513 and CHEM 1104 or Completed High School Chemistry.

CHEM 1515 GENERAL CHEMISTRY II (L, N)

An algebra based course. This course is a continuation of CHEM1314 with emphasis on kinetics, equilibrium, thermodynamics, electrochemistry, qualitative analysis, organic chemistry, biochemistry, and nuclear chemistry; with laboratory. Prerequisite: CHEM 1314.

CHEM 2014 INTRODUCTION TO ORGANIC CHEMISTRY (L, N)

One semester organic chemistry course recommended for allied-health majors. Includes aliphatic and aromatic nomenclature, structure, stereochemistry, selected mechanisms and reactions. No laboratory is required for this course. Prerequisite: CHEM 1214 or CHEM 1314.

CHEM 2055 ORGANIC CHEMISTRY I (L, N)

Beginning organic chemistry course recommended for science majors and pre-professional students. Includes aliphatic and aromatic nomenclature, structure, stereochemistry, selected mechanisms and reactions with an introduction to interpretive spectroscopy. Lab: three hours per week. Lab recitation: one hour per week. Prerequisite: CHEM 1515

CHEM 2115 QUANTITATIVE ANALYSIS (L, N)

This course provides an introduction to analytical chemistry including selected methods of analysis and the statistical treatment of experimental data. Concurrent enrollment in CHEM 2115L is required. Prerequisite: CHEM 1515.

CHEM 2155 ORGANIC CHEMISTRY II (L, N)

This course continues the development of the chemistry of functional groups with emphasis on aldehydes and ketone, carboxylic acid, amines and phenols in both aliphatic and aromatic compounds then concludes with the introduction of the biological molecules. Mechanisms and stereochemistry are emphasized in all reactions. Lab: three hours per week. Lab recitation: one hour per week. Prerequisite: CHEM 2055.

COMPUTER INFORMATION SYSTEMS**CIS 1003 WINDOWS**

Course is designed to give the student basic knowledge of Microsoft Windows and its uses. Students will be given projects using Windows features and will learn how other software programs link to Windows. Prerequisite: ICSR 0033 or [R].

CIS 1011 MICROCOMPUTER APPLICATION: KEYBOARDING

A microcomputer skill course designed to familiarize the student with the use of a microcomputer keyboard through hands-on instruction.

CIS 1033 INTRODUCTION TO MICROSOFT (MS) WORD

Study of word processing using ms word. Course will teach the basics of word processing through advanced presentation techniques. Requires basic typing skills. (Spring and Summer only)

***CIS 1051 MICROCOMPUTER APPLICATION: GRAPHICS-POWERPOINT**

A microcomputer skill course designed to familiarize the student with the use of a microcomputer graphics through hands-on instruction.

***CIS 1113 COMPUTER CONCEPTS WITH APPLICATIONS**

Provides students with an introduction to concepts and applications of the personal computer in business. Topics include spreadsheets, databases, word processing, presentations, ethics, vocabulary, Internet skills and file system management. Theory and hands-on computer instruction is included. This introductory course is intended for students with existing computer skills. Prerequisite: [R].

CIS 1123 PROGRAMMING FUNDAMENTALS

Designed for both computer science majors and non-majors to give fundamental knowledge of computer programming concepts. Students will learn accepted programming concepts and style. This course involves logic, pseudo-code, flow charts, statement sequencing, conditional statements, loop structures and input/output. Prerequisite: [R]

CIS 1320 (1-4) TECHNICAL PROBLEMS-CIS

One to four, maximum six credits. Technical problems in computer programming which are of particular interest to programmers. Prerequisite: Department Head Approval.

CIS 1333 HELP DESK FUNDAMENTALS

Provides students with a broad understanding of help desk and support services business practices and the tools and technology most frequently used to support those business practices. Focuses on a generic description of software that might be used, although some specific applications are also discussed at a high level. Also designed to allow students to retrieve the most up-to-date information of general IT (Internet technology) and support business practices, using the Internet as a

resource for white paper, product demonstrations and trial versions of software. Students will have an opportunity to apply their knowledge through hands-on projects, exercises and case study assignments. Prerequisite: CIS 1113 or Instructor Approval.

CIS 1433 GAME DEVELOPMENT

This course is an overview of game development from the creative and theoretical standpoint. Students will learn to analyze games and game play elements, examine games and trends in gaming, and formulate their own outline for an ideal game. Prerequisite: [R].

CIS 1453 CHARACTER DEVELOPMENT

This course will introduce students to the tools and concepts used to create storylines and develop characters. It will allow students to create games that inform the audience about the character's personality, history, thought processes, etc. Prerequisite: CIS 1433. (Spring only)

***CIS 1503 MICROCOMPUTER APPLICATIONS-MS OFFICE**

Familiarizes the student with fundamental terminology and concepts of microcomputers, their operating systems and disk management, as well as major production applications including word processing, spreadsheets, data base management systems, and may include graphics, data communications and desktop publishing. Familiarity with computer keyboard is recommended. Hands on computer instruction. Prerequisite: [R].

***CIS 1533 VISUAL BASIC PROGRAMMING**

A first course in Visual Basic Programming. This course includes graphical user interface design, event driven programming, toolbox controls and properties, basic control structures and dynamic arrays. Programs developed using structured design techniques. Prerequisites: CIS 1123.

***CIS 2013 C++ LANGUAGE PROGRAMMING**

Introductory course in C++ using object oriented programming. This includes basic control structure, files, input/output, single and multi-dimensional arrays, searching and sorting. Programs developed using structured design techniques. Prerequisite: CIS 1123.

***CIS 2023 C# (SHARP) PROGRAMMING**

Introductory course in C# using object-oriented programming. This includes basic control structures. Programs developed using structured design techniques. Prerequisite: CIS 1123.

***CIS 2053 ADVANCED VISUAL BASIC**

This course is designed to strengthen the student's knowledge of Visual Basic programming and to introduce advanced programming techniques using the Visual Basic programming language. Prerequisite: CIS 1533. (Spring only)

***CIS 2103 LEVEL DESIGN CONCEPTS**

This course will introduce students to the tools and concepts used to create levels for games. It will incorporate level design and architecture theory, concepts of "critical path" and "flow." Students will build and test levels that reflect design concepts. (Fall only)

***CIS 2150 (1-6) ADVANCED TECHNICAL PROBLEMS-COMPUTER PROGRAMMING**

One to six, maximum six credits. A study of applied problems of particular interest to the computer programmer.

***CIS 2263 SPREADSHEET APPLICATION**

An in-depth study of the use and theoretical concepts of an integrated microcomputer software spreadsheet application. Hands-on instruction involves individual aspects of computerized spreadsheets, as well as the integration of all spreadsheet components. Prerequisite: CIS 1113 or CIS 1503.

***CIS 2323 JAVA**

Introductory course in Java using object-oriented programming. This course includes basic control structures, files, input-output, single arrays, searching, sorting, graphics, event handling, interface components and programming for the Internet. Prerequisites: CIS 1123 and (CIS 2013 or CIS 1533).

***CIS 2343 ADVANCED C++ PROGRAMMING**

An advanced course in object oriented programming in the C++ language with a prerequisite of prior programming experience. This course includes dynamic memory allocation, linked list, stacks, queues, binary trees, polymorphism, inheritance and encapsulations. The design process is object oriented. Prerequisite: CIS 2013. (Spring only)

***CIS 2352 ADVANCED OBJECT ORIENTED C++**

Development of advanced programming techniques through the study of object-oriented methods in C++. Course work involves lecture and class project. Prerequisite: CIS 2343.

***CIS 2363 DATABASE DESIGN**

Provides students with basic knowledge of database planning, design and implementation. Exercises will take the student through database planning, design and construction, implementation and maintenance. Prerequisite: CIS 1113 or CIS 1503.

***CIS 2373 INTRODUCTION TO ORACLE**

Provides students with the knowledge and skills necessary to create and maintain database objects and to store, retrieve and manipulate data. Enables students to learn how to write PL/SQL procedures, function and packages. In addition, students learn how to create PL/SQL blocks of application code that can be shared by multiple forms, reports and data management applications. Prerequisite: CIS 1113.

***CIS 2403 3D GAME PROGRAMMING**

This course includes visual design fundamentals to expand game development knowledge. The course will combine advanced programming techniques with 3D game concepts. Prerequisites: CIS 2013 or CIS 2023; and GDD 2233.

***CIS 2433 ADVANCED C# (SHARP) PROGRAMMING**

This course is designed to strengthen the student's knowledge of advanced programming techniques through the study of object-oriented methods in C# (Sharp). The course studies topics such as internet, web, and database applications and applying web-based services with C# (Sharp). Prerequisite: CIS 2023. (Spring only)

***CIS 2463 DATABASE APPLICATIONS**

The student will use a selected database management program to create and edit database files. The student will also search, organize and build reports, forms and templates with the database files. Prerequisites: CIS 1113 and CIS 2363.

***CIS 2513 PRINCIPLES OF INFORMATION SYSTEMS SECURITY**

This course provides the student with a broad review of the field of information systems security, background on many related elements and enough detail to facilitate an understanding of the field. It covers terminology of information systems security, the history of the field and an overview on how to manage an information systems security program. Prerequisites: CIS 1113 or CIS 1103 or ITD 1113.

***CIS 2543 ADVANCED JAVA PROGRAMMING**

An advanced course in object-oriented programming in the Java language with a prerequisite of prior programming experience. This course includes dynamic memory allocation, linked list, stack, queues, binary trees, polymorphism, inheritance and encapsulation. The design process is object oriented. Prerequisite: CIS 2323. (Spring only)

***CIS 2603 PROFESSIONAL ETHICS FOR COMPUTER TECHNOLOGY**

Presents the ethical and social issues related to computer technology. The course surveys the traditional theories of ethics and applies them to ethical cases that significantly involve computer technology. The student will examine the impacts of ethical issues in the use of computer technology in the personal and business environments. It also covers professional ethics in which computer professionals apply codes of ethics and standards of good practice within their profession. Prerequisites: [R] [W]

***CIS 2613 COMPUTER INFORMATION SYSTEMS (CIS) PROJECT MANAGEMENT**

This course addresses the process and skills needed for successful project management in the computer information systems and technology environment of business. Topics include project scoping, estimating, scheduling, budgeting, tracking, and controlling. The course uses Microsoft project software. Prerequisites: [R] [W]

***CIS 2650 (1-4) TECHNICAL PROJECTS - COMPUTER PROGRAMMING**

One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: Department Head Approval.

***CIS 2703 SYSTEMS ANALYSIS AND DESIGN**

Introduction to a methodology for the analysis, design, documentation, implementation and evaluation of computer systems. Included will be topics in techniques for data gathering, file organization and accessing methods. Prerequisites: CIS 1533 or CIS 2013 or CIS 2023.

***CIS 2713 SYSTEMS DEVELOPMENT AND IMPLEMENTATION**

Development of data processing system from the analysis of present information flow, system specification and equipment selection to implementation of the system. A continuation of CIS 2703 with practical adaptation and/or experience of the topics previously surveyed. Prerequisite: CIS 2703. (Spring only)

***CIS 2803 CAPSTONE**

As the capstone course of the Computer Science Program, the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by working through scenarios. Students will demonstrate problem solving, critical thinking, research techniques and technical writing. Computer ethics and group dynamics will be emphasized to help round out the student's education. Prerequisite: Department Head Approval.

CONSTRUCTION

CONS 1103 BLUE PRINT READING & DRAFTING FOR CONSTRUCTION

The course will provide an understanding of the visual plans and specification which are involved in the construction process along with an understanding of drafting skills which are needed within the construction industry. At the completion of the course, students will have the skills needed to interpret and use contract documents which are used during the construction process.

CONS 1123 INTRODUCTION TO BUILDING CODES

Introduction to current building codes including BOCA (Building Officials and Code Administrators) applications. (Offered on demand)

CONS 1133 INTRODUCTION TO ELECTRICAL CODES

Introduction to current electrical codes as they apply to buildings. (Offered on demand)

CONS 1143 INTRODUCTION TO PLUMBING CODES

Introduction to current plumbing codes as they apply to buildings. (Offered on demand)

CONS 1153 INTRODUCTION TO MECHANICAL CODES

Introduction to current mechanical codes as they apply to buildings. (Offered on demand)

CONS 1214 INTRODUCTION TO CONSTRUCTION

Overview of the entire construction industry with emphasis on construction materials, methods and systems. Introduction to both building and highway construction drawings and their interpretation. Same as SURV 1214.

CONS 1320 (1-4) TECHNICAL PROBLEMS CONSTRUCTION

One to four, maximum six credits. Technical problems in construction that are of particular interest to technicians. Prerequisite: Department head approval.

CONS 2003 OSHA FOR RESIDENTIAL & COMMERCIAL CONSTRUCTION

The student will review occupational safety & health administration (OSHA) as they apply to the planning and construction of residential and commercial properties. Students will earn basic (10 hour) certification in OSHA safety standards.

CONS 2050 (1-6) ADVANCED TECHNICAL PROBLEMS CONSTRUCTION

One to six, maximum six credits. A study of problems in applied engineering science that is of particular interest to the engineering technician.

CONS 2103 INTRODUCTION TO CONSTRUCTION MANAGEMENT

A study of organization, management, economics and labor relations pertaining to projects during the construction phase. Prerequisite: Advisor Approval.

CONS 2112 ELECTRICAL EQUIPMENT OF BUILDINGS

A basic course in application of electrical lighting, heating and power distribution. Topics include fundamentals of electric motor starters and controls, and basic planning and design of wiring systems. (Offered on demand)

CONS 2113 MECHANICAL EQUIPMENT OF BUILDINGS

Plumbing, heating and air conditioning as it pertains to residence and small commercial buildings. Design and working drawings on plumbing and heating problems.

CONS 2213 STRUCTURAL INSPECTION

Orientation to the correct code requirements on applications, techniques and inspection of reinforced concrete, structural block and pre-stressed concrete. (Offered on demand)

CONS 2233 GREENBUILDING SYSTEMS/ SUSTAINABLE CONSTRUCTION

The purpose of the course is to provide an overview of the green building market within construction, with importance placed on high performance green building systems, renewable onsite energy, water efficiency and minimization of the building impact on the environment. An understanding of sustainability and green building systems will be gained at the completion of the course. Prerequisite: CONS 1214.

CONS 2243 LEED STANDARDS & CONSTRUCTION

The course will provide an understanding of the U.S. green building council leadership in energy and environmental design (LEED version 3, 2009) and other green building rating programs in both residential and commercial construction. The course will cover the history, practice, implementation and benefits of green building programs. At the completion of the course, students will have an understanding of the different credits and prerequisites of LEED, along with an understanding of green building programs. Prerequisite: CONS 2233.

***CONS 2253 CONSTRUCTION DRAWING AND CAD**

Interpretation and production of construction drawings, architectural and engineering drafting using both drafting machines and computer-aided drafting.

CONS 2333 CONSTRUCTION PRACTICES AND PROCEDURES

Light, heavy and industrial construction. Foundation layout, framing and finish work, site investigations, excavation, pre-cast concrete, tilt up, structural steel and metal building construction and project management.

CONS 2342 CONSTRUCTION INSPECTION PRINCIPLES

Problems and considerations pertinent to maintaining adequate quality control on construction projects. Prerequisite: ARCH 1313.

CONS 2343 CONCRETE AND ASPHALT CONSTRUCTION

Production techniques for placing and finishing concrete. Design of concrete form work. Concrete testing techniques. Theory and techniques for placing masonry construction units, field and laboratory techniques and field procedures of asphalt construction. Prerequisite: ARCH 1313.

CONS 2423 CONSTRUCTION ESTIMATING I

Computing the quantities and cost of materials and labor involved in residential and light commercial construction. Includes bidding procedures and computer applications. Prerequisites: CONS 1214 and ARCH 1223.

CONS 2523 CONSTRUCTION PROCEDURES II

Principles, practices and methods of industrial and heavy construction. Topics include earth quantities and productivity of equipment. Lab: three hours per week. Prerequisites: CONS 2423.

CONS 2623 CONSTRUCTION ESTIMATING II

A continuation of Construction Estimating I, with emphasis on detailed quantities of materials and labor of building construction estimates. Topics include the preparation of an estimate and bidding procedures. Prerequisite: CONS 2423.

CONS 2650 (1-4) TECHNICAL PROJECTS

One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: Department Head Approval

CRIME VICTIM/SURVIVOR SERVICES

CVSS 1103 VICTIMOLOGY

An introduction to victimology, with special emphasis on family violence, sexual violence, child abuse, homicide, the criminal justice system, crime victim compensation, crime victim rights and related issues. Prerequisite: [R] [W].

CVSS 1113 VICTIM SERVICES

An overview of community services dealing with victims of crime, including social, support, crisis intervention, prevention and support services, as well as criminal justice and others systems. The course focuses on the role and response of crime victim advocates and service agencies in addressing the needs of victims of crime. Prerequisites: [R] [W] and CVSS 1103. Co-requisite: CVSS1103.

CVSS 1213 GRIEVING PROCESS

Explores the issues relating to grief that individuals experience when faced with the loss of someone or something important to them. The stages of grief, bereavement, mourning and guilt will be explored, as well as interventions that helping professionals can utilize when dealing with those who have suffered a loss. Prerequisite: PSYC 1113.

CVSS 1320 (1-6) CVSS-TECHNICAL PROBLEMS

One to six, maximum six credits. Technical problems will be explored, which are of particular interest to crime victims/survivor services majors.

CVSS 2050 (1-4) CVSS-TECHNICAL PROJECTS

One to four, maximum four credits. The department head will assign special projects. A comprehensive written report (or comparable assignment) of the work accomplished must be prepared and approved by the instructor. Before credit is received, an examination may also be required.

CVSS 2113 ABUSE AND EXPLOITATION OF CHILDREN

Child Abuse and neglect are examined from psychological, familial, social, legal and cultural contexts. Social and legal systems, reporting requirements, ethical considerations, prevention and intervention resources are explored. Prerequisites: [R] [W]

CVSS 2123 RAPE AND SEXUAL ASSAULT

Reviews the phenomenon of rape, myths about rape and rapists, treatment of rape victims, discussion of physical and psychological preparation for possibility of attacks. Understanding the complexity of these issues will be gained by considering psychological, familial, social, legal and cultural contexts of victimization. Prerequisites: CVSS 1103 and CVSS 1113.

CVSS 2223 LEGAL POLICY IN VICTIM SERVICES

A look at the traditional legislative process and an analysis of the tools of advocacy with government agencies. A discussion of the use of the media in victim services. Current legal rights for victims will be surveyed. Prerequisites: CVSS 1103 and POLS 1113.

CVSS 2233 DOMESTIC AND FAMILY VIOLENCE

The typology and history of family abuse, including legal guidelines, treatment approaches, emotional abuse, sexual abuse, spousal abuse, elderly abuse and child abuse. Prerequisites: CVSS 1103 and CVSS 1113.

CVSS 2313 STRESS MANAGEMENT FOR SERVICE PROVIDERS

Provides students with the knowledge, skills and attitudes necessary to understand the causes and effects contributing to the stress created by being in a helping profession. Methods of dealing with this stress and taking care of self will also be addressed.

CVSS 2323 SPECIAL POPULATIONS IN VICTIM SERVICES

A focus on the additional problems cultural diversity presents for victims in our society. A survey of the history of biased responses and the current need for innovative services for these victims will be addressed. Prerequisites: CVSS 1103 and CVSS 1113.

CVSS 2333 INTRODUCTION TO CRISIS INTERVENTION

A focus on the process and the effects of victimization. A discussion of counseling direct and indirect victims through hot lines, stress reduction, support groups, referrals, etc. will be discussed. Prerequisites: CVSS 1103 and PSYC 1113.

CVSS 2343 CURRENT TRENDS IN VICTIM SERVICES

A systematic analysis of current trends in criminal victimization and the criminal justice process. Victim impact, perpetrator information, victim service needs, ethical, legal and policy considerations will be explored for selected crime areas. Elder abuse, stalking, and other crimes will be explored in depth. Prerequisites: CVSS 1103 and CVSS 1113.

CVSS 2413 ETHICS

This course will prepare students to deal with the professional and ethical issues that most affect the actual practice of counseling or serving as an advocate for victims and survivors of crime. Topics to be covered include dealing with ethical dilemmas, the law, limits of confidentiality and dealing with informed consent and the rights of victims. Prerequisite: CVSS 1103.

CVSS 2511 PROFESSIONAL PRINCIPLES IN VICTIM SERVICES

This course examines appropriate conduct in the work environment and the cultures of several agencies that impact the lives of crime victims. Prerequisites: Concurrent enrollment in CVSS 2512, Sophomore Standing and Department Head Approval.

CVSS 2512 OCCUPATIONAL PROFICIENCY

This course is designed to evaluate the graduate's proficiency in their major field of study. Areas to be assessed include communication skills, job interviewing techniques and professional competencies. Prerequisite: Concurrent enrollment in CVSS 2511 and Department Head Approval.

CVSS 2513 PRACTICUM

This course will give the student the opportunity to apply knowledge and skills learned in the crime victim/survivor service course work. The practicum will be completed in a facility that can give the student related, hands-on experience in the area of emphasis selected. Prerequisites: Sophomore Standing and Department Head Approval.

DIETETIC TECHNOLOGY

This is a selective admission program. See department for details.

DT 1001 ORIENTATION TO DIETETICS

Students will learn about the Academy of Nutrition and Dietetics (AND), educational pathways for dietetic professionals, standards of professional practice, the code of ethics, and the standards of practices common in the field. Prerequisite: [R].

DT 1004 DIETETICS AND FOOD SERVICE MANAGEMENT

Students will learn techniques in menu planning, purchasing, production, distribution, service, safety, sanitation and the basic functions of management as they relate to nutrition.

DT 1013 FOOD PREPARATION

Students will study the principles of food selection, preparation techniques and methods and the evaluation and safety of food. Knowledge obtained in lecture will be applied in one hour food lab.

DT 1101 FOOD SERVICE OPERATIONS

This course covers food safety concepts, principles, procedures and guidelines in keeping food safe through the entire flow of food handling from purchasing to service.

DT 1103 NUTRITION ASSESSMENT

A study of nutrients, nutrient metabolism and drug nutrient interaction that will enable the student to conduct appropriate nutrition assessments of individuals and groups. Prerequisite: NSCI 1113.

DT 1214 MEDICAL NUTRITION THERAPY I

Students will study therapeutic diets, the assessment of nutritional needs, appropriate nutritional support and the interpretation of diagnostic data. Management of nutrition, intervention and drug nutrition interaction will be studied in relation to various disease states in individuals throughout the human life cycle. Prerequisite: DT 1103 and NSCI 1113.

DT 2123 FOOD FINANCIAL MANAGEMENT

Students will study personnel and financial management of food service operations. Course will emphasize development of problem solving techniques, decision making and system analysis. Prerequisite: DT 1004.

DT 2114 MEDICAL NUTRITION THERAPY II

Students will continue their study of therapeutic diets, the assessment of nutritional needs, appropriate nutritional support and the interpretation of diagnostic data. Management of nutrition, intervention and drug nutrition interaction will be studied in relation to various disease states in individuals throughout the human life cycle. Prerequisite: DT 1214.

DT 2132 LIFE CYCLE NUTRITION

Students will study the various nutritional needs of individuals at various ages in the human life cycle. Students will learn the methods of establishing those nutritional needs and the means of meeting those needs. Prerequisite: NSCI 1113.

DT 2223 PRACTICUM- MEDICAL NUTRITION THERAPY

Students will develop counseling/interviewing skills related to the preparation of nutrition care plans in relation to life span and to certain disease states. Clinical activities support classroom studies. Related physiology is included.

DT 2233 PRACTICUM-LIFE CYCLE NUTRITION

Students will study good nutritional practices and assist delivering nutritional care in a practical setting with patients whose ages vary from infancy to old age.

DT 2303 NUTRITION IN THE COMMUNITY

Students will examine how to use nutritional principles to promote good health and avoid nutrition-related illnesses in the community.

DT 2312 PRACTICUM-FOOD SERVICE MANAGEMENT

Students will engage in food service management activities in hospital and/or nursing home settings.

DT 2313 PRACTICUM-COMMUNITY NUTRITION

Students will examine how to use nutritional principles to promote good health and avoid nutrition-related illness in the community.

DT 2402 DIETETIC EXAM PREPARATION

Students will review previous coursework and practicum experiences as a means of preparing for the registered dietetic technician exam. Practice exams will also be used to prepare students.

