

NSU ACADEMIC ADVISEMENT TRAINING MANUAL



NORTHEASTERN STATE UNIVERSITY

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I. ACADEMIC ADVISEMENT FOUNDATION - NSU

A. NACADA CORE VALUES OF ADVISING

NACADA Vision

Recognizing that effective academic advising is at the core of student success, NACADA aspires to be the premier global association for the development and dissemination of innovative theory, research, and practice of academic advising in higher education.

NACADA Mission

NACADA promotes student success by advancing the field of academic advising globally. We provide opportunities for professional development, networking, and leadership for our diverse membership.

NACADA Strategic Goals

- Expand and communicate the scholarship of academic advising
- Provide professional development opportunities that are responsive to the needs of advisors and advising administrators
- Promote the role of effective academic advising in student success to college and university decision makers
- Create an inclusive environment within the Association that promotes diversity
- Develop and sustain effective Association leadership
- Engage in ongoing assessment of all facets of the Association
- Pursue innovative technology tools and resources to support the Association

Core Competency Areas for Academic Advising

- Conceptual
- Informational
- Relational

<https://www.nacada.ksu.edu/Portals/0/AdministrativeDivision/ProfDevelopment-Comm/Core%20Competencies%20BASIC%20Flyer%20%28update%205-10-17%29.pdf>

Core Values Introduction

NACADA: The Global Community for Academic Advising

THE STATEMENT OF CORE VALUES OF ACADEMIC ADVISING

INTRODUCTION

NACADA: The Global Community for Academic Advising (NACADA) is comprised of professional and faculty advisors, administrators, students, and others with a primary interest in the practice of academic advising. With diverse backgrounds, perspectives, and experiences, NACADA members advise in a variety of settings and work to promote quality academic advising within their institutions.

NACADA recognizes and celebrates the contributions of professional, faculty, para-professional, and peer advisors to the advising profession. NACADA acknowledges the complex nature of higher education institutions and the role academic advising plays within them, the wide variety of settings and responsibilities of academic advisors, and advisors' diverse backgrounds and experiences. NACADA provides a Statement of Core Values to affirm the importance of advising within the academy and acknowledge the impact that advising interactions can have on individuals, institutions and society.

The Statement of Core Values consists of three parts: 1) Introduction, 2) Declaration, and 3) Exposition, a descriptive section expanding on each of the Core Values. While each part stands alone, the document's richness and fullness of meaning lies in its totality.

The Statement of Core Values provides a framework to guide professional practice and reminds advisors of their responsibilities to students, colleagues, institutions, society, and themselves. Those charged with advising responsibilities are expected to reflect the values of the advising profession in their daily interactions at their institutions.

The Statement of Core Values does not attempt to dictate the manner in or process through which academic advising takes place, nor does it advocate one particular advising philosophy or model over another. Instead, these Core Values are the reference points advisors use to consider their individual philosophies, strengths, and opportunities for professional growth. Furthermore, the Core Values do not carry equal weight. Advisors will find some Core Values more applicable or valuable to their situations than others. Advisors should consider each Core Value with regard to their own values and those of their institutions.

Advising constituents, and especially students, deserve dependable, accurate, timely, respectful, and honest responses. Through this Statement of Core Values, NACADA communicates the expectations that others should hold for advisors in their advising roles. Advisors' responsibilities to their many constituents form the foundation upon which the Core Values rest.

Click [here](#) for a pdf version of this document. This document is a 'member benefit publication'; it can be downloaded and used on campuses in accordance with the NACADA copyright statement.

The Statement of Core Values provides the guidance academic advisors seek from NACADA: The Global Community for Academic Advising. The Statement is reviewed periodically to ensure its alignment with current professional practices and philosophies.

NACADA: The Global Community for Academic Advising encourages institutions to adopt the Statement of Core Values and support the work of those who provide academic advising.

Revised 2005

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<http://www.nacada.ksu.edu/About-Us/Vision-and-Mission.aspx>

B. NSU MISSION, VALUES AND GOALS

Mission

Founded on the rich educational heritage of the Cherokee Nation, the campuses of Northeastern State University provide its diverse communities with lifelong learning through a broad array of undergraduate, graduate, and professional doctoral degree programs. With high expectations for student success, the University provides quality teaching, challenging curricula, research and scholarly activities, immersive learning opportunities, and service to local and professional communities. The institution's dedicated faculty and staff offer a service-oriented, supportive learning environment where students prepare to achieve professional and personal success in a multicultural and global society.

Focused Mission Statement

We empower students, faculty, staff and the community to reach their full intellectual and human potential by creating and expanding a culture of learning, discovery, and diversity.

Vision

Northeastern State University shapes the future of its region as the educational partner of choice, setting a standard of excellence by serving the intellectual, cultural, social and economic needs of the University's diverse communities.

Values

Integrity

NSU models integrity through ethical and intellectual behaviors and practices by advancing honesty, human dignity, and accountability.

Collaboration

NSU engages in collaboration through partnerships to create learning opportunities and promote educational and economic success.

Creativity

NSU advances creativity through exploration, innovation, critical inquiry, and intellectual freedom.

Leadership

NSU inspires leadership through its commitment to prepare and serve others.

Excellence

NSU pursues excellence by continually improving individually and as a community.

Communication

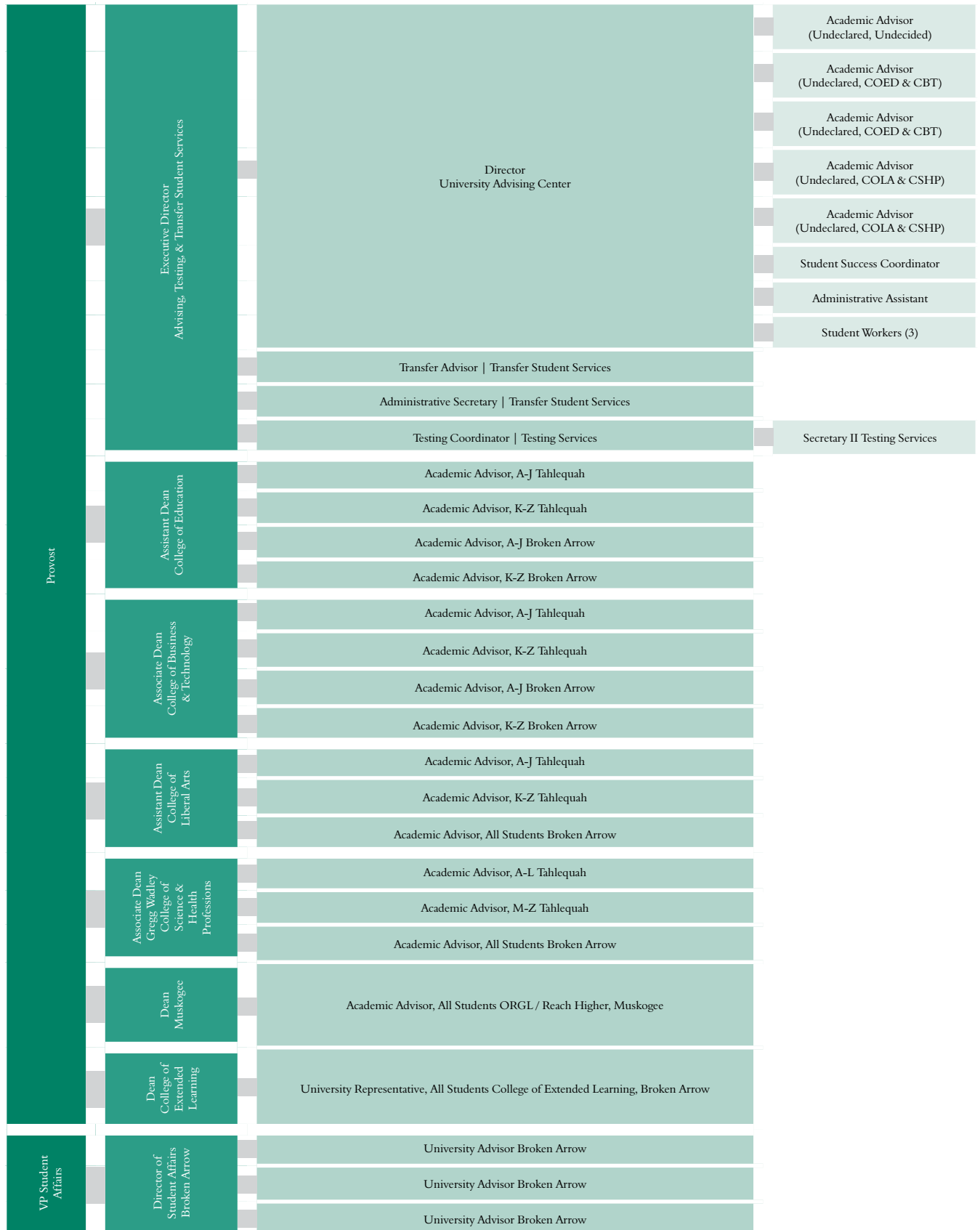
NSU advocates communication through the free flow of information and ideas.

Diversity

NSU values diversity and empowerment by promoting the rights of individuals and equal access to educational and enrichment experiences, respecting cultural differences, and ensuring equal opportunity.

<https://www.nsuok.edu/AboutUs/Mission,VisionandValues.aspx>

C. NSU ACADEMIC ADVISING ORGANIZATIONAL CHART



D. ACADEMIC AFFAIRS VS STUDENT AFFAIRS

Academic Affairs

The Office of Academic Affairs strengthens the campus community by promoting the academic mission, supporting faculty and students, encouraging research and scholarly activities, and enhancing teaching and learning.

Mission

The mission of Academic Affairs is to create and maintain a supportive environment that promotes the University's academic endeavors in undergraduate, graduate, and professional education. The unit supports and encourages excellence in teaching, scholarly activity, and service. We are committed to providing the highest quality undergraduate and graduate education in the state and region, and achieving national and international prominence in the professional optometry program.

<https://offices.nsuok.edu/academicaffairs/AcademicAffairsHome.aspx>

Student Affairs

Student Affairs at Northeastern State University works to actively engage you in your education, not only in the classroom, but also in activities outside the classroom. We provide programs to encourage you to get involved in the university community, while also offering counseling and services to help you deal with the challenges facing adults today.

<https://offices.nsuok.edu/studentaffairs/StudentAffairs.aspx>

E. LEGAL ISSUES

FERPA - RULES - REGULATIONS

FERPA General Information

Student rights under FERPA

Right to inspect/review:

A student has a right to inspect and review any education record to which he or she is permitted under this policy. Education records are maintained in a number of University offices. Requests to review records must be made in writing to the responsible official of each office which maintains the records who shall comply with the request within 45 days upon receipt.

The University reserves the right to refuse to permit a student to inspect the following records:

- Records that contain information on more than one student. A student may inspect only that information which relates to him/her.
- Financial records of the student's parents.
- Confidential letters and statements of recommendation for which the student has waived his or her right of inspection and review.
- Records connected with an application to attend the University or a component unit of the University if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

Right to challenge the content of education records:

A student who wishes to challenge the content of the educational record may do so by submitting a written request to the official responsible for maintaining the record, with such request specifying the content being challenged, the grounds for the challenge, and the exact action being sought. If the official grants the request, the change(s) will be made. If the request is denied, the student will be informed and will be given the opportunity to add an explanation to the record and/or appeal the official's decision pursuant to the NSU Grievance Procedure.

Right to have some control over the disclosure of information from education records:

This includes the student's right to prevent the disclosure of directory information.

Right to file a complaint:

Students have the right to file a complaint with the U.S. Department of Education if the student believes that the University has failed to comply with the requirements of FERPA. The complaint must be made within 180 days of when the infraction was discovered, and there must be sufficient evidence to prove the violation. The written complaint should be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

When can records be released without student consent?

Directory Information may be released without the written consent of the student, unless the student has filed a Request to Withhold Directory Information. An institution may not disclose or confirm directory information without the student's written consent if the student's social security number or other non-directory information is used alone or combined with other data elements to identify the student.

Prior consent is not required to disclose personally identifiable information:

- To "school officials" who have a "legitimate educational interest" in the student. "School official" is defined as:
 - Person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);
 - Person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent);
 - Person serving on the Board of Trustees; and/or
 - Student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks

- In general, 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 responsibility to the University. Records should be used only in the context of official educational business.
 - To another institution to which a student seeks or intends to enroll.
 - To federal, state, and local authorities involving an audit or evaluation of compliance with education programs.
 - In connection with financial aid (such as the administration or continuation of aid).
 - To individuals or organizations conducting studies for or on behalf of an educational institution.
 - To regional or professional accreditation organizations.
 - To parents of a dependent student, if the parent has provided to the Registrar’s Office evidence that they declare the student as a dependent on their most recent Federal Income Tax form (Form 1040).
 - In response to a lawfully issued court order or subpoena (normally handled by the Registrar, other official record custodian and/or Legal Counsel)
 - In the event that the release of information is necessary to protect the health or safety of the student or other individuals.
 - If the disclosure is the result of a disciplinary hearing where the student is the perpetrator for a crime of violence or a non-forcible sex offense. Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released.
 - To parents of a student under the age of 21 who has committed a drug or alcohol related offense.
- F. Dates of attendance at Northeastern State University (i.e. an academic year, a spring semester, or a first quarter)
 - G. Most recent previous school attended
 - H. Degrees, honors and awards received
 - I. Participation in officially recognized activities and sports
 - J. Weight and height of athletic team members
 - K. Photograph
 - L. E-mail address assigned/provided by the institution or provided to the university by the student

Parental access to student education records

At the elementary and secondary school level, FERPA gives parents the right to access education records. When a student reaches 18 years of age or is attending an institution of post-secondary education, FERPA rights transfer from parent to student. Therefore, at the postsecondary level, parents have no inherent rights to inspect their son’s or daughter’s education records.

