

Academic Support Services

Business Services

The Business Services Office is open Monday through Thursday 8:00 a.m. - 6:00 p.m. Friday hours are 9:00 a.m. - 5:00 p.m.

Deposit of Funds Received

All monies received by OSU-Oklahoma City are to be deposited within 24 hours of receipt or the next working day. This is not only OSU-Oklahoma City policy; **it is state law**. This applies to all functions of the OSU-Oklahoma City campus.

No money is to be left in offices after hours. All change funds, daily receipts, etc. are to be brought to Business Services to be locked in the vault overnight or placed into the night depository outside the Business Services Offices and picked up the next working day. Monies placed in the night depository for safekeeping should be placed in a sealed envelope or a locked bank bag and identified as to ownership.

Requisition of School Vehicle

Employees may reserve a school vehicle online. On the OSU-Oklahoma City website, select faculty & staff, then vehicle request. View the calendar for availability. Submit the online request form if a vehicle is available. Confirmation will be received within 24 hours. Keys to the vehicles are picked up at the Office of Safety and Security just before departure. If you are leaving prior to 8:00 a.m., you must arrange with security in advance to pick up the keys. The person requesting the vehicle will be responsible for the return of the keys and credit card on time. Keys and credit cards should be turned in as soon as the vehicle is back on campus. If you return to campus after hours, turn the keys in to the security officer on duty, unless you have made other arrangements with business services. Remember, someone may be waiting for the vehicle. Vehicles cannot be kept overnight at an employee's residence.

A University Fleet credit card with instructions will be provided with vehicle keys. If the gas gauge is half-full, it must be filled up before returning the vehicle.

No tobacco use in school vehicles. The State of Oklahoma policy does not allow texting while driving state vehicles. Remove trash from vehicles (pop cans, candy wrappers, etc.). If you notice strange noises, vibrations or other signs of trouble, please report those problems on the vehicle maintenance card provided with the keys.

OSU-Oklahoma City Security Office Phone Numbers

When on campus, call extension 111. When off campus, call 945-9111.

Business Services for Students

Business Services handles financial transactions for students, including, but not limited to, the following.

- Payment of tuition
- Issue student parking permits
- Payment of parking fines
- Payment of miscellaneous fees, such as testing (ACT, CLEP, etc.)
- Student refunds, including financial aid disbursements
- Cashing personal checks up to \$10 for students, \$50 for employees

Mailing Services

External incoming mail is delivered to campus each day from the post office. Delivery time can vary depending on the post office. Mail is then sorted by department and put into departmental mailboxes, which are secured with a lock. The key for your mailbox is the same key that allows you access the door to your working area. Daily incoming mail may be picked up between the hours of 10:30 a.m. and 5:00 p.m. The lobby area is open 8:00 a.m. - 5:00 p.m. For those desiring to pick up or deposit outgoing mail. Outgoing mail must be brought to the mailroom by 2:00 p.m. Outgoing mail delivered to the mailroom after 2:00 p.m. will be processed for mailing the next business day. On-campus mail may be dropped off at any time.

Incoming freight, large and/or heavy packages or boxes, including large printing orders will continue to be delivered to individual areas. All packages for UPS and Federal Express are routed through Print and Mail Services.

The drop off location for campus mail to Stillwater via courier is AD201. The courier delivers from Stillwater Monday through Friday at approximately 11:00 a.m. Mail services can be reached at ext. 307.

Library

The library is located on the fourth floor of the Learning Resource Center and has a study area on the third floor. During each semester, hours are Monday through Thursday, 8:00 a.m. to 6:00 p.m.; Friday, 9:00 a.m. to 5:00 p.m. Complete information about the library is at <https://www.osuokc.edu/library/>.

[Pete's Portal](#) is the online catalog and provides information about the materials available in the library as well as some of the databases. It is possible to search by title, author, subject, and keyword. For physical items, an option for virtual browsing

is available, which is like actually going to the bookshelf. Pete's Portal has a number of tools to help you with your research needs: save items to "my favorites"; see citation information in several styles; renew your materials online; request items; and more. The OSU-OKC Library uses the Dewey Decimal Classification System.

Interlibrary loan is available to students, faculty, and staff at no charge through OCLC's [WorldCat Discovery Service](#). This provides access to books and journal articles in libraries across the U.S. and, in rare instances, the world. Another resource is the OK-Share card. This card allows you to borrow materials from as many as 40 college and university libraries across Oklahoma.