EARLY CARE EDUCATION**ECCD 1101 THE EARLY CARE PROFESSIONAL**

This course will introduce students to the Early Care Education program and the profession of early care education in Oklahoma. Students will learn the expectations of the Early Care Education program and options for transferring to a university program following completion of the AAS. This course will reinforce computer skills needed for online/hybrid courses. Students will begin the development of their academic portfolio. This course is the GATEWAY for all ECCD courses and should be taken prior to OR concurrently with the remaining early care education courses.

ECCD 1103 INTRODUCTION TO CHILD CARE MANAGEMENT

An introduction to planning and effectively implementing administrative systems that carry out an Oklahoma licensed child care facility's program mission, goals and objectives. Students receive an overview of the various types of Oklahoma licensed programs available in the early care education field. Emphasis is given to advocating for young children and the programs serving children, the NAEYC Code of Ethics and Programs Administrators supplement, as well as OKDHS licensing regulations, Oklahoma's Reaching for the Stars, the Oklahoma Early Learning Guidelines, the environmental rating scales, state fire codes, health codes, legal and tax issues, and national credentialing/accreditation programs. One (1) clock hour of supervised fieldwork experience must be completed at the OSUOKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSUOKC Early Care and Child Development program must earn a grade of "C" or higher in this course.

ECCD 1113 PERSONNEL SUPERVISION

Leadership, supervisory and group facilitation styles, communication styles, and techniques of conflict resolution are explored. The ability to recruit, hire, supervise, coach, and motivate diverse staff to high levels of performance as well as develop and implement appropriate staff evaluation tools and disciplinary steps including termination are emphasized. Components of an Early Care Education Personnel Handbook are discussed. One (1) clock hour of supervised fieldwork experience must be completed at the OSU-OKC Child Development Lab School. Stu-

dents earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 1123 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION AND CARE

A practical introduction to the field of early childhood with focus given to care provided in Oklahoma licensed early care education facilities. Emphasis is given to the history of early childhood, awareness of cultural influences and backgrounds, the need to understand child growth and development, developmentally appropriate practices, positive guidance, the importance of observational skills and the inclusion of children with differing abilities. The National Association for the Education of Young Children Code of Ethical Conduct and the importance of advocating for young children and quality care are highlighted. The Oklahoma Early Learning Guidelines (ELG's) are incorporated in course content. One (1) clock hour of supervised fieldwork experience must be completed at the OSU-OKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a grade of "C" or higher in this course.

ECCD 1133 CHILD HEALTH, SAFETY AND NUTRITION

An introduction to the interrelationship of child health, safety, and nutrition using a holistic environmental approach. Emphasis is given to application in Oklahoma licensed early care education environments. This includes the management of a safe indoor/outdoor environment, infection control, emergency response procedures and promoting good nutrition. Students will receive clear concise thought provoking information reflective of the latest developments and practices in the field regarding SIDS, fetal alcohol syndrome and otitis media. No supervised fieldwork experience is required. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 1141 CHLD PASSENGER SAFETY & TRANSPORTATION

Training and Education provided meets the approved child passenger safety course required by OKDHS Licensing Regulations for Child Care Centers/Homes for programs providing transportation for children younger than six years of age. Focus is given on Oklahoma's current legislation for child passenger restraint, and the proper installation and use of child passenger restraints. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 1153 PROGRAM & FACILITIES MANAGEMENT FOR FAMILY CHILD CARE HOMES

This course will provide students with an intense study of program and facilities management for family child care homes including, but not limited to, the following topics: staffing for small and large family child care homes – job descriptions/responsibilities, professional development training, criteria for substitutes and guidelines for utilizing substitutes, criteria for volunteers and guidelines for utilizing volunteers; STAR requirements for family child care homes; environmental rating scales specific to family child care homes; daily schedules and routines; environmental design and intentionality of materials and activities used; extended hour care; national accreditation; and the importance of family child care associations. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or Concurrent Enrollment: ECCD 1103.

ECCD 1233 COMMUNICATION, LEADERSHIP & TECHNOLOGY

Covering the fundamental elements of effective written, verbal and nonverbal communication, this course focuses on enhancing interactions with staff, co-workers, children, families and the community. Leadership styles and peer mentoring is explored. Students develop and deliver an oral presentation including handouts and visual/technological aids. Extensive use of technology as means to effective communications with families is introduced and applied including blogging and web-pages. Marketing and public relations, as well as working with media entities are also covered. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or Concurrent Enrollment: ECCD 1101.

ECCD 1243 OBSERVING AND ASSESSING THE YOUNG CHILD

An in-depth study regarding the process of gathering information as a way to support children's development, facilitate child-centered curriculum planning, and design effective learning environments for young children in a variety of early childhood settings including completing an Ages and Stages Questionnaire, an Early Childhood Environmental Rating Scale, and an individualized Portfolio highlighting multiple methods of assessment and evaluations techniques. The importance of the "crosswalk" between developmental milestones and Oklahoma's Early Learning Guidelines (ELGs) is emphasized. The Oklahoma ELG's, infants, Toddlers, Twos and Young Children Three to Five are incorporated in course content. Four (4) clock hours of supervised fieldwork experience must be completed at the OSU-OKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 1320 (1-4) ECCD-SPECIAL TOPICS

One to four, maximum six credits. Directed individual study or class in specific topics relating to early care education and administration.

ECCD 2013 PLAY AND DEVELOPMENTALLY APPROPRIATE PRACTICES

An exploration into the theory of play, the developmental stages of play, and how play impacts a young child's growth, development, and memories. Students design and implement environments that foster children's play. Encouraging learning through play, students also develop and apply child-centered, developmentally appropriate curriculum to encourage learning through play. Included is the importance of the valuable learning process through play in areas such as music, art, blocks, emerging the literacy, mathematics: as well as mud, sand, and water. The Oklahoma Early Learning Guidelines (ELGs) are incorporated into course content. Four (4) clock hours of supervised fieldwork experience must be completed at the OSU-OKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2113 CHILD DEVELOPMENT

A study of prenatal development, birth and infancy through 35 months of age. Special emphasis placed on program planning, implementation and evaluation of developmentally appropriate programs and environments for infants, toddlers and two-year olds. Theory pertaining to physical, cognitive and social/emotional development also discussed. Infancy through 35 months of age as a critical period in the psychosocial development of the individual highlighted. The Oklahoma Early Learning Guidelines (ELG's) are incorporated in the course content. Twenty-Five (25) clock hours of supervised fieldwork experience must be completed at the OSU-OKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2123 CHILD AND FAMILY IN THE COMMUNITY

Socialization in a developmental context regarding the child, socialization for high self-esteem in healthy families and socialization in regard to the early care facility/child/family and community are all covered within this course. Student will also explore methods of effectively interacting with families of diverse cultures. Two (2) clock hours of fieldwork experience must be completed by attending a session at an instructor approved family court site. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2133 INFANT/TODDLER PROGRAMMING

A study of prenatal development, birth and infancy through 35 months of age. Special emphasis placed on program planning, implementation and evaluation of developmentally appropriate programs and environments for infants, toddlers and two-year olds. Theory pertaining to physical, cognitive and social/emotional development also discussed. Infancy through 35 months of age as a critical period in the psychosocial development of the individual highlighted. The Oklahoma Early Learning Guidelines (ELG's) are incorporated in the course content. Twenty-Five (25) clock hours of supervised fieldwork experience must be completed at the OSU-OKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2143 COGNITIVE AND LANGUAGE DEVELOPMENT IN INFANTS AND TODDLERS

Focuses on cognitive and language development from birth to three years. Sensitive, supportive, and responsive care-giving that meets the needs and interests of infants and toddlers is emphasized. Developmentally appropriate expectations and environments that support the cognitive and language development of infants and toddlers are studied and emphasized. One (1) clock hour of supervised fieldwork experience must be completed at the OSU-OKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2153 SOCIAL AND EMOTIONAL DEVELOPMENT IN INFANTS AND TODDLERS

Focuses on social and emotional development from birth to three years. Sensitive, supportive and responsive care-giving that meets the needs and interests of infants and toddlers is emphasized. Developmentally appropriate expectations and environments that support the social and emotional development of infants and toddlers are studied and emphasized. One (1) clock hour of supervised fieldwork experience must be completed at the OSU-OKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2163 PHYSICAL DEVELOPMENT AND CREATIVE EXPRESSIONS

Focuses on creativity, play, and motor development with developmentally appropriate creative experiences in play, music, art and motor skills for children, birth to three years. Physical development prenatal to three years is emphasized. One (1) clock hour of supervised fieldwork experience must be completed at the OSU-OKC Child Development Lab School.

Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2213 INCLUSION IN EARLY CARE EDUCATION

A study of inclusion within the Early Care Education program: environment, curriculum and interactions with family members while serving children with varying physical, emotional, developmental and behavioral needs. Student will study the various characteristics of physical and mental disabilities, while exploring characteristics of diverse needs of young children. Individualized Education Plans (IEP) and Individualized Family Service Plans (IFSP) and Points of Inclusion are also covered. Two (2) clock hours of supervised directed field experience assignments must be completed at an instructor approved, early care education site whose enrollment includes a substantial percentage of children with special needs. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2223 LIABILITY, ETHICS & ADVOCACY

A survey course of current liability issues affecting the administration and day-to-day operations of an early care education facility. The National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct will be explored and discussed in regard to various ethical issues early care education programs face. In addition, advocacy and the role of an early childhood advocate will be covered. A research-based paper with an advocacy focus is required. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site.

ECCD 2233 CHILD GUIDANCE, BEHAVIOR AND CLASSROOM MANAGEMENT

Students are provided with solid child guidance theories reinforced with positive strategies that increase their understanding of the child behavior and guidance process. Students gain knowledge in developmentally appropriate child guidance, different caregiving styles, specific positive discipline strategies and managing the physical environment effectively. Special topics in child guidance are covered including children and stress, understanding and management of guiding children expressing anger and aggression. The Oklahoma Early Learning Guidelines (ELG's) are incorporated into the class. Twenty-one (21) clock hours of supervised fieldwork experience assignments must be completed at the OSU-OKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2243 CURRICULUM DEVELOPMENT AND PROGRAM PLANNING

Sound theory and practical application of developing child-centered curriculum, as well as efficient and effective program planning is the focus of this course. Strategies covered include integrating observations into daily developmentally appropriate practice as it relates to the whole child. Included in this course is the opportunity for the student to explore the young child's valuable learning process through play in areas such as music, art, blocks, emerging literacy, mathematics; as well as mud, sand and water. The Oklahoma Early Learning Guidelines (ELG's) are incorporated into course content. Four (4) clock hours of supervised fieldwork experience assignments must be completed at OSU-OKC Child Development Lab School. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2323 BUDGET DEVELOPMENT AND FINANCE MANAGEMENT

Designed to acquaint students with methods of budget planning, development and fiscal control for early care education facility operations including family child care homes. Students become acquainted with the child care trilemma, as well as explore and develop: utilization factors, annual budgets, monthly budgets, break-even charts, cash flow projections, and salary compensation scales. Students explore effective fundraising and financial software designed for child care facilities. Staffing patterns and efficient staff scheduling are also covered. Emphasis is given to the DHS child care subsidy program, per child cost, year-end statements, tax reporting, and liability/risk management. This course requires no supervised fieldwork experience. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2353 BASIC BUDGETING AND RECORD KEEPING FOR FAMILY CHILD CARE HOMES

This course will provide students with an intense study of basic budgeting and record keeping specific to small and large family care homes. This course will cover, but is not limited to, the following topics: child care trilemma, utilization factor, simple annual line-item budgets, income/expenses, "buck-stretching" techniques and basic financial planning, time/space percentages, salary pay scales, child and adult care food program, DHS child care subsidy program, per child cost, break even analysis, cash flow analysis, children's attendance, year-end statements and IRS reporting. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or Concurrent Enrollment: ECCD 1153.

ECCD 2412 PRACTICUM

Practicum consists of student directed and instructor directed experiential learning through fieldwork experience, aka clinical hours, and guided situational role-plays. Students earning an AAS Degree in Early Care Education are required to complete one hundred and twenty-five (125) clock hours of supervised fieldwork experience throughout the duration of ECCD coursework. Students successfully completing OSU-OKC ECCD courses will have accumulated clock hours of require fieldwork experience as designated by each course description. The practicum course provides students the format to complete remaining clock hours of fieldwork experience to total 125 hours as dictated by their transcript of OSU-OKC transcript of ECCD courses. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECCD 2513 OCCUPATIONAL PROFICIENCY

This course is designed to evaluate the graduate candidate's proficiency in the major field of study, reinforcing their competency level and integration into the workplace. In addition, students are provided information and connections for transferring their AAS degree to a Bachelor of Science degree. Areas to be assessed include students' knowledge and skill while apply the Oklahoma early childhood core competencies, administrative leadership competencies, and organization of thought and use of good judgment in accordance with NAEYC Code of Ethical Conduct as exhibited in a variety of role-playing exercises. The Oklahoma Early Learning Guidelines (ELG's) are incorporated into the course. Student must complete with 80% satisfaction, the multi-component Early Childhood Exam. This three credit hour class includes eight (8) clock hours of required lab time in the form of the Final Assessment Process held on a Saturday. Students earning a Certificate of Mastery or Associate of Applied Science degree in the OSU-OKC Early Care and Child Development program must earn a "C" or higher in this course.

ECONOMICS**ECON 2013 INTRODUCTION TO MACROECONOMICS**

A study of the functioning and current problems of the aggregate economy; determination and analysis of rational income, employment, inflation and stabilization monetary and fiscal policy and aspects of international interdependence. Prerequisites: [R] [W] and ICSM 0123.

ECON 2023 INTRODUCTION TO MICROECONOMICS

A study of the functioning of the price system; the analysis of market structures; the issues of government policy, the public sector and the market economy; the understanding of resource markets; and an examination of international economic interdependence. Prerequisites: [R] [W] and ICSM 0123.

ELECTRICAL POWER TECHNOLOGY**EPT 1103 PRINT READING**

This course gives students an introduction to the different schematics used in power plant operations and electrical transmission and distribution systems. Students will gain an understanding of the standard symbols used in the various systems schematics and how to read them. Students learn how to read basic piping and instrumentation diagrams, and how to interpret single line electrical diagrams. Students finish the course by studying electrical system diagrams beginning at the generator and following through to the distribution system.

EPT 1123 ELECTRICAL SYSTEMS COMPONENTS

This course takes an in-depth look into the components used in the transmission of electricity. Students begin with a study of switchyards and substations, and then learn the operation of transformers, circuit breakers, regulators, capacitor banks, battery banks, tap changers, disconnects, current and potential transformers and lightning arrestors. Students also study the various types of electrical conductors, structures and insulators used in the transmission of electricity. Finally, students learn the components, which make up a typical substation and how it feeds a distribution network that supplies customers with electricity.

EPT 2063 ELECTRICAL SYSTEMS PROTECTION

This course covers protection fundamentals, philosophies and principles used to protect the electrical system, beginning with the generator itself. Various types of relays, input sources and system grounding are also covered.

EPT 2113 SUBSTATION RELAYS

This course focuses on testing and calibrating substation equipment, including voltage testing on equipment feeder relays and circuit breaker relays. Students also learn the various tests that need to be conducted on protective relays, such as over current and voltage relays, directional and line relays as well as ground and test device testing.

EPT 2133 FUNDAMENTALS OF METERING

This course introduces students to the fundamentals of metering, such as terminology and basic principles of meters. Students learn basic math needed in metering and review of basic electricity and magnetism principles. The students are introduced to meter testing equipment, meter diagrams and standards and learn technical data and how to read watt hours and demand meters.

EPT 2313 SUBSTATION OPERATIONS

This course will detail the specifics of power electronics as applied in substations for power transmission. It will describe typical functions provided in utility substation automation systems and some important considerations in the interface between substations equipment and the automation systems components. Student will look at the operation in a competitive environment. Oil containment, animal issues and security will also be discussed and the requirements necessary to qualify a substation to withstand seismic events. The operation of substation fire protections and substation communications systems such as the SCADA system and the SCADA security will be examined.

EPT 2333 SINGLE/POLYPHASE METERING

Metering single and polyphase metering including meter design, adjustments, compensations and applications will be studied in this course. Power factor analyzers, high amperage CT cabinets, meter demand theory, demand registers, and testing and maintenance of thermal demands will also be studied. Prerequisite: EPT 2133

EPT 2403 ADVANCED ELECTRICAL SYSTEMS

The design and operation of an electrical system including an understanding of switchyard construction and the different configurations, and how different sections of the transmission and distribution systems can be safely isolated will be studied. The courses will review how storm and conditions can affect the electrical system. The students will learn the procedures used by systems operators and line crews to maintain safe and effective delivery of power during adverse conditions and steps necessary to restore power after outages.

EPT 2503 TRANSFORMERS

This course begins with a review of basic transformer design and operation. Students will study 3- phase transformers, single phase loads for 3-phase transformers, and the different connections used with such transformers. The course introduces students to installation procedures and maintenance procedures for transformers. Lab 2 hours per week.

EPT 2513 SUBSTATION CONSTRUCTION AND MAINTENANCE

The basic construction techniques of a substation, including electrical equipment rigging and installation, cable tray and conduit installation, cable controls and panel wiring, as well as a wide variety of installation procedures for electrical components and protection equipment. Basic hand and power tools required to build the substation will be reviewed in addition to safety procedures. Lab 2 hours per week.

EPT 2533 ADVANCED METERING TECHNIQUES

This course will introduce students to various metering system designs and application options. The student will study the metering system compo-

nents, associated wiring configurations and instrument transformer variations. Topics will include ratio, burden, and correction factor calculations; functional testing, and calibration procedures as well as safe installation procedures. Also included are cogeneration metering, and principles of load management and associated equipment. Lab 2 hours per week. Prerequisite: EPT 2133.

EPT 2603 CAPSTONE/ADVANCED TECHNIQUES/PROBLEMS

This course will include topics that have not been covered in the previous courses and will include interview skills, evaluation of the job market and employment opportunities. This course will normally be taken in the student's last semester.

ELECTRONICS ENGINEERING

EET 1102 ELEMENTS OF ELECTRICITY AND ELECTRONICS

An introduction to the elementary principles of basic electric units, OHM's law, circuit solutions of series and parallel network, magnetism, inductance and capacitance. (Offered on demand)

EET 1104 FUNDAMENTALS OF ELECTRICITY

Elementary principles of electricity covering basic electric units, OHM's law, Kirchoff's law, circuit solutions, network solutions, magnetism, inductance and capacitance. Lab: two hours per week. Co-requisite: MATH 1513.

EET 1244 CIRCUIT ANALYSIS I

The study of transient analysis and network theorems for electric circuits. This course introduces resonant circuits, filters, AC power and computer aided circuit analysis techniques. Lab: two hours per week. Prerequisite: EET 1104. Co-requisite: MATH 1613.

EET 1321-1324 TECHNICAL PROBLEMS ELECTRONICS

One to four, maximum six credits. Technical problems in electronics that are of particular interest to technicians. Prerequisite: Department Head Approval.

EET 2050 (1-4) ADVANCED TECHNICAL PROBLEMS ELECTRONICS

One to four, maximum four credits. A study of problems in applied engineering science that are of particular interest to the electronics technician.

EET 2101 ELECTRONIC CONSTRUCTION AND DESIGN

Circuit design, test, development and fabrication in wired and printed form. Lab: two hours per week. Prerequisite: EET 2224.

EET 2103 ELECTRONIC INSTRUMENTS

A study of the theory and application of analog and digital test instruments. Included are voltmeters, bridges, oscilloscopes and spectrum analyzers and virtual instruments. Lab: two hours per week. Prerequisite: EET 2224.

EET 2224 ELECTRONIC AMPLIFIERS I

A study of the theory and application of amplifiers using bipolar and FET transistors. Bias stabilizing and feedback techniques along with RC coupling, direct coupling and transformer coupling circuits will be studied in this course. Lab: two hours per week. Prerequisites: EET 1104 and EET 1244.

EET 2234 ANALOG AND DIGITAL SYSTEMS

A summarization of topics covered in the electronics curriculum including ADC, DAC, operational amplifiers, dynamic circuit analysis and physics. This course will include Laplace Transforms, transfer functions and DC motors used to form a closed loop system. PID control theories will be examined to show how an analog system can be controlled by a digital device such as a computer. Lab: three hours per week. Prerequisites: EET 1244 and EET 2333 and MATH 2133.

EET 2333 INDUSTRIAL COMPUTER PROGRAMMING

A course specifically designed for technology students, in software development techniques using higher-level languages such as SHELL or "C." Areas of emphasis include formatting, looping, decision-making, arrays and structures. Industrial applications are stressed. Lab: three hours per week. Prerequisite: EET 2373.

EET 2373 DIGITAL LOGIC ANALYSIS

The study of number systems, digital codes, Boolean algebra, logic simplification and Karnaugh mapping, timing and control including registers, counters, decoders and multiplexers as related to digital systems. Lab: two hours per week. Co-requisite: EET 1104.

EET 2454 ELECTRONIC COMPUTERS

The methods of using electronic circuits to perform computations, the elements of digital computers and the organization of these elements in a functioning computer. Lab: two hours per week. Prerequisite: EET 2373.

EET 2643 OPERATIONAL AMPLIFIERS

A study of operational amplifiers, their characteristics and their applications will be presented in this course. Other linear devices such as voltage regulators, phase-lock loops and function generator chips will also be studied. Lab: three hours per week. Prerequisites: EET 1244 and EET 2224.

EET 2650 (1-4) TECHNICAL PROJECTS ELECTRONICS

One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: Department Head Approval.

EET 2764 ELECTRONIC COMMUNICATIONS SYSTEMS

An introduction to the basic principles and components of receivers and transmitters used in modern communications. Lab: three hours per week. Prerequisite: EET 2224.

EET 2814 MICROPROCESSOR FUNDAMENTALS

A study of microprocessor operation, architecture, instruction sets, interfacing with operating systems, and applications in control, data acquisition, and data reduction and analysis. Students will write programs and test them. Lab: three hours per week. Prerequisite: EET 2373.

EET 2854 INDUSTRIAL MICROCOMPUTER APPLICATIONS

Industrial applications of microcomputer/microprocessors for process control. Involves the selection of equipment, interfacing and making process control systems operational. Lab: three hours per week. Prerequisite: EET 2454.

EMERGENCY RESPONDER ADMINISTRATION

This is a selective admission program. See department for details.

ERA 3013 MULTI-AGENCY RESPONSE TO EMERGENCY/CRITICAL INCIDENTS

Students examine the unique role of the local first responder. Students will identify the common elements of a disaster response and the roles of each emergency responder discipline in the response and recovery. Course emphasis is on the actions and procedures "at the scene" where decisions are made rather than concepts and policies applied by officials physically removed from the scene.

ERA 3023 MULTI-AGENCY PERSONNEL OVERSIGHT STRATEGIES

This course will explore the dynamics of managing personnel in the public safety organization. Curriculum is designed to develop student skills in personnel management, staffing, compensation, benefits and labor relations.

ERA 3043 COMMUNITY RELATIONS DURING CRISIS: THEORY AND PRACTICE

This course will explore the community relations theory and why positive community perception is critical to operational effectiveness during a crisis event. Students will gain the skills necessary to be effective communicators and educators to the public in times of crisis and in their daily function as an emergency response administrator. The course will also develop the skills necessary to interact with the media regarding public safety issues and crisis situations.

ERA 3053 COOP COG AND PUBLIC SAFETY CONTINGENCY PLANNING

This course provides the student with a knowledge of the techniques for the development of continuity of operations (COOP) and Continuity of Government (COG) plans, event and community hazard planning. This courses overall philosophy is set forth by the Department of Homeland Security, the Environmental Protection Agency and Department of Transportation and their internal agencies. Sample plans will be developed with emphasis on assessment, equipment requirements, collateral and mutual aid support agreements and methods for testing and updating plans.

ERA 3063 INTRODUCTION TO TERRORISM THREATS

Upon completion of this course the student will understand the history and motivation of Terrorists and their activities. The student will examine how groups and individuals evolve from activism and how governments respond to such events.

ERA 3133 STRATEGIC PLANNING AND RISK ANALYSIS IN PUBLIC SAFETY AGENCIES

This course will help the Public Safety Administrator to formulate vision, mission and strategic plans. Detect the strengths, weaknesses, opportunities and threats (SWOT) that drive strategy. Identify strategies to better position the agency for long term community service. Execute strategy and deliver results through people and processes. Establish strategic planning, monitoring and controlling mechanisms that ensure positive results.