Information regarding education records is best obtained by direct communication between the parent and the student. If desired, students can obtain grades, class schedule, billing, and other information online and provide a copy to their parents. Students may review their personal record by logging in to their goNSU account. Students may consent to release their education records to parents, legal guardians, or other individuals by completing the Consent to Release Student Records form (pdf) in Student Affairs office, Office of the Registrar, or appropriate Vice President. Such consent should be given in a non coercive environment. The Consent to Release Student Records form (pdf) is used on a case by case basis.

Parents of a dependent student may challenge denial of access to educational records by providing to the Registrar’s Office evidence that they declare the student as a dependent on their most recent Federal Income Tax form (Form 1040).

Requesting student record information

Students may request official transcripts online or from the Office of the Registrar.

University officials may request student record information through Banner. All requests for student record information from entities outside of NSU should be made through the Office of the Registrar or the appropriate Vice President.

NSU Directory Information

The following items are considered “directory information” at NSU. Directory information may be released without the written consent of the student, unless the student has filed a Request to Withhold Directory Information. An institution may not disclose or confirm directory information without the student’s written consent if the student’s social security number or other non-directory information is used alone or combined with other data elements to identify the student.

- A. Student’s name, mailing address, and telephone number
- B. Date and place of birth
- C. Classification and enrollment status
- D. Major field of study
- E. Gender

When do FERPA rights begin?

A student's FERPA rights begin with his or her registered enrollment at NSU. Attendance need not be physical, such as in cases of distance learning courses. Applicants who are denied admission or who are admitted but never attend are not covered under FERPA. There is no end point for FERPA rights—as long as the student is living.

More information about FERPA

- U.S. Department of Education Family Policy Compliance Office
- AACRAO FERPA Guide
- Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Colleges and Universities

Restricting the release of directory information

Students may complete and submit to the Office of the Registrar a Request to Withhold Directory Information. Such a hold is called a confidentiality indicator. Students should consider all aspects of a directory information hold prior to filing such a request. This request will prevent NSU from releasing any directory information, and any requests for such information from non-institutional persons or organizations will be refused (i.e., your name will not appear in the commencement program, we will not be able to confirm your degree to a prospective employer, your name will not be provided to honor societies that wish to invite you to join, etc.).

Requests for non-disclosure that were made while a student was in attendance continue to be honored, even after the student leaves the University, unless the request is revoked by the student (or former student). To revoke a directory hold, students may complete and submit a Revocation of Request to Withhold Directory Information.

Access to student education records

FERPA protects the privacy of education records. School officials may not disclose personally identifiable information about students or permit inspection of their records without written permission from the student, unless such action is covered by certain exceptions permitted by FERPA.

Examples of record release with written permission from students are:

- Request to send a transcript to a third party (through the Registrar's Office)
- One-Time Authorization to Release Educational Information via signed Consent to Release Student Records form (pdf).
- Student Consent for Parental Access to Educational Records

What is FERPA?

FERPA is the Family Educational Rights and Privacy Act of 1974. The essence of FERPA is to give a student the right to inspect his or her education records and to protect the privacy of these records. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education.

What are education records?

Education records are defined as records which contain information directly related to a student and are maintained by an educational institution or by a party acting for the institution. Examples are enrollment and grade records, applications for university scholarships, financial aid records.

Education records do NOT include: sole possession documents (such as personal notes or "memory joggers" created and maintained by individual faculty/staff); law enforcement records; employment records where employment is not tied to student status; medical records; and records containing information about an individual that are created after he/she is no longer a student at that institution (i.e., alumni records).

Location of education records

The Office of the Registrar is the official office of the University for maintaining and releasing information pertaining to students' academic records. Additional academic records exist in other campus offices, such as college advising offices, the Graduate College, faculty offices, Student Affairs, Financial Aid, etc.

Annual notification to students

Students are notified annually of their FERPA rights in the NSU Catalog and on the NSU website. In addition, periodic notification is provided through the campus newspaper.

<https://www.nsuok.edu/Administration/UniversityPolicies/FERPA/FERPAGeneralInformation.aspx>

II. ACADEMIC ADVISEMENT PROCESS

A. INTRODUCTION

Introduction

We seek to have a common understanding of the advisement process at NSU. This includes advising techniques, theories and application of each. In order to achieve this shared-knowledge between university, academic and faculty advisors common advisement training sessions or internal professional development for the three types of advisors need to begin as a part of the advising model. This will ensure that all NSU advisors share a common set of theoretical tools for advising our students as well as creating a community of advisors who can refer to each other when necessary.

Advising Mission

We empower student development through supportive, strategic, and holistic advisement practices. We assist student with developing an effective and meaningful education plan leading to achievement of academic, professional and personal goals supporting success in a global society.

Advising Statement

All new students will receive academic advising upon admission to NSU. During an enrollment appointment, new students will meet with advisors to learn about university and departmental requirements, discuss their educational and career plans, and select courses. Student will be advised based on classification, major and campus by Academic Advisors in the University Advising Center in one of the four college advisement centers, or within academic departments by Faculty Advisors.

This is the approved advising statement and can be found on the M: drive. Intake - folder inserts.

NSU Academic Advising Student Learning Outcomes

Academic Persistence

- Students will utilize academic advisement services to achieve degree completion.
- Students will implement their education plan utilizing the degree auditing system.

Career Preparedness

- Students will be able to state how their curricular and co-curricular experiences relate to their academic, career, and personal goals.
- Students will develop a post-graduation plan.
- Students will demonstrate their individual responsibilities regarding advising

B. INCOMING FRESHMEN

Tahlequah

All incoming Freshmen are required to schedule a SOAR (Student Orientation Advisement and Registration) appointment. During this appointment, students will be tested (if needed) and then advised by an Academic Advisor from the University Advising Center. The Academic Advisor will talk about major interests, class selection, degree requirements and help the student navigate through GoNSU. The Academic Advisor will assist the student in the enrollment process through GoNSU. Each student will also be assigned an Academic Advisor from the UAC based on their University Strategies (UNIV 1003) class.

There are several scholarship programs that are required to take specific courses. The Program Directors will communicate with the University Advising Center on the course requirements. If the student has previously taken the course, they are not required to repeat the same course for these scholarships.

Broken Arrow

The Broken Arrow Campus does not offer lower division (1000 & 2000 level) courses. New freshmen may complete lower division coursework on the Tahlequah campus, online, or through a two-year institution before beginning major coursework in Broken Arrow.

Scholarship Programs:

- Cherokee Promise
- President's Leadership Class (PLC)
- RiverHawks Initiating Service and Engagement (RISE)
- Finish in 4
- Honors Program

During an advisement session an advisor may use many different tools to assist them.

- Banner - Look up test scores, issue overrides, enroll (when applicable)
- Argos Dashboard - Look up course history, schedule, mid-term grades
- Test Scores - Located in Banner in SOATEST
- My Majors Career Assessment - Students can log in through Career Services website.
- General Education checklist - located on the advising website, Degree Audit and catalog
- Catalog - Look up academic policies, degree lists, course descriptions
- DegreeWorks - Degree Audit information

C. CONTINUING STUDENTS

Tahlequah and Broken Arrow

Students are considered continuing when they enroll for the semester immediately following the semester in which they are currently enrolled. Students who do not take classes for one semester (excluding summer) are considered returning and must follow the procedures outlined on the next page.

All continuing students are assigned an Academic Advisor, located through their goNSU account. Students are encouraged to schedule appointments through the advisor's youcanbook.me link. Each advisor's link is located in the directory, on the advising website, or in the advisor's email signature. All advisors have additional walk-in hours for overflow or students needing basic assistance.

During an advisement session an advisor may use many different tools to assist them.

Banner - Look up test scores, issue overrides, enroll (when applicable)

- Argos Dashboard - Look up course history, schedule, mid-term grades
- Test Scores - Located in Banner in SOATEST
- My Majors Career Assessment - Students can log in through Career Services website.
- General Education checklist - located on the advising website, Degree Audit and catalog
- Catalog - Look up academic policies, degree lists, course descriptions
- DegreeWorks - Degree Audit information

D. TRANSFER & RETURNING STUDENTS

Tahlequah and Broken Arrow

Transfer and Returning Students are required to attend an enrollment and advisement appointment with Transfer Student Services. The appointment is split into 2 different parts.

Part 1: Conducted by the Transfer Academic Advisor/UA - BA. Topics covered:

- Satisfactory Academic Progress Policy
- GoNSU Navigation
- Bursar Services
- Overview of DegreeWorks
- FERPA
- Academic Forgiveness

Part 2: Conducted by the Academic Advisor in the college. Topics covered:

- Degree requirements
- DegreeWorks evaluation
- Major course work evaluation
- Satisfactory Academic Progress Policy
- Course selection and enrollment
- Academic Forgiveness
- Connect with Faculty Advisor

Returning students who only sat out one semester: Transfer Student Services will schedule an appointment directly with the Academic Advisor in the college and will not be required to meet with the Transfer Academic Advisor. **BROKEN ARROW REQUIRES ALL STUDENTS TO MEET WITH A UNIVERSITY ADVISOR FIRST.**

After the initial appointment, all advisement appointments should be booked through youcanbook.me with the AA in the college of the student's major. Appointments are preferred; however, all advisors have walk-ins hours available.

E. SPECIAL NON-DEGREE SEEKING STUDENTS

Tahlequah and Broken Arrow

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without submitting academic credentials or meeting the curricular or performance requirements. Retention standards will be enforced. Once a student has successfully completed the designated number of hours, should s/he wish to enroll in additional course work, s/he is required to meet the formal admission or transfer criteria. (This provision is not intended to be limited to first-time

entering students only.) Post-bach non-degree seeking students can apply as a post-bach student or a special student.

Special non-degree seeking students will not have a hold on their account and are eligible to enroll when enrollment begins for Seniors.

If a class has a prerequisite, the student must talk to an Academic Advisor or department to get permission to take the class.

http://catalog.nsuok.edu/content.php?catoid=17&navoid=557#non-degree_admission

F. POST BACCALAUREATE

Tahlequah and Broken Arrow

Students seeking a second Bachelor's degree must turn in transcripts from the college where they received their first bachelor's degree and will be considered a post-bac degree seeking student. Post-bac degree seeking students may be eligible for financial aid.

Post Baccalaureate students are treated as a returning student and must go through an enrollment and advisement session. All students seeking a second Bachelor's degree are advised through their Academic Advisor.

<http://catalog.nsuok.edu/content.php?catoid=19&navoid=662#second-bachelor%27s-degree>

G. GRADUATE STUDENTS

Tahlequah and Broken Arrow

All students are advised through the Graduate College and will be assigned a faculty advisor. Graduate students are not assigned an Academic Advisor.

<https://academics.nsuok.edu/graduatecollege/GraduateHome.aspx>

H. DUAL ENROLLMENT STUDENTS

Students who wish to enroll at NSU and another institution during the same semester and apply financial aid to both institutions will receive advisement through their Academic Advisor. The Academic Advisor will use DegreeWorks to verify the course(s) from the other institution will apply to the student's degree plan at NSU. The student and Academic Advisor will complete Consortium Agreement form from The Office of Student

Financial Services. The form ensures a student's financial aid can be applied toward the cost of the concurrent class. NSU must have the approved consortium agreement prior to a student's initial disbursement or those hours will not be included in the student's Pell Grant calculation.

If the class is not a part of the degree plan, financial aid will not be applied toward the cost of the non-NSU course.

I. STUDY ABROAD

Tahlequah Campus and Broken Arrow

The Office of International Programs is committed to providing you with quality international academic opportunities through Study Abroad programs to ensure that you become successful members and active participants in the global community. Study Abroad is seen as an integral component of an NSU education, and all students are urged to participate. (<https://offices.nsuok.edu/international/GoAbroad/StudyAbroad.aspx>)

Students must get pre-approval from the department before they go on their study abroad trip. Some international university programs may not be equivalent to NSU courses. Financial-aid will not pay for courses which have not been pre-approved.

Call, visit, or email the Office of International Programs for more information:

Office of International Programs -
Tahlequah - 918-444-2050
John Vaughan Library, Room 121
international@nsuok.edu

J. ROTC

Army ROTC

ROTC is a program designed to train and commission the future leaders of the United States Army.

ROTC is not only about academics. Cadets also thrive as athletes and leaders. As a good leader in the U.S. Army, you must lead your soldiers from the front and set a positive example for them to follow. ROTC not only prepares you to become an officer in the military, it also develops necessary leadership and management skills for success in the corporate world. Ret. Secretary of State Colin Powell, Wal-mart owner Sam Walton, and former head football coach of the University of Notre Dame Lou Holtz all received their initial leadership training through ROTC. Also, having participated in such a highly respected program looks great on a résumé.