Periodicals, reference books, and some AV materials do not leave the library, but faculty can place a special request to borrow them for a limited time. Ask at the circulation desk. Most other materials can be borrowed for three weeks with two renewals, subject to recall. Faculty identification is recommended. All materials should be returned by the end of each semester. Faculty will be asked to replace lost or damaged materials.

The Reserve Collection includes a number of textbooks. Faculty members are encouraged to loan a copy of their textbook for student use. These materials can be placed on two- or three-hour checkout periods or overnight. Faculty can also place other materials on reserve. These can include personal items as well as library materials. Items in the Reserve Collection have restricted circulation. This assures equal access to all students in a class and limits the possibility of damaged or stolen items from the collection. The Reserve Collection is located at the circulation desk. Call extension 251 for more information.

The library purchases subscriptions to a number of online databases. Most are accessible remotely by clicking the link in the pale yellow box near the top of the [Online Databases](#) page. The databases include full-text articles, ebooks, newspapers, videos, etc. Some examples include Academic Video Online (AVON), EBSCOhost, CQ Researcher, Gale Resources, ProQuest, and more. Call extension 251 for more information.

For the best opportunity for student success, collaborate with a librarian to design a library lesson tied to a specific assignment for your students. This will be much more effective than a general orientation class in the library. Please call extension 251 to make an appointment to begin this collaborative project. To use class time for library research, please contact the library so staff will be prepared to help your students.

Several forms are available online at [Faculty Forms](#). See information about the OK-Share Card, Interlibrary Loan, placing items in the Reserve Collection, and requesting items for purchase. Instructors are encouraged to make recommendations for ordering library materials as well as for determining what is too old and outdated to keep in the collection.

There are several rooms designed for groups of at least three students to use. Individuals are welcome to use a room until a group (with all members present) needs the space. These rooms are available on a first come, first served basis. The Collaboration Room includes equipment for sharing computer screens from four laptops. Faculty can reserve the room for small group meetings needing a presentation screen.

A special use room has equipment for students with disabilities. DaVinci is a reading and magnification device, and there is a video phone for those with hearing impairments. Contact Disability Services for training in the use of these devices. Request access to this equipment at the circulation desk.

Research Guides provide additional library information. Some Research Guides have general information about the library, while others are subject specific. For a list of topics, click [Research Guides](#) on the library website. Please contact the director of library services at extension 104 about creating additional Research Guides.

A library book drop is available 24 hours a day in the breezeway on the west side of the Learning Resource Center. Return library materials here after hours.

For assistance, please call the director of library services at extension 104 or the main library number at extension 251.

Testing and Assessment Center

Testing and Assessment Center staff will administer and interpret a wide variety of tests, which can help students and advisors make decisions about course placements, career options, etc. ACCUPLACER, a computerized assessment test, is given at no charge the first time for entering students. Students may retest two times in a semester to try to improve their scores. ACCUPLACER is the primary entry-level testing system used by OSU-Oklahoma City for the purpose of placement in courses.

National testing is also offered. The ACT-national and residual, CLEP, GED, HESI, SPEAK and TOEFL require pre-registration and fee payment prior to taking the exam. A testing schedule is available upon request in the Testing and Assessment Center, Student Center Room 104 or by calling 945-8648. See <http://www.osuokc.edu/assessment/> for current hours, fees, and services.

Testing Services

Located on the first floor of the Student Center, the Testing and Assessment Center staff will proctor exams for students taking distance-learning courses or for faculty who need a supervised area where individual students can make up exams missed in class. The Testing and Assessment Center also provides supervised space for students who, according to ADA requirements, require special accommodations. Faculty members will

need to complete an [Instructor's Guidelines for Exams Form](#) for each exam to be administered.

Faculty using these services should adhere to the following guidelines.