ERA 3143 LEADERSHIP IN PUBLIC SAFETY

This course is designed to provide leadership skills within Public Safety Operations. It will provide training in public safety leadership, collective bargaining, communications needed between management and labor. It will also educate new supervisors to adapt and problem solves issues that may be encountered while dealing with public safety employees.

ERA 3153 PUBLIC SAFETY CAPABILITIES AND PERFORMANCE-BASED PROGRAMS

Upon Completion of this course the Fire Service student shall demonstrate an understanding of the Homeland Security crisis. These methods will promote the ability to adapt and succeed during the planning, mitigation, response and or recovery stage of a disaster.

ERA 3233 INTRO TO COMMUNITY CORRECTIONS

This course is designed to familiarize the student with the most recent developments in community-based corrections, issues in their implementation and management, effectiveness and challenges. It provides detailed descriptions and studies of major alternative to incarceration, assumptions underlying programs and ouGDDe studies. This course is structured to provide motivated students with opportunities to master a body of knowledge and practice of correcting law violators, as well as comprehending the current state of the art in community corrections.

ERA 3533 TECH RESEARCH & DESIGN FOR EMERGENCY RESPONDERS

The class will incorporate both quantitative and qualitative research methods and the application of statistical analysis of data. Introduction to the utilization of clinical and management information systems to access, archive and analyze data will be examined. Application of theoretical constructs and identification of cost/quality researchable issues will be evaluated through the development of student research proposals. Students will develop understanding of class concepts through application of learned principles within his/her practice setting.

ERA 3650(1-4) TECHNICAL PROJECT 3000 LEVEL

A study of variable topics in emergency responder technologies at the 3000 level. May be repeated with different topics.

ERA 4003 TACTICAL EMERGENCY MANAGEMENT

Students will focus on a comprehensive, up-to-date overview of emergency management, from an all-hazards perspective. Students will examine threats including natural and technological disasters, as well as intentional threats of domestic and international terrorism.

ERA 4013 TECHNICAL DISSEMINATION OF EMERGENCY PUBLIC INFORMATION

Students explore the role of traditional (print, radio, and television) and newer media technologies in the distribution of the news. Students examine the functions, roles, responsibilities, and behavior of the media in times of national and international threats to national security as well as local incidents. Students will apply "tools" learned in class to address the media and present information to the general public in an effective and responsible manner.

ERA 4023 ETHICAL PRACTICES IN EMERGENCY RESPONSE PROFESSIONALS

This course explores the case issues and philosophies as they relate to accountability in the public safety environment.

ERA 4050 (1-4) TECHNICAL PROJECT 4000 LEVEL

A study of variable topics in emergency responder technologies at the 4000 level. May be repeated with different topics.

ERA 4123 INTERNATIONAL ASSESSMENT AND RESPONSE TO CRISIS

students will evaluate international critical events, cultures, beliefs, and response to disasters. the student will be provided practical and theoretical education in global disaster management. this course will cover the management of preparedness, response, recover and mitigation of disasters the world faces today.

ERA 4133 LEGAL ISSUES FACING EMERGENCY RESPONSE AGENCIES

Students examine the structure and dynamics of the law governing the authority and actions of responding agencies. Students will receive an in-depth overview of laws, policy, strategy, organization and plans for dealing with various natural, accidental and premeditated emergencies/critical incidents.

ERA 4213 ADVANCED OCCUPATIONAL PROFICIENCY FOR EMERGENCY PROVIDERS

This course is an advanced course designed to evaluate the graduate's proficiency in their major field of study. The evaluation will be based on the student's ability to apply skills in scenario-based exercises relevant to real world situations. Students will be assessed on their communication skills, organization, critical thinking and assessing problems and applying viable solutions. Prerequisites: ERA 3013, ERA 3043, ERA 4003, ERA 4133, ERA 3533, ERA 4023 & PSER 3333

ERA 4223 EMERGENCY RESPONDER PROFESSIONAL DEVELOPMENT

The student will complete a series of professional development activities as determined by the Department Head. This course teaches the student the theories, principles, and approaches to emergency management.

ERA 4323 PRACTICUM

Student will be required to complete a field placement in the emergency response field. Prerequisites: ERA 3013, ERA 3023, ERA 3043, ERA 3133, ERA 3533, ERA 4003, ERA 4023 and ERA 4133.

ERA 4343 PUBLIC SAFETY GRANT WRITING

The purpose of this course is to develop the students' ability to prepare, write and submit a research grant proposal. In this course the student will actually write a public safety grant application and submit the grant with peer review. Prerequisites: (ENGL 1213 or ENGL 2333), ERA 3013 and PSER 3333.

ERA 4523 CRITICAL INCIDENT PSYCHOLOGY FOR PUBLIC SAFETY

Emphasis of this course is on Public Safety employees and their psychological well being before during and after critical incident response. The student will also learn and understand compassion fatigue, traumatic stress and crisis intervention as it relates to the specific needs of community during the same event.

ENGINEERING

ENGS 2113 STATICS

Resultants of force systems, static equilibrium of rigid bodies and statics of structures. Shear and moment diagrams. Prerequisite: PHYS 2014.

ENGS 2123 ELEMENTARY DYNAMICS

Dynamic equilibrium of particles and bodies. Work-energy and impulse momentum principles. Prerequisite: ENGS 2113.

ENGS 2143 STRENGTH OF MATERIALS

Bending moments, deformation and displacements in elastic and plastic deformable bodies. Prerequisites: PHYS 2014, MATH 2265 and ENGS 2113.

ENGS 2213 THERMODYNAMICS

Properties of substances and principles governing changes in form of energy. First and second laws. Prerequisites: CHEM 1515 and PHYS 2014. (Offered on demand)

ENGS 2223 MOTORS & GENERATORS

A study of the operation and maintenance of motors and generators, including an in-depth look at the common components and contrasting operating procedures. Prerequisite: MATH 1513

ENGS 2313 HYDRAULICS AND MECHANICAL SYSTEMS

An introduction to operation and maintenance of the mechanical and hydraulic systems. Prerequisite: MATH 1513

ENGS 2543 PROGRAMMABLE LOGIC CONTROLLERS

This course teaches the student an overview of the selection, programming, operation, and capabilities/limitation of programmable logic controllers. Prerequisites: MATH 1513

ENGS 2613 INTRODUCTION TO ELECTRICAL SCIENCE

Elements of electrical engineering. AC and DC circuits, mesh and node formulation of network equations, steady-state response to sinusoids, energy, power and power factor. Lab: three hours per week. Prerequisites: PHYS 2114. (Summer and on demand)

ENGLISH

ENGL 1013 INTERNATIONAL FRESHMAN COMPOSITION I

Restricted to students whose native language is not English. Special attention to problems of English as a second language. Intensive writing instruction, focusing on analysis. Emphasizes strategies for reading critically, analyzing texts from diverse perspectives, and developing substantive written assignments through systematic revision, addressing specific audiences, integrating sources, and expressing ideas with clarity and correctness. May be substituted for ENGL 1113. Prerequisites: [R] [W], may be substituted with ENGL 1113

ENGL 1033 INTERNATIONAL FRESHMAN COMPOSITION II

Restricted to students whose native language is not English. Intensive writing instruction focused on analysis, argument strategies, research, and revision. Students produce academic writing using different argument forms with attention to audience, clarity, and correctness. Emphasis is on the researched argument, including evaluating, integrating, and citing academic sources. May be substituted for ENGL 1213. Prerequisite: ENGL 1013 or ENGL 1113.

ENGL 1113 ENGLISH COMPOSITION I

Intensive writing instruction, focusing on analysis. Emphasizes strategies for reading critically, analyzing texts from diverse perspectives, and developing substantive written assignments through systematic revision, addressing specific audiences, integrating sources, and expressing ideas with clarity and correctness. Prerequisites: [R] [W]

ENGL 1213 ENGLISH COMPOSITION II

Intensive writing instruction focused on analysis, argument strategies, research, and revision. Students produce academic writing using different argument forms with attention to audience, clarity, and correctness. Emphasis is on the researched argument, including evaluating, integrating, and citing academic sources. Prerequisite: ENGL 1113

ENGL 1923 MASTERPIECES OF LITERATURE (H)

Readings in the great works of the most important writers of Britain and the United States, such as Shakespeare, Dickens, Twain, Faulkner and others. Prerequisite: ENGL 1113.

ENGL 2050 (1-6) SPECIAL TOPICS IN ENGLISH (H)

Special topics with variable credit in English will be explored. These special topics include but are not limited to: African-American Literature, Introduction to Rhetoric and the exploration of specific authors or literary movements.

ENGL 2333 INTRODUCTION TO TECHNICAL REPORT WRITING

Intensive writing instruction focused on clear communication and conciseness. Course helps students hone technical communication skills while writing of definitions, process descriptions, proposals, and other major reports. Prerequisite: ENGL 1113.

ENGL 2353 AMERICAN INDIAN LITERATURE (H)

General survey of various types of traditional and contemporary American Indian writing, particularly legends, myths, oratory, poetry, short stories, novels and memoirs. Prerequisite: ENGL 1113

ENGL 2513 INTRODUCTION TO CREATIVE WRITING (H)

Literary composition with emphasis on techniques and style through readings and writings in fiction, playwriting, poetry, and creative non-fiction. Prerequisite: ENGL 1113.

ENGL 2773 AMERICAN LITERATURE I (H)

A survey of major American writers and literary movements from the colonial period to the Civil War. Prerequisite: ENGL 1113.

ENGL 2883 AMERICAN LITERATURE II (H)

A survey of major American writers and literary movements from the Civil War to present. Prerequisite: ENGL 1113.

ENGL 3173 WORLD LITERATURE II (H)

Selected literary masterpieces exemplifying ideals and values in non-western cultures. Emphasis on the study of non-western literature available in English. Prerequisite: ENGL 1213

FIRE PROTECTION AND SAFETY TECHNOLOGY

FPST 1113 INTRODUCTION TO ENVIRONMENTAL SCIENCE

This course provides an introduction to Environmental Science and treats it as an interdisciplinary study, combining ideas and information from natural sciences (such as biology, chemistry and geology) and social sciences (such as economics, politics and ethics) to present a general idea of how things are interconnected. This study of connections in nature examines how the environment is being used and what individuals and EH&S professionals can do to be good stewards of it. Prerequisites: STAT 2013, ENGL 2333 and CHEM 1314.

FPST 1123 INTRODUCTION TO ENVIRONMENTAL MANAGEMENT

This course provides an introduction to environmental management and treats it as an interdisciplinary study, combining ideas and information from the sciences (such as biology, chemistry and geology), mathematics, safety and occupational health in order to present general principles of the comprehensive management of environmental concerns within general industry practice. This course also focuses on the interdependency between the disciplines of safety occupational health, fire protection, and hazardous materials and waste management to the disciplines of environmental management. Prerequisites: FPST 1513, FPST 1813, CHEM 1314, STAT 2013 and ENGL 2333.

FPST 1213 FIRE AND SAFETY HAZARDS RECOGNITION

An intensive study of "the fire problem." A survey of physical, chemical and electrical hazards and their relationship to loss of property and/or life. Transportation and handling practices are emphasized to eliminate or control the potential risk of fire in the home, business and industry. Lab: three hours per week. Prerequisite: ENGL 1113 and CHEM 1314.

FPST 1313 INTRODUCTION TO OCCUPATIONAL SAFETY

A course in industry safety, giving an overview of state and national regulations in safety. The course will also cover the basic areas of an industrial safety program, as well as reporting, investigating and analyzing the results. Prerequisite: ENGL 1113

FPST 1320 (1-4) TECHNICAL PROBLEMS - FIRE PROTECTION

One to four, maximum six credits. Technical problems in fire protection that are of particular interest to technicians. Prerequisites: ENGL 1113 and Department Head Approval.

FPST 1373 FIRE SUPPRESSION AND DETECTION SYSTEMS

Scope of study includes the design, installation, maintenance and utilization of portable fire extinguishing appliances, pre-engineered systems and engineered systems. Fire detection and signaling systems are evaluated for operational capabilities and utilization requirements. Modern principles of fire detection and suppression are applied to practical laboratory problems. Lab: three hours per week. Prerequisite: FPST 1213.

FPST 1513 OSHA REGULATIONS AND SAFETY CODES

A course designed to give the student a working knowledge of the OSHA (Occupational Safety and Health Administration) regulations, including interpretation, protest procedures, and inspection procedures. Also, the student will gain an understanding of equipment, material and staffing needs in relation to OSHA requirements. Prerequisite: ENGL 1113.

FPST 1684 INDUSTRIAL LOSS PREVENTION I

An examination of specific industrial processes, equipment, facilities and work practices to understand potential hazards and techniques for detecting and controlling such hazards. Lab: three hours per week. Prerequisite: ENGL 2333, MATH 1513, CHEM 1314, FPST 1513 and ARCH 1103

FPST 1813 INTRODUCTION TO ENVIRONMENTAL LAW

A study of environmental laws, statutory rules, regulations and compliance issues as they apply to industry. Prerequisites: ENGL 2333, MATH 1513 and FPST 1513.

FPST 2050 (1-6) ADVANCED TECHNICAL PROBLEMS

One to six credit hours with a maximum six credits that can be earned. Advanced Technical Problems is a course in occupational and environmental health and safety that are of particular interest to technicians. Prerequisites: ENGL 1113 or Department Head Approval.

FPST 2143 STRUCTURAL DESIGNS FOR FIRE AND LIFE SAFETY

Building construction methods are critically examined within the scope of pertinent standards and building codes to assure maximum life safety and property protection from fires, explosions and natural disaster. Course will focus on the use and application of the International Building Code and the NFPA Life Safety Code. Students will develop a working knowledge of building construction types and recognize the relative hazards inherent in each type. Lab: three hours per week. Prerequisites: ARCH 1103 and ENGL 1113

FPST 2243 DESIGN AND ANALYSIS OF SPRINKLER SYSTEMS

Detailed application of current standards of selection, design, installation, operation and maintenance of automatic fire suppression systems. Concurrent laboratory problems stress applicable principles. Lab: three hours per week. Prerequisites: FPST 1373, MATH 1513 and FPST 2483.

FPST 2263 INDUSTRIAL LOSS PREVENTION II

Continuation of FPST 1684, Industrial Loss Prevention I. A continuing examination of specific industrial processes, equipment, facilities and work practices to understand potential hazards and techniques for detecting and controlling such hazards. Lab: 1.5 hours per week. Prerequisite: FPST 1684

FPST 2323 ENVIRONMENTAL SITE ASSESSMENTS

Prepares student in the activities required for industries to meet federal compliance standards. Focusing on site assessments and environmental impact studies on construction, remodeling and manufacturing. Prerequisites: ARCH 1103, FPST 1813.

FPST 2344 ELEMENTS OF INDUSTRIAL HYGIENE

A study of toxic or irritating substances, environmental pollution sources and controls, and physical, biological, ergonomic and other occupational stress factors causing employee illness or discomfort. Prerequisites: ENGL 2333, CHEM 1314 and STAT 2013.

FPST 2403 SAFETY MANAGEMENT TECHNIQUES

A study of the components necessary in a safety program including records, workman's compensation, promoting motivation, inspection and audits, training, safety meetings, accident investigation and fleet safety. Lab: two hours per week. Prerequisites: ENGL 2333, FPST 1513, and MATH 1513 OR STAT 2013

FPST 2413 INDUSTRIAL HYGIENE INSTRUMENTATION

Studies specific industrial hygiene problems including evaluation, instrumentation, recognition and control of physical exposure, air contaminants, stress, heat, noise and radiation. Lab: two hours per week. Prerequisites: FPST 2344.

FPST 2423 ENVIRONMENTAL AUDITING AND COMPLIANCE

Prepares the student to understand the laws, statutes and regulations that are involved in performing and documenting the Environmental Audit. Prerequisites: ARCH 1103, FPST 1813.

FPST 2483 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY ANALYSIS

A study of the mechanics of fluid flow through hoses, pipes, pumps and fire protection appliances. Water supply and distribution facilities are analyzed by hydraulic calculations and applied testing techniques to detect anomalies in design or performance capabilities. Lab: three hours per week. Prerequisites: FPST 1373 and MATH 1513.

FPST 2633 INTRODUCTION TO ENVIRONMENTAL AND HAZARDOUS MATERIALS CHEMISTRY

The basic chemistry of hazardous materials, hazardous waste and pollutants is studied, including associated fire and safety concerns. Principles and techniques used to recognize, evaluate and control

potential hazards is stressed. Sampling strategies and techniques are stressed, as are the basics of spill response and clean up Lab: 1.5hours per week. Prerequisites: CHEM 1314 and ENGL1113.

FPST 2650 (1-4) TECHNICAL PROJECTS - FPST

One to four, maximum four credits with a maximum of four credits that can be earned. A special project will be assigned by the department head. A comprehensive written report of the work accomplished must be prepared and approved before credit is received. An examination may also be required. Prerequisite: ENGL 2333, MATH 1513, and Department Head Approval.

FPST 2963 ENVIRONMENTAL RISK ASSESSMENT

A study of environmental risk assessment principles as applied to a variety of occupation and environmental health and safety risk management activities. Prerequisite: ENGL 2333, MATH 1513, FPST 1513 and FPST 1813

GENERAL TECHNOLOGY

GENT 1113 ESSENTIALS OF MECHANICAL AND ARCHITECTURAL DRAFTING

A survey of mechanical and architectural drafting conventions and practices in business and industry. Development of fundamental drafting skills and techniques instrumental to the interpretation and utilization of graphic media and engineering drawings in effective technological communications. Lab: three hours per week. (Offered on demand)

GENT 1320 (1-6) TECHNOLOGICAL PROBLEMS

One to six credits. A study of problems in the field of applied technology that are of particular interest to currently employed technicians. Prerequisite: Instructor and Advisor Approval. (Offered on demand)

GENT 1513 BASIC ELECTRICAL CODE AND INSPECTION

This course is a study of the basic principles of electrical circuits, motors and generators as well as basic wiring principles based on the National Electrical Code. Also included is a survey of the provisions and requirements of all electrical devices and circuits, which are covered in the National Electrical Code. (Offered on demand)

GENT 2050 (1-6) ADVANCED TECHNOLOGICAL PROBLEMS

One to six credits. A study of problems in applied engineering science that are of particular interest to the engineering technician. (Offered on demand)

GENT 2323 STATICS

Force, distributed forces, reactions, free body diagrams, friction, internal forces and moments of inertia. Applications are emphasized. Prerequisites: PHYS 1114 and MATH 1613. (Fall and Spring Only)

GENT 2650 (1-4) TECHNICAL PROJECTS

One to four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved before credit is received. An oral examination may also be required. Prerequisite: Department Head Approval. (Offered on demand)

GEOGRAPHY

GEOG 2253 WORLD REGIONAL GEOGRAPHY (I)

The world's major culture regions, with emphasis on geographic aspects of contemporary economic, social and political relationships with the physical environment. Prerequisites: [R] [W]

GEOLOGY

GEOG 1114 PHYSICAL GEOLOGY (L, N)

Composition and structure of the earth and the modification of its surface by internal and external processes. Emphasis upon mineral resources, sources of energy and environmental aspects of geology. Field trips required. No credit for students with prior credit in GEOG 1014 - General Geology. Lab: two hours per week. Prerequisites: [R] [M] [SCI]

GEOG 1224 HISTORICAL GEOLOGY (L, N)

Earth history, with major emphasis on mountain building, development of continents and oceans and evolution of animals and plants. Field trips required. Lab: three hours per week. Prerequisite: GEOG 1114.

GRAPHIC DESIGN

***GDD 1253 GRAPHIC EDITING: ADOBE PHOTOSHOP**

Study of basic concepts of computer graphics. Design and use of graphic software applications. Students will learn design and presentation skills. Prerequisites: [R]. (Fall only)

***GDD 1313 INTERNET TECHNOLOGIES AND TOOLS**

Introduction to technologies of the world wide web. Course uses a hands on approach to teach the capabilities of the internet, uses of Social Media and trans. Students learn the resources available via the World Wide Web for business use, personal use and to evaluate the validity of web-sites. Prerequisite: [R]

***GDD 1320 (1-6) TECHNICAL PROBLEMS-GDD**

One to four, maximum 6 credits. Technical problems in telecommunications which are of particular interest to GDD students. Prerequisite: Department Head Approval.

***GDD 1333 ELECTRONIC PUBLISHING:**

ADOBE INDESIGN I

Overview of desktop publishing, where an individual (through the proper equipment and software), can manipulate existing material or prepare new materials for printing. Course will concentrate on basic layout and design and practical applications of word processing, graphics and pagination programs important to creating attractive and effective documents at a lower cost than traditional printing methods. Prerequisite: [R].

***GDD 1463 COMPUTER ART: ADOBE ILLUSTRATOR**

Introduction to computer graphics software. Students learn methods and processes for creating artwork with the computer. Phases of computer graphics include draft and paint modes, fills, textures, brushes, graphic tools and color blending through hands-on exercises in drawing, painting and graphic design. Prerequisite: [R]. (Fall only)

***GDD 1523 DIGITAL MARKETING AND SOCIAL MEDIA**

Understanding Social Media and its impact on business marketing effort is vital in today's world. This course explores the visual and theoretical challenges that working with Social Media platforms pose and investigates how to leverage these platforms and tools. Prerequisite: [R]

***GDD 2033 WEB PAGE DESIGN**

Basic introduction to HTML (hypertext markup language) and to the theories and concepts of publishing on the World Wide Web. Students will construct a Web page using HTML. Prerequisite: GDD 1313.

***GDD 2133 ADVANCED WEB PAGE DESIGN**

This course covers multi-level navigation strategies, cascading style sheets and scripting languages. Prerequisites: GDD 1313 and GDD 2033. (Fall only)

***GDD 2143 WEB PROGRAMMING**

This course is an introduction to Active Server Pages (ASP+). It is a hands-on and lecture course for students to become familiar with developing advanced Web applications using Active Server Pages (ASP+). Topics include using advanced Web development tools, the Active Server Page model, processing forms, integrating Web applications with data and other server-based applications, configuring Web applications and using Web services to integrate Web applications. Prerequisites: GDD 2133. (Spring only)

***GDD 2233 COMPUTER ANIMATION**

Introduction to computer-aided animation, including generation and sequencing of images by computer to produce animation. Prerequisite: [R] (Spring only)

***GDD 2250 (1-6) TECHNICAL PROBLEMS IN TECHNICAL COMMUNICATIONS**

One to four, maximum six credits. Technical problems of particular interest to the technical writing student. Prerequisite: Department Head Approval.

***GDD 2263 DIGITAL PHOTOGRAPHY**

Introduction to digital images and image editing software applications. Course covers using a digital camera, media transfer, resolution, enhancing and altering images. Prerequisite: [R]. (Fall only)

***GDD 2273 DIGITAL VIDEO:ADOBE PREMIERE**

Advanced course in digital media and imaging. Course covers advanced image editing and software features. Prerequisite: GDD 2263. (Spring only)

***GDD 2303 ELECTRONIC PUBLISHING: ADOBE INDESIGN II**

Desktop Publishing II will present a more detailed review of the desktop publishing concept, proper equipment and software. Also included will be concentration on design and layout of graphic, text and pictorial subject matter. Prerequisite: GDD 1333.

***GDD 2323 MULTIMEDIA COMPUTING**

Introductory course in multimedia design and implementation. Course explores the design principles and theory involved in multimedia presentation. Student will design and present application. Prerequisite: [R]

***GDD 2343 WINDOWS INTERNET INFORMATION SERVER**

This course gives Windows NT administrators and Web masters a sound knowledge base for administering and managing Microsoft Internet Information Server. Internet Information Server is the software used to manage a Web site under Windows NT. Participants work through installation, configuration and system management. This three credit-hour course uses a combination of lectures, demonstrations, discussions, online assignments and hands-on labs. Prerequisite: ITD 2213.

***GDD 2423 ADVANCED MULTIMEDIA**

Advanced course in computer-based multimedia interactive design. Integrates multimedia authoring, web design and presentation graphics in multimedia project development. Emphasis is on user friendly applications, utilization of digital video and audio and presentation to the Web. Prerequisite: GDD 2323. (Fall only)

***GDD 2433 WEB ADMINISTRATION**

This course covers the planning and implementation process involved in setting up a Web site and its maintenance. Topics include selecting Web server software and hardware, installing and configuring a server and administering the server on an ongoing basis. Prerequisites: ITD 1323 and GDD 2033. (Spring only)

***GDD 2653 PROJECTS - TECHNICAL COMMUNICATIONS**

The student with the instructor's permission will select an in-depth project in technical communications. The student will present to the instructor a paper outlining the proposed project and objectives to be met in completing the project. Prerequisite: Department Head Approval.