A senior cadet becomes an active duty second lieutenant with a guaranteed job after graduation and receives a starting salary of at least \$36,000 a year, housing, medical, clothing and food allowance as well as tax free benefits. Combined these benefits add up to approx. \$64,000. After three years of serving Active Duty, many of these officers become Captains and take advantage of earning Masters degrees, fully paid for by the Army while also receiving a paycheck. The benefits, training, experience, career and retirement opportunities available in this program are absolutely outstanding.

So whether you want to make a career in the Army, National Guard, Reserves or prepare yourself for civilian leadership opportunities, the ROTC program develops the necessary skills you need to become a success in any career.

<https://academics.nsuok.edu/rotc/NSUROTCTheRiverhawkBattalion.aspx>

K. HIGH SCHOOL CONCURRENT

Concurrent Admission Policy

A junior or senior high school student may be admitted provisionally to a college or university in the State System. Minimum standards for State System institutions are outlined in the tables below. The ACT score is the composite score without the writing component and the SAT score is the composite score without the essay component.

Students from Accredited High Schools

- National ACT 20
- Pre-ACT (10th Grade) 20
- Residual ACT 20*
- SAT 1020 OR 940**
- GPA and Class Rank Unweighted High School GPA 3.0 and Class Rank top 50.0 percent

Home Schooled Students and Students from Unaccredited High Schools

- National ACT 20
- Pre-ACT (10th Grade) 20
- Residual ACT 20*
- SAT 1020 OR 940**

*Only one residual ACT per year (from November 1 to October 31) is valid for admission and course placement.

**This score is valid on SATs administered on or after March 5, 2016. This score is based on College Board's Concordance Table that was published on May 9, 2016. It is subject to change.

Apply for Admission

All students wishing to enroll in concurrent coursework must fill out the online undergraduate application for admission and pay a \$25 application fee. Students must also submit official high school transcripts and a signed Concurrent Enrollment Agreement Form.

For more information on Concurrent Enrollment, please contact the Office of Admissions and Recruitment by calling 918-444-4675 or 1-800-722-9614. Email: admissions@nsuok.edu

Financial Responsibility

Who Pays For Concurrent Enrollment?

Students are ultimately responsible for the costs incurred with attending college courses; however, there are a variety of ways to help:

1. Tuition and Fees
 - a. Seniors: Oklahoma State Regents for Higher Education reimburse the college for up to 6 credit hours per semester for high school seniors who are Oklahoma residents. Students are still responsible for paying fees associated with each course and any required textbooks. Note: the tuition waiver for Seniors is not applied to the student account until after the end of the second week of school, meaning the account balance will not reflect the tuition waiver until after this time.
 - b. Juniors: Juniors are responsible for paying full tuition, fees associated with each course, and any required textbooks.
2. Some high school districts pay for the remaining expenses after the above tuition waiver or for students in Junior standing. Check with your high school counselor for more information.
3. Some high school districts pay for textbooks. Check with your high school counselor for more information. Textbooks are available through NSU's bookstore, and can often be purchased used or may be available to rent for the semester at a reduced cost.

Note: Students are ultimately responsible for the costs of attendance. If a balance exists at the end of the semester, it can prevent enrollment in subsequent semesters. Billing and payment information can be found in the student's goNSU account.

Financial Responsibility Agreement

Once admitted to Northeastern State University, all students are required to sign a financial responsibility agreement each semester, prior to enrollment. This agreement outlines NSU policy and is an acknowledgment of the student's responsibility to pay any outstanding balance; students may sign the agreement through goNSU.

III. ACADEMIC ADVISEMENT - POLICIES & PROCEDURES

A. READING & UNDERSTANDING TRANSCRIPTS

- Attempted Hours = All credit hours for which student was registered at the end of the Drop/Add period, including hours for withdrawn courses.
 - Passed Hours = All credit hours for which a grade of A, B, C, D, or P were earned.
 - Earned Hours = All credit hours for which a grade of A, B, C, D, or P were earned.
 - GPA Hours = All credit hours for which a grade of A, B, C, D, or F were earned.
 - Quality Points = Sum of hours per course multiplied by the quality points
 - A = 4 Quality Points
 - B = 3 Quality Points
 - C = 2 Quality Points
 - D = 1 Quality Point
 - F = 0 Quality Points
 - P = 0 Quality Points
 - W = 0 Quality Points
- GPA = Quality points divided by GPA hours

Academic Forgiveness Notations on Transcript

- E = Academic Forgiveness has been granted and grade has been excluded from GPA
- I = Academic Forgiveness has not been granted and grade is included in GPA
- A = Academic Forgiveness has not been granted and grade is averaged and included in GPA (no hours were earned)

Transfer Courses

Equivalent transfer courses are transcribed with NSU course prefix and number. The course prefix and number from the original institution are not included on the transcript. Courses without equivalencies will be transcribed as UNKN 1000, 2000, 3000, 4000, based on the level at which the course was originally taken.

B. CLASS STANDING (FR - SOPH- JR- SR)

Classification of Undergraduate Students

Undergraduate class standing at the beginning of a semester is determined as follows:

- Freshman: less than 30 semester hours
- Sophomore: 30 - 59 semester hours
- Junior: 60 - 89 semester hours
- Senior: 90 + semester hours.

Special Student: A student who does not have an earned degree and is not seeking to complete any degree or certificate program.

Post Graduate: A student who has an earned degree and is admitted as an undergraduate.

**Taken from NSU Catalog: <http://catalog.nsuok.edu/content.php?catoid=17&navoid=563&hl=Classification+of+Undergraduate+Students&returnto=search#classification-of-ug-students>

c. CODE OF CONDUCT, RIGHTS & RESPONSIBILITIES

Student Conduct Code

Northeastern State University's Student Conduct Code is designed to set forth standards necessary to provide a learning environment conducive to the preparation of students for success in an increasingly challenging, diverse and global society. The University is, first and foremost a community where the academic standards are strictly upheld and where the rights, responsibilities, safety and dignity of every individual are respected and paramount to the achievement of academic excellence. The Student Conduct Code serves not just as a disciplinary system, but also as a part of the educational process. The purpose of the Student Conduct Code is to teach students to live and act responsibly in a community setting and to encourage the development of good decision-making and personal integrity. University community members are expected to respect the rights of fellow community members, property, common resources, Student Conduct Code, and laws associated with the broader community (e.g. city, state, nation and world).

Link to the full Student Conduct Code on NSU Website:

NSU Student Code of Conduct

**Taken from NSU Catalog: http://catalog.nsuok.edu/content.php?catoid=17&navoid=561#Student_Conduct_Code

Student Rights

Northeastern State University views the student conduct process as an educational experience. Participation in the process can promote growth and understanding of one's role as a member of the University; therefore the following rights are afforded to accused students and alleged victims (when applicable).

General Rights:

1. The focus and purpose of any student conduct proceeding is to determine whether a violation of university rules has/has not occurred. All student conduct proceedings are to be considered informal in nature. The rules and procedures associated with the criminal and/or civil courts need not apply. Deviations from outlined procedures will not necessarily invalidate a student conduct conference or subsequent decision unless such a deviation results in a significant prejudice to the student or university;
2. Student conduct conferences shall be conducted in private. The accused student and/or the alleged victim of sexual misconduct or a crime of violence (as defined by FERPA 1974) may request an open student conduct conference. Such a request shall be considered with the final decision at the sole discretion on the Student Conduct Administrator.
3. In a student conduct conference the burden of proof shall rest with the Accused Student and is based on whether a preponderance of the evidence (more likely than not) indicates that the Accused Student violated the Student Conduct Code.
4. The contents of a student conduct file and any related written or oral correspondence are considered a part of a student's educational record; therefore, the release of said information will only occur in accordance with the Family Educational Rights and Privacy Act of 1974. Information released cannot be re-disclosed unless the student conduct conference has been declared and documented as open.

Accused Students Have the Right to:

1. A written notice of the alleged violation(s) – sent to the student's official university address (electronic or physical);
2. Waive written notice of the alleged violations;
3. Reasonable access to the review the contents of the individual case file;
4. Have no student rule violation assumed until proven through the student conduct process;
5. Say nothing with the knowledge and understanding that no assumption of responsibility is made solely as a result;
6. Be accompanied by one advisor/counselor (may be an attorney at the student's expense) so long as the availability of the advisor does not hamper the timeliness of the conference. The selected advisor and/or counselor may not be an individual and/or student that is and/or may be charged as a result of the same or similar fact pattern. The advisor is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings. The mere presence of a University attorney does not indicate representation;

7. Question his/her accuser - directly or indirectly - at the discretion of the Student Conduct Administrator or Student Conduct Administration body;
8. Question witnesses - either directly or indirectly - at the discretion of the Student Conduct Administrator or Student Conduct Administration body;
9. Present material witnesses - those with firsthand knowledge of the incident (character witness information may only be submitted in written form);
10. Written notification of the outcome of the student conduct conference – sent to the student’s official university address (electronic or physical) - such information may not be shared with any individual or entity;
11. Have an avenue to appeal the decision of the Student Conduct Administrator of Student Conduct Administration body.
5. Question the accused/material witnesses - directly or indirectly - at the discretion of the Student Conduct Administrator of Student Conduct Administration body;
6. Have evidence of past sexual history excluded during the student conduct conference, - the past sexual history of the alleged victim with persons other than the alleged perpetrator shall be presumed irrelevant - relevancy is at the discretion of the Student Conduct Administrator of Student Conduct Administration body;
7. Submit a victim impact statement for the Student Conduct Administrator of Student Conduct Administration body to consider – only if the student is found responsible - prior to issuing any sanction(s);
8. Upon written request, be notified of the outcome of the conduct proceeding – if the request is granted such information may not be shared with any individual or entity.

**Taken from NSU Website:
[Student Rights](#)

Alleged Victim of Sexual Misconduct or Crimes of Violence

Northeastern State University students who are the alleged victim of sexual misconduct or a crime of violence have the right to:

1. Be given an explanation of the student conduct process;
2. Have access to evidentiary material the complainant or alleged victim submitted - this includes police reports;
3. Chose to be present or not present during the student conduct conference – in person or through an indirect means - the mere presence does not imply a forced participation in the conduct proceedings;
4. Be accompanied by one advisor/counselor (may be an attorney at the student’s expense) so long as the availability of the advisor does not hamper the timeliness of the conference. The selected advisor and/or counselor may not be an individual and/or student that is and/or may be charged as a result of the same or similar fact pattern. The advisor is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings. The mere presence of a University attorney does not indicate representation

D. SAP INFORMATION

Satisfactory Academic Progress Policy

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree or certificate. Students applying for assistance through the Federal Pell Grant, Teach Grant, Federal SEOG, Federal Work Study, Oklahoma Tuition Aid Grant (OTAG), Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal Parent PLUS Loan and Graduate PLUS loan programs are required to meet THREE separate requirements in maintaining their financial aid eligibility at NSU.

First, students are required to maintain a minimum cumulative grade point average.

Second, students are required to complete (pass) a certain percentage of hours they attempt.

Third, students must complete their degree within a timely manner.

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on financial aid suspension. Satisfactory Academic Progress is reviewed at the end of each academic semester once grades have been posted.

Satisfactory Academic Progress Policy Requirements

I. Grade Point Average Requirement

Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid.

- NOTE:** The following degree programs are required to have a higher GPA to graduate and therefore their academic progress must be evaluated by their specific program GPA requirements.
 - Bachelors of Social Work (BSW) require a 2.5 GPA
 - Bachelors of Music Education (BMED) require a 2.5 GPA
 - BS/ScE (Bachelor of Science in Science Ed) require a 2.5 GPA
 - Bachelors of Education both BSED and BAED require a 2.5 GPA (Except for the following: Early Childhood, Elementary Education, and Special Education require a 2.75 GPA)

Satisfactory Academic Progress Policy Requirements

| | Undergraduate Students | | Graduate Students |
|------------------------------------------|------------------------|------------------|-------------------|
| Total Hours Earned from all Institutions | 1-30 Credit Hours | 31 Hours or more | All Hours |
| Minimum Cumulative GPA Requirements | 1.70 GPA | 2.00 GPA | 3.00 GPA |

II. Satisfactory Completion of Semester Hours Requirement

Students must also successfully complete and pass 67 percent of all courses they attempt. Grades of A, B, C, D, F, P, S, W, AW, WP, WF, I, N, NA, NP, X and U are all considered attempted hours. Only grades of A, B, C, D, S, and P are counted as successfully completed. All transfer hours are included in this calculation.

Percentage of cumulative attempted hours a student must complete to remain eligible for federal student aid.

| | Undergraduate Students | Graduate Students |
|--------------------------------------|------------------------|-------------------|
| Students must successfully complete: | 67 percent | 67 percent |

III. Maximum Time Frame for Degree Completion

Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all hours from all institutions you have attended will be included. Student Financial Services recommends that students who have attempted 150 hours towards their first Bachelor's degree log on to NSU's Degree Audit Reporting System (DARS) to ensure they are taking the courses necessary to complete their degrees. For financial aid purposes grades of A, B, C, D, F, P, S, W, AW, WP, WF, I, N, NP, X and U are all considered attempted hours. Once students reach their maximum time frame for their specified degree, they are no longer eligible for federal student aid.

