

## SERVICES TO STUDENTS

### ACADEMIC ADVISEMENT

Academic advisors are available to provide guidance, support, and coaching for new and current students. Academic advisors are located on the first floor of the Student Center. For more information call (405) 945-8678, email [okc.advisement@okstate.edu](mailto:okc.advisement@okstate.edu) or visit us online at [www.osuokc.edu/advisement](http://www.osuokc.edu/advisement).

### ACCOMMODATIONS AND SUPPORT RESOURCES FOR STUDENTS WITH DISABILITIES

OSU-OKC partners with students with disabilities to provide equal access to educational opportunities through individualized accommodations. A variety of academic support accommodations and resources are available to students 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.

The Access & Community Impact Office assists students who experience a wide range of challenges or disabilities, including but not limited to:

- Chronic Medical
- Cognitive/Learning
- Mental Health
- Neurological/Neuromuscular/ Mobility
- Sensory

Students will be asked to provide documentation of

their disability as part of the accommodation process. Once the accommodation is approved, the Access & Community Impact Office will work with the student to develop a Notification of Student Disability Accommodations Letter which will be given to course faculty. The Access & Community Impact Office will then coordinate with the student, faculty, or other campus departments as needed to fulfill the accommodations. Students need to request and obtain new Accommodation Letters from the Access & Community Impact Office for each individual semester and class in which they request accommodation.

A student who believes they have been discriminated against based on their disability is encouraged to contact the Access & Community Impact Office.

To request accommodations or for additional information, please contact the Access & Community Impact Office at (405) 945-3385 or email [okc.accessibility@okstate.edu](mailto:okc.accessibility@okstate.edu).

### ADMISSIONS

The Office of Admissions is located on the first floor of the Student Center. Students can get assistance with the applications process, check the status of their application, and submit transcripts or other documents needed to finalize their admission. For more information, call (405) 945-

3224 or email [okc.admissions@okstate.edu](mailto:okc.admissions@okstate.edu).

### BUSINESS SERVICES

The Business Services Office is on the second floor of the Administration Building, and is responsible for all financial transactions between students and the university. The office offers a variety of services including monthly account billing, credit balance refund, payment processing, support for past due accounts, third party sponsorship assistance, and semester payment plans. Students can also visit our office to retrieve their bookstore vouchers and obtain a parking pass. For further information regarding the Business Services office, please visit the website, <https://osuokc.edu/businessservices>.

### 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 - Friday.

For group tours, call (405) 945-9150 or email [okc.info@okstate.edu](mailto:okc.info@okstate.edu). Individual tours can be scheduled online at <https://osuokc.edu/recruitment/schedule-tour>.

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### CAREER SERVICES

Career Services offers personalized and professional employment assistance to all OSU-OKC students and alumni with career preparation. Individuals can receive assistance with career interest inventories, academic career advising, assistance with résumé development and job interview guidance. For more information, visit <https://osuokc.edu/careerservices>.

### FINANCIAL AID AND SCHOLARSHIPS

Located in Suite 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 <https://osuokc.edu/financialaid> for important information on how to apply for assistance. 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. For information about international admissions, call (405) 945-3315 or email: [okc.international@okstate.edu](mailto:okc.international@okstate.edu).

### HEALTH AND WELLNESS COUNSELOR

The Health and Wellness Counselor is available to provide emotional and mental health support to all students. Services are tailored to meet the needs of each individual student but generally include brief counseling, referral to outside resources, mental health education, and peer support. The Health and Wellness Counselor is located on the first floor of the Administration Building in room 101 and can be reached at (405) 945-3346.

### NEW STUDENT ORIENTATION

OSU-OKC offers a variety of new student orientations to welcome different groups to campus. Information about campus programs and services is highlighted during these sessions. For dates, information and to register, contact the Office of Student Life at (405) 945-9151 or email [okc.studentlife@okstate.edu](mailto:okc.studentlife@okstate.edu).