***GDD 2823 CAPSTONE**

The final culmination of the program of study. The student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by working through scenarios. Prerequisite: Department Head Approval.

HEALTH CARE MANAGEMENT

HCM 1143 HEALTH CARE SYSTEMS/ OPERATIONS

An overview of health care delivery systems including different models and components and their applications. A brief historical summary, the interface of public and private organizations and review of the various personnel who comprise these systems, will be examined in relation to their impact on health care delivery.

HCM 1153 MEDICOLEGAL PRINCIPLES AND ETHICAL ISSUES

This course will review local, state and federal legislation as they relate to health care systems and delivery, as well as analyze relevant medicolegal principles and concepts. An overview of medical ethics will be presented, and a variety of related ethical issues will be explored.

HCM 1173 THIRD PARTY PAY/HEALTH ISSUES

This course covers the role of the health insurance specialist, legal concerns, managed care, the life cycle of a health insurance claim, diagnosis coding procedures, the ICD-9-CM, CPT and HCPCS coding systems, HCFA reimbursement, coding from various source documents, BCBS, Medicare and Medicaid, TRICARE/CHAMPUS and workers' compensation.

HCM 1183 HEALTH CARE CODING/BILLING

This course covers procedural coding guidelines for the icd-9-cm classifications, cpt coding, evaluation and management, primary care, anesthesia/general surgery, the integumentary system, orthopedics, cardiology, ob/gyn, radiology, pathology and laboratory, billing and collections, filing the claim form, handling reimbursement and auditing/appeals.

HCM 2163 HEALTH CARE MANAGEMENT

An introduction to Emergency Medical Services and Health Care Management focusing on human resources, organizational structures, medico-legal issues, contracts/agreements, risk management, deployment/staffing and policies and procedures.

HCM 2173 HEALTH CARE HUMAN RESOURCE MANAGEMENT

A continuance of HCM 2163, reviewing basic principles and methods of financing, budgeting, accounting, purchasing and inventory control and marketing. A brief overview of research fundamentals and computer applications for health care managers is also included. Prerequisite: HCM 2163.

HCM 2183 EMS/HEALTH CARE SUPERVISION

A study of principles and methods utilized in the supervision of health care personnel and related activities or operations. Examines the supervisory process and its practical application in a variety of health care settings and situations. Leadership, decision-making and effective communication skills are also emphasized through role-play activities.

HCM 2193 HEALTH CARE PROVIDER RELATIONSHIPS

This course deals with the problems of management of the small working unit (division, department, section, etc.) within a larger health care agency. Included items will be unit goals, identification of problems, staffing needs, monitoring of work progress, unit communications and interpersonal relations within the unit.

HCM 2233 INTERNSHIP (PRACTICUM)

Field experience providing learning through observation and participation in administrative activities, which allows the application of knowledge and skills learned in coursework. (Placements are arranged in an existing health care system/agency to support role development consistent with the student's career goals and work experience.) Prerequisites: HCM 2163, HCM 2173 and HCM 1143.

HEALTH, PHYSICAL EDUCATION AND RECREATION

(Note: HPER courses are pass or fail only.)

HPER 1011 INTRODUCTION TO GOLF

Develop and make practical the basic fundamentals of golf.

HPER 1101 INTRODUCTION TO WELLNESS

Assessment of present health status, learning new options for life style and incorporating those which are useful to the individual.

HPER 1111 INTERMEDIATE GOLF

Develop and make practical the advanced fundamentals of golf. Prerequisite: Instructor Approval.

HPER 1150 (1-8) PHYSICAL EDUCATION

One to two, maximum eight credits. Instruction and participation in physical exercise activities. Topics vary.

HISTORY

HIST 1483 U.S. HISTORY TO 1865 (S)

From European background through the Civil War. Satisfies, with POLS 1113, Oklahoma State Regents for Higher Education requirement of six credit hours of U. S. History and American Government before graduation. No credit for students with credit in HIST 1103. Prerequisites: [R] [W]

HIST 1493 U.S. HISTORY SINCE 1865 (S)

Development of the United States, including the growth of industry and its impact on society and foreign affairs. Satisfies with POLS 1113 Oklahoma State Regents for Higher Education requirement of six credit hours of U. S. History and American Government before graduation. No credit for students with prior credit in HIST 1103. Prerequisites: [R] [W]

HIST 2123 AFRICAN AMERICAN HISTORY

This course is a multi-disciplinary exploration of the major contours of African-American history, literature, and arts. Temporally, it covers the introduction of Africans to America as slaves through the civil rights movement. The class seeks to include contributions to the subject from the areas of history, literature, and the arts. Prerequisites: [R] [W]

HIST 2323 OKLAHOMA HISTORY (S)

Development of the state of Oklahoma from prehistory to present. Among the material relating to Oklahoma to be covered are the geography and geology, prehistoric cultures, Native American heritage, Civil War, Cimarron Territory, Indian Territory, Oklahoma Territory, statehood, development of political institutions, ethnic diversity, economic development, politics and other aspects contributing to the formation of the state. The course satisfies the Oklahoma State Department of Education requirement for teacher certification. Prerequisites: [R] [W]

HIST 2451-2456 SPECIAL TOPICS (S)

One to six credits, six credits maximum. Variable course credit of one to six hours. Examines contemporary issues and topics within history. This course may be cross-listed with other technical problems or special topics sections. Prerequisites: [R] [W]

HIST 2463 NATIVE AMERICAN HISTORY

This course provides a comprehensive examination of the history of North American Native Americans indigenous to what is now the United States. Topics such as languages, religious beliefs, family structures, political structures, economic systems, and military history will be covered. Prerequisites: [R] [W]

HIST 2513 WORLD HISTORY TO 1500

An overview of world history from the birth of the first human civilizations to the end of the European Middle Ages. Emphasis is on major political, military, intellectual, and religious events and movements that have shaped world history. Prerequisites: [R] [W]

HIST 2533 WORLD HISTORY SINCE 1500

An overview of world history from the end of the European Middle Ages to the modern era. Emphasis is on major political, military, intellectual, and religious events and movements that have shaped world history. Prerequisites: [R] [W]

HORTICULTURE TECHNOLOGY

HRT 1013 PRINCIPLES OF HORTICULTURE

Horticulture fundamentals course covering the characteristics of and uses for horticultural plants, plant growth principles and plant care practices, the scope of the horticulture industry, basics in plant propagation, landscape plant maintenance, fruit and vegetable gardening and pest control. Lab Included. Prerequisites: [R] and ICSW 0033.

HRT 1023 SUSTAINABLE HORTICULTURAL PRACTICES

This course will provide a base knowledge of the principles and practices of sustainable horticultural management systems. The class will review soil biological processes, pest management, and production systems. The course will also include studies of alternative farming systems, organic agriculture and National Organic Program (NOP) certification. Study of specific applications of sustainable production such as vegetables, fruits and ornamentals will also be included. Lab Included. Prerequisite: HRT 1013.

HRT 1053 HOME HORTICULTURE

Exploratory course designed for the hobby horticulturist and the home gardener. Special topics include residential design, floral design, residential lawn care, plant propagation and gardening with fruits and vegetables. Emphasis is on common horticultural practices including planting and pruning techniques, soil preparation, pest management, irrigation and fertilization. Additional focus on the identification of indoor foliage plants, woody ornamentals and herbaceous annuals and perennials adapted to the Oklahoma climate.

HRT 1103 LANDSCAPE GRAPHICS I

Drafting and illustration techniques for landscape designs. Introduction to landscape drawing, delineation, lettering and color rendering with applications to simple and more complex landscape plans. Lab Included. Additional \$15 lab fee. Prerequisites: [R] and ICSW 0033.

HRT 1123 HOME GARDENING - FRUITS AND VEGETABLES

Emphasis is placed on fruits and vegetables to be grown in a home garden. Cultural and environmental problems associated with each fruit or vegetable crop to be studied. Lab Included. Prerequisites: [R] and ICSW 0033. (Spring only)

HRT 1133 LANDSCAPE GRAPHICS II

Advanced drafting and illustration techniques for landscape designs, focusing on presentation drawings in both black and white and color formats. Application of graphic techniques to more complex plans, drawings and programs. Introduction to electronic media and blending of electronic and hand drawn graphics. Lab Included. Prerequisite: HRT 1103.

HRT 1153 BEGINNING FLORAL DESIGN

Fundamentals of floral arrangement and design with hands-on experience to learn the basic skills necessary for designing and arranging fresh flow-

ers and dried materials for use in the home or in a retail shop. Skills useful to flower shop employment are emphasized. Lab Included. Additional \$100 lab fee. Prerequisites: [R] and ICSW 0033.

HRT 1163 BILINGUAL HORTICULTURE COMMUNICATIONS

This course is designed to assist supervisors and employees within the horticulture industry with the Spanish/English language transition and to gain better understanding of contemporary Hispanic culture. Emphasis will be placed on translating and then properly speaking horticulture terminology in Spanish while addressing cultural and communication issues. The linkages and implications of these issues will be examined as they apply to successfully managing and understanding a diversified work force. Prerequisites: [R] and ICSW 0033. (Spring only)

HRT 1173 MARKET GARDENING – FALL/WINTER PRODUCTION

This course will address fall and winter production of various horticultural crops including vegetables, fruits and ornamentals for direct markets. Cultural practices including soil building, fertilization, pest management, harvest and post harvest handling will be addressed. This course will also cover season extension structures, equipment needs, farm management, and marketing. Lab Included. Co-Requisite: HRT 1013. (Fall only)

HRT 1183 MARKET GARDENING – SPRING/SUMMER PRODUCTION

This course will address spring and summer production of various horticultural crops including vegetables, fruits and ornamentals for direct markets. Cultural practices including soil building, fertilization, pest management, harvest and post harvest handling will be addressed. This course will also cover season extension structures, equipment needs, farm management, and marketing. Lab Included. Co-Requisite: HRT 1013. (Spring only)

HRT 1253 INTRODUCTION TO HORTICULTURAL THERAPY

Overview of horticulture as a therapeutic medium for special populations. Emphasis on working with the mentally and physically disabled, geriatrics, substance abuse recovery program participants and other clientele. History of horticultural therapy, community gardens and adaptive tools are explored. Lab focuses on the implementation of specific horticultural activities for special populations. Lab Included. Additional \$25 lab fee. Prerequisites: [R] and ICSW 0033. (Fall only)

HRT 1320 (1-6) TECHNICAL PROBLEMS - HORTICULTURE

One to three credits, six credits maximum. Technical problems in horticulture that are of particular interest to horticulture majors. Prerequisite: Advisor Approval.

HRT 1413 MATH APPLICATIONS FOR HORTICULTURE

Topics include learning measurement and quantity applications as commonly encountered in gardens, landscape design, landscape contracting, turfgrass management, greenhouse operations and interiorscape maintenance. Emphasis on calculating based on units of measure. Prerequisites: HRT 1013 and ICSM 0123.

HRT 1423 LANDSCAPE BIDDING AND CONTRACTS

Investigation of professional principles and practices in the field of landscape contracting, focusing on costs of business and project implementation. Course work includes: estimating costs for landscape installation and maintenance, bidding on landscape installation and maintenance work, preparation and review of contracts for landscape installation and maintenance, controlling the work and costs of the work under the terms of landscape contracts and subcontracts, and administering a landscape contracting business. Prerequisites: HRT 1013, ICSM0123 and CIS 1113 or CIS 1503. (Spring only)

HRT 1503 VITICULTURE – INTRODUCTION, SITE SELECTION AND COLD PROTECTION

Provides information about the viticulture history, geographic location where grapes are grown and climatic conditions necessary for viticulture production. Also provides information about clone, variety and rootstock selection. Field oriented experience in vineyard layout, including site selection and preparation, as well as irrigation and frost protection systems. Lab Included. Prerequisite: HRT 1013. (Fall only)

HRT 1513 VITICULTURE – ESTABLISHMENT AND PROPAGATION

Designed to introduce students to morphological characteristics of the grape plant and the process of propagation during the dormant season through bud break. Field experience in the process of vineyard establishment, including trellising and training. Additional field experiences in advanced propagation techniques including vineyard nursery management. Provides students with the skills necessary to prune an established vineyard and emphasizes methods of crop adjustment for improvement of fruit quality. Lab Included. Prerequisite: HRT 1013. (Spring only)

HRT 1523 VITICULTURE – CANOPY AND HARVEST MANAGEMENT

Provides skills necessary for maintaining the vineyard from the point of pre-bloom through harvest. Emphasizes crop monitoring techniques, pruning, vine manipulation, techniques to determining vine health, pesticide scheduling, handling and application as well as irrigation and fertility management of the vineyard. Additional field experience with harvest management including equipment, processing and handling. Lab Included. Prerequisite: HRT 1503 or HRT 1513. (Summer only)

HRT 1723 GROUNDS MAINTENANCE EQUIPMENT: MECHANICS AND REPAIR

Addresses grounds maintenance power-equipment selection, function and operations. Emphasis is placed on hydraulic systems, trouble-shooting, repair and adjustment of the equipment.

HRT 1843 IRRIGATION AND DRAINAGE DESIGN

This course is designed to teach student basic principles of irrigation and drainage design. Students will be presented with engineering aspects of water dynamics and hydraulics. Additional topics include soil-water-plant interactions, system components, electrical systems and business practices and estimating. Students will design irrigation systems for residential, commercial and sport fields. Lab Included. Prerequisites: [R] and ICSW 0033.

HRT 2003 HORTICULTURAL THERAPY PROGRAM MANAGEMENT

Advances the skills necessary to develop, implement and manage new or existing horticultural therapy programs. Emphasis on patient assessment, establishment of realistic client goals, structuring of horticultural activities and documentation of services. Additional focus on marketing and public relations, funding, grant writing, volunteer management and non-profit organizations. Prerequisite: HRT 1253. (Spring only)

HRT 2013 MAINTENANCE OF LANDSCAPE PLANTS

Preparation of soil, pruning and training of ornamental trees, shrubs and vines, pest and disease control, fertilization and environmental factors which affect the care and maintenance of landscape plants. Lab Included. Prerequisite: HRT 1013. (Spring only)

HRT 2023 HORTICULTURAL SOIL SCIENCE

Principle physical, chemical and biological properties of the soil as related to horticultural plant growth. Soil testing and fertilizer usage: formation and classification of soils, rural and urban land use. Prerequisites: HRT 1013. (Spring only)

HRT 2050 (1-6) ADVANCED PROBLEMS-HORTICULTURE

One to six credits, six credits maximum. A study of applied problems that are of particular interest to horticulture majors. Lab Included. Prerequisite: Advisor Approval.

HRT 2113 TURFGRASS MANAGEMENT

Selection, establishment and maintenance of turf grass, use of equipment, identification of weeds and chemicals used for turf management. Lab Included. Prerequisite: HRT 1013. (Fall only)

HRT 2123 LANDSCAPE DESIGN THEORY

The understanding and use of basic design principles and elements and their application to landscape design. Theories of analysis, planning and organization of outdoor spaces for human use and enjoyment. A look at historical styles and approaches to landscape architectural design, and past and present design theories. The study of uses of plant materials for design effect. Lab Included. Additional \$15 lab fee. Prerequisites: HRT 1013 and HRT 1103. (Fall only)

HRT 2133 NURSERY MANAGEMENT AND OPERATIONS

The propagation, production, management and marketing of commercial nursery stock including facilities, equipment, supplies, environmental and pest control. Lab Included. Prerequisite: HRT 1013. (Fall only)

HRT 2143 LANDSCAPE DESIGN APPLICATIONS

The use of materials, methods of construction, and related systems to support the design process. Emphasis on solving landscape problems through logical analysis and application of design skills. Lab Included. Additional \$15 lab fee. Prerequisite: HRT 2123, HRT 2313 and/or HRT 2413. (Spring only)

HRT 2153 ADVANCED FLORAL DESIGN

Advanced floral designing and arranging of fresh flowers, dried material and silk flowers. Wedding arrangements, funeral pieces, holiday, commercial accounts and arrangements for special occasions will be emphasized. Retail selling, merchandising and pricing of floral products in a retail shop will be taught. Advanced skill development will be encouraged. Lab Included. Additional \$100 lab fee. Prerequisite: HRT 1153. (Spring only)

HRT 2163 PLANT PROPAGATION

Principles and practices used in the sexual and asexual propagation of horticultural plants including seeds, division, layering, cuttings, grafting, budding and tissue culture techniques. Lab Included. Prerequisite: HRT 1013. (Spring only)

HRT 2213 HORTICULTURE MARKETING

An in-depth study of marketing principles and how marketing applies to the horticulture industry. Includes location, facilities, sales methods and price determination. Services, merchandising, marketing and advertising techniques, as well as supervisory and personnel responsibilities are also offered. Lab Included. Prerequisites: HRT 1013. (Fall only)

HRT 2231 LANDSCAPE CONSTRUCTION EQUIPMENT

Introduction to equipment selection, operations, maintenance, and safety procedures relating to small and large equipment used in landscape construction. Lab included.

HRT 2233 LANDSCAPE CONSTRUCTION MATERIALS & METHODS

Overview of materials used in landscape construction and the landscape construction applications appropriate for each material, typical procedures for different types of built landscape elements. Landscape elements studied include walkways, decking, walls, fences, steps, pergolas and arbors, basic water features, and landscape lighting. Course material includes basic occupational safety and particular concerns for each construction procedure. Lab included. (Fall only)

HRT 2253 SPECIAL OCCASION FLORAL DESIGN

Basic principles of floral design as applied to special occasions design work. Emphasis is placed on preparation, pricing and design for weddings, funerals, parties, receptions and other special occasions. Lab Included. Additional \$100 lab fee. Prerequisite: HRT 1153. (Fall only)

HRT 2263 HORTICULTURAL PEST MANAGEMENT

Introduces and thoroughly covers the topic of pest management in all areas of horticulture technology. Lab Included. Prerequisite: HRT 1013. (Fall only)

HRT 2313 DECIDUOUS LANDSCAPE PLANTS

Identification and classification of deciduous trees, shrubs, vines and groundcovers with some evergreen trees and shrubs. Includes the study of the plant materials cultural requirements and landscape uses. Prerequisite: HRT 1013. (Fall and summer only)

HRT 2343 CONTROLLED ENVIRONMENTS HORTICULTURE - FALL

This is a study of the operation and management of greenhouses and related environments. Emphasis is on infrastructure, cultural systems, production, and marketing of commercial floricultural, vegetable, and herb crops as practiced in the fall such as fall bedding plants and poinsettia. Lab and field trips are included. Prerequisite: HRT 1013. (Fall only)

HRT 2413 EVERGREEN LANDSCAPE PLANTS

The identification and classification of evergreen trees, shrubs, vines and groundcovers with some deciduous trees and shrubs. Includes the study of their cultural requirements and landscape uses. Lab Included. Prerequisite: HRT 1013 (Spring only)

***HRT 2423 COMPUTER GRAPHICS FOR LANDSCAPE DESIGN**

Introduction to computer programs utilized in the practice of landscape design. Principles of electronic drafting, utilizing Auto CAD and Photoshop. Students will master drawing set-up, basic drawing and modification commands, and file management in Auto-CAD. Introductory Photoshop exercises relate to landscape plan and illustration rendering. Applications to the landscape design industry are emphasized. Lab Included.

***HRT 2443 CONTROLLED ENVIRONMENTS HORTICULTURE-SPRING**

This is a study of the operation and management of greenhouses and related environments. Emphasis is on infrastructure, cultural systems, production and marketing of commercial floricultural, vegetable, and herb crops as practiced in the spring such as spring bedding plants and Easter lily. Lab and field trips are included. Lab Included. Prerequisite: HRT 1013 (Spring only)

HRT 2453 HERBACEOUS ORNAMENTAL PLANTS

This plant identification course introduces ornamental annual and herbaceous flowering perennials for garden, landscape and patio spaces. The study includes flowering bulbs, roses, ornamental grasses and herbs. Culture, care and design issues are considered. Lab and field trips are included. Lab Included. (Spring and summer only)

HRT 2463 INTERIOR PLANTS

This plant identification course introduces tropical foliage and flowering plants for interior spaces. Cultural requirements, practical maintenance and design issues are considered, along with an introduction to the interiorscape industry. Lab and field trips are included. Lab Included. Prerequisite: HRT 1013 or Department Head Approval. (Fall only)

***HRT 2533 ADVANCED TURFGRASS MANAGEMENT**

Emphasis will be placed on the appropriate grounds maintenance activities for commercial lawn care, sports facilities and golf courses. Advanced topics in turfgrass ecology, turf cultural requirements, pest control and equipment will be studied along with construction techniques of sports turf and day-to-day operations of various facilities. Lab Included. Prerequisites: HRT 1013 and HRT 2113. (Spring only on odd years)

HRT 2650 (1-6) HORTICULTURE INTERNSHIP

One to four hours credit, six credits maximum. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisites: Sophomore Standing and Advisor Approval.

HRT 2843 IRRIGATION INSTALLATION AND TROUBLESHOOTING

This hands-on course introduces basic irrigation layout, installation, maintenance and troubleshooting techniques. Topics include: gluing and repairing PVC and polyethylene pipe, installing and adjusting heads, electric valve operation, troubleshooting and repairing electric valves and field controllers. Additional topics include pump and well operations, cross connection, winterizing, drainage and micro irrigation system installations. Lab Included. (Spring only)

HRT 2933 HORTICULTURE CAPSTONE

The capstone course of the horticulture programs. The student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by working through an approved project in a team setting. Students will demonstrate problem solving, critical thinking, research techniques, technical writing, budgeting/cost estimating and teamwork in an interdisciplinary setting. Credibility, professionalism and group dynamics will be emphasized to help round out the student's education. The final project must be presented as a group with each individual supplying the necessary resume, portfolio and video introduction. Prerequisites: Sophomore and Advisor Approval.

HUMANITIES

HUMN 1803 INTRODUCTION TO ART (H)

Introduction to the analysis and interpretation of the visual arts.

HUMN 2050 (1-6) SEMINAR IN HUMANITIES (H)

A study of variable topics in Humanities. May be repeated with different topics. Prerequisite: ENGL 1113

HUMN 2103 MASTERWORKS OF WESTERN CULTURE/ANCIENT AND MEDIEVAL (H)

Key ideas and values of ancient and medieval western culture, as discovered through an integrated and thematic study of literature and the fine arts, seen in their historical and philosophical context. Prerequisite: ENGL 1113.

HUMN 2203 MASTERWORKS OF WESTERN CULTURE/MODERN (H)

Key ideas and values of modern western cultures, as discovered through an integrated and thematic study of literature and the fine arts, seen in their historical and philosophical contexts. Prerequisite: ENGL 1113.

HUMN 2733 WORLD RELIGIONS (H)

Major world religions, such as Hinduism, Buddhism, Judaism, Christianity, and Islam with a view to understanding the general nature of religion and its various dimensions. Prerequisites: ENGL 1113

INFORMATION TECHNOLOGY**ITD 1103 INFORMATION TECHNOLOGY FUNDAMENTALS**

The course provides students with the foundation-level knowledge and skills necessary for information technology technical support positions. Students will be able to identify and explain Personal Computer (PC) components, setup a basic PC workstation, conduct basic software installation, identify compatibility issues and recognize/prevent basic security risks. Further, this course covers the areas of Green IT and preventative maintenance of computers. The course prepares the student for an Information Technology industry recognized certification exam. Prerequisite: [R]

***ITD 1113 MICROSOFT WINDOWS EXPERT USER**

This course provides the student with the knowledge and skills necessary to provide technical support with the current Microsoft desktop operating system. Students will develop an advanced proficiency in using the Windows desktop operating system, as such; students will need prior knowledge and skills with Windows desktop operating systems. The student will understand the operating system configurations, installing and upgrading client systems, managing applications, managing files and folders, managing devices, and operating system maintenance. In addition, other course topics include configuring network connectivity, access to resources, mobile computing, monitoring and maintaining systems that run Windows, and backup and recovery options. This course prepares the student for an Information Technology industry recognized exam. Prerequisite: [R].