Attempted Hours Allowed for Earning a Degree:

| | |
|--------------------------------------|-------------------------------------|
| 186 Hours - First Bachelor's Degree | 54 Hours - First Master's Degree |
| 240 Hours- Additional Undergrad Work | 90 Hours - Additional Master's Work |

Repeated Coursework

Title IV funds may only pay for one repeat of a previously passed course. More than one repeated course will not be calculated in your enrollment status pertaining to Title IV funds.

Satisfactory Academic Progress Evaluation

- **Satisfactory Academic Progress** is evaluated at the conclusion of each academic semester after grades have been posted. All attempted and transfer hours are counted during this evaluation.
- **A WARNING** is given to students for one semester who do not meet both requirements I. and II. listed above. This is a warning status and students can receive financial aid during their next semester of attendance. NOTE: A warning is not given to students regarding maximum time frame, it is the student's responsibility to know how many hours they have attempted and where they stand.
- **SUSPENSION** will be required for any students who fail to meet both requirements I. and II. at the conclusion of their warning semester. Students cannot receive funds from the aid programs listed above while suspended. (SEE APPEAL OF SUSPENSION)
- Rules are applied uniformly to all students whether or not aid has been received previously.

Financial Aid Suspension Appeals/Reinstatement

A student with extenuating circumstances may appeal the financial aid suspension by submitting a written appeal to the Office of Student Financial Services. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved. Examples of extenuating circumstances include illness, medical issues with immediate family members, or a death in the family. Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances. The appeal should include supporting documentation to substantiate the request for reinstatement. **A student's typed appeal should include:**

1. The reason(s) why the student failed to meet Satisfactory Academic Progress.
2. Supporting documentation that may be pertinent to the student's appeal.
3. An academic plan for success which should include the following components:
 1. What has changed in the student's life that will enable them to be a successful student in the future.
 2. The student must supply a detailed breakdown of the courses/grades needed for the student to complete their graduation requirements.
 3. The student must read and acknowledge that they understand the Satisfactory Academic Progress Policy.

The Office of Student Financial Services appeal committee will evaluate all documentation submitted and the student's appeal will be approved or denied. The results of the appeal will be emailed/posted to the student's NSU Greenmail account within approximately ten working days. All decisions made by the financial aid appeal committee are final.

If denied, the student is responsible for paying for their own educational costs until the student improves his/her scholastic record to meet the minimum standards. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

If approved, the student will either be:

1. Placed on probation for one semester only, or
2. Placed on an academic plan, academic plans will be monitored at the conclusion of every semester.

The student's approval email/letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

A student who fails to complete a single course or has a complete withdrawal from the university after receiving financial aid may be automatically placed on suspension.

Student Responsibility

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Office of Student Financial Services at 918-444-3456.

****PLEASE NOTE:** Financial aid warning, probation, and suspension are separate from academic probation and suspension.

****Taken from NSU Catalog:**

<http://catalog.nsuok.edu/content>.

E. GRADING INFO (A - BI, W AW, ETC)

Grading and GPA

For the purpose of distinguishing between the ranks of scholastic attainment, the following grading system is used at NSU. To calculate your GPA, 1. Convert each grade to its numeric equivalent using the listing below. 2. Multiply each class grade by the number of credits earned. For example: 3.0 (B) x 4.0 (credits) = 12 Finally, divide the number by total credits attempted. This is your GPA.

Symbol

A - Excellent, 4 grade points each semester hour

B - Above average, 3 grade points each semester hour

C - Average, 2 grade points each semester hour

D - Below average, 1 grade point each semester hour

F - Failure, no grade points

I - Incomplete, GPA neutral

An Incomplete grade may be used at the instructor's discretion to indicate that a substantial portion of the required coursework for the semester has been completed, but that additional work is needed to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is awarded. Requiring students to repeat a course to remove an "I" grade is not permitted. Students must resolve the incomplete grade by the date agreed upon by the student and instructor which shall be no more than one calendar year from when the incomplete grade was awarded "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the one year period will remain as a permanent "I" and not contribute to the student's GPA. In extenuating circumstances, exceptions may be requested through the dean of the academic college that awarded the grade.

P - Passing, no grade points, GPA neutral

NP - Not passing, no grade points, GPA neutral

S - Satisfactory, no grade points, GPA neutral

U - Unsatisfactory, no grade points, GPA neutral

W - Withdrawal, no grade points, GPA neutral

With a withdrawal, the credit hours of the course are not counted in calculating a student's grade point average. The automatic withdrawal grade of "W" will be assigned to all students for classes from which they officially withdraw or completely withdraw from the University BEFORE OR AT twelve weeks after classes begin during a regular (Fall or Spring) semester regardless of the student's progress in the course at that time. For any drop or withdrawal accepted after this deadline, a "W" or "F" will be assigned depending upon the student's standing in the class and the institution's stated withdrawal policy. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

AW - Administrative Withdrawal, GPA neutral

Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary reasons, financial reasons, inadequate attendance, or inadequate participation in a course. Formal institutional procedures for administrative withdrawal will be followed. Administrative withdrawals are GPA neutral.

AU - Audit - Grade not reported, GPA neutral

Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information.

NA - Non-attendance, GPA neutral (prior to fall 2016)

Non-Attendance Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for complete non-attendance in a course. Formal institutional procedures for non-attendance withdrawals will be followed. Non-Attendance withdrawals are GPA neutral

X - Graduate thesis or dissertation in progress, GPA neutral

Grades followed by an additional character indicate the work was completed as follows:

- 1 - Correspondence
- 2 - Physical education activity
- 3 - CLEP
- 4 - Advanced placement
- 5 - Military
- 6 - Advanced standing
- 7 - Prior Learning Assessment (exam or portfolio)
- 8 - DANTES
- Z - Remedial "0" level

Grade Reports

Mid-term grades will be posted for all freshmen, sophomores, student athletes, students receiving veteran's benefits, and students on academic notice or probation. Final grade reports may be accessed via goNSU.

Grade Corrections

A faculty member may initiate a change of grade after grades have been submitted to the registrar's office provided that:

1. Justification for the grade change is made in writing to the Dean and attached to the "Change of Grade Form," and
2. The change is submitted within the first eight weeks of the semester following awarding of the original grade.

Once a degree is conferred, the registrar's office will not process a grade change.

Grade Appeals

A student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consultation with the instructor and/or Dean. The Grade Appeals Process must be formally initiated with a written appeal to the Dean within four months following awarding of the original grade. Please contact the dean of the college in which the grade was given for a copy of the grade appeals process.

Honor Roll

Each semester, Northeastern State University recognizes

students who have achieved superior academic performance through being named to the President's Honor Roll and the Dean's Honor Roll. To be eligible for such recognition the student must be an undergraduate (who has not earned a degree) and meet one of the criteria below:

President's Honor Roll

- A minimum of 12 hours of regularly graded NSU undergraduate, 1000-4999 level, course work (hours from Pass-Fail and "0" level classes are not included)
- A minimum grade point average of 4.00 with no grade below an "A"

Dean's Honor Roll

- A minimum of 12 hours of regularly graded NSU undergraduate, 1000-4999 level course work (hours from Pass-Fail and "0" level classes are not included)
- A minimum grade point average of 3.50 with no grade below a "B"

**Taken from NSU Catalog:

[Grading info](#)

F. PROBATION AND SUSPENSION INFO

Retention Standards

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a cumulative GPA of 2.0 or above on a 4.0 scale and receive no grade of F.

Freshmen students with fewer than 30 credit hours, with a GPA of 1.7 to less than 2.0 will be placed on **academic notice**.

All students must maintain a 2.0 cumulative GPA for the duration of his/her college experience with the exception of freshmen on academic notice and academic probation.

A student will be placed on **academic probation** if she/he fails to meet:

| Credit Hours Attempted | Cumulative GPA Requirement* |
|-------------------------------------|-----------------------------|
| Fewer than 30 semester credit hours | 1.7 |
| 30 or more semester credit hours | 2.0 |

*All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes excluding any courses repeated or reprimed as detailed in the State Regents' Grading Policy and excluding remedial/developmental (pre-college) courses and physical education activity courses.

A student who achieved a grade point average of 2.0 or above in regularly-graded course work, not to include activity or performance courses, during the last semester enrolled will be allowed to continue as a student regardless of the cumulative grade point average.

Academic Probation and Suspension

Any student not maintaining satisfactory progress toward academic objectives will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum cumulative GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be suspended and may not be reinstated until one regular semester (fall or

spring) has elapsed. At that time, the student may petition the Admission Appeals Committee for readmission consideration.

Students suspended in the spring semester may attend, at the discretion of the suspending institution, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. Only students under first-time suspension status at the suspending institution are eligible. To continue in that fall semester, such students must achieve a 2.0 or better semester GPA or raise their retention GPA to the required level.

The administration at NSU realizes that there are times when extenuating circumstances prohibit a student from making satisfactory progress during his/her probationary semester. The appeals process allows for the examination of each individual situation where a student feels special consideration should be granted. A decision is then made as to whether extenuating circumstances do exist.

Suspension Appeals

Students wishing to petition the committee must submit an application for admission and a Suspension Appeals form to the Office of Admissions. Applications for admission and appeals forms are due by July 15 for consideration for the Fall semester, November 15 for the Spring semester and April 15 for Summer term. The student may be required to appear before the committee. Denial will be automatic for non-attendance.

The petition may be approved for probationary readmission if, in the best judgment of the committee, conditions appear to be favorable for the student to regain satisfactory progress. Such students are readmitted on probationary status and must maintain a 2.0 GPA each semester while on probation or raise their cumulative GPA to the designated level. Should a student be suspended a second time, she/he cannot return until she/he has demonstrated the ability to succeed by attending another institution and raising his/her cumulative GPA to the retention standards.

A senior who has failed to meet the graduation/retention grade point average of 2.0 may request to enroll in an additional 15 semester hours in a further attempt to achieve the requirements for graduation. Students may take up to 15 semester hours in one semester or if the student takes less than 15 semester hours, they must maintain the current retention standards of achieving an overall GPA of 2.0 for

that semester in order to continue. Students may apply for the “Senior Rule” extension through the Office of the Registrar. Such students will be afforded this extension one time only.

Academic Standing, once posted to the transcript for a semester, will not be changed due to subsequently applied academic forgiveness.

**Taken from NSU Catalog: http://catalog.nsuok.edu/content.php?catoid=17&navoid=563&hl=probation&returnto=search#retention_standards

G. TYPES OF HOLDS

1. Record Holds, Student Obligations, Suspensions

Each student, upon matriculation at the University, assumes an obligation to obey all rules and regulations made by properly constituted authorities.

The University may not release records including transcripts for students who have financial or other obligations to the University, or who are found responsible for not complying with University regulations and policies outlined in the Policy Manual of the Board of Regents of the Regional University System of Oklahoma.

A hold on records or the suspension of a student can be authorized by the President, the Vice President of Academic Affairs, or the Vice President of Student Affairs as outlined in University policies and procedures.

**Taken from NSU Catalog: <http://catalog.nsuok.edu/content.php?catoid=17&navoid=563&hl=hold&returnto=search#record-holds-obligations>

2. Student Immunizations

All NSU Students

Oklahoma state law requires that all first-time students who attend Oklahoma colleges and universities provide proof of immunization for certain diseases. If you cannot verify your immunizations, you need to be re-immunized.

Medical, religious, and moral exemptions are allowed by law, and such requests must be made in writing using the Northeastern State University Certificate of Exemption form (pdf).

The requirement does not apply to students enrolled in courses in which you are not required to attend class on campus.

Procedures

1. You must provide an acceptable form of documentation of immunizations to Outreach & Prevention prior to registering for classes. An acceptable form of documentation may be mailed to the Outreach & Prevention, brought with you to enrollment, or faxed.

2. The immunization documentation must be reviewed and determined complete by Outreach & Prevention staff. If the immunization information is complete, you are cleared and can register for NSU classes. If there is missing or inaccurate information, you are notified and your ability to register is blocked until immunization deficiencies are corrected.
3. Failure to comply with these requirements may result in a hold being placed on future enrollment.

Immunizations

How can you help?

By communicating the requirement to the students you advise.

How do I know the student needs to turn in his/her documentation?

By checking their Holds is SOAHOLD account. If the student has an active Hold 66(Student Affairs H), they have not turned their documentation into Student Health Services.

Hold 66 is a flag. It does not affect registration or obtaining a transcript.