### RECRUITMENT SERVICES

Campus tours, college fairs and other student recruitment activities are coordinated by the college recruitment specialists, located on the first floor of the Student Center. To schedule a campus tour or arrange for a recruiter to attend a special event, call (405) 945-9150 or email [okc.info@okstate.edu](mailto:okc.info@okstate.edu). Find out more about our recruitment team at

<https://osuokc.edu/recruitment/recruiters>.

### REGISTRAR

Located on the first floor of the Student Center, the Office of the Registrar is where students may request official transcripts, graduation application information, and various academic or student record requests. For more information on the Officer of the Registrar call (405) 945-3291 or email [okc.records@okstate.edu](mailto:okc.records@okstate.edu).

### STUDENT IDS

Student identification cards are obtained through the Admissions Office located on the first floor of the Student Center, during the first semester of attendance at OSU-OKC. 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 <https://osuokc.edu/idcard>.

### TESTING AND ASSESSMENT CENTER

The OSU-OKC Testing and Assessment Center (located in the Student Center Room 104) administers a wide variety of tests including makeup exams, ACT National and Residual, CLEP, and Health Sciences pre-admissions testing. A fee-based proctor service is also available.

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OSU-OKC Testing and Assessment is a Pearson VUE-Certified Test Center and is certified by the National College Testing Association. For more information, visit <https://osuokc.edu/assessment> or call (405) 945-8648.

### VETERANS SERVICES

OSU-OKC is approved by the Oklahoma Department of Veterans Affairs State Approving Agency (ODVASAA) for students to use their VA educational benefits at our location. The OSU-OKC Military Services Coordinator can be reached by going to the Registrar window located on the first floor of the Student Center.

OSU-OKC provides information and assistance in the proper completion of all forms. When all required forms and documents have been submitted to the OSU-OKC Office of Military and Veteran Benefit Services, students eligible for VA education benefits will be certified to the VA promptly.

Students may contact the OSU-OKC Veteran Services in person, by phone (405) 945-8692, or by email at [okc.va@okstate.edu](mailto:okc.va@okstate.edu), or visit the website: <https://osuokc.edu/veterans>.

Students should go to the GI Bill® website ([www.gibill.va.gov](http://www.gibill.va.gov)) to research what benefit they may be eligible to receive and which benefit is their best option if they are eligible for more than one chapter of benefits, or to find in-depth

information about the various chapters.

To directly contact the VA Regional Processing Office in Muskogee, OK, call (888)-GIBILL1 with questions concerning VA education benefits, or (800) 827-1000 with questions pertaining to all other veteran benefits. More information about education benefits offered by the VA is available at the official U.S government website at <https://benefits.va.gov/gibill/>.

### WELLNESS SERVICES

Located on the first floor of the Administration Building, the center features a fully equipped cardio/ exercise room with treadmills; free weight elliptical trainers; bikes; Cybex machines; Paramount and Quantum strength training equipment; and a multi-purpose room for fitness classes. Currently enrolled students may participate in any of the Wellness Center non-credit classes for free.

We also offer an outdoor fitness track and a Futsal Court with attached Basketball hoops. Locker rooms are fully equipped with restrooms, showers and lockers are available for rent.

First-time visitors may schedule a free fitness orientation that covers basic exercise technique, cardiovascular and basic nutrition guidelines and basic stretching exercises.

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 <https://osuokc.edu/wellness>.

### CENTER FOR SOCIAL INNOVATION

#### *CFSI's Mission: Purpose and Hope*

CFSI is a developing initiative which creates educational pathways for individuals with social barriers so they can reach their career goals and meet the workforce needs of the community. This is achieved through not only a like-minded and supportive community, but also through higher education, training, and personal and professional development. For more information about CFSI, visit <https://osuokc.edu/cfsi>.

### REACH HIGHER

REACH HIGHER at OSU-OKC program provides short-term educational and career skills training in areas that qualify students to enter the workforce in professional positions. Courses are individualized to each student's educational plan. REACH's comprehensive program plan is to assist you with the confidence to continue your education and become self-sufficient. Visit the website for more information, <https://osuokc.edu/reachhigher>.