***ITD 1503 A+ HARDWARE**

Students will be introduced to hardware concepts through hands-on experience with the fundamentals of current microcomputer technologies including installation, configuration, upgrades, diagnosis and troubleshooting, system optimization and repair. Additional topics will include preventive maintenance as well as safety.

***ITD 1513 A+ OPERATING SYSTEMS**

A support-oriented course providing students with information and hands on classroom experience in dealing with operating system issues inherent to PC (personal computer) hardware and software installation, upgrade, configuration, maintenance and troubleshooting in a user-based computing environment. Course topics will include the boot process, configuring and customizing the computer, managing hardware, displaying a user interface, interpreting commands and requests, providing services to software applications, allocating and managing memory, managing files, optimizing system performance and providing troubleshooting tools. Prerequisite: ITD 1503.

ITD 1523 SUPPORTING AND TROUBLESHOOTING PERSONAL COMPUTERS

The course presents the fundamentals of personal computer hardware and software installation, maintenance, networking and troubleshooting. It assists students in preparing for the Comptia A+ industry certification. This course uses a combination of lecture and hands-on lab exercises. Prerequisite: ITD 1113.

ITD 1533 LAN FUNDAMENTALS

The course provides the student with the foundation-level knowledge of and skills with computer networking. In this course, the student will examine network concepts, standards, technology, media, protocols and topologies. Topics include connectivity, network devices, basic network security, local and wide area networks, network design, transmission media, cabling, wireless access, IP addressing, and open systems interface (OSI) model. This course prepares the student for an Information Technology industry recognized certification exam. Prerequisite: [R].

ITD1543: INTRODUCTION TO COMPUTER FORENSICS

This course introduces students to the fundamentals of the computer forensics field and technology. Students will learn about the computer forensics profession, legal issues and procedures of computer investigations and digital evidence management, industry-standard computer forensic tools, file systems, data recovery and collection, and sample case evaluations. Prerequisite: PLSC 1103

ITD 2143 DIGITAL INVESTIGATIONS AND REPORTING

This course covers the digital forensics methods used to preserve, collect, validate, identify, analyze, interpret, and present digital evidence for a criminal case or civil litigation. Each step in digital forensics and eDiscovery process emphasizes the legal requirements that digital evidence have integrity, authenticity, reproducibility, non-interference, and minimization. Prerequisites: ITD 1543.

***ITD 2153 ADVANCED TELECOMMUNICATION FUNDAMENTALS**

An in-depth study of the technological resources available for technical communications. Covers telecommunication regulations, ethics and economics. Prerequisite: ITD 2053. (Spring only)

ITD 2163: COMPUTER & TECHNOLOGY LAWS

This course introduces students to the Oklahoma state and US Federal laws and regulations related to computers and technology. The course will address elements of the civil and criminal codes related to computer and network technology. Prerequisite: ITD 1103.

ITD 2173: COMPUTER FORENSICS & INCIDENT RESPONSE INVESTIGATIONS

This course provides students the opportunities to apply the fundamentals of the computer forensics to the processing and analysis of real or hypothetical cases. Students will have substantial hands-on experience in problem-solving and in using computer forensic knowledge and tools to identify, recover, collect, process, analyze, document and present digital evidence in sample cases of computer crimes or incidents. The hands-on experience includes work on file and data recovery, password cracking and examination and analysis of email and network intrusions. Prerequisites: ITD 2143 and ITD 1543.

ITD 2193 TECHNOLOGY SUPPORT COMMUNICATION

Includes but not limited to effective presentations (oral and written), as well as summarizing to co-workers reasoning and communication. Role-playing with current IT issues and using industry professionals to play out the scenario. Focus on using soft-skills for effective communication and delivery of topic. Prerequisites: [R] [W]

***ITD 2213 NETWORKING I**

This course prepares the student for positions as desktop support technicians who manage and maintain desktop operating systems as part of their technical responsibility. The course provides the student with the knowledge and skills necessary to manage and maintain the desktop operating system on a network. The student will be able to identify cause of and resolve desktop application issues, networking issues, manage and maintain systems running windows client, support mobile users, and identify cause of and resolve security issues. After completing the course, the student should be able to resolve operating systems issues by telephone, email, connecting to an end user's system remotely, or by visiting an end user's desktop. The student should have prior experience using Microsoft office applications and other productivity applications used in a corporate environment. This course prepares the student for an Information Technology industry certification exam. Prerequisite: ITD 1113.

***ITD 2241-2244 COOPERATIVE PRACTICE**

One to four credits. Under supervision of the college and the employer, students combine classroom learning with career-related work experience. Prerequisite: Department Head Approval.

***ITD 2253 PLANNING/ACQUISITION/ MANAGEMENT OF TELECOMMUNICATION RESOURCES**

Study of the issues and problems telecommunications professionals face in the acquisition and management of corporate telecommunications equipment, software and services. Topics include assessment of corporate telecommunications needs to optimize facilities, increasing productivity and financial analysis. Prerequisite: ITD 2053. (Spring only)

***ITD 2313 NETWORKING II**

This course prepares students for positions as a server support technician who manages and maintains network servers as part of their technical responsibility. The course provides the student with the knowledge and skills necessary to build, maintain, troubleshoot and support server hardware and software technologies. The student will be able to identify environmental issues; understand and comply with disaster recovery and physical/software security procedures; be familiar with industry terminology and concepts; understand server roles/specialization and interaction within the overall computing environment. Students will learn to install, deploy, configure, and update Network Operating Systems (Windows and Linux). This course prepares the student for an Information Technology industry recognized certification exam. Prerequisites: ITD 2213 and ITD 1523.

***ITD 2333 NETWORKING III**

This course prepares the student with the foundation knowledge in advanced routing and switching technologies and network management. Students gain knowledge with installing, monitoring and troubleshooting network infrastructure using Cisco networking technology. The course covers switches, routers, basic mitigation of security threats, introduction to wireless networking concepts and terminology. In addition, the course includes managing Cisco network devices with the latest IOS, Cisco Licensing, and extensive troubleshooting. Course prepares students to take the Cisco Certified Entry Networking Technician (CCENT) and/or the Cisco Certified Network Associate (CCNA) Routing and Switching certification exams. Prerequisite: ITD 2623 or CompTIA Network + certification

***ITD 2433 LINUX**

This course is a study of the Linux operating system and applications for system, file and disk management. It includes an introduction to systems administration and development of programs for the Linux operating system. (Fall only)

***ITD 2623 ADVANCED LAN FUNDAMENTALS**

The course provides the student with the knowledge and skills to implement a defined network architecture with basic network security. The student will be able to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purposes of network technologies. The students will learn to make basic solution recommendations, analyze network traffic, and be familiar with common protocols and media types. Course prepares the student to take the CompTIA Network + certification exam. Prerequisite: ITD 1533

***ITD 2723 NETWORK SECURITY**

The course prepares the student with foundation-level network security skills and knowledge used by IT security professionals. The course provides the student with the knowledge and skills necessary to identify risk and participate in risk mitigation activities, provide infrastructure, application, operational and information security, apply secu-

rity controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations. The course covers network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and, Cryptography. This course prepares the student for an Information Technology industry recognized certification exam. Prerequisite: ITD 2313.

ITD 2801 COMPUTER FORENSICS/EDISCOVERY CERTIFICATION PRACTICUM

This course gives the student the opportunity to demonstrate the knowledge and skills learned from the computer forensics and ediscovery certificate course work. The practicum will include a written exam and a practical exam. The student will demonstrate comprehensive knowledge of high level proficiency in order to complete the course. Should be taken the last semester. Prerequisites: [R] [W] & Department Head Approval.

***ITD 2823 MICROSOFT INTERNET SECURITY AND ACCELERATION SERVER**

This course provides students with the knowledge and skills to deploy and manage Microsoft® Internet Security and Acceleration (ISA) Server as part of a larger security infrastructure which includes network and perimeter security measures, Internet firewalls, application layer filters, and screened networks. Students will also learn to implement caching servers and additional mechanisms to protect public-facing Web servers. The course introduces security concepts unique to ISA Server and provides best practices for their implementation. This course assists students in preparing for the Microsoft exam 70-350: Implementing Microsoft Internet Security and Acceleration Server 2004. Instructional methods include lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs. (Spring only)

ITD 2933 INFORMATION TECHNOLOGY CAPSTONE

As a capstone course of the Information Technology program, the student will demonstrate the collected knowledge, skills, and techniques acquired in the program of study through a variety of assessment methods. Students will demonstrate problem solving, critical thinking, research techniques, and technical writing. Information Technology ethics, professional responsibility, and team dynamics will be emphasized to help round out the student's education. Prerequisite: Department Head Approval.

INITIAL COLLEGE STUDIES

ICS 1163 – STUDENT SUCCESS STRATEGIES

This course is designed to increase student success by increasing retention and academic success. Its focus is on improving critical thinking skills, learning strategies, computer literacy, healthy life-style skills and student knowledge of available resources both on and off campus.

ICSM 0103 PRE-ALGEBRA

Review of arithmetic, beginning algebra and geometry. Students must complete course with a grade of "C" or better.

ICSM 0123 INTRO ALGEBRA

Review of fundamental mathematics and introduction to algebra to include signed numbers, exponents, algebraic expressions and fractions, factoring linear equations and inequalities, systems of linear equations and graphing. Prerequisite: ICSM 0103 or satisfactory placement scores.

ICSM 0135 PRE/INTRO ALGEBRA

Review of arithmetic, beginning algebra, and geometry, and review of fundamental mathematics and introduction to algebra to include signed numbers, exponents, algebraic expressions and fractions, factoring linear equations and inequalities, systems of linear equations, and graphing.

ICSM 0213 INTERMEDIATE ALGEBRA

Review of fundamental operations of algebra, rational expressions, exponents and radicals, complex numbers, linear equations and inequalities, quadratic equations, graphing and systems of equations. Satisfactory placement scores are required or students must have completed ICSM0123 or ICSM 0135 with a grade of "C" or better. Prerequisites: [M] or ICSM 0123 or ICSM 0135

ICSM 0235 INTRODUCTORY/INTERMEDIATE ALGEBRA

Review of fundamental mathematics and introduction to algebra to include signed numbers, exponents, algebraic expressions and fractions, factoring, rational expressions, exponents and radicals, complex numbers, linear equations and inequalities, systems of linear equations, quadratic equations, graphing and systems of equations. Introductory exponential logarithmic functions. Satisfactory placement scores are required or students must have completed ICSM0103 with a grade of "C" or better. Prerequisite: ICSM 0103

ICSR 0033 READING FOR COLLEGE PREP I

Improvement of vocabulary and reading comprehension .May be used for skills remediation.

ICSR 0133 READING FOR COLLEGE PREP II

Development of analytical reading and reasoning skills. May be used for skills remediation. Satisfactory placement scores are required or students must have completed ICSR 0033 with a grade of "C" or better. Prerequisite: ICSR 0033.

ICSW 0033 WRITING FOR COLLEGE PREP

Intensive instruction in basic writing skills, parts of speech, grammar, punctuation, sentences and paragraphs. May be used for skills remediation.

ICSW 0123 BASIC COMPOSITION

Intensive instruction of grammar and writing skills, paragraph structure and composition, and essay structure and composition. May be used for skills remediation. Satisfactory placement scores are required or students must have completed ICSW 0033 with a grade of "C" or better. Prerequisite: ICSW 0033

INTERPRETER TRAINING

ITP 1212 INTRODUCTION TO SIGN LANGUAGE INTERPRETATION

An introduction to the profession of sign language interpreting which includes an overview of the history of interpreting and interpreting organizations, the roles and responsibilities of the interpreter, an overview of various work venues, and the study of skills required to express communication without the spoken word through the use of facial expression, body language and gestures. Prerequisites: [R] [W]

ITP 1320 (1-4) TECHNICAL PROBLEMS-ITP

One to four credits. Technical problems in interpreter training that are of particular interest to interpreters.

ITP 1333 INTRO TO THE DEAF COMMUNITY

A study of the status of deaf persons from the past to the present day. Various communication methods and the education process for deaf students will be discussed. Prerequisites: [R] [W]

ITP 1352 FINGERSPELLING I

A course focused on developing the skill of reading and executing fingerspelling with emphasis on fluency and accuracy. Prerequisite: ITP 1364.

ITP 1364 AMERICAN SIGN LANGUAGE I

An introductory course in American Sign Language (ASL) which includes the development of receptive and expressive skills in authentic situations and an introduction to Deaf culture. Topics revolve around sharing information about our environment and us. Grammar is introduced in context, with an emphasis on developing question and answering skills. Activities involving interaction allow for rehearsing conversational strategies and targeted vocabulary. Prerequisites: [R] [W].

ITP 1374 AMERICAN SIGN LANGUAGE II

Continuation of American Sign Language I (ASL). 1. This course further develops receptive and expressive skills in American Sign Language in authentic situations and expands the study of Deaf culture. It covers topics like making requests and talking about routines while focusing on grammatically correct production and appropriate non-manual behaviors. Prerequisites: ITP 1364 and concurrent enrollment in ITP 1352.

ITP 1493 INTERPRETING SPECIAL AREAS

Introduces the following topics in interpreting: (1) working with deaf and hard-of-hearing persons who communicate through speech and speech reading, (2) working with person having minimal language skills, (3) working with person who are deaf and blind, and (4) multicultural aspects of interpreting. Prerequisites: ITP 1374.

ITP 2051-2056 ADVANCED TECHNICAL PROBLEMS

One to six credits, six maximum. A study of applied problems that are of special interest to the interpreter. Prerequisite: Department Head Approval.

ITP 2113 SIGN-TO-ENGLISH INTERPRETING I

Designed to develop skills in consecutive interpreting from sign into spoken English. Skills targeted include cultural mediation, transitions, closure, fluency, clarity and message conveyed for content and affect. Prerequisites: ITP 2413 and ITP 2313.

ITP 2263 EDUCATIONAL INTERPRETING

Designed to give the students experience in interpreting in the educational setting. Emphasis will be given to Signing Exact English (SEE) and the vocabularies specific to different educational areas such as history, math, computer science, English and science. Prerequisites: ITP 2513 and ITP 2623.

ITP 2273 TRANSLITERATING

Designed to provide students with skills development in transliterating using conceptually accurate signed English. Students will work on a variety of stimulus materials to expand vocabulary. Prerequisite: ITP 2263.

ITP 2313 FUNDAMENTALS OF INTERPRETING

An introduction to the principles, practices and processes of interpreting and transliterating. Emphasis on the Code of Professional Conduct and ethical decision-making. Prerequisite: ITP 1374.

ITP 2352 FINGERSPELLING II

A continuation of ITP 1352. Expressive and receptive fingerspelling practice designed to increase competency in the areas of word recognition and word production. Specified core of number usage, finger spelled loan signs and intonation in context. Prerequisites: ITP 1352.

ITP 2373 TECHNICAL INTERPRETING I

This course is designed to equip the student with vocabulary and processes needed to interpret in religious, medical and performing arts settings. Prerequisites: ITP 2413 and ITP 2313.

ITP 2383 TECHNICAL INTERPRETING II

This course is designed to equip the student with vocabulary and processes needed to interpret in mental health and legal areas. Prerequisite: ITP 2373.

ITP 2413 AMERICAN SIGN LANGUAGE III

An intermediate course with an emphasis on expressive and receptive conversational sign language skills incorporating signed expression. Prerequisite: ITP 1374.

ITP 2443 SIGN-TO-ENGLISH INTERPRETING II

A continuation of Sign-to-Voice Interpreting I. Targeted skills will also include interpreting simultaneously from sign to spoken English and recognition of a variety of signing modes. Prerequisites: ITP 2113 and ITP 2513.

ITP 2501 SKILLS MAINTENANCE LAB

Skills maintenance lab.

ITP 2513 AMERICAN SIGN LANGUAGE IV

Extensive concentration on American Sign Language communication skills, combined with linguistic comparisons of English and ASL. Prerequisite: ITP 2413.

ITP 2623 INTERPRETING ENGLISH TO ASL I

Designed to develop skills in interpreting consecutively from English into American Sign Language. Skills targeted include listening, closure, fluency, sign utilization, clarity and message conveyed for content and affect. Prerequisites: ITP 2313, ITP 2413 and ENGL 1213.

ITP 2633 INTERPRETING ENGLISH TO ASL II

A continuation of Interpreting I. Skills targeted also include interpreting simultaneously. Students will prepare for the state Quality Assurance Screening Test (QAST) Prerequisites: ITP 2623 and ITP 2113.

ITP 2636 INTERPRETING PRACTICUM

A practicum course designed to give students supervised experiences in interpreting in limited professional settings. Students will prepare a portfolio of their best work in interpreting and transliterating in both voice-to-sign and sign-to-voice. Students will take the QAST performance evaluation at the end of the semester. Prerequisite: ITP 2633.

MANAGEMENT

MGMT 1313 STRESS MANAGEMENT

Management of activities, rather than doing activities, stresses relationships between goals and activities. Discusses the balance between personal and professional life.

MGMT 2103 PRINCIPLES OF MANAGEMENT

An introductory course presenting the basic concepts and practices of management, both private and public. Topics include historical development of management; basic definitions and philosophy; fundamentals managerial functions, including planning, organizing, staffing, directing and controlling; current trends in management; possible future developments in organization and administration. Prerequisite: [R] [W]

MGMT 2123 LABOR RELATIONS MANAGEMENT

A study of problems affecting management and labor, principles and techniques of collective bargaining, types of union agreements, federal and state labor laws, administrative regulations and requirements and current trends in management-labor relations.

MGMT 2143 LEADERSHIP

A study of organizations and the effective use of power and authority to motivate, lead and influence people. Course discusses the historical view of leadership, situational leadership, influence of organizational climate on leadership styles and current and future trends affecting leadership. Prerequisites: [R] [W].

MGMT 2163 SUPPLY CHAIN MANAGEMENT

Supply chain management is one of the hottest topics in today's business. This course's focus is on understanding the relevant history, principles, and major elements of supply chain management. Specific topics include sourcing and purchasing management; managing supplier relationships; demand forecasting, inventory management, quality management, domestic and international transportation, customer relationship management, enterprise resource planning systems, facility location decision-making, performance management, and future challenges facing supply chain managers. Prerequisites: [R] [W]

MGMT 2213 HUMAN RESOURCES MANAGEMENT

Focuses on developing students' understanding of human resource issues and the practical application of methods for solving these issues. Topics covered include job analysis, recruitment, interviewing, selection, performance appraisal, training, compensation and equal employment opportunity. Issues are reviewed within the context of the historical and current social environment, labor market, legal and global economic conditions influencing practice. Prerequisites: [R] [W].

MGMT 2223 SUPERVISION

Effective supervision is considered the key link to productivity. Building upon the foundations learned in MGMT 2103, this course examines the skills needed for effectively managing work and leading people. Topics include: planning, organizing, directing and controlling, communications, skills, managing change, motivation, leadership, building relationships, discipline, grievances and complaints, selection and retention. Prerequisite: MGMT 2103

MGMT 2293 INTRODUCTION TO NON-PROFIT ORGANIZATION

An overview of non-profit organizations and the importance of business function in their effectiveness and sustainability. Examines historical background, development, role, auspices, organization and purposes of nonprofit agencies. Special emphasis is placed on structure, program organizational management, planning and stewardship, fundraising, community building, volunteer services and problems which confront these organizations.

MGMT 2493 NON-PROFIT MANAGEMENT

Immersion of the student in nonprofit administration. The Theoretical and the practical side of nonprofit management from establishment of a nonprofit organization through the operations of the programs. The primary goal for the course is to increase the knowledge and expertise of students in order for them to feel comfortable in the operation of a nonprofit organization. Prerequisites: [R] [W]

MGMT 2593 FUNDRAISING AND DEVELOPMENT

Theory and practice of philanthropy, resource acquisition methods through ethical fundraising and earned income approaches for nonprofit organizations. Examines methods and techniques in fundraising for nonprofit agencies. Explores relationships with umbrella organizations, government funding, grants, budget control and accountability. Prerequisites: [R] [W]

MGMT 2913 ORGANIZATIONAL BEHAVIOR

Covers the structure of organizations and dynamics of behavior within organizations. Topics include job design, perception, communication, decision-making, motivation, groups, leadership and organizational change and effectiveness. Prerequisites: [R] [W]

MANAGEMENT INFORMATION SYSTEMS

MIS 1733 BUSINESS FOUNDATIONS FOR MIS

Business initiatives drive technology choices. This course addresses business needs and the technology that supports those needs. Topics include: the relationship between business and technology, business strategies and processes that drive technology choices, the role of MIS in supporting business growth, sustainable technologies, etc. Prerequisites: [R] [W]

MIS 2233 INTRO TO MANAGEMENT INFORMATION SYSTEMS (MIS)

This course provides an introduction to Management Information Systems and examines the role of information systems in supporting a wide range of organizational functions. Topics include: Information systems in the digital age, information technology infrastructure, system applications and building and managing information systems. Prerequisites: [R] [W]

MIS 2333 INFORMATION SECURITY MANAGEMENT

This course will cover standards to manage the security of assets within an organization. Topics include: Planning for contingencies, protection mechanisms, controlling risk, security management models, security management models, security management practices, etc. Prerequisites: MIS 2233 or Department Head Approval.

MIS 2743 TECHNOLOGY MANAGEMENT CAPSTONE

This course examines current issues and approaches to the management of technology. Using projects, case studies, assigned readings and discussions, students will examine the complexity of issues involved in the management of technology. An underlying theme of this course is that the successful management of technology rests on understanding a number of issues, including the nature of competition, the interaction of new technologies with existing technologies, the evolution of markets and the processes through which organizations generate and absorb technological innovations. Prerequisites: MIS 2233 or Department Head Approval.

MARKETING

MKT 2273 PRINCIPLES OF MARKETING

Focuses on the relationship between the organization and its customers and the other members of the channel of distribution. Introduces students to the marketing function of an organization, the environmental factors influencing marketing decisions, the discovery of market opportunities, the development of marketing strategy and the development of marketing programs. Prerequisites: [R] [W]

MKT 2283 CONSUMER BEHAVIOR

The buying-using process is examined. The external environment, individual determinants and decision processes are studied in the context of forming market strategy and tactics. Topics include information processing, social and economics influences, attitude formation and change, image creation and positioning, behavioral research and low-high involvement behavior. Prerequisite: MKT 2273

MKT 2343 PRINCIPLES OF ADVERTISING

A study of advertising principles and practices. Advertising management, media buying, agency operations, advertising and marketing research, and an analytical basis for advertising decision-making and control. Builds on a rigorous base of consumer psychology and then focuses on public relations and communication in relation to the overall promotional mix. Prerequisite: MKT 2273.

MKT 2353 SERVICES MARKETING

Focuses on the distinctive characteristics of services and how they affect both customer behavior and marketing strategy. Topics include: the vital role that services play in the economy and the strategies and techniques needed to develop strong customer relationships through quality services. Prerequisite: MKT 2273

MKT 2363 PERSONAL SELLING AND SALES MANAGEMENT

The study of the role of personal selling in the marketing mix, application of the step-by-step selling process, and an introduction to topics and issues related to the management of a sales force. Prerequisite: MKT 2273.

MKT 2373 RETAIL MANAGEMENT

A study of the field of retailing, the role of retailing in the distribution process and the contemporary challenges and opportunities in the field. Focuses on the key issues in developing and implementing a retail strategy with an emphasis on financial considerations and implementation through merchandise and store management. Prerequisite: MKT 2273

MKT 2643 PRINCIPLES OF PUBLIC RELATIONS

A study of various methods and procedures for use by individuals, groups or organizations to improve their image, communications and relationships with their public. Builds on a rigorous base of consumer psychology and then focuses on public relations and communication in relation to the overall promotional mix. Prerequisite: MKT 2273.

MKT 2750 (1-3) SELECTED TOPICS IN MARKETING

The study and/or analysis of a selected topic in Marketing. May be repeated with a different topic. Prerequisite: MKT 2273

MATHEMATICS

MATH 1413 GENERAL COLLEGE MATHEMATICS (A)

Topics from set theory, probability, statistics, algebra, number systems and math applications. Not preparatory for subsequent math courses. Satisfactory placement scores are required or students must have completed ICSM 0213 with a grade of "C" or better. Prerequisites: [R] ICSM 0213 or ICSM 0235.

MATH 1513 COLLEGE ALGEBRA (A)

Quadratic equations, functions and graphs, inequalities, systems of equations, exponential and logarithmic function, theory of equations, sequences and the binomial formula. Satisfactory placement scores are required or students must have completed ICSM 0213 with a grade of "C" or better. Prerequisites: [R] ICSM 0213 or ICSM 0235.