- Include all information requested: student's name with identification number or a class roster, instructor's name on the test, a contact phone number, time allowed for the test, deadline for completion of exam, notation of academic aids allowed and ADA accommodations required.
- If group testing or ADA special testing requiring one-on-one administration is necessary, an appointment must be made at least 48 hours prior to the test in order to confirm the availability of a testing room and/or staff.
- The student or the instructor must provide Scantrons or paper needed for the exam.
- Leave and pick up exams in a timely manner. Completed exams must be picked up by the last day of finals week. Blank exams remaining in the Testing and Assessment Center will be shredded one week following the week of finals.
- Please guard the security of your exams by not allowing students to hand-carry their exam to the Testing and Assessment Center. For security reasons exams will not be sent via campus mail.
- Use of the Testing and Assessment Center for make-up exams should be limited to small numbers of students. Please do not bring in a stack of exams with no names on them for an entire class or classes and tell the students to come in when they are ready to take the test.

A locked box is available so exams can be dropped off after hours. Please be sure and attach the Faculty Make-Up Exam Sheet.

For more information, contact the Testing and Assessment Center at 945-8648.

Academic Advisement

Academic advisors are available to provide guidance, support and coaching to prospective, new and current students. Academic advisors are located on the first floor of the Student Center. For more information call (405) 945-8678, email advisement@osuokc.edu or visit us online at <https://osuokc.edu/advisement>. For more information go to <https://osuokc.edu/advisement>

Office of Student Life

The goal of this office is to contribute to the teaching and learning process, psychological and social well-being and growth of students and the development of

important skills needed for success in life and service to the community. The Office of Student Life provides a number of services and resources for students and the OSU-Oklahoma City community. These services include a variety of programs and activities scheduled throughout the year such as Howdy Week, multicultural events, as well as workshops and seminars.

There are many active student organizations and clubs on campus such as the Student Government Association, Phi Theta Kappa, the Deaf/Hearing Social Club, the Hispanic Student Association, the Black Student Association, the Student Nurse Association, to name a few. Faculty and staff are encouraged to get involved with student organizations by being sponsors or attending meetings and functions. For more information and a complete listing of student organizations, visit <https://osuokc.edu/studentdevelopment/organizations>, the Student Life Office, Student Center, second floor, or call (405) 945-3378.

Student activities transcripts provide an official record of “out-of-class”, extra-curricular activities, and accomplishments of students. These transcripts are managed through the [Engage](#) system. For more information, contact the Office of Student Engagement at (405) 945-3378.

Student Grievances and Conduct

The teaching-learning process involves behavioral expectations of those involved in the process. Periodically, student behavior interferes with the teaching-learning process and intervention is necessary. Expectations of student behavior are described in the Student Rights and Responsibilities located at https://osuokc.edu/sites/default/files/documents/StudentServices/studentconduct/Student_Code_of_Conduct.pdf. Hard copies of the Student Rights and Responsibilities are located in the Student Life Office and the office of the vice president of Student Services. The judicial process on the campus focuses on behavior modification and intervention so that the teaching-learning process can continue uninterrupted. Grievances of students are conducted with due process and fundamental fairness with resolution being the main purpose.

Admissions

Admissions requirements to OSU-Oklahoma City are established by the Oklahoma State Regents for Higher Education. As an open-door institution, OSU-Oklahoma City can admit almost any student. Current admissions requirements are available at <http://www.osuokc.edu/apply/admission>. Student, faculty and staff IDs are obtained from the Admissions Office.

Assessment

All first-time freshmen who are admitted as regular students will be assessed for basic academic skills prior to placement. Those under the age of 21 are required to present ACT test scores, or a similar battery of tests. Those 21 and over, or those without ACT

or similar scores, will be placed according to the institutional assessment instrument, ACCUPLACER. Some transfer students may also be required to take all or part of the assessment exam. This placement is mandatory per Oklahoma State Regents for Higher Education policy. See <http://www.osuokc.edu/assessment/> for current requirements.

Travel

Requests for official travel must be approved by the department head, the dean, and the Vice President for Academic Affairs. Out-of-state travel requests must be approved 30 days in advance. Appropriate forms for such requests are available on the OSU-Oklahoma City web site: <http://www.osuokc.edu/travel/>.

Employees planning to travel by motor vehicle on official school business may arrange to take a university-owned vehicle. Private vehicles may be used if university vehicles are unavailable. A mileage reimbursement is available for use of personal vehicles. State law strictly prohibits use of university vehicles for personal or private reasons of any sort. University vehicles may be scheduled online at <http://www.osuokc.edu/vehicle/>. Further information governing the use of state vehicles may be found in the [OSU Policy and Procedures Letter 3-0134](#).