Resources

Student Health Services Website regarding Immunization Requirements

[Immunizations](#)

SHS office 918-444-2126 * Fax 918-458-2300 * Email shs@nsuok.edu

**Taken from M drive: M:\EnrollmentServices\Advising\Advising Information and Materials\Advising Policies. Procedures. Tools\Policies

3. Senior Checkpoint Holds

- UAC Director will run the 90+ report to determine who needs a Senior Checkpoint Hold and share with the colleges. It will be stored on the M drive in the Checkpoint Holds folder for easy access shortly after census date. The file will have the term in the title and will be sorted by college. Please COPY the file to your desktop and save it there...do not make changes to the one on the M drive.
- The assigned AA will place the hold on the student using the following information
 - Start date set as now and goes to the end of time
 - The appropriate originator code based on AA
 - Senior Checkpoint in the reason field (this is a freeform field so please type the reason exactly as noted)
- BGS, Reach Higher and nursing are not included on the list
- AAs will send out emails to their students on day the holds are placed (feel free to use the draft below). **MAKE SURE TO BLIND COPY THEM** so the others won't see who the email was sent to. It is important to stress:
 - Making an appointment instead of walk in
 - Meeting now instead of later
 - The fact that we are trying to help them avoid problems later
 - The meeting has value and they will walk away with a plan to graduate
- When the student comes (AD's decide if a phone appointment is appropriate and allowable for your college based on the student type) to their appointment with the AA, they will:
 - End date the Senior Checkpoint hold
 - Review their audit with them looking for unknowns, subs, etc.
 - Help the student map out remaining semesters based on prerequisites and sequencing of courses
 - Notify them of any other holds that affect registration
 - Ask about post-graduation plans (grad/prof school or workforce) and connect them to the appropriate resources (Career Services, faculty, grad office, application processes, etc.)
 - Refer them to their Faculty Advisor when appropriate
 - Assist with enrollment if necessary (if enrollment has begun)
 - Encourage application for graduation by the appropriate deadline and/or verify application is on file for the appropriate semester through SHAGAPP

Checkpoint Hold Email - Draft

You are receiving this email because our records show you have earned 90 or more credit hours and may be close to graduation from NSU. One of my most important objectives as your Academic Advisor is to help you make timely progress toward your degree, and I'd like to schedule a graduation checkpoint appointment with you to discuss your graduation plan. A registration hold has been placed on your account which will prevent you from adding/dropping classes for semester and enrolling for the next semester. I will remove the hold once we meet.

During your appointment, we'll double check to make sure all of your current classes apply to your Degree Audit correctly, graduation requirements will be met this semester, review all of your graduation requirements, ensure you are aware of the remaining classes required for your degree program (if needed), and discuss deadlines for applying for graduation.

I encourage you to make an appointment early, as we see many students each semester. Waiting until enrollment begins may limit you from enrolling in the courses you need to graduate.

To schedule an appointment, please use the following link: youcanbook.me

**Taken from M drive: M:\EnrollmentServices\Advising\Advising Information and Materials\Advising Policies. Procedures. Tools\Checkpoint holds

4. Major Declaration/Change Holds

For Continuing Students

(as of 10.23.14)

Advisors will assist continuing students with declaring/changing their major by using the web based Major Declaration/Change form. The link to this form will be hidden and used only by Academic Advisors in the UAC and/or Academic Advisors. The form is simply a way to communicate to the new Academic Advisor that a student desires to declare/change their major, it is not a reporting tool. Therefore, UA's will be the primary user of the form. AA's will only use the form when one of their advisees desires to change to a major in another college.

The process is as follows:

- The UA will:
 - Complete and submit the electronic the form online on the student's behalf (primarily in person but can be done via the phone if the student is off site). The form is automatically sent to the appropriate AA via email.
 - Once submitted, the student sees a confirmation reply with AA contact info and link to book an appointment (an automatic email with that info is also sent to them)
 - Check for unknown general education courses via DW audit and route them accordingly.
 - Assist the student with making an appointment with their new AA via youcanbook.me
 - End date the UA hold in SOAHOLD (effective yesterday)
 - Add the appropriate AA hold and originator code in SOAHOLD and put "Major Checkpoint" in the reason box (effective today). REMEMBER: if the student selects PPH only with no major, Dr. Clifford's contact info will show on the screen...put the appropriate AA's hold on the student, not his.
 - End date the Academic Advisors in the UAC in SGAADVR
- The Academic Advisor will:
 - Check their email (daily) for new major declaration emails.
 - Immediately upon receiving the email, declare/change the student's major in SGASTDN or SFAREGS (whichever is appropriate).
 - Assign themselves as the student's Academic Advisor and assign a Faculty Advisor in SGAADVR (the AA is always the Primary Advisor).

Declaration Acknowledgment Reply

Johnson 1

Thank you for declaring your major in the College of Business & Technology!

You will need to make an appointment with me prior to enrolling in classes and to review the major requirements (you will have an advisement hold that prevents your enrollment until we meet). We'll discuss course selection, GPA requirements, graduation plans, and address any questions you may have about your academic career here at NSU. You can schedule an appointment for a date and time that works best for you through the following link:

<http://swayzes.youcanbook.me/>

Contact information:
 Academic Advisor
 Sarah Johnson
 918-444-2901
 BT 127
 swayzes@nsuok.edu

I look forward to working with you!

Sarah

Grayson 2

Thank you for declaring your major in the College of Business & Technology!

You will need to make an appointment with me prior to enrolling in classes and to review the major requirements. We'll discuss course selection, GPA requirements, graduation plans, and address any questions you may have about your academic career here at NSU. You can schedule an appointment for a date and time that works best for you through the following link:

<http://graysonv.youcanbook.me/>

Contact information:
Academic Advisor
Ronnie Grayson
918-444-2913
BT 127
graysonv@nsuok.edu

I look forward to working with you!

Ronnie

****Taken from M drive: M:\EnrollmentServices\Advising\Advising Information and Materials\Advising Policies. Procedures. Tools\Major Declaration**

5. Financial/Bursar Holds

When is tuition due?

All tuition and fees are due by the first day of the regular semester. Financial aid will be applied to accounts within the first 30 days of the regular semester.

Monthly late charges will apply towards unpaid balances beginning the first month after the start of the regular semester.

When are late charges and holds applied?

Payments for billed charges are due by the 15th of the month. All past due accounts are subject to a 1.5 percent monthly late charge.

Holds are placed on student accounts with past due balances. These holds will prevent the student from enrolling and receiving a transcript.

When will financial aid apply to my account?

Grants, loans, and scholarships will be applied to the student's account within the first 30 days of the start of the regular semester.

How do I authorize my financial aid to pay non-institutional charges?

To authorize NSU to apply Title IV Financial Aid towards non-institutional charges (ex. Books, Parking Fines, Parking Decals, Talon Charges, Library Fines, Misc. Housing Charges, etc.):

- Go to goNSU and log in with your NSU username and password
- Click the Students tab
- Click on Financial Aid Awards
- Click the tab labeled Additional Resources and Information and scroll to the middle of the page

Answering YES to the question allows NSU to pay all the charges that are accrued on the account for the current semester.

If you answer NO or if you don't answer at all, financial aid will not pay non-institutional charges and it will be the students responsibility to pay.

What is a Talon charge account?

Students attending NSU are provided a charge account (Talon Charge) to be used at the NSU RiverHawk Shoppes on campus. Talon Charge can only be used to purchase textbooks, educational supplies, and book bags from the RiverHawk Shoppes either at the Tahlequah or Broken Arrow campuses. Our goal is to keep Bursar account balances lower by focusing Talon on items supporting academic success.

How do I enroll or receive a transcript when there is a Financial Hold on my account?

Please call 918-458-2160 for Tahlequah or 918-449-6251 for Broken Arrow to discuss details of your account with a student account specialist.

What if I decide not to attend NSU after I have already enrolled?

Students who completely withdraw from the University or drop an individual class during the first two weeks of full-term classes, or during the first week of short-term classes, are eligible for a full refund of tuition and fees. There are no refunds for classes dropped after the Census date. Refunds for short-term classes are prorated.

Refunds are based upon the day the classes are dropped or the student's withdrawal is filed with the Registrar's Office, not on the date that the student stopped attending classes.

How do I review my bursar account?

To view your bursar account activity, log in to goNSU and click the green Make a Payment and Manage Account icon. Here you can make payments, view account activity, view billing statements and payment histories, and even set up Authorized Users to view your information.

You can also call 918-458-2160 for Tahlequah or 918-449-6251 for Broken Arrow to discuss the details of your account with a student account specialist.

Where and how do I pay charges?

All University charges can be paid in the Office of Business Affairs located on all three campuses using cash, check, or money order. Additional information on paying your bursar account can be found on our Payments page.

How can I let someone else make payments on and review my bursar account online?

Setting up an Authorized User is easy and customizable. After following the instructions below, a username and temporary password will be emailed to the Authorized User. These users can be deleted by the student at any time.

- Log in to goNSU
- Under the Quick Links box, click the green Manage Bursar Account icon
- Click the link that says Log in to Bursar Services at the top of the instructions
- Hover over the My Account tab and then click Authorized Users
- Enter the email address for the person you are making an Authorized User
- Select the type of access you wish the authorized user to have
- Click Continue
- Agree to the terms and conditions and click Continue again

Please Note: This does not replace the Consent to Release Form. The student must complete a Consent to Release Student Records Form on goNSU to allow NSU to discuss their records with other persons. Visit our FERPA page for more information.

What if I overpay on my account and should receive a refund?

General refund disbursement will be within the first 30 days of the start of the semester. Any overpayments occurring during the remainder of the semester will be disbursed to the student approximately two weeks after the overpayment occurs.

Why would I receive a refund from NSU?

A refund is any money that Northeastern State University owes you. Common reasons you may receive a refund include:

- Financial Aid overages from student loans, grants, and scholarships
- Room and board or parking adjustments
- Dropped classes
- Tuition overpayment

When will I receive my refund?

Please visit our Refunds page for more information.

How do I receive my refund?

All students must select a refund preference by logging on to their online Bursar Account. Follow the instructions on our Refunds page to select your refund preference.

If no refund preference is selected, a Discover check card will be mailed to the permanent address on file with NSU.

What if I have more questions?

For more specific information, you can contact the Office of Business Affairs by phone at 918-444-2160 or by e-mail at nsuoba@nsuok.edu.

**Taken from NSU website: <https://offices.nsuok.edu/businessaffairs/BursarServices/FAQS.aspx>

H. SEMESTER LOAD

1. Full-time Student:

To be considered full time, an undergraduate student must be enrolled in at least six (6) hours in a summer session and at least 12 hours in a fall or spring semester. Zero “0” level courses which are taken to complete a skill or curricular deficiency are counted when considering full-time status of the student for financial aid. Zero “0” level courses are only counted if completed during the first year when considering full-time status for athletic eligibility.

Normal Load: The average or normal semester enrollment is considered to be 14-19 semester hours of work. When this amount of credit is regularly earned, it will lead to the completion of all degree requirements in eight semesters or four school years. Students must earn at least 31 hours of credit per academic year to complete their degrees in four years.

Above Average Load: A student who has demonstrated superior scholastic ability may be approved for a load above the normal. The semester hour load is determined in conference by the advisor and the student and is based upon the student’s past performance. Students approved for an overload may enroll in more than 19 hours during a fall or spring semester and more than nine (9) hours during the summer term. In no case shall the maximum load exceed one and one-half times the number of weeks in a given semester. (Oklahoma State Regents regulation, January 31, 1977). This maximum load figure is a combined number of hours from NSU, including online and arranged classes, plus hours from any other college or university that the student attends during the semester. Graduate students should refer to the Graduate Catalog for information on semester loads. Intersession classes count as part of the load for the semester that they precede.

Students on Probation: An undergraduate student who is on academic probation or academic notice will be restricted to no more than 16 credit hours in a fall or spring semester (this includes intersession classes).

**Taken from NSU catalog: <http://catalog.nsuok.edu/content.php?catoid=19&navoid=661#semester-load>

2. Veterans:

Veteran Services follows the university policy on Minimum/Maximum hours as prescribed by the catalog. However, to receive full military benefits they must follow the Department of Veteran Affairs requirements for full-time enrollment. VA benefits are reported by dates and not hours.

Below are examples:

| Part of Term | Credit Hours | VA Benefits |
|------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------|
| 4 - 16 Week courses | 12 | YES: Full time VA Benefits |
| 3 – 16 week courses & 1 – first 8 week course | 12 | NO: When first 8 week class is over – they are only in 9 hours and a loss of benefits will occur |
| 3 – 16 week courses & 1 first 8 week course and 1 second 8 week course | 15 | YES: Student is full time the entire 16 weeks |

**Per Tina Wells: 918-444-2204

3. International Students:

In general, F-1 students must be registered full-time. This is defined as at least:

- 12 credits each semester for undergraduate students
- 9 credits each semester for graduate students

Only one online class (3 credit hour) may count towards the minimum credit amount each semester. According to the F-1 regulations, an online class is one that “does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class.” Therefore, any course that has some sort of physical attendance requirement, such as for a lecture, exam, or faculty meeting is not considered fully online for visa status purposes.

Do not register for fewer than the required number of credits or withdraw from a course without first receiving permission from ISS. Part-time studies could jeopardize your stay in the U.S. and make you ineligible for F-1 benefits.

If summer is your first semester at NSU or first semester in a new academic program, you must register full-time. Summer is considered vacation time if it is not your first or last semester, and you are not required to take classes for immigration purposes.

**Taken from NSU website: <https://offices.nsuok.edu/international/CurrentStudents/MaintainF-1Status.aspx#enrollment>

4. Concurrent Students:

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 credit course shall be equivalent to three semester credit hours of college work. Students wishing to exceed this limit may petition the Director of the University Advising Center. The collegiate portion of the student’s workload must be taken from regular faculty members of the institution and may be provided off campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents. Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of faculty and the student’s readiness for college.