MATH 1613 TRIGONOMETRY (A)

Trigonometric functions, solution of right and oblique triangles and applications to engineering. Prerequisite: MATH 1513 or concurrent enrollment.

MATH 1715 PRECALCULUS

Preparation for calculus. An integrated treatment of topics from college algebra and trigonometry. Combined credit for MATH 1513 & MATH 1613. No credit for those with prior credit in any course for which MATH 1613 is a prerequisite. Prerequisite: ICSM 0213 or equivalent placement score.

MATH 2103 ELEMENTARY CALCULUS (A)

Introduction to differential and integral calculus. For students of business and social sciences. Prerequisite: MATH 1513.

MATH 2123 CALCULUS FOR TECHNOLOGY PROGRAMS I (A)

First part of a terminal sequence in calculus for students pursuing degrees that emphasize technology. Functions and graphs, differentiation and integration with application. Prerequisites: MATH 1513 and MATH 1613 or MATH 1715.

MATH 2133 CALCULUS FOR TECHNOLOGY PROGRAMS II (A)

The second part of a terminal sequence in calculus for students pursuing degrees that emphasize technology. Calculus of trigonometric, exponential and logarithmic functions with application to physical problems. Prerequisite: MATH 2123.

MATH 2145 CALCULUS I (A)

Introduction to derivatives, integrals and their applications, including introductory analytic geometry. Prerequisites: MATH 1513 and MATH 1613 or MATH 1715.

MATH 2155 CALCULUS II (A)

A continuation of MATH 2145, including multivariate calculus and series with applications. Prerequisite: MATH 2145.

MATH 2233 DIFFERENTIAL EQUATIONS (A)

Methods of solution of ordinary differential equations with applications. First order equations, linear equations of high order, series solutions, Laplace Transform theory. Prerequisite: MATH 2155.

METEOROLOGY

METR 1013 ELEMENTARY METEOROLOGY

Meteorology is the study of the earth's atmosphere. The course will foster a basic understanding of the atmospheric environment by studying clouds, precipitation, winds, air masses and storms. Prerequisites: [R] [SCI] MATH0123 or SCI 0124.

MICROBIOLOGY

MCRO 2124 INTRODUCTION TO MICROBIOLOGY

Introductory study of general principles of microbiology. Lab: three hours per week. Prerequisite: CHEM 1214 or CHEM 1314.

MUNICIPAL FIRE PROTECTION

MFP 1103 INTRODUCTION TO PUBLIC FIRE PROTECTION

The student will acquire an understanding of the fundamentals behind the methods, efforts and equipment available to protect the public from fire.

MFP 1123 FIRE TACTICS II

A study of principles and methods with the fire-ground tactics and strategy of the multi-company officer or chief officer. The course emphasizes multi-company alarm handling disasters and major fire incidents of mutual aid and large-scale command. Includes principles of command, control and techniques required at the scene of an emergency. Prerequisite: MFP 1113.

MFP 1143 EMS OPERATIONS

The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness, helicopter operations, critical care transport and usage, trauma triage guidelines, and medical operations. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport; and recognize situations posing threats to patients, EMT's or bystanders and describe correct management of these situations. Co-requisite: MFP 1148

MFP 1148 EMERGENCY MEDICAL TECHNICIAN

This course is designed to assist students in demonstrations of appropriate knowledge and skill competencies based on objectives of the National Standard Curriculum for EMT. The industry standards were developed by the National Highway Transportation Safety Administration (NHTSA) and the Department of Transportation (DOT), and are approved by the National Registry of EMT's (NREMT) as well as the Oklahoma State Department of Health (OSDH). Successful completion of this course is to prepare students to sit for the NREMT computer adaptive exam as well as the practical skill exam. Co-requisite: MFP 1143

MFP 1223 INSPECTION PRACTICES

A course in the proper procedures to be followed in the inspection of property including proper dress, communications, and tools used, inspection technique and common areas to be observed.

MFP 1246 PARAMEDIC CARE I

This course will prepare the paramedic student for general physical assessment, a deeper understanding of physiology and pathophysiology as well as an introduction to advanced airway management and ventilation therapy. It will include clinical time in an emergency department, ambulance and geriatric center. It is designed to cover the well-being of paramedics, their roles and responsibilities, injury and illness prevention, medical/legal issues, ethics, therapeutic communications and life span development. Discussion and review of medical mathematics, history taking, and techniques of physical examination, patient assessment, clinical decision making, communications, and documentation is included. Upon successful completion of this course the paramedic student will also be able to define normal cellular physiology, how cells respond and change to injury, geriatrics and other causes of disease, self-defense mechanisms, inflammation, and variances of immunity stress and disease. Prerequisite: MFP 1148

MFP 1234 PHARMACOLOGY

This course is designed to introduce students to the principals of pharmacology, medication administration, medication classes, and utilization of emergency medications. The student will demonstrate comprehensive understanding of pharmacokinetics, pharmacodynamics, routes of administration, indications, contraindications, dosage and the ability to apply knowledge to determine the appropriate management within the paramedic scope of practice. Prerequisite BIOL 1515 and MFP 1249 or concurrent enrollment in BIOL 1515 and MFP 1249.

MFP 1253 HAZARDOUS MATERIALS FOR FIRST RESPONDERS

This course is designed to provide the first responders to a hazardous materials incident with the basic information they need to make the first impact on the incident a professional and positive one.

MFP 1263 ECG INTERPRETATION

This course introduces the student to the basics of dysrhythmia interpretation, performance and interpretation of twelve lead ECG to allow the Paramedic to treat the patient with acute myocardial infarction, as well as reviews the anatomy and physiology of the cardiovascular system. This course includes both lecture and exercise time in which the student may receive hands on rhythm interpretation practice via use of oscilloscope and paper rhythm strips. The course is designed for students with an interest or a need in improving or developing rhythm interpretation skills. Co-requisite: BIOL 1515

MFP 1320 (1-4) TECHNICAL PROBLEMS - MUNICIPAL FIRE PROTECTION

One to four, maximum six credits. Technical problems in fire protection that are of particular interest to the fire service technician.

MFP 1348 PARAMEDIC CARE II

The student will accurately describe airway management/ventilation (including rapid sequence intubation), venous access, trauma systems, mechanism of injury, hemorrhage & shock, soft tissue trauma, burns, head & facial trauma, spinal trauma, thoracic trauma, abdominal trauma, musculoskeletal trauma, & environmental conditions. The student will integrate fluid therapy and advanced airway care into correct management of the patient with respiratory disorders; and/or trauma to soft tissues, the central nervous system, and the musculoskeletal system. Students will spend clinical time in the following areas; ambulance, emergency department, psychiatric unit, trauma ICU, operating room, and respiratory therapy. Prerequisite: MFP 1249

MFP 1727 FIREFIGHTER I

Prepares students to the level of Firefighter I as defined by NFPA (National Fire Protection Association) 1001 Standard for Fire Fighter Professional Qualifications. Students completing the course with a grade of "C" or better will be eligible for certification by the International Fire Service Accreditation Congress (IFSAC) and Oklahoma Fire Service Training (FST) as Firefighter I. Live fire training and certification testing will be conducted by Fire Service Training in Stillwater, Oklahoma. Students must complete and pass Hazardous Materials Operations (MFP 2213) before certification of Firefighter I is granted by IFSAC and FST. Lab: three hours per week. Medical release from a physician is required. Prerequisite: MFP 1148.

MFP 2022 FIRE AND EMERGENCY SERVICES INSTRUCTOR

This course prepares potential fire and emergency services instructors for planning instruction, using a variety of Instructional methods, teaching diverse learners and evaluating course outcomes. The course also provides guidelines for addressing the critical issues of safety, the legal issues of training and opportunities for students to participate in application activities. On successful conclusion of the course, students are eligible to sit for the IFSAC Fire and Emergency Services Instructor I certification exam.

MFP 2050 (1-4) ADVANCED TECHNICAL PROBLEMS - MUNICIPAL FIRE PROTECTION

One to four, maximum six credits. Technical problems in fire protection that are of particular interest to the fire service technician.

MFP 2113 FIRE TACTICS I

A review and study of basic principles and methods utilizing fire department manpower equipment and apparatus. Emphasis will be on pre-planning, fire ground problems and related fire ground decisions as required of the company officer. Prerequisites: MFP 1727

MFP 2163 FIRE ADMINISTRATION

A study of how to plan and implement long range programs in relation to prevention, training, public relations, suppression and personnel with special emphasis on budget processes and the fire department's relation to overall community service delivers.

MFP 2211 EMERGENCY VEHICLE OPERATION

This course introduces Fire and EMS personnel to Law and Liabilities, preventive maintenance, emergency response considerations, crash and injury prevention and safe driving techniques. Meet NFPA 1002 & 1451 requirements.

MFP 2213 HAZMAT OPERATIONS

Upon successful completion of this course the student will be able to analyze a hazardous materials incident, plan an initial response, implement the response and evaluate the progress of the actions taken. Major topics covered in the course include firefighter safety, regulations and standards, chemistry, recognition and identifications, DOT guidebook, site management, container behavior, defensive control measures, personal protective equipment and decontamination. Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, practical exercises, quizzes, observations, written examination and a final certification examination conducted by FST (Fire Service Training).

MFP 2413 CONTEMPORARY ISSUES IN THE FIRE SERVICE

This course addresses a multitude of issues and trends in municipal fire protection by examining current literature and research. Students will be exposed to readings, guest speakers, and engaging discussion relative to the challenges and opportunities of the fire service. The course content will culminate into a final project that serves as a final degree requirement. Prerequisites: MFP 1103, MFP 2163 and MFP 1727

MFP 2549 PARAMEDIC CARE III

The student will expand heavily on their knowledge of pathophysiology and overall patient management on top of what they have learned in previous semesters. The student will apply their knowledge and skills in the following medical areas including but not limited to advance cardiology, endocrinology, infectious/communicable diseases, abdominal/gastro-intestinal disorders, hematology, toxicology, and shock/resuscitation.

The student will also be introduced to the concept of Team Leader and will be evaluated as such during all scenarios. The student will learn all aspects of Advanced Cardiac Life Support including treatment algorithms and megacodes. Field and hospital clinical practicums are an integral part of the course. Prerequisite: MFP 1348.

MFP 2559 PARAMEDIC CARE IV

This course will allow the paramedic student to complete their initial EMS training. The student will complete their Paramedic Internship at a local EMS agency. The student will be required to successfully complete their internship with a minimum of 50 "Team Leads" during 911 Emergencies. The student will also expand on their pathophysiology knowledge in the areas of labor and delivery, pediatrics, Pediatric Advanced Life Support, geriatrics, and other special patient populations. The student will complete clinical time in the following areas: ambulance, pediatric emergency department, pediatric ICU, labor and delivery, as well as complete a final "Gatekeeper" shift with EMS Program's Medical Director. At the conclusion of this course, the student will be able to sit for both the National Registry of EMT written and Practical exams. Prerequisite: MFP 2549.

MFP 2563 PARAMEDIC CONCEPTS FOR THE EXPERIENCED HEALTHCARE PROVIDER

In this course, experienced healthcare providers will incorporate the knowledge, practice and ethical behavior necessary for safe and effective paramedic practice. The focus of this course will be on advanced airway management, advanced invasive skills, affective domain, and the critical thinking of associate degree paramedics. Learning experiences include both lecture and hi-fidelity simulation. Prerequisite: MFP 1148 and previous formal acceptance into the accelerated paramedic program for experienced healthcare providers.

MFP 2650 (1-6) TECHNICAL PROJECTS - MUNICIPAL FIRE PROTECTION

One to six, maximum six credits. A study of problems in fire protection that are of particular interest to the fire service technician.

MFP 2803 MUNICIPAL FIRE PROTECTION PRACTICUM

This course provides an opportunity to apply the knowledge and skills of municipal fire protection through participating in cooperative relationships with Oklahoma Metro Fire Departments. Students participate in 12 or 24 hours shifts while completing a skills checklist with an evaluation by the assigned supervisor. Prerequisites: MFP 1148 and MFP 2727.

NURSE SCIENCE**NURS 1005- PREPARATION FOR A CAREER IN HEALTHCARE: NURSE AID TRAINING**

Students will learn the roles and responsibilities of a certified nurse aide. The focus is on the necessary skills needed to effectively and safely care for clients in residential care facilities. The student will be eligible to take the state nurse aid skills and written exam at completion of the course. MUST BE 18 YEARS OR OLDER TO ENROLL. Prerequisite: [R]

NURS 1102- INTRO TO NURSING

A theoretical and practical course that serves as an introduction to nursing educational processes and the profession of nursing. Co-requisites: ENGL 1113, ICSM 0123 and PSYC 1113.

This is a selective admission program. See department for details.

NURS 1118 FOUNDATION OF NURSING CONCEPTS

Students will be introduced to the core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness; grounded in the nursing process. Focus is on the formation of knowledge, practice and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic health care environment. Active learning strategies of the course include individual and group learning experiences, simulation and clinical rotations. Prerequisites: CHEM 1214 or CHEM 1314, NSCI 1113, ENGL 1113, PSYC 1113. Co-requisites: BIOL 2214, PSYC 2213, NURS 1121.

NURS 1121 INTRODUCTION TO PHARMACOLOGY

Students will be introduced to the major drug classification and dosage calculation. The focus is on knowledge, practice and ethical behaviors necessary for safe and effective administration of medications. Prerequisites: CHEM 1214 or CHEM 1314; NSCI 1113, ENGL 1113, PSYC 1113. Co-Requisites: BIOL 2214, PSYC 2213 NURS 1118.

NURS 1148 NURSING CARE AND CONCEPTS ACROSS THE LIFESPAN

Students will incorporate the knowledge, practice and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic health care environment. The focus will be on acute care, community-based care, health promotion, and wellness, including care of populations ranging from maternal-child through geriatrics. Active learning strategies of the course will include individual and group learning experiences, simulation and clinical rotations. Prerequisites: BIOL 2214, PSYC 2213, NURS 1121, NURS 1118. Co-Requisites: PSIO 2314, ENGL 1213.

NURS 1313 NURSING CONCEPTS FOR THE CAREER LADDER STUDENT

In this online course, students will incorporate the knowledge, practice, and ethical behavior necessary for safe, effective, holistic nursing practice

within a technologically rich, dynamic health care environment; based on the core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness. The focus will be on the philosophy of registered nursing, nursing process, assessment, communication, roles and functions of associate degree nurses. Active learning strategies of the course include individual and group learning experiences, simulation, and application of basic pharmacology knowledge. Prerequisites: NURS 1118 or equivalent, CHEM 1214 OR CHEM 1314; NSCI 1113; ENGL 1113; PSYC 1113; BIOL 2214; PSYC 2213 and previous formal acceptance into the Nursing Career Ladder Pathway to enter NURS 2218.

NURS 2050 (1-3) SPECIAL TOPICS IN NURSING

Directed individual study in specific topics related to nursing. Prerequisites: Department Head Approval.

NURS 2218 NURSING CONCEPTS AND CARE FOR VULNERABLE POPULATIONS

Students will utilize the knowledge, practice and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic health care environment. The focus will be on medical-surgical nursing and community-based care of vulnerable populations, including geriatric, pediatric, disabled populations, and for those with mental health disorders. Active learning strategies of the course include individual and group learning experiences, simulation and clinical rotations. Prerequisites: PSIO 2314, ENGL 1213; NURS 1148. Co-requisites: MCRO 2124, POLS 1113.

NURS 2258 COMPLEX NURSING CONCEPTS

Students will apply the knowledge, practice, and ethical behavior necessary for safe, effective, holistic nursing practice to the complexities of care within a technologically rich, dynamic health care environment. The focus is on hi acuity care and management of multiple clients. Active learning strategies of the course include individual and group learning experiences, simulation, and clinical rotations, including immersion. Prerequisites: MCRO 2124, POLS 1113, NURS 2218. Co-requisites: HIST 1483 or HIST 1493, NURS 2342.

NURS 2342 TRANSITION TO PROFESSIONAL PRACTICE

Students will individualize a personal preparation plan for licensure and successful integration of the program outcomes of human flourishing, nursing judgment, professional identity, and spirit of inquiry. The course will also focus on the students' development of a practice framework including the political/policy process and legislation affecting delivery of care, including relevant healthcare mandates. Prerequisites: MCRO 2124, POLS 1113, NURS 2218. Co-requisites: HIST 1483 or HIST 1493, NURS 2258.

NUTRITION**NSCI 1113 BASIC HUMAN NUTRITION (N)**

Study of the functions of the nutrients in human life processes and the nutrient relationship to health as a basis for food choices. Open to all students.

NSCI 1123 HEALTHY LIVING

This course will provide information on topics including current nutrition-related issues, exercise practices and mind/body activities to promote balanced health. These topics will be explored with information on vegetarian diets, the use of soy foods, the importance of herbs, organic agriculture, and prevention of chronic disease through diets high in vegetables, fruits and whole grains. A variety of physical exercises will be studied including those that promote mental calmness and control such as yoga. Lifestyle practices that promote health, like journaling, will be studied and experimented with during the course. Prerequisites: [W] ICSR 0123.

PHILOSOPHY**PHIL 1013 INTRODUCTION TO PHILOSOPHY (H)**

Basic works by great thinkers, including Plato, Descartes and Hume. Prerequisites: [R] [W]

PHIL 1213 INTRODUCTION TO ETHICS (H)

Introductory ethics and social philosophy. Moral decision-making, the good life, social values, freedom and responsibility. Prerequisites: [R] [W]

PHIL 1313 CRITICAL THINKING (H)

Informal and formal reasoning, explanation, definition and fallacies. Emphasis on the critique, evaluation and development of arguments in everyday discourse. Practical applications. Prerequisites: [R] [W]

PHIL 1223 INTRODUCTION TO EASTERN PHILOSOPHY (H)

This course will examine the primary philosophic questions addressed by each tradition of the major Eastern traditions. The goal of this course is to introduce how these different traditions offer valuable contributions to general philosophical questions. Prerequisite: ENGL 1113

PHYSICS

PHYS 1014 DESCRIPTIVE PHYSICS (N)

A survey course presenting the basic concepts and principles of physics with a minimum of mathematics. Motion, waves, temperature, electricity, magnetism, optic and atomic energy. No credit for students with PHYS 1114. Prerequisites: [R] [M] [SCI]

PHYS 1114 GENERAL PHYSICS I (L, N)

Physics for the non-engineering major or non-physics major. The course includes topics in mechanics, heat and sound with applications of each. Prerequisite: [R] [SCI] MATH 1513. MATH 1613 recommended or MATH 1715. Lab: three hours per week.

PHYS 1204 GENERAL PHYSICAL SCIENCE (N)

Introduction to the fields of physics, chemistry, astronomy, geology and meteorology. Includes a short review on the metric system, scientific notation and scientific digits. Designed for the non-science major. Prerequisites: [R] [M] [SCI]

PHYS 1214 GENERAL PHYSICS II (L, N)

Continuation of PHYS 1114: electricity, magnetism, optics, quantum physics, atomic and nuclear structure. Lab: three hours per week. Prerequisite: PHYS 1114

PHYS 2014 PHYSICS I (ENGINEERING) (L, N)

Calculus-based introductory course for science, math and engineering majors. Mechanics, waves, heat and thermodynamics. Prerequisite: [SCI] MATH 2145.

PHYS 2114 PHYSICS II (ENGINEERING) (L, N)

Continuation of PHYS 2014: electricity, magnetism and optics. Prerequisite: PHYS 2014.

PHYSIOLOGICAL SCIENCES

PSIO 2311 HUMAN PHYSIOLOGY LABORATORY

Laboratory supplementing PSIO 2313. Structure and function of the systems of the human body. Enrollment requires credit or concurrent enrollment in BIOL 1515. This course will provide laboratory credit for students in an approved LPN or paramedic program. Co-requisite: BIOL1515

PSIO 2314 HUMAN PHYSIOLOGY

Structure and function of the systems of the human body. Lab: three hours per week. Prerequisite: CHEM 1214 or CHEM 1314.

POLICE SCIENCE

PLSC 1103 INTRODUCTION TO FORENSIC SCIENCE

A survey of the ways in which the knowledge and technology of science are applied to the definition and enforcement of civil and criminal law.

PLSC 1123 INTRODUCTION TO LAW ENFORCEMENT AND POLICE PROCEDURES

Philosophy of law enforcement; the powers and limitations of the law enforcement officer as revealed in case studies.

PLSC 1133 ETHICS AND PROFESSIONAL BEHAVIOR IN LAW ENFORCEMENT

This is an introductory course of the science of moral philosophy. The student will explore their professional duties and the rationale for them when facing ethical dilemmas in the criminal justice career field.

PLSC 1143 TRAFFIC

Police responsibility in traffic control, organization of traffic and patrol division, routine traffic duties and accident reports. Coerequisite: PLSC 2222.

PLSC 1211 FIREARMS

Care and use of police firearms, including legal provisions and restrictions. Open only to COP (Collegiate Officer Program) students. Prerequisite: Department Head Approval.

PLSC 1213 RULES OF EVIDENCE

Tests of admissibility applied by the courts.

PLSC 1223 PENAL CODE AND RELATED CRIMINAL LAWS

The legal basis of law enforcement; the penal code, formation of law enforcement bodies, local ordinances and regulatory functions.

PLSC 1313 PATROL PROCEDURES

An examination of the types and methods of patrol activities. Studies include patrol techniques, hazard awareness, decision-making and tactical considerations. Prerequisites: PLSC 1223 and PLSC 1123

PLSC 1320 (1-4) TECHNICAL PROBLEMS - POLICE SCIENCE

One to four, maximum six credits. Technical problems that are of particular interest to police science majors.

PLSC 1413 POLICE-COMMUNITY RELATIONS

Relationships existing between the police and the community they serve. Emphasis will be placed on the officer's role relative to the community, crime prevention, civil rights and the elements of effective community relations.

PLSC 1423 INTERVIEWING SKILLS

Presents a variety of techniques effective for interviewing and discusses the mental and physical factors as well as legal considerations that govern their application.

PLSC 1433 CRIME SCENE PROCESSING AND PHOTOGRAPHY

Course includes basic and advanced photographic principles and theories as they relate to law enforcement with an emphasis on crime scene documentation. Advanced crime scene processing documentation techniques dealing with court preparation and presentation will also be covered. Prerequisite: PLSC 1103.

PLSC 2050 (1-6) TECHNOLOGICAL PROBLEMS

One to six, maximum six credits. A study of applied problems that are of particular interest to the technologist.

PLSC 2103 EMERGENCY MEDICAL RESPONDER

This course places an emphasis on basic knowledge and skills necessary to provide lifesaving interventions with minimal equipment while waiting additional EMS response. Upon completion of this course the student will obtain their certification in Basic Life Support for the Healthcare Provider, registration with the State of Oklahoma as an Emergency Medical Responder (EMR), and be eligible to become Nationally Registered as an EMR. Lab: two hours per week.

PLSC 2111 DEFENSIVE TACTICS

The study and practice of methods of defense employed by police officers. Lab: three hours per week. Open only to Collegiate Officer Program (COP) students. Prerequisite: Department Head Approval.

PLSC 2133 POLICE ADMINISTRATION

Presentation of the social issues and daily problems facing police administration in a law enforcement organization. Study includes police leadership, organization, planning and research, inspectional service. Prerequisite: 28 or more completed semester hours.

PLSC 2143 INTRODUCTION TO CONSTITUTIONAL LAW

Constitutional law, its history and development; for the police science student. Prerequisite: POLS 1113.

PLSC 2211 EMERGENCY VEHICLE OPERATION

The legal aspect of emergency vehicle operation, desirable law enforcement driving behaviors and the proper handling of a vehicle in non-emergency, emergency and pursuit modes. Limited to Collegiate Officer Program (COP) students. Prerequisite: Department Head Approval.

PLSC 2213 PRINCIPLES OF INVESTIGATION AND INTERVIEW

General principles of police investigation, evaluation, processing and assignment of complaints, methods of obtaining evidence and interviewing techniques. Prerequisite: PLSC 1223.

PLSC 2222 POLICE RECORDS AND REPORTS

Organization and operations of centralized records division; study of standard police forms and reports. Corequisite: PLSC 1143.

PLSC 2223 JUVENILE ASSISTANCE AND CONTROL

Organization, function and jurisdiction of the juvenile division; methods of handling, processing and detention of juveniles; case disposition and court procedures.

PLSC 2253 SURVEY IN POLICE SCIENCE

A survey course to complete the Collegiate Officers Program to include general certifications required by the Council on Law Enforcement Education and Training mandated by State Bill 920.

PLSC 2413 TECHNICAL INVESTIGATION I

The technical investigator's function and duties in criminal investigation. Areas included are latent fingerprints, casting, ballistics, crime scene photography, and collection and preservation of evidence. Lab: three hours per week. Prerequisite: PLSC 2213.

PLSC 2423 BLOODSTAIN INTERPRETATION

Covers the techniques of identification of various stains and the methods used in determining whether or not the stain is blood. Topics include the significance of bloodstain evidence and its role in criminal investigation; detection and identification of stains and patterns; flight characteristics and stain pattern of human blood, blood detection and collection techniques; and the preservation of bloodstain evidence. Lab: two hours per week. Prerequisites: PLSC 2413, CHEM 1104, BIOL 1303, BIOL 1311.

PLSC 2434 FINGERPRINT IDENTIFICATION

Advanced techniques of fingerprint development with an emphasis on fingerprint comparison and identification. Lab: two hours per week. Prerequisite: CHEM 1104.

PLSC 2443 CRIME SCENE RECONSTRUCTION

Provides an overview of reconstruction techniques, means of evaluating and interpretation of evidence from crime scenes, causation factors and the validity of physical evidence. Lab: two hours per week. Prerequisite: PLSC 2413.

PLSC 2513 CRISIS INTERVENTION

The police officer's role in a crisis situation. Areas examined include domestic disturbances, death notification and conflict resolution. Prerequisite: PSYC 1113.

PLSC 2523 FORENSIC ANTHROPOLOGY AND ARCHEOLOGY

Provides the students with an introduction to the application of anthropological and archaeological techniques in law enforcement.

PLSC 2533 COURTROOM TESTIMONY AND PRESENTATION

Provides the student with a step-by-step process of investigating crime(s) and methodically prepare the case for submission in a court of law.

PLSC 2543 OCCUPATIONAL PROFICIENCY

This course is designed to evaluate the graduate's proficiency in their major field of study. Areas to be assessed include communication skills, job interviewing techniques and professional competencies. Prerequisite: student must be within one (1) semester of graduation.

PLSC 2650 (1-4) TECHNOLOGICAL PROBLEMS

One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required.

POLITICAL SCIENCE

POLS 1113 AMERICAN GOVERNMENT (S)

General introduction to the Federal Governmental system. This course will emphasize basic principles of government such as the function of each branch of government. Topics of study shall include but not be limited to constitutional principles, federalism, civil liberties, civil rights, political participation, public opinion, interest groups, political parties, elections, media, congress, presidency, bureaucracy, judiciary, economic policy, domestic policy, and the general principles of state/local government. Prerequisites: [R] [W]

POLS 1320 (1-6) POLITICAL SCIENCE – SPECIAL TOPICS

One to six credits, six maximum. A study of applied problems that are special interest.

POLS 2023 CIVIL RIGHTS AND LIBERTIES

A study of the civil rights and civil liberties as reference in the Bill of Rights to the Constitution of the United States. Prerequisites: POLS 1113

POLS 2053 STATE AND LOCAL GOVERNMENT

Organization, processes and functions of American state and local governments, their relationship to each other and to the national government. Prerequisite or co-requisite: POLS 1113.

POLS 2113 COMPARATIVE POLITICS

A comparative study of the political processes and institutions of selected contemporary societies; includes an introduction to concepts and methods of comparative politics. Prerequisite: POLS 1113.

POLS 2523 ETHICS IN BEHAVIORAL SCIENCES

Introduction to key topics in professional ethics and issues. Emphasis on ethical decision-making as an ongoing process and involving such topics as diversity issues, confidentiality, therapist/counselor confidence level, and competence. This course will also examine client rights, unethical behavior and malpractice issues. The course content is designed for psychology majors, but is also well-suited for students majoring in nursing, behavioral sciences and other health provider fields. (Will be crosslisted with PSYC 2523 and SOC 2523)

POLS 3223 PROBLEMS IN PUBLIC SAFETY

Research and investigation on selected problems in the field of public policy. Prerequisite: POLS 1113 or Department Head Approval.

POWER TRANSMISSION AND DISTRIBUTION TECHNOLOGY

PTDT 1102 ELEMENTS OF ELECTRICITY AND ELECTRONICS

An introduction to the elementary principles of basic electric units, Ohm's Law circuit solutions of series and parallel network, magnetism, inductance and capacitance. Same as EET 1102.

PTDT 1103 PLAN READING FOR PTDT

This course will cover topics associated with construction drawing for distribution, transmission and substation projects. Topics will include organization and relationship of drawings, specifications, symbols, dimensions, scales and job notes.

PTDT 1104 INTRODUCTION TO THE UTILITY INDUSTRY/CLIMBING

This course will introduce the student to the career paths in the electrical utility industry both public and private. The course will present materials to help an individual determine if the utility industry is the correct career path for them. The course will include the basic principles, techniques, and procedures of overhead line construction, including pole climbing. Lab: four hours per week.

PTDT 1154 ELECTRICAL CIRCUITS-HIGH VOLTAGE

The study of electricity involving electrical properties of materials, electrical laws, units, components, impedance, resonance and magnetism. Lab: two hours per week.

PTDT 1353 LINEMAN SAFETY/EQUIPMENT

An overview of the specific concerns and equipment used by the power transmission technician. Lab: two hours per week.

PTDT 1453 PRINCIPLES OF POWER TRANSMISSION

A course dedicated to the study of transmitting electrical power. The course will contain working practices and situations that transmission lineman encounter: extra high voltage, towers, pole configurations, bare hands and other work practices. Prerequisite: PTDT 1104 Lab: two hours per week.

PTDT 2003 PRINCIPLES OF POWER DISTRIBUTION

A study of underground and above ground high voltage distribution systems. Transformer configurations, conduit sizing, line voltage drops, etc. will be discussed, as well as equipment and safety procedures for both. Lab: two hours per week.

PTDT 2013 DRIVER SAFETY AND CDL TRAINING

This course will prepare students to drive commercial vehicles in a safe manner and help students prepare for the commercial driver's license.

PTDT 2023 PRINCIPLES OF SWITCHING AND METERING

Students will learn the basic switching and metering systems used in the power industry.

PTDT 2043 ELECTRICAL CAPSTONE EXPERIENCE

This is the final course in the curriculum and various topics of the power industry, job searching techniques and related topics will be covered. Course content will be tailored to the needs of the students to prepare them for job placement.

PTDT 2104 INTERNSHIP

This course provides on-the-job training for students. Work experience may be substituted if the student is currently working in the industry and with advisor approval.

PSYCHOLOGY

PSYC 1113 INTRODUCTORY PSYCHOLOGY (S)

General introduction to the science of behavior and mental processes. Emphasizes major theoretical perspectives. Topics of study include perception, states of consciousness, memory, motivation, development, personality, psychological disorders and therapies. Prerequisites: [R] [W]

PSYC 2050 (1-4) PSYCHOLOGY SEMINAR (S)

Course topics vary. The content may be designed for psychology majors but is also valuable to those students majoring in nursing, alcohol and substance abuse counseling, public service, law enforcement, child development and education. Prerequisite: PSYC 1113.

PSYC 2113 PSYCHOLOGY OF ADJUSTMENT (S)

Principles of the study of adjustment and behavior. Examines psychological process of coping and adapting to everyday life types of problems to include conflicts, pressures and challenges. Some emphasis will be placed on a sociocultural approach to managing adjustment by examining the factors of culture, ethnicity and gender. Prerequisite: PSYC 1113.

PSYC 2213 LIFESPAN HUMAN DEVELOPMENT (S)

Study of the life span of humans. Emphasizes both experimental and theoretical approaches to the study of cognitive, personality, social, perceptual and physical development from conception to death. Prerequisite: PSYC 1113.

PSYC 2223 CHILD PSYCHOLOGY (S)

Effects of heredity and environment on physical, mental, social and emotional development of the individual through adolescence. Prerequisite: PSYC 1113.

PSYC 2333 PSYCHOLOGY OF RACE

Examines the human response to and perceptions of racial differences through the lens of anthropology, mythology, slavery, sexuality and sociology. Prerequisites: [R] [W]

PSYC 2413 ABNORMAL PSYCHOLOGY

The course will offer the student a broad-based perspective on psychological disorders of childhood, adolescence, and adulthood. The focus will be on the major patterns of abnormal behavior as well as causal factors. Course content is designed for psychology majors but is also valuable to those majoring in nursing, alcohol and substance abuse counseling, public service, law enforcement, child development and education. Prerequisite: PSYC 1113

PSYC 2450 (1-6) SPECIAL TOPICS

One to six credits, six credits maximum. Variable course credit of one to six hours. Examines contemporary issues and problems within psychology. This course may be cross-listed with other technical problems or special topics sections. Prerequisites: [R], [W] & Department approval.

PSYC 2523 ETHICS IN BEHAVIORAL SCIENCES

Introduction to key topics in professional ethics and issues. Emphasis on ethical decision-making as an ongoing process and involving such topics as diversity issues, confidentiality, therapist/counselor confidence level, and competence. This course will also examine client rights, unethical behavior and malpractice issues. The course content is designed for psychology majors, but is also well-suited for students majoring in nursing, behavioral sciences and other health provider fields. (Will be crosslisted with POLS 2523 and SOC 2523)

PSYC 2713 PSYCHOLOGY OF AGING (S)

Provides an overview of adult development and aging. Focuses on the major theories of aging and how aging affects physical, cognitive and social functioning. Special topics include personality and aging, health aging, dementia and death and dying. Prerequisite: PSYC 1113.

PUBLIC SERVICE

PSER 1113 INTRODUCTION TO PUBLIC PERSONNEL ADMINISTRATION

Principles of communication, recruitment and selection of human resources; job classification performance appraisal. Prerequisite: [R] [W] (Fall & Spring)

PSER 1123 INTRODUCTION TO LEGAL CASE MANAGEMENT

This course provides the student with a practical skills working knowledge of legal case management featuring such aspects of domestic law as premarital contracts, marriage, annulment, divorce, separate maintenance, custody, paternity, adoption, wage assignments, citations for contempt of court, preparation for trial exhibits, computations of child support, decrees and motions to modify divorce decrees. (Fall Only) Prerequisite: [R] [W]

PSER 2023 PUBLIC LAW

Basic legal tenets and procedures affecting public and/or nonprofit agencies. Prerequisite: [R] [W] (Fall Only)

PSER 2050 (1-3) PRACTICUM

Variable course credit of one to three hours for on-site public/nonprofit sector work experience; requires a detailed work journal or written report approved by advisor and copies of work product completed on the job. Prerequisite: Advisor Approval.

PSER 2103 INTRODUCTION TO GRANT WRITING AND ADMINISTRATION

Participants in this course will examine the entire grant proposal development process including research tools and techniques, criteria for narrowing the funding, effectively organizing and writing the proposal, packaging the proposal, follow-up and tracking. The course will provide practice and hands on work in the writing of a grant proposal for funding. This course will also offer grant administration, metrics, evaluation and reporting. Cross listed with WRTG 2103. Prerequisite: ENGL 1113

PSER 2113 ALTERNATIVE DISPUTE RESOLUTION

Introduction to resolution of disputes outside the traditional courtroom procedures, with an overview of this rapidly growing area in the law, including mediation and arbitration. (SPRING ONLY)

PSER 2213 INTRODUCTION TO PUBLIC SERVICE ORGANIZATIONS

Introduction to principles and problems of public administration, organizational theory, budgeting, motivation and management of human resources and the political environment. Course content is focused on leadership of public/nonprofit agencies. Prerequisites: [R] [W] (Fall Only)

PSER 2223 LEADERSHIP AND GROUP DYNAMICS

Leadership and Group Dynamics is designed to empower public service majors with the skills to improve their leadership abilities. The course integrates research, case studies and classroom instructional technology that facilitate effective leadership in public/non-profit organizations. Prerequisites: [R] [W] (Spring Only)

PSER 2293 INTRODUCTION TO NON-PROFIT ORGANIZATIONS

An overview of non-profit organizations and the importance of business and service functions in their long-term effectiveness and sustainability. Examines historical background, development, role, auspices, organization, and purposes of non-profit agencies. Special emphasis is placed on structure, program and organizational management, stewardship, fundraising, community building, volunteer services, and problems which confront these organizations.

**PSER 2333 INTRODUCTORY PUBLIC/
NONPROFIT FINANCE AND BUDGET**

Covers revenue sources, accounting principles and resource allocation for public/nonprofit agencies. Prerequisites: [R] [W]

**PSER 2450 (1-3) TECHNICAL PROBLEMS –
PUBLIC SERVICE**

Variable course credit of one to three hours. Examines contemporary issues and problems influencing the formation of public policy and the roles of public/nonprofit agencies. Prerequisites: [R] [W] (Fall and Spring)

**PSER 3333 PUBLIC SECTOR BUDGETING
AND RESOURCE MANAGEMENT**

Covers accounting principles, revenue sources, and allocation of finances for public/nonprofit groups. Requires research component. Students who have successfully completed PSER 2333 may not receive credit for this course. Prerequisites: [R] [W]

**RENEWABLE/SUSTAINABLE
ENERGY**

**RSE 1004 RENEWABLE ENERGY
APPLICATIONS**

An overview of a number of renewable energy technologies and their applications. Students will study energy consumption, efficiency and conservation. Renewable/sustainable technologies studied include passive and active solar thermal, photovoltaics, wind turbine generation and geothermal energy. Lecture hours: 4

**RSE1013 RESIDENTIAL WIND DESIGN &
APPLICATIONS**

A study of the input and out electrical delivery system for wind generation, especially as this system applies to residential (small-scale) wind turbines. Topics covered include blades, rotors, generators, controllers, brakes, wind vanes, gear drives and anemometers. Prerequisites: RSE 1004, EET 1102; lecture hours: 2; lab hours: 3

RSE 1023 SOLAR DESIGN & APPLICATIONS

The study of solar photovoltaic cells, modules and components. This course will review the necessary equipment, design elements, safety requirements and installation procedures. Upon completion of the course students will be qualified to take the North American Board of Certified Energy Practitioners (NABCEP) photovoltaic (pv) entry level certificate of knowledge exam. Prerequisites: RSE 1004, EET 1102; lecture hours: 2; lab hours: 3

**RSE 1033 GEOTHERMAL DESIGN &
APPLICATIONS**

This course will review the basics of geothermal power and its applications. Topics include bottom hole temperatures, water injection, binary cycles, head exchanges and energy converters. Emphasis will be on residential (small-scale) applications. Prerequisites: RSE 1004, EET 1102; lecture hours: 2; lab hours: 3

RSE 2013 RESIDENTIAL ENERGY AUDITS

The student will review a number of areas including the overall building envelope, lighting systems, air conditioning systems, heating systems, motors and drives, heat pumps, ventilation systems, domestic hot water systems, water conservation and utility analysis. Emphasis will be on applications in residential buildings.

RSE 2113 BUILDING ENERGY AUDITS

The student will review a number of areas including the overall building envelope, lighting systems, air conditioning systems, heating systems, motors and drives, heat pumps, ventilation systems, commercial hot water systems, water conservation and utility analysis. Emphasis will be on applications in commercial buildings.

**RSE 2211 RENEWABLE AND SUSTAINABLE
ENERGY CAPSTONE**

The student will review the information which they have gained over the course of the program including the overall building envelop, lighting system, geothermal condition system, renewable wind and solar, and analysis of the energy use of the building. Students will show the ability to use the equipment for energy audits by conduction a complete energy audit of a structure. Prerequisite: Advisor Approval

SCIENCE

SCI 0124 GREAT IDEAS IN SCIENCE

An introduction to the physical and biological sciences using an integrated approach. Basic scientific principles are introduced, followed by how these principles can be applied to the different scientific disciplines. Designed for students who have not met all high school curricular and performance requirements in the sciences. Lab: two hours per week.

SOCIOLOGY

SOC 1113 INTRODUCTORY SOCIOLOGY (S)

An introduction to the science of human society with emphasis on basic concepts. Assists the student in understanding the social influences on day-to-day life. Prerequisites: [R] [W]

SOC 2023 MARRIAGE AND FAMILY

Analyzes male/female role interaction as it applies to the development, maintenance and disorganization of the family, particularly in the social context of American society. Analysis centers on courtship patterns, mate selection, marital adjustment problems and marital disorganization with some cross-cultural contrasts. Prerequisite: SOC 1113

SOC 2123 SOCIAL PROBLEMS

Exploration in selected social issues in contemporary American society, such as deviance, poverty, sexism, racism and ageism. Prerequisite: SOC 1113

SOC 2143 SOCIAL STRATIFICATION

Exploration in selected social issues in contemporary American society, such as deviance, poverty, sexism, racism and ageism. Prerequisites: [R] [W]

SOC 2213 CRIME AND DELINQUENCY

The crime and delinquency course will review sociological and psychological research regarding the causes of crime and current crime trends. Modern trends in the control and treatment of criminal behavior will be explored. In addition, this course will explore the major theories in the field of crime and delinquency. Prerequisite: SOC 1113

SOC 2223 CULTURAL ANTHROPOLOGY (S)

Explores what culture is, how humans use culture to adapt to their environment and how culture affects all aspects of human life using anthropological methods to examine human institutions. Prerequisites: [R] [W]

SOC 2450 (1-6) SOCIOLOGY-SPECIAL TOPICS

Variable credit course of one to six hours, maximum six credits. Examines contemporary issues and problems within sociology. This course may be cross-listed with other technical problems or special topics sections in another discipline. Prerequisites: [R] [W]

SOC 2523 ETHICS IN BEHAVIORAL SCIENCES

Introduction to key topics in professional ethics and issues. Emphasis on ethical decision-making as an ongoing process and involving such topics as diversity issues, confidentiality, therapist/counselor confidence level, and competence. This course will also examine client rights, unethical behavior and malpractice issues. The course content is designed for psychology majors, but is also well-suited for students majoring in nursing, behavioral sciences and other health provider fields. (Will be crosslisted with POLS 2523 and PSYC 2523)

SOC 3623 CULTURAL DIVERSITY

Historical and contemporary experiences of racial and ethnic groups. Consideration of theories related to dominant-subordinate group relations, prejudice, discrimination and the current social conditions of minority groups living in the United States. Prerequisite: SOC 1113 or Junior Standing.

SONOGRAPHY

This is a selective admission program. See department for details.

**SON 1103 CARDIOVASCULAR ULTRASOUND
I WITH LAB**

Emphasis on basic cardiac anatomy, imaging techniques and principles. Topics include basic imaging protocols, scan planes in relation to cardiac anatomy and principles of acquisition of diagnostic images. Students will review basic gross anatomy and cross sectional anatomy of the lower extremity peripheral arterial, venous, extracranial and deep abdominal vascular systems. Emphasis

will be placed on the normal exam. Students will begin to familiarize themselves with the basic knobology of direct and indirect vascular testing and standard protocols. Prerequisite: Admission to Sonography Program

SON 1113 ULTRASOUND PHYSICS AND INSTRUMENTATION I

A course in the physics and instrumentation of ultrasound which will cover ultrasonic wave generation and propagation, interaction of sound and matter, transducer and instrumentation designs, ultrasound scanning modes, image artifacts and quality, Doppler effect and Doppler instrumentation components.

SON 1153 PATIENT CARE, MEDICAL ETHICS & LAW

Students will learn sonographer safety; current Sonographic protocols; and basic patient care. Vital sign assessment will be introduced to the student, as well as medical terminology. This course covers study techniques such as effective note taking, effective listening, and test-taking strategies. For the practitioner and student entering the clinical environment, it offers step-by-step descriptions of basic medical procedures and patient care, showing how to safely and ergonomically perform procedures and how to interact with patients in a clinical setting. This includes patient communication and psychological support strategies, as well as patient transfer techniques. Topics such as infection control will be emphasized, as well as current utilization of standard precautions to prevent the spread of infection. Emergency conditions and procedures, to include first aid and resuscitation techniques will be presented to the student. A study of medical ethics & the laws that affect and pertain to Sonographers and other imaging professionals is introduced and explained. This class will also help students make knowledgeable decisions about patient care issues in respect to ethics and law. This class examines the many issues that affect sonographers and other imaging professional and applies the examples to real-world situations. The student will be introduced to topics such as patient autonomy, medical documentation, informed consent, confidentiality & HIPPA, managed care, diversity and death and dying. The student will learn to apply their own values, common sense, and applicable health-care law and medical ethics to solve challenging dilemmas. Professional interaction skills and the sonographer's professional scope of practice will be emphasized. Prerequisites: BIOL 1303, ENGL 1113, ENGL 1213 or ENGL 2333, HIST 1483 or HIST 1493, PHYS 1114, POLS 1113, MATH 1513, CHEM 1214.

SON 1203 CARDIOVASCULAR ULTRASOUND II WITH LAB

An emphasis on adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology; quantitative measurements and the application of 2-D, M-Mode and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. Students will review the previous semester's concepts, and add the abnormal

upper arterial and venous systems anatomy. Basic common disease concepts and clinical assessment will continue. Ultrasound criteria and protocols for normal and common abnormal studies will be reviewed and practiced in the laboratory setting. Prerequisite: SON 1123, SON 1153, SON 2313.

SON 1213 PHYSICS & INSTRUMENTATION II

Continuation of son 1113 physics & instrumentation I. A course in the physics and instrumentation of ultrasound which will cover ultrasonic wave generation and propagation, interaction of sound and matter, transducer and instrumentation designs, ultrasound scanning modes, image artifacts and quality, doppler effect and doppler instrumentation components. Prerequisites: SON 1113.

SON 1254 CLINICAL EXPERIENCE I

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers.

SON 2012 VASCULAR ULTRASOUND THEORY & PROTOCOL SCANNING TECHNIQUES

Emphasis on basic cardiac anatomy imaging techniques and principles. Topics include basic imaging protocols, scan planes in relation to cardiac anatomy and principles of acquisition of diagnostic images. Students will review basic gross anatomy and cross sectional anatomy of the lower extremity peripheral arterial, venous, extracranial and deep abdominal vascular systems. Emphasis will be placed on the normal exam. Students will begin to familiarize themselves with the basic knobology of direct and indirect vascular testing and standard protocols. Prerequisites: SON 1113, SON 1253, SON 2013.

SON 2253 CLINICAL EXPERIENCE II

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 1253.

SON 2303 CARDIOVASCULAR ULTRASOUND III WITH LAB

Instruction in advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging and related noninvasive cardiac testing. Students will build on previous semesters, adding more advanced and uncommon pathology of the vascular patient. The student will work on perfecting history taking, patient assessment, critical thinking and analyzing data. Advanced direct and indirect vascular procedures will be covered and analyzed. Prerequisite: SON 1113, SON 1203, SON 2253.

SON 2313 CARDIOVASCULAR CONCEPTS

This course is a continuation from SON 1153 and will continue to expand the knowledge of the cardiovascular sonographer. The course is designed to prepare the student for the Cardiovascular Principles section of their Registry. The anatomy and physiology of the cardiac and vascular systems are presented, with special emphasis on the relation-

ship and connection of the two systems. Topics such as cardiovascular anatomy, cardiovascular physiology and hemodynamics, pathology, pathophysiology, pharmacology of the cardiovascular system, the electrical conduction system, congenital heart defects, intracardiac pressures and their correlation with other cardiovascular phenomenon, coronary artery distribution, determinants and assessment of left ventricular performance and the phases of the cardiac cycle are discussed. Examination methods and interventional procedures are also explained. The textbook contains hundreds of sample questions that will help the student to prepare for clinical life as well as their national Registry. Prerequisite: SON 1153.

SON 2354 CLINICAL EXPERIENCE III

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 2253.

SON 2403 CARDIOVASCULAR ULTRASOUND IV WITH LAB

A continuation of Cardiovascular Ultrasound III with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearances of cardiac disease is stressed. Students will develop a systematic approach to problem solving using critical thinking, and increase independent judgment to aid the provider in the evaluation of the peripheral vascular patient with vascular disease. A complete review in the laboratory setting of vascular anatomy, physiology, assessment, history taking and analyzing data for the preparation of the preliminary report. Prerequisite: SON 1213, SON 2303, SON 2353.

SON 2454 CLINICAL EXPERIENCE IV

Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 2353.