A student who is otherwise eligible under this policy may enroll in a maximum of nine semester credit hours during a summer session or term, without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the Director of the University Advising Center. Institutional officials will evaluate the student’s academic

performance and potential for success in determining the student’s load, which may not exceed the number of semester credit hours 50 percent greater than the number of weeks in the applicable semester/term.

**Taken from NSU Catalog: http://catalog.nsuok.edu/content.php?catoid=19&navoid=655#concurrent_enrollment

5. Non degree seeking students:

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without submitting academic credentials or meeting the curricular or performance requirements. Retention standards will be enforced. Once a student has successfully completed the designated number of hours, should s/he wish to enroll in additional course work, s/he is required to meet the formal admission or transfer criteria. (This provision is not intended to be limited to first-time entering students only.)

**Taken from NSU Catalog: http://catalog.nsuok.edu/content.php?catoid=17&navoid=557&hl=concurrent+enrollment&returnto=search#non-degree_admission

6. Student Athletes:

Student Athletes follow the university policy on Minimum/Maximum hours as prescribed by the catalog. However, to meet athletic eligibility requirements they must also follow the NCAA requirements.

Student Athlete must complete 12 hours per semester to be eligible to compete in any sport at NSU.

**Per Jamie Hall: 918-444-3940.

7. Increase Maximum Hour Policy/Procedure

Undergraduate students in good standing have a maximum hours limit on their registration. For fall and spring semesters, the limit is 19; for summer semesters, the limit is 9. Limits DO include intersession classes. The absolute maximum with overload is 24 for fall/spring and 16 for summer.

Students with a GPA of at least 3.0 may take an overload with advisor approval (academic advisor or faculty advisor). In addition, department chairs, assistant deans, associate deans, and deans may also approve overloads for students; however, the additional approval is not necessary. Students with a GPA less than 3.0 may be granted an exception for an overload based on their academic record and the reasons they are requesting the increase. Exceptions are approved by

the Registrar. Students on academic probation are limited to 16 hours; any requests to increase hours for probation students will be denied.

So here is the process:

1. When a student talks to his/her advisor about an overload, the advisor should evaluate the student's potential to successfully complete the load (gpa, motivation, number of hours, combination of courses, etc.).
2. If the advisor approves the overload, he/she should email the Registrar at courseeval@nsuok.edu, and ask to increase the student's maximum hours. The email should include the student's name, ID number, semester for the overload, and the new maximum hours requested. Also state if the student meets the GPA requirement or does not meet the GPA requirement (do not include the actual GPA). Please do not cc the student on the email.
3. If the student does not meet the GPA requirement of at least a 3.0, include the reasons why an exception should be approved (Ex: GPA is close but slightly under, and with one more hour in summer the student could graduate).
4. If the student meets the GPA requirement, the Registrar will increase the maximum in the student's registration record and email the advisor to let him/her know when it is done.
5. If the student does not meet the GPA requirement, the Registrar will review the student's records and the reasons for the request. Once a decision is made, the advisor will be informed of the approval or denial of the exception.

For approved overloads, the student can enroll in additional hours via goNSU after the maximum hours are increased in Banner.

Please note an increase to maximum hours will NOT be entered without advisor approval so all overload requests need to be sent from the advisor not the student.

If you have any questions about the process, please contact the Registrar.

**Taken from M drive: M:\EnrollmentServices\Advising\Advising Information and Materials\Advising Policies. Procedures. Tools\Policies

I. GRADUATION REQUIREMENTS

1. 60 hr rule

The minimum number of semester hours required for a degree is 124, of which a maximum of four hours can be physical education activity courses. A minimum of 60 hours, excluding physical education activity courses, must be taken at a baccalaureate degree granting institution. At least 40 of the required 124 hours must be upper division level (3000 and 4000 level) excluding physical education activity courses.

2. Liberal Arts rule

Bachelor of Arts is 80 hours

Bachelor of Arts Education is 80 hours

Bachelor of Fine Arts is 80 hours

Bachelor of Music Education is 80 hours

Bachelor of Science is 55 hours

Bachelor of Science Education is 55 hours

Bachelor of Social Work is 40 hours

Bachelor of Business Administration is 40 hours

Bachelor of Technology is 40 hours

Bachelor of General Studies is 40 hours

3. GPA rule

Students must earn a minimum overall GPA of 2.0 to attain a degree, excluding any courses repeated or reprimed as detailed in the State Regents' Grading Policy and excluding physical education activity courses. Students who enter with advanced standing or transfer credit must satisfy the additional requirement of earning a 2.0 GPA at this University (NSU).

4. College Specific Rules (Educ- Business, etc)

Retrieved from: <http://catalog.nsuok.edu/content.php?catoid=19&navoid=650>

Bachelor of Arts and Bachelor of Science Degrees:

Upper Division Requirements

I. Major or Major/Minor 24-56 hours

Specific requirements in each major field are enumerated in the sections for the various areas in which majors are offered. Fifty percent of the major requirement on a bachelor's degree program must be upper division courses (courses numbered 3000 or 4000), and 18 hours or half of the major, whichever is greater, must be taken at NSU.

II. One minor, or second major 18-36 hours

The minor consist of 18 semester hours. Minors must be chosen from an academic subject area other than the first major. Degrees which are considered a major/minor do not require additional hours in a minor. Students majoring in a field of business are required to complete the business core in lieu of a minor or a second major.

III. Electives to make a total of not less than 124 hours

Major Fields Offered

The distinction between the Bachelor of Arts and Bachelor of Science degrees is largely that of selection of a major subject and the number of liberal arts courses required. The student who completes a degree curriculum must select one minor, or a second major.

Bachelor of Arts

- American Indian Studies
- Cherokee Cultural Studies
- Communication Studies
- Drama
- English
- Geography
- History
- Media Studies
- Music
- Political Science

- Psychology
- Sociology
- Spanish

Bachelor of Science

- Applied Physics
- Cell and Molecular Biology
- Chemistry
- Computer Science
- Criminal Justice
- Cyber Security
- Environmental, Health and Safety Management
- Health and Human Performance
- Health Care Administration
- Homeland Security
- Integrative Biology
- Legal Studies
- Mathematics
- Medical Laboratory Science
- Nutritional Sciences
- Organizational Leadership
- Speech Language Pathology
- Vision Science

Bachelor of Education Degrees

General Education

Students planning to major in Education must meet the General Education requirements (49-51 hours). Education students can take a language course under the “Global Perspectives” area which will count as their “language other than English” requirement and can take EDUC 4823 - Emerging Technologies for computer proficiency. Education majors are encouraged to see their advisor regarding these requirements and the additional 4 X 12 requirements listed below for Elementary, Early Childhood and Special Education majors.

4 x 12 Requirements (Elementary, Early Childhood, and Special Education majors)

From the courses listed in the General Education section and those in their major prior to their full internship, Elementary, Early Childhood, and Special Education majors must complete (with a grade of “C” or higher), a minimum of:

12 hours in Communication Arts (English, Literature, Communication Studies)

12 hours in Social Science (Geography, History, Economics, Political Science, Psychology)

12 hours in Math

12 hours in Science

Foreign Language Competency:

All education majors must demonstrate novice high competency in a language other than English. This competency can be met through university-level course work or arranging an oral proficiency test in the target language. See an advisor for more information.

Upper Division Requirements

I. Major (minimum of 40 hours)

Specific requirements in each major field are enumerated in the selections for the various areas in which majors are offered. Fifty percent of the major requirement on a bachelor’s degree program must be upper division courses (course numbered 3000 or 4000).

II. Professional Education (29 hours)

- EDUC 3313 - Clinical Teaching/Pre-Internship I
- EDUC 3113 - Educational Psychology
- SPED 4433 - Introduction to Education of Children with Exceptionalities
- EDUC 4353 - Secondary Teaching Methods and Practices
- EDUC 4032 - Pre-Internship II
- EDUC 4823 - Emerging Technologies
- Final Semester: Intern Teaching and Seminar - 12 hours

Bachelor of Specialty Degrees

Requirements

Bachelor of Business Administration

- I. General Education (47 hours)
- II. Business Core (42 hours)
- III. Business Major (24-30 hours)
- IV. Electives - to make not less than 124 total hours

MAJORS:

- Accounting
- Business Administration
- Entrepreneurship
- Finance
- Hospitality and Tourism Management
- Information Systems
- International Business
- Management
- Marketing
- Supply Chain Management

Bachelor of Fine Arts (Art Major / Minor)

- I. General Education (49-51 hours)
- II. Major/Minor (66 hours)
- III. Electives to make not less than 124 total hours

Bachelor of General Studies

- I. General Education (49-51 hours)
- II. Three Areas of Concentration (18 hours each = 54 hours)
- III. Electives to make not less than 124 total hours

Bachelor of Science in Nursing

- I. General Education/Prerequisites (49-51 hours)
- II. Major/Minor 30 + 30 hours (30 hours of the major is transfer credit or credit-by-examination for previous nursing courses.)
- III. Nursing Support Courses (3 hours)
- IV. Electives to make total of not less than 124 hours

Bachelor of Social Work

- I. General Education/Prerequisites (49-51 hours)
- II. Major (57 hours)
- III. Electives to make total not less than 124 hours

Bachelor of Technology

- I. General Education/Prerequisites (47-51 hours)
- II. Bachelor of Technology Core (27 hours)
- III. Technical Courses (27-42 hours)
- IV. Electives to make not less than 124 total hours

Professional Degree Completion (3 + 1)

Students accepted for early admission into a professional program may be eligible to complete an NSU bachelor's degree utilizing the following procedure. This process must be initiated within eighteen months of student's last semester of enrollment at NSU.

Student is accepted into a professional program before completing bachelor's degree at NSU.

- Health Programs: Chiropractic, dentistry, medicine, optometry, pharmacy, podiatry, veterinary medicine (excludes physician assistant/associate, nursing, allied health programs)
- Law School

Student must have already completed:

- At least 94 earned hours
- OSHRE requirements: English and computer proficiency, United States History, and United States Government
- NSU general education requirements
- Residency requirements for major and degree

Additional restrictions:

- Student may lack no more than 30 hours to complete graduation requirements.
- A maximum of 30 hours (all upper level) from the professional program may be transferred back to NSU to complete graduation requirements.

Once the student has successfully completed the first year in professional school the student will:

- Reapply for admission to NSU.
- Submit an official transcript from professional school.
- Complete an Application for Bachelor's Degree.

When all documentation is received:

- Admissions will readmit student and notify the Office of the Registrar.
- Student will meet with academic advisor who will recommend how the hours from the professional program may be applied to satisfy remaining degree requirements and submit proposal to the appropriate department chair.
- Department Chair will review the recommendations and submit approved exceptions to the Office of the Registrar specifying how the professional transfer work will be applied.
- Registrar's office will enter approved transfer work and exceptions, verify that degree requirements have been met, and confer the degree for the current semester.

5. Deadline for applying Application Deadlines

Applications must be submitted by the following dates:

- Spring graduation: January 15
- Summer graduation: March 15
- Fall graduation: August 15

6. Degree only Status

Students seeking a Degree Only Status are students who have completed all of their graduation requirements but missed the deadline to apply for graduation due to missing information such as a transcript from another school. These students need to reapply as, “Degree only Status” meaning they are trying to get their degree conferred and have completed their course work.

7. Graduating w/ Honors

Graduation with Honors

NSU recognizes bachelor’s degree candidates who have demonstrated superior academic performance. Students who qualify for honors based upon course work up to their

final semester will be recognized on the commencement program. Final determination of honors will be based upon all course work completed for the degree and will be posted on the student’s transcript and diploma after successful completion of all degree requirements.

To be eligible for such recognition a candidate must complete a minimum of 30 semester hours at NSU. Students must meet the grade point average for graduation with honors in all NSU courses completed and in all courses attempted at all institutions attended.

The honors designation and requisite grade point averages (not rounded) shall be:

Summa Cum Laude - 3.8 - 4.0

Magna Cum Laude - 3.6 - 3.79

Cum Laude - 3.4 - 3.59

J. DUAL MAJOR

(Also referenced as double degree or double major.)

Students may earn a dual major (while currently enrolled) by completing all requirements for both majors. A minimum of 124 hours must be completed for graduation with a minimum of 30 unduplicated semester credit hours for each major. Total hours will vary depending upon the requirements for both majors. The student must choose which major will be considered the first major. If duplicated courses are required for both majors, the advisor for the second major must make an appropriate substitution for the required course(s) needed in the second major as needed to reach the minimum of 30 unduplicated semester credit hours. If the second major requires fewer than 30

hours, the advisor must specify courses which will make up the difference. If the second major requires at least 30 unduplicated hours, no substitutions will be required. The course substitutions must be communicated to the student and to the Office of the Registrar for an exception to be entered into the degree audit system. Students may not choose General Studies or Vision Science as a dual major. Students declaring a double major need not declare a minor.

**Taken from NSU Catalog: <http://catalog.nsuok.edu/content.php?catoid=15&navoid=457&hl=dual+major&returnto=search#dual-major>

K. AUDITING CLASSES

Students who wish to audit classes must complete the admissions process and then contact the Office of the Registrar. Regular enrollment fees are paid for courses that are audited. An auditor may not petition later for academic credit. A student may not change enrollment from credit to audit after the regular drop and add period. Students may not attend classes unless they are appropriately admitted to the university and enrolled in the course.

**Taken from NSU Catalog: <http://catalog.nsuok.edu/content.php?catoid=15&navoid=456#auditing-classes>

L. PASS/FAIL COURSES

A Grade of “P” = Passing, no grade points, GPA neutral
 A Grade of “F” = Failure, no grade points, affects GPA

*Taken from NSU Catalog: <http://catalog.nsuok.edu/content.php?catoid=17&navoid=563#grades>

M. MINORS

Minors at NSU consist of 18 semester hours and must be chosen from an academic subject area different from the major. Degrees which are considered a major/minor do not require the selection of an additional minor.

Many minors are structured and require students to adhere to courses outlined in the degree plan. Unstructured minors may allow students to select up to the full 18

semester hours of his/her choosing from the discipline. Students should consult their academic advisor concerning course selection.

A full list of current minors can be found at the following link: <https://www.nsuok.edu/Academics/DegreesMajors/UndergraduateStructuredMinors.aspx>

N. PRIOR LEARNING ASSESSMENT

You may discover college credits you didn't even know you have. Download pamphlet information [here](#).

Download Prior Learning Guidelines document [here](#).

NSU provides you the opportunity to earn college credit for what you've already learned from the job(s). There are many forms of Prior Learning Assessment that includes Testing, Military Experience, CLEP, CLEET and Portfolio. Many students are seeking the PLA-Portfolio method where evidence is provided in building a portfolio of learned experiences as it relates to a specific course. For example if you are wanting to take an Accounting-I class towards a Business degree and you happen to be employed as a bookkeeper you probably have already acquired many fundamental accounting skills through your work experience. After discussions with our CEL staff that could include your advisor, we would assist you in seeking out the course description from our online college catalogue and also provide you with a syllabus from that particular course. After your review of the syllabus course learning objectives we would collectively decide if you feel you have acquired the learned skills to be granted credit for the course through evidence in a portfolio. This provided evidence or examples of learned experience is demonstrated through certificates, work evaluations, letters of support to include an initial

letter of demonstration of what skills you have acquired. The portfolio can be hard copy or electronic file and must provide proof or originality of certificates.

After you have built your portfolio for the course you would then submit the portfolio where your submission will be assigned an Academic assessor(s) to review submitted evidence in comparison to course objectives. If you have satisfied at least 80 percent of the course objectives to the assessors' judgment you would be granted academic credit. This credit will be recorded as “Pass” grade. This grade will not calculated in your GPA and cannot be paid for through the Financial Aid funding process. The Pass grade will be processed through our Registrars' office where they will bill you the initial \$100.00 application fee for the portfolio and include an additional \$15.00 per credit transcript fee. Therefore a 3 hr. credit class using the portfolio class would cost \$145.00. Please know there are no appeals of your work and no refunds. A limit of 12 hours of portfolio hours is allowed at NSU. A total of 30 hours of Prior Learning can be accumulated through other forms mentioned above to include portfolio. Please refer to the PLA attached document for detailed information.

To learn more of Prior Learning Assessment contact your advisor or College of Extended Learning at 918-449-6527 or chavez02@nsuokedu

Prior Learning Credit

“Prior Learning” is acquired outside the sponsorship of legally authorized post-secondary and higher education institutions accredited as degree-granting institutions. The term applies to learning acquired from, but not limited to, work and life experiences, non-degree granting institutions professional training, military training, or open source learning. (OSRHE Policy 3.16). Students eligible to receive credit for prior learning must be enrolled or eligible to re-enroll before NSU will review prior learning requests and award credit. Credit awarded to a student for prior learning must be validated by successful completion of 12 or more semester hours at NSU before being placed on the student’s official transcript.

Prior learning credit may be earned at Northeastern State University through these means:

- Standardized examinations such as College Board Advanced Placement (AP) or College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES)
- Degree-relevant prior learning credit awarded and transcribed by other institutions accredited as degree-granting institutions.
- Assessment of individual student portfolios using Council for Adult and Experiential Learning (CAEL) or other standardized guidelines.
- Higher level courses in the International Baccalaureate Organization Diploma Program.
- Institutionally prepared assessments.
- Use of system-wide assessment inventory of industry, technical, and other assessments associated with technology center programs that have been evaluated for college credit.
- American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Forces, National Guide to College Credit for Workforce Training, and ACE recommendations of college credit by examination, as well as ACE credit recommendation on the Joint Service Transcript and other publications as recommended by ACE.
- The University of the State of New York’s National College Credit Recommendation Service (CCRS).

Neither the ACT nor the SAT is utilized for awarding credit.

Direct instruction or coursework from technology centers shall not be utilized for awarding credit.

Credit awarded for prior learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree. NSU only awards credit for prior learning in programs for which it is approved to offer by the State Regents. NSU assigns its own course title and number to the credit awarded and the neutral grade

of pass (P) or satisfactory (S) is utilized to designate credit awarded for prior learning. Conventional letter grades are NOT used. All awarded credit for prior learning is identified by source and method on the transcript.

The amount of prior learning credit which may be awarded shall not exceed one-fourth of the total semester hours required for graduation or a maximum of 30 hours. Prior learning credit, once recorded and validated at an institution in the Oklahoma State System of Higher Education, is usually transferable on the same basis as if the credit had been earned through regular study at the awarding institution and subject to the same conditions as other credit from these campuses.

Charges for transcribing prior learning credit are assessed. Please see the Fees, Expenses, Financial Aid page for more information. For more information on prior learning credit, write, call, or email the Office of the Registrar, Northeastern State University, 701 North Grand Avenue, Tahlequah, OK 74464-2399, 918-444-2208 (registrar@nsuok.edu).

o. REQUIREMENT EXCEPTIONS/ SUBSTITUTIONS:

The academic advisor making the request will:

- Run a Degree Works audit
- Send an email to the respective department chair
- Copy and paste into the email:
 - Audit heading
 - Applicable section of the audit
 - Completed or in-progress course to be applied as a substitute
 - Description of the request
- If the department chair approves the request, the approval will be noted.
- The department chair will email courseeval@nsuok.edu for data entry into Degree Works and cc the academic advisor.
- The department chair will also cc the academic advisor so they will be aware of the decision

PLEASE NOTE: The email address for this process ONLY is courseeval@nsuok.edu. This email account will be accessible to everyone in the Office of the Registrar for electronic storage of these requests. Please continue to send other communications, questions, etc. to kellyje@nsuok.edu.

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Process for Evaluating Transfer Unknown Courses

- Academic Advisor will kick off the process by running the Degree Works “What If” XX Transfer Course Evaluation report
- They will copy and paste the audit heading - including the unknown courses, along with course descriptions, that might apply to the student’s major into an email and send it to the respective department chair for prompt evaluation.
- The department chair will make the determination (equivalency or substitution) and note approval.
- The department chair will then forward the email to courseeval@nsuok.edu for data entry into Degree Works.
- The department chair will also cc the Academic Advisor so they will be aware of the decision.
- All correspondence will be via email and there will no longer be a need for a paper trail.

M:\EnrollmentServices\Advising\Advising Information and Materials\Advising Policies. Procedures. Tools\Course Evaluation

P. COURSE CREDIT OPTIONS

1. Advanced Placement

Northeastern State University awards credit to entering freshman who have attained satisfactory scores in the Advanced Placement program administered by the College Entrance Examination Board. This program allows students in high school to take examinations for credit at the college level.

Northeastern accepts scores of 3, 4, or 5. An Advanced Placement transcript must be received before the credit is awarded. Utilize the recipient **code number 6485** when requesting an Advanced Placement transcript be sent to NSU. Address correspondence concerning the Advanced Placement program to:

College Board, Advanced Placement Program
PO Box 592
Princeton, NJ 08540

Learn more about Advanced Placement exams by visiting the [College Entrance Examination Board website](#).

[NSU AP Course Equivalency](#)

2. CLEP College Level Examination Program

Registration

Northeastern State University is an open testing center and administers all of the tests included in the College Level Examination Program via computer. Tests may be taken at Northeastern and the scores sent to another institution that accepts the credit subject to that institution's course equivalency policy. CLEP examinations may be taken at other institutions and sent to NSU. **The recipient code for NSU is 6485.**

[CLEP Course Equivalency](#)

Fees

CLEP tests are given on the NSU Tahlequah Campus by appointment only. The current test price is \$80, with an additional \$20 NSU registration fee (per test). Visit the [CLEP website](#) to register and pay the \$80 for your test.

Testers will be notified by the Office of the Registrar once official scores have been received at NSU. Students will then need to go to Business Affairs to pay the \$15 per credit hour transcript posting fee. The course/courses can then be posted as auxiliary credits to their NSU transcripts. Credits are posted as long as the student has completed 12 hours at NSU.

Applications & Appointments

The [registration and payment form \(pdf\)](#) and \$20 registration fee (per test) must be received before making an appointment. If coming to campus to pay, take the application and payment to Testing Services and make your testing appointment. If mailing your application we will contact you to make an appointment once we have received your registration and payment. Testing Services is located in the CASE building, lower level, room 130. For additional information call Testing Services at 918-444-2139.

If you would like to pay online with a credit card please go to the Testing Services homepage and select Pay Online.

Study Guides and Aids

Students are encouraged to view the CLEP Study guide before deciding to take the exam(s). The study guide is located at the Reserve Desk in the John Vaughan Library on the Tahlequah campus. You can also visit [collegeboard.com](#) to find out more about study materials that are available to purchase.

3. English Proficiency & Write Placer

English Comprehension Test

Purpose of the Test

The Computerized Placement Tests (CPT) are part of the ACCUPLACER system. The CPT's are presented in a computer-adaptive mode, which benefits students with immediate results for timely decision-making regarding course placement in English.

Testing Regulations

Notebooks, calculators, dictionaries, electronic language translators, papers of any kind, and listening, recording, copying, and photographic devices are strictly prohibited. Further, anyone who gives or receives help during the test, or uses notes of any kind, will not be permitted to continue the test. Following the test period, no test materials or notes may be removed from the room. Northeastern State University may cancel any test score if there is reason to question its validity.

Scoring

The CPT score range for English is 20 to 120. A score of 80 is needed for enrollment in English 1113 - Composition I. A score of less than 80 requires enrollment in English 0123 - Fundamentals of English Grammar.

The Test

Each student receives 20 sentence skills questions of two types.

The first type are sentence correction questions, which require an understanding of sentence structure. These questions ask students to choose the most appropriate word or phrase to substitute for the underlined portion of the sentence.

The second type are construction shift questions. These ask that a sentence be rewritten according to the criteria shown while maintaining essentially the same meaning as the original sentence.

Within these two primary categories, the questions are also classified according to the skills being tested. Some questions deal with the logic of the sentence, others with whether or not the answer is a complete sentence, and still others with the relationship between coordination and subordination.

In a manner similar to Reading Comprehension questions, these questions are varied according to categories to prevent bias because of a student's particular knowledge. These categories include social sciences, natural and physical sciences, human relations and practical affairs, and the arts.

There is no time limit for completing the 20 questions.

Found In: <https://offices.nsuok.edu/testingservices/Proficiency/EnglishProficiency.aspx>

English Proficiency Requirements

Students must meet the English Proficiency requirement for Northeastern State University in order to graduate. Students must complete English Comp. I (ENGL 1113) and English Comp. II (ENGL 1213) with grades of "C" or better to be considered English Proficient.

Students have three options to meet the English Proficiency requirement:

1. They can repeat the course(s) and make a "C" or better. In this case they will be eligible for Academic Forgiveness, which will improve their GPA.
2. They can sign up and pay to receive auxiliary credit through the CLEP test. Students may register for the exam [here](#). After registering they may contact the Testing Specialist to arrange an appointment. There is a \$20 **NONREFUNDABLE** test fee payable to NSU. There is a \$15 per credit hour transcript posting fee.
3. They can complete a registration form and pay a \$20 **NONREFUNDABLE** test fee for the English Proficiency Exam. Student must have completed ENGL 1113 and ENGL 1213 and received a grade of a "D" or an "F" on either to be eligible for this option.

[Testing Registration and Payment Form \(pdf\)](#)

Additional Resources - please click the links below

[WritePlacer Guide with sample essay \(pdf\)](#)

[WritePlacer Essay Guide](#)

Contact

Testing Specialist, University Advising Center, located in the Center for Admissions and Student Enrollment (CASE), Room 246 or call 918-458-2138 with any additional questions or to make an appointment for the test.

4. Computer Proficiency

Computer Proficiency Requirements

Computer proficiency is a graduation requirement for all students. A satisfactory score on the Computer Proficiency Examination will waive this graduation requirement. No award of hours is noted on your transcript for passage. You may only take the examination once.

Cost

The \$20 **NONREFUNDABLE** testing fee is payable to NSU and must accompany the registration form.

The Test

The computer proficiency test consists of fifty multiple choice questions. Topics covered include computer hardware and software, the Windows operating system, Microsoft Word and word processing, the Internet, Microsoft Excel, Microsoft Access, and PowerPoint. You will be allowed 1 hour to complete the exam.

Applications and Appointments

To obtain an application use this link [Testing registration and payment form \(pdf\)](#).

Once the registration fee is paid, the application and receipt must be received in the University Advising Center, then an appointment can be made with the Testing Specialist. If the application is received in the mail the Testing Specialist will call to schedule the exam.

5. Math Comprehension Exam

Math Comprehension Test

Purpose of the Test

The Computerized Placement Tests (CPT) are part of the ACCUPLACER system. The CPTs are presented in a computer-adaptive mode, which benefits students with immediate results for timely decision-making regarding course placement in Mathematics. The purpose of this test is to evaluate a student's ability to recognize basic algebra.

Testing Regulations

Notebooks, calculators, papers of any kind, and listening, recording, copying, and photographic devices are strictly prohibited. Further, anyone who gives or receives help during the test, or uses notes of any kind, will not be permitted to continue the test. Following the test period, no test materials or notes may be removed from the room. Northeastern State University may cancel any test score if there is reason to question its validity.

Scoring

The CPT score range for the Elementary Algebra Test is 20 to 120. A score of 75 is needed for enrollment in Math 1513 - College Algebra or Math 1473 - Math Structures I. A score of less than 75 requires enrollment in remedial coursework in mathematics.

The Test

A total of 16 questions, divided into three types, are administered in this test.

The first type involves operations with integers and rational numbers, and includes computation with integers and negative rational numbers, the use of absolute values, and ordering. These questions test minimal skill levels of the student.

The second type, which involves operations with algebraic expressions, tests minimal skill levels using evaluation of simple formulas and expressions, as well as adding and subtracting monomials and polynomials. At all skill levels, questions are provided involving multiplying and dividing monomials and polynomials, the evaluation of positive rational roots and exponents, simplifying algebraic fractions, and factoring.

The third type of question involves the solution of equations, inequalities, and word problems. As with the Arithmetic Test, few questions from this category are presented to the student unless he or she shows skill in this area. When a high degree of competence is indicated, questions from this category include solving linear equations and inequalities, the solution of quadratic equations by factoring, solving verbal problems presented in an algebraic context including geometric reasoning

and graphing, and the translation of written phrases into algebraic expressions.

There is no time limit for completing the 16 problems. Students are encouraged to take their time.

6. Reading Placement Exam

Reading Comprehension Test

Purpose of the Test

The ability to read well is so important in our culture that it is often the principle cause of success or of failure from the first grade of elementary school through college and into professional life. Skillful reading must be mastered, and consequently, measured carefully and fairly.

The Computerized Placement Tests (CPT) are part of the ACCUPLACER system. The CPTs are presented in a computer-adaptive mode, which benefits students with immediate results for timely decision-making regarding college-level coursework.

Scoring

A score of 75 or above releases the student from any remediation in Reading.

The Test

Each student taking this test is presented with a series of 20 questions of two primary types.

The first type consists of a reading passage followed by a question based on the text. Both short and long narratives are provided. The reading passages are also classified according to the kind of information processing required, including explicit statements related to the main idea, explicit statements related to a secondary idea, application, and inference.

The second type of question, sentence relationships, presents two sentences followed by a question about the relationship between these two sentences. The question may ask, for example, if the statement in the second sentence supports that in the first, if it contradicts it, or if it repeats the same information.

Both reading passages and sentence relationship questions are varied according to content categories to help prevent bias because of a student's particular knowledge. These categories include social sciences, natural and physical sciences, human relations and practical affairs, and the arts. In the Reading Comprehension test, for example, each student will receive four long reading passages, eight to nine questions based on short passages, and four to five questions involving sentence relationships.

7. International Baccalaureate Program (IB)

International Baccalaureate Program (IB)

Credit may be awarded to students who have taken higher level courses in the International Baccalaureate Program and who have scored at least a four (on a seven-point scale) on the higher level course examination. Such credit is generally awarded on a course-by-course basis as recommended by the appropriate department at Northeastern State University.

International Baccalaureate transcripts should be submitted to the Office of the Registrar, Northeastern State University, 701 N. Grand, Tahlequah, OK 74464-2300. Students can request transcripts through their high school International Baccalaureate coordinator for the first year after high school graduation. Thereafter, transcripts can be requested from the International Baccalaureate Program, North America, 475 Riverside Drive, 16th Floor, New York, NY 10115, USA, (212) 696-4464, ibna@ibo.org

Learn more about International Baccalaureate Program by visiting the [International Baccalaureate website](#)

Contact the Office of the Registrar for information concerning your credits.

Hours: Monday through Friday (8 a.m. - 5 p.m.)

701 N Grand Ave.

Tahlequah, OK 74464-2300

Phone: 918-444-2208 or 1-800-722-9614

Fax: 918-458-9638

8. Departmental Exam

Departmental Exams

Advanced Standing credit may be earned at Northeastern State University through the College Level Examination Program (CLEP) subject examinations and through Departmental Examinations. Tests covering many course subjects are available to students who acquire knowledge and skill outside the classroom.

The amount of advanced standing credit (including CLEP, Departmental Exams, correspondence and extension classes) that may be awarded shall not exceed one-half of the total semester hours required at the lower-division level and not more than one-half of the total semester hours required at the upper-division level.

Advanced Standing credit will be posted on the student's transcript after the student has earned 12 semester hours at NSU. Credit earned is a "P" for passing. Advanced Standing is not considered residence work nor will it count toward financial aid eligibility. Advanced Standing credit posted on transcripts from other Oklahoma state supported colleges will transfer to NSU under the same conditions as other credits transfer from those colleges.

Departmental Examinations are given by appointment only. The testing fee is \$5 per credit hour. **Students may only take the examination once. There are absolutely no retakes.**

Credit

Credit earned is posted on the student's transcript **after the student has earned 12 semester hours at NSU and paid a \$15 per credit hour transcript posting fee.** Credit earned is designated by a "P" for passing. Departmental Examinations cannot be used for the Academic Forgiveness Repeat Policy.

Applications and Appointments

To obtain an application and an appointment to take an examination, students should use the application form (pdf) and mail it to the address on the application.

| <i>Departmental Examination</i> | <i>NSU Course Equivalency</i> | <i>Credit Hours</i> | <i>Awarded Cost</i> |
|---------------------------------|-------------------------------|---------------------|---------------------|
| Intro to Financial Accounting | ACCT 2103 | 3 | \$45 |
| Elementary Cherokee I | CHER 1113 | 3 | \$45 |
| Elementary Cherokee II | CHER 1123 | 3 | \$45 |
| Conversational Cherokee | CHER 1323 | 3 | \$45 |
| Physical Geology | GEOL 1114 | 4 | \$60 |
| Personal Health | H ED 1113 | 3 | \$45 |
| Analytic Geometry | MATH 2113 | 3 | \$45 |
| Statistical Methods | MATH 3513 | 3 | \$45 |
| Concepts of Industry | TECH 3003 | 3 | \$45 |
| Engineering Graphics | TECH 3203 | 3 | \$45 |

Q. ACADEMIC FORGIVENESS

NSU has adopted a three-part Academic Forgiveness Policy for currently enrolled undergraduate students as outlined in the State Regents' Grading Policy. The first part of the policy allows students to repeat a maximum of 4 courses (up to 18 semester hours) of "D" and "F" grades and have only the second grade earned, even if it is lower than the first grade, used in the calculation of overall GPA. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the GPA. The second part of the policy allows students to apply for an academic reprieve for up to two consecutive semesters of course work under certain circumstances. The third part of the policy allows students to renew their academic career after an extended absence under circumstances that warrant a fresh start. Students may receive no more than one academic reprieve or renewal in the academic career, and only one option (reprieve or renewal) can be used. Requests for repeated courses, academic reprieve, or academic renewal must be submitted in writing on the appropriate form to the Office of the Registrar at Northeastern State University. For more information concerning the Academic Forgiveness Policy, contact your advisor or the Office of the Registrar.

**Taken from NSU Catalog: <http://catalog.nsuok.edu/content.php?catoid=17&navoid=563&chl=Grades&returnto=search#academic-forgiveness>

Academic Forgiveness Policy

Repeated Courses

- Allows a maximum of 4 courses (up to 18 semester hours) of D and F grades to be retaken and have only the second grade earned, even if it is lower than the first grade, used in the GPA calculation.
- If more than four classes are repeated, those grades and repeat grades will be averaged.

Academic Reprieve

- Allows a student to remove from the overall GPA up to two consecutive semesters of poor course work (must include D and F grades).
- Three calendar years must have elapsed since the grades were earned and students must have completed 12 hours of coursework at NSU since the semester(s) to be reprieved.
- Students must have no grade lower than a C (excluding developmental courses) from any institution since the semester to be reprieved.
- All courses during the reprieve semester(s) are included and will remain on the student's transcript.
- Classes which were passed and are part of the graduation requirements will not have to be repeated, but additional hours may need to be taken to make up for the hours reprieved.

Academic Renewal

- Allows a student to remove from the overall GPA all previous semesters of poor course work (must include D and F grades).
- Students may be eligible to omit all coursework previously taken from the overall GPA to establish a fresh start.
- Five calendar years must have elapsed between the last semester and request for renewal and students must have completed 12 hours of coursework at NSU since the semester(s) to be renewed.
- Students must have no grade lower than a C (excluding developmental courses) from any institution since the semester to begin renewal.
- Classes which were passed and are part of the graduation requirements must be repeated, and additional hours may need to be taken to make up for the hours renewed.

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R. SECOND BACHELOR'S DEGREE

Students who have previously earned a bachelor's degree from a regionally accredited college or university may earn a second bachelor's degree at NSU by completing all requirements for the degree (major), including at least 30 additional semester hours in residence beyond the date of the most recently completed bachelor's degree.

Students who have earned a bachelor's degree from a regionally accredited institution are considered to have met the English, American history, political science, and computer proficiency requirements. The general education requirements for the second bachelor's degree will be considered completed. However, if a course or courses from the general education requirements are prerequisites to courses required for the major of the second degree or are program prerequisites, these courses must be completed.

A major used for the first bachelor's degree cannot be used as a major for the second bachelor's degree. A second bachelor's degree with a major in General Studies is not available.

**Taken from NSU Catalog: <http://catalog.nsuok.edu/content.php?catoid=15&navoid=457&chl=dual+major&returnto=search#second-bachelor's-degree>

Several years ago we sought clarification from the OSRHE regarding this requirement and were told that if a student had earned a bachelor's degree from a regionally accredited institution that the general education would be considered complete and this included the state requirement for American history and political science as well as other general education requirements. Recently, as we have been training for the DARS implementation, it became evident that this had not been clearly communicated to all who are completing degree plans for students.

Students who have completed a previous bachelor's degree from Northeastern State University may complete a second undergraduate degree by completing all required courses and grade point requirements for the degree (major). If courses were completed in the first degree and are required courses for the second undergraduate degree, the advisor must make an appropriate substitution for the required courses(s) needed in the second degree. The course substitutions must be communicated to the student and to courseeval@nsuok.edu for an exception to be entered into DW.

**Taken from M drive: M:\EnrollmentServices\Advising\Advising Information and Materials\Advising Policies. Procedures. Tools\Policies\Dual Majors-Second Degree

For more information please view the document on the M drive

IV. CAMPUS SERVICES

A. DIRECTORY OF SERVICES (ALL 3 CAMPUSES)

1. Tahlequah

918-456-5511

Housing Directory

| <i>Building</i> | <i>Front Desk Phone</i> | <i>Duty Number</i> |
|-----------------|------------------------------|----------------------------------------------------------------|
| South Leoser | 918-444-7310 | 918-207-2679 |
| North Leoser | 918-444-7110 | 918-207-2171 |
| Wyly Hall | <i>No Desk Phone</i> | 918-207-5533 |
| Courtside Apts. | <i>No Desk Phone or Desk</i> | 918-822-5621 |
| Cobb Hall | 918-444-6700 | 918-207-5492 |
| Haskell Hall | 918-444-6850 | 918-207-7461 <i>(Will be off line starting Summer 2018)</i> |
| Seminary Suites | 918-444-5620 | 918-457-0669 |

Frequently Called Phone Numbers

Admissions & Recruitment — 918-444-2200

Bookstore — 918-444-2510

Bursar Services — 918-444-2160

Department of Public Safety — 918-444-2468

Center for Tribal Studies — 918-444-4350

Computing & Telecommunications — 918-444-5678

Disabled Student Services — 918-444-2120

Fitness Center — 918-444-3980

Food Service — 918-444-2550

Greek Affairs — 918-444-2533/2120

Housing Office — 918-444-4700

ID Office — 918-444-2577

Library — 918-444-3233

Mail Services — 918-444-2610

Northeastern Activities Board — 918-444-2526

The Northeastern Newspaper — 918-444-2890

Parking & Traffic — 918-444-2444

Registrar — 918-444-2208

Scholarship Office — 918-444-3470

Sports Information/Promotions — 918-444-3930

Student Affairs/Activities — 918-444-2120

Student Conduct & Development — 918-444-3105

Student Development Center — 918-444-3100

Student Employment Services — 918-444-3402

Student Financial Services — 918-444-3402

Student Health Center — 918-444-2126

Student Support Services — 918-444-3035

Transfer Student Services; CASE BLDG
(Center “for”) -918-444-3651

Testing Services-918-444-2139

University Advising Center — 918-444-3253

University Center — 918-444-2500

Academic Affairs

ADMINISTRATION BLDG