SPANISH

SPAN 1113 SPANISH I

Pronunciation, elements of grammar, reading and simple composition in Spanish combined with some exploration of Hispanic culture. Prerequisites: [R] [W]

SPAN 1223 SPANISH II

Continuation of Spanish I with further development of pronunciation, elements of grammar, reading and simple composition in Spanish combined with some exploration of Hispanic culture. Prerequisite: SPAN 1115.

SPAN 2050 (1-3) SPECIAL TOPICS IN SPANISH

Variable credit course of one to three hours. Examines issues within the field of Spanish language, literature, culture, or linguistics. This course may be cross-listed with other courses in another discipline. Can be repeated for credit with different topic. Some courses may require Spanish language fluency.

SPAN 2113 INTERMEDIATE SPANISH I

Further development of speaking, listening, reading and writing skills, along with short cultural and literary readings. Prerequisite: SPAN 1223 or CLEP score of 50.

SPAN 2123 SPANISH FOR HERITAGE SPEAKERS

An in-depth study of Spanish for the heritage speaker. Emphasis is placed on the development of reading and writing skills of those persons who speak Spanish but who have little or no formal study in the language. Prerequisite: CLEP score of 50 or Department Head Approval.

SPAN 2133 INTERMEDIATE SPANISH II

Consolidation of Spanish Language skills including vocabulary development, reading comprehension, oral fluency, and listening comprehension. Prerequisites: Spanish 2113 or Spanish CLEP score of 63.

SPAN 2143 ADVANCED SPANISH GRAMMAR AND COMPOSITION

An intensive study of Spanish grammar, composition and conversation designed to increase oral proficiency and to enhance written communication in Spanish in situations ranging from relatively simple to more complex. Prerequisite: SPAN 2113 or CLEP 50

SPEECH

SPCH 1113 INTRODUCTION TO SPEECH COMMUNICATION (H)

Principles and techniques of preparation, participation in and evaluation of communication behavior in conversation, the interview, group discussion and public speech. A competency-based approach. Prerequisites: [R] [W]

SPCH 2723 INTERPERSONAL COMMUNICATION (H)

Focus is on developing a conceptual framework for viewing varied interpersonal relationships as transacted through communication. Through participation in class activities students are encouraged to develop skills appropriate to overcoming problems experienced in real-life situations. Prerequisites: [R] [W]

STATISTICS

STAT 2013 ELEMENTARY STATISTICS (A)

Introduction to the theory and methods of statistics. Descriptive measures, elementary probability, samplings, estimation, hypothesis testing, correlation and regression. Prerequisite: MATH 1513 or equivalent, [R].

SURVEYING

SURV 1101 INTRODUCTION TO SURVEYING

Introduction to the profession of land surveying. Course will familiarize the student with the history of surveying in the United States, knowledge of the terminology as well as the equipment used in the profession. Students will gain an elementary knowledge of the duties and responsibilities of a professional land surveyor.

SURV 1103 BASIC CARTOGRAPHY

This is an introductory course and an accompanying lab designed to teach students the basics of maps with a concentration on the interpretation thereof. Attention will be given to the interpretation of surface features and active processes as well as to problem solving and planning. Most of the course will be devoted to the origins of maps, projection types, the techniques of mapping, locational reference systems, and terrain analysis; however, computer cartography, GIS, photogrammetry, and satellite imagery interpretation will be introduced.

SURV 1133 FUNDAMENTALS OF GIS

An introductory course in GIS and an accompanying lab using ESRI ArcGIS software. The course will discuss different functions of a GIS and its capabilities; GIS data collection and input; GIS data types and basic mapping concepts.

SURV 1232 PRINCIPLES OF HYDRAULICS

Principles of fluid mechanics, pressure conduits, open channel flow, fluid measurement and drainage structures. Design of collection systems for municipal drainage.

SURV 1233 MICROSTATION

An introductory course in MicroStation. Topics will include microstation design environment, viewing and zooming, models, levels, basic drawing tools, drawing with precision, modification tools, selecting and grouping elements and complex elements. Prerequisite: SURV 2614 and CIS 1113

SURV 1320 (1-6) TECHNICAL PROBLEMS IN SURVEYING

One to six, maximum six credits. Technical problems in surveying that are of particular interest to technicians. Prerequisite: Department Head Approval.

SURV 2033 BASIC GEODESY AND MAP PROJECTIONS

The history of geodesy including measurement techniques, coordinate systems, ellipsoids, and datums are reviewed. The modern geodetic and

Cartesian coordinates systems, as well as the differences between grid and ground coordinates systems, and the current geodetic and Cartesian coordinate systems available today are discussed.

SURV 2050 (1-6) ADVANCED TECHNICAL PROBLEMS IN SURVEYING

One to six, maximum six credits. A study of problems in applied engineering science that are of particular interest to the engineering technician.

SURV 2113 ADVANCED GIS (SPATIAL ANALYSIS)

An advanced course in GIS and an accompanying lab using ESRI ArcGIS software. This course is designed to provide students with hands on experience in problem solving and various spatial analysis methods including, classification, assessment of quantities and densities, location analysis, and change over time. Prerequisites: SURV 1133.

SURV 2143 HIGHWAY DESIGN AND CONSTRUCTION

Study of transportation, roadways and their functions. Roadway foundations, pavement types, characteristics, composition and structural design; construction procedures; transportation systems planning.

SURV 2213 REMOTE SENSING

An introduction to the physics and technical issues surrounding the acquisition and utilization of remotely sensed airborne and satellite images for the study of physical and human landscapes. Techniques for analyzing and interpreting images for studying biological, geological, hydrological and oceanographic processes as well as human activities will be covered. Prerequisites: SURV 2614.

SURV 2232 ROUTE SURVEYING

Principles of route surveys, use of photogrammetry in route design and layout. Computer applications. Prerequisite: SURV 2614

***SURV 2233 CIVIL CAD DRAFTING**

Covers a land survey CAD (computer-aided drafting) system, experience in contour maps, plan sheets, sections and details. Lab: three hours per week.

SURV 2242 RESIDENTIAL SUBDIVISION DESIGN

Fundamentals of land subdivision and platting. The course will discuss the role of the surveyor, land use controls, interest groups in land subdivisions, the platting process, subdivision surveying, and subdivision design principles and standards. Prerequisite: SURV 2232

SURV 2423 PHOTOGRAMMETRY

Procedures and methods used for deriving metric information from photographs, analog processes for using aerial photographs in production of topographic maps, flight planning, and cost estimation in aerial mapping work. Introduction to photo-coordinate measurement devices and their calibration. Mathematics of modern photogrammetry. Prerequisites: SURV 2614.

***SURV 2433 CIVIL CAD DRAFTING II**

Continuation of SURV 2233. Advanced applications of civil CAD (computer-aided drafting) software to assigned civil or survey projects. Lab: three hours per week. Prerequisite: SURV 2233.

SURV 2600-04 INTERNSHIP

This course is designed to provide the student with a work-based learning experience. Students will gain hands-on knowledge by working directly for a professional land surveyor. Prerequisite: Department Head Approval

SURV 2614 SURVEYING I

First course in measurement science. Introduction and application of basic plane surveying procedures, linear and angular measurements and differential leveling, traverse and topographic surveys. Computer application to surveying calculations. Lab: three hours per week. Co-requisite: MATH 1613

SURV 2623 LEGAL PRINCIPLES OF LAND SURVEYING I

History of land surveying and law development, legal boundaries, title to land, public land surveys and general principles for subdivision of a section. Corequisite: SURV 2614.

SURV 2633 LEGALS PRINCIPLES OF LAND SURVEYING II

Intensive study in the basic principles of legal descriptions of land, boundary agreements, boundaries adjacent to bodies of water, highway and street rights-of-way and deeds. Lab: three hours per week. Prerequisite: SURV 2623.

SURV 2643 ADVANCED SURVEYING

Care and adjustment of instruments, controls by triangulation, measurement and computation of earthwork, topographic surveys with conventional instruments and photographic methods. Review of Oklahoma laws governing land surveys and professional licensing. Lab: three hours per week. Prerequisite: SURV 2614

SURV 2650 (1-4) TECHNICAL PROJECTS - SURVEYING

One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is given an examination may also be required. Prerequisite: completion of three semesters of work in a technical college curriculum or 36 credit hours.

SURV 2733 PROGRAMMING FOR SURVEYORS

An introductory course in computer programming for surveying students. Topics will include: input/output, conditional statements, loops, functions and sub-routine. The course will program the latest hp calculator with routines specifically for surveying. Prerequisite: MATH 1613.

SURV 2734 APPLIED SURVEY COMPUTATIONS

The use of applied statistics in land surveying, error propagation in polygon and link traverses, discussion of positional tolerance and an introduction to least square adjustments using StarNet and Hector the Vestor software. Prerequisites: SURV 2232 and SURV 2643

SURV 2743 FUNDAMENTALS OF GPS

Fundamentals of GPS, geodesy, project planning, field procedures, post processing of data, network adjustments and real time kinematic techniques.

SURV 2773 FUNDAMENTALS OF SURVEYING EXAM REVIEW

This course is designed to help a student prepare for taking the FS exam. Topics will include the NCEES exam syllabus, basic surveying and mapping concepts, surveying computations and field techniques, applications of surveying, boundary law, and subdivision of land. Prerequisite: Department Head Approval

SURV 2783 CAPSTONE

A final semester course designed to integrate all previous coursework into one final project. The student will perform records research, field work, boundary analysis, and CAD work to submit a final survey that meets minimum technical standards. Prerequisites: Advisor Approval

TECHNICAL SPANISH: TRANSLATION AND INTERPRETATION

TSTI 1113 INTRODUCTION TO INTERPRETING

Introduction and practice of the basic building blocks of interpreting – analyzing, summarizing and paraphrasing, listening comprehension, shadowing, including basic strategies for short consecutive interpreting and sight translation. Prerequisite: SPAN 2143 or Department Head Approval.

TSTI 1123 INTRODUCTION TO TRANSLATION

The theory and practice of translation, including general background regarding human language and language families and the history of translating, as well as basic strategies for understanding and rendering written text from Spanish to English and English to Spanish. Prerequisite: SPAN 2143 or Department Approval

TSTI 1133 FUNDAMENTALS OF TRANSLATION

Students will complete a series of increasingly complex and challenging translation exercises in a variety of styles. The course also offers a practical review of English and Spanish writing and editing skills necessary to produce clear, polished translations. Prerequisite: TSTI 1123

TSTI 1143 FUNDAMENTALS OF INTERPRETATION – CONSECUTIVE AND SIMULTANEOUS

A practical course aimed at developing proficiency in interpreting in a variety of settings. Students develop techniques for consecutive interpreting and are introduced to basic techniques for simultaneous interpreting. Topics include memory development, note-taking, and assessment of interpreter performance. Prerequisite: TSTI 1113.

TSTI 1213 ETHICS AND BUSINESS PRACTICES

The role of the interpreter in business, conference, health care, legal and law enforcement settings; and standards of business practice and legal issues in translation and interpreting. This course also covers how to market translation and interpreting services and how to set up a business as a freelance translator or interpreter. Prerequisite: [R] & [W].

TSTI 1223 TECHNOLOGY FOR TRANSLATORS AND INTERPRETERS

Instruction in areas such as electronic editing, proofing tools and use of computers, email and the Internet to help students improve productivity and consistency. Students are also introduced to localization and translation memory tools. Prerequisite: TSTI 1113.

TSTI 1233 VOCABULARY ACQUISITION AND TERMINOLOGY RESEARCH

Development of general vocabulary in English and Spanish, as well as skills in terminology research, dictionary usage and glossary building. Basic Terminology and resources in fields such as medicine, law, computers, business and international trade are covered. Prerequisite: SPAN 2143.

TSTI 2050 (1-3) SPECIAL TOPICS IN SPANISH

Variable credit course of one to three hours. Examines issues within the field of Spanish language, literature, culture, or linguistics. This course may be cross-listed with other courses in another discipline. Can be repeated for credit with different topic. Some courses may require Spanish language fluency.

TSTI 2113 COURT PROCEDURES

Examination of the procedures and protocol of different settings where interpreting occurs at the federal, state, county and municipal levels. Includes explanations of the judicial and quasi-judicial systems operating in the state of Oklahoma. Prerequisite: TSTI 1113 & TSTI 1123

TSTI 2123 FUNDAMENTALS OF COURT INTERPRETING

An introduction to the profession of court interpreting. Students are given an overview of the U.S. justice system, English legal language, criminal and civil procedure. The court interpreter's code of ethics is presented; and students engage in role-playing activities to illustrate the basic tenets of the code. Prerequisite: TSTI 2113.

TSTI 2133 INTERPRETING IN LEGAL SETTINGS

Legal interpreting in contexts such as courtrooms, attorney offices and law enforcement settings. Attention is given to the registers of speech encountered in typical legal proceedings. Prerequisite: TSTI 2123.

TSTI 2213 INTERPRETING IN HEALTH CARE SETTINGS

The art and skills of health care interpreting and the role, responsibilities and boundaries of the interpreter seen as an active team player in the triadic medical interview (provider-patient-interpreter). The course also presents the interpreter's role as linguistic and cultural mediator in multidisciplinary settings. Because of the medical setting students will be required to obtain a background check and certain immunizations. Please contact the program director for further information. Prerequisite: TSTI 1113.

TSTI 2223 MEDICAL INTERPRETING I: MEDICAL TERMINOLOGY

Introduces prefixes, suffixes and word roots used in the language of medicine. Topics include Spanish and English medical vocabulary and terms that relate to pathological conditions and the treatment of selected systems. Prerequisite: SPAN 2143.

TSTI 2233 MEDICAL INTERPRETING II: ANATOMY AND PHYSIOLOGY

The second in a series of medical terminology courses. Emphasis on Spanish and English medical vocabulary and terms that relate to anatomy and physiology. Prerequisite: TSTI 2223.

TSTI 2313 FUNDAMENTALS OF LAW ENFORCEMENT INTERPRETING

Introduction to interpreting in a variety of law enforcement contexts such as accidents, arrests, interrogations, fact finding interviews, investigations, wire taps, formal statement declarations, traffic stops and community outreach. Prerequisite: TSTI 1113.

TSTI 2323 INTERPRETING IN LAW ENFORCEMENT SETTINGS

Interpreting in settings such as crime and accident scenes, detention centers, jails and prisons. Emphasis on the development and correct interpretation of colloquial, slang, police jargon and gang-related vocabulary. Includes understanding of laws pertaining to arrested individuals and the interpretation of Miranda rights or "Informing the Accused" forms. Prerequisite: TSTI 2313.

TSTI 2411 PRACTICUM

The internship links students to a practical work setting in a law firm, hospital, business or community organization. This internship will provide valuable work experience as a legal, medical, business or community interpreter and/or translator receiving close supervision or mentoring within an organization. Students should complete all Technical Occupational Specialty courses before beginning the practicum. A background check and/

or certain immunizations may be needed. Please check with the program director for further information. Prerequisite: Department Head Approval.

TSTI 2413 ADVANCED PRACTICUM

Advanced experience in interpreting, translation, or language access services in a practical work setting in a hospital/clinic, law firm, business, or community organization. Experiences will include observation, shadowing, and practice under direct and indirect supervision. Prerequisites: Department Head Approval

TSTI 2450 (1-6) LANGUAGE IMMERSION

Intensive language and culture study in an approved setting in Spain or Latin America. Study may be arranged through a college or university offering study abroad programs for college credit. Study may also be arranged directly with a school or language center in Spain or Latin America or through an agency in the United States or overseas that offers study abroad opportunities. Study abroad arrangements must be approved in advance. May be repeated for a maximum of six credit hours. Prerequisite: SPAN 2143.

VETERINARY TECHNOLOGY**VT 1012 VETERINARY MEDICAL TERMINOLOGY**

A systematic approach to learning the parts of veterinary terms, thereby allowing the student to understand basic medical concepts and apply critical thinking skills in determining the meaning of new medical terms.

VT 1112 BREEDS, RESTRAINT AND FIRST AID

This course is designed to introduce the student to the veterinary technician profession, the rules and regulations that govern technicians and to provide the student with an opportunity to identify breeds and breed characteristics, demonstrate appropriate restraint and administer first aid to domestic animals. Prerequisites: VT 1012 or concurrent enrollment in VT 1012. Additional lab fee required.

This is a selective admission program. See department for details.

VT 1123 VT ANATOMY AND PHYSIOLOGY I

Beginning course in a two-semester sequence. Covers directional terminology, developmental anatomy and histology as well as gross morphology and function of skeletal and external structures in animal species. Also covers blood related concepts. Prerequisites: VT 1012, (CHEM 1214 or CHEM 1314), MICRO 2124, (MATH 1413 or MATH 1513). Co-requisites: VT 1113, VT 1213. Additional lab fee required.

VT 1213 LABORATORY TECHNIQUES I

Students perform hematologic techniques and identify, classify and discuss the significance of internal and external parasites pertinent to veterinary medicine. Prerequisites: VT 1012, (CHEM 1214 or CHEM 1314), MICRO 2124, (MATH 1413 or MATH 1513). Co-requisites: VT 1113, VT 1123. Additional lab fee required.

VT 1224 VT ANATOMY AND PHYSIOLOGY II

Second course in a two-semester series. Explores the structure and function of internal organs and systems in domestic animal species. Prerequisites: VT 1113, VT 1123, VT 1213. Co-requisites: VT 2103, VT 2123. Additional lab fee required.

VT 1320 (1-3) TECHNICAL PROBLEMS-VETERINARY TECHNOLOGY

One to three credits maximum six credits. Technical problems in veterinary technology that are of particular interest to Veterinary Technology majors. Prerequisite: Department Head Approval

VT 2103 ANIMAL REPRODUCTION, NUTRITION AND PRODUCTION

Investigates genetics, reproduction and breeding soundness examination of common domestic animals. Basic food nutrient, nutritional requirements and ration formulation will also be included. Both facets of the course will relate to production. Prerequisites: VT 1113, VT 1123, VT 1213. Co-requisites: VT 1224, VT 2123. Additional lab fee required.

VT 2114 CLINICS AND NURSING

Provides instruction in reportable disease regulations, dental prophylaxis, sanitation procedures, medical records, nursing procedures, surgical prepping and assisting, dosage calculation and anesthesia. Prerequisites: VT 1224, VT 2103, VT 2123. Additional lab fee required.

VT 2123 LABORATORY TECHNIQUES II

Students perform coagulation tests, urinalysis, ELISA tests, blood chemistries, vaginal cytology, semen evaluation and aspiration techniques for cytological exam to aid in evaluating and interpreting physiological bodily functions. Prerequisites: VT 1113, VT 1123, VT 1213. Co-requisites: VT 1224, VT 2103. Additional lab fee required.

VT 2213 WILD, ZOO AND LABORATORY ANIMAL CARE

Includes breed identification, restraint, husbandry, nursing care and management of wild, zoo and laboratory animals. Also explores legal, ethical and safety issues concerning these animals. Prerequisites: VT 1224, VT 2103, VT 2123. Additional lab fee required.

VT 2223 VT RADIOLOGY

Course is designed to introduce the student to the various aspects of radiology, including safety, theory, positioning, making exposures and development of radiographs. Prerequisites: VT 1224, VT 2103, VT 2123. Additional lab fee required.

VT 2233 VT PHARMACOLOGY

An introductory pharmacology course which includes instruction in labeling, packaging and dispensing drugs, routes of administration, dosage regimen, pharmacokinetics and classification. Prerequisites: VT 1224, VT 2103, VT 2123.

VT 2251-2253 TECHNICAL PROBLEMS-VETERINARY TECHNOLOGY

One to three credits maximum six credits. Technical problems in veterinary technology that are of particular interest to Veterinary Technology majors. Prerequisite: Department Head Approval

VT 2314 PRECEPTORSHIP

An occupational experience afforded by cooperative effort between the student, Oklahoma State University-Oklahoma City and an approved veterinary medical practice. Prerequisite: Successful completion of the first four semesters of the Veterinary Technology degree curriculum. Prerequisites: VT 2114, VT 2213, VT 2404 and Department Head Approval

VT 2402 VETERINARY CLINIC MANAGEMENT

This course is designed to introduce the student to the veterinary technician profession, the rules and regulations that govern technicians and cover basic veterinary medical office procedures, staff and client relations, human-animal bond, OSHA regulations ethics and professional conduct. Prerequisites: VT 1012, (CHEM 1214 or 1314), MCRO 2124, MATH 1413 OR MATH1513. Co-Requisites: VT 1112, VT 1213, VT 1123.

VT 2413 ANIMAL PATHOLOGY

An introductory pathology course which includes a comprehensive overview of general pathology including immunology, toxicology and common diseases of domestic animals, including zoonotic implications and preventative measures. Prerequisites: VT 1113, VT 1123, VT 1213, VT 1224, VT 2103, VT 2123.

VT 2442 VT CAPSTONE – BOARD EXAM REVIEW

Emphasis is on preparation for state and national board examinations and assurance of clinical competency. Course content is tailored to the specific needs of students. Prerequisite: Department Head Approval. Additional lab fee required.

VT 2504 ADVANCED CLINICS & NURSING

Provides instruction in common diagnostic procedures, reportable disease regulations, sterile procedures, medical records, nursing procedures, dental prophylaxis, surgical prepping and assisting, dosage calculation and anesthesia administration as they pertain to small animals, horses and ruminants. One lecture and seven lab contact hours per week. Lecture and lab provide a combined 4 credit hours. Prerequisite: VT 2114

VT 2650 (1-6) TECHNICAL PROBLEMS-VETERINARY TECHNOLOGY

One to six credits maximum six credits. Technical problems in veterinary technology that are of particular interest to Veterinary Technology majors. Prerequisite: Department Head Approval.

WIND TURBINE

WTT 1004 INTRODUCTION TO WIND ENERGY

This course will introduce the student to wind energy. It will cover the various types of wind turbines, manufacturing companies, maintenance and repair, and employment opportunities. Student will also receive instruction and certification from the OSHA 10 hour certificate. The climb safety and tower rescue training will be included as the laboratory component.

WTT 1103 PRINT READING

This course covers the electrical circuits and schematics encountered in the wind industry. This includes circuits of the entire wind turbine as well as schematics of each electronic component

WTT 1134 AC/DC THEORY

Review of elementary principles of electricity, OHM's law, circuit solutions, magnetism, inductance and capacitance. This course also introduces transient analysis, network theorems, resonant circuits, filters, AC power, and computer aided circuit analysis techniques. Prerequisite: WTT 1004 & MATH 1513

WTT 1213 WIND TURBINE AND ELECTRO-MECHANICAL SYSTEMS

Course will introduce students to the various components of a wind turbine and how each component functions to convert wind energy into electrical energy and transmit it to the grid. Prerequisite: WTT 1004 & MATH 1513

WTT 2113 WIND TURBINE OPERATION & MAINTENANCE

In-depth study of the components, principles and processes involved in the generation of electrical power using wind energy. Prerequisite: WTT 1004 & MATH 1513

WTT 2413 WIND TURBINE SITING & CONSTRUCTION

An introduction to the mapping of wind patterns that help assist in determining where wind turbines will be located and they can be best constructed, delivered and set up for operation. Prerequisite: WTT 1004 & MATH 1513

WTT 2533 WIND TURBINE DIAGNOSIS & REPAIR

The course will cover the theory and practice of installation, operation, maintenance, troubleshooting and repair of wind turbine electromechanical systems. Prerequisite: CIS 1113, WTT 1004 & MATH 1513.

WTT 2553 WIND TURBINE CAPSTONE

This is the final course in the wind turbine technology program. Various topics in the wind energy industry will be covered as well as job searching and interview techniques. Course content will be tailored to the needs of the students to prepare them for job placement. Prerequisite: WTT 1004 and MATH 1513.

WTT 2600 (1-6) WIND TURBINE INTERNSHIP

The cooperative agreements with other educational institutions and/or wind turbine owner/operators, Students will have the opportunity for "Hands On" work on operational wind turbines. Students will work under the supervision and direction of professionals in the wind energy industry. Variable Credit one-six credit hours. May be repeated up to a maximum of six credit hours. Prerequisite: WTT 1004 and MATH 1513

WRITING

WRTG 2103 INTRO TO GRANT WRITING AND ADMINISTRATION (H)

Participants in this course will examine the entire grant proposal development process including research tools and techniques, criteria for narrowing the funding, effectively organizing and writing the proposal, packaging the proposal, follow-up and tracking. The course will provide practice and hands on work in the writing of a grant proposal for funding. This course will also offer grant administration, metrics, evaluation and reporting. Prerequisite: ENGL 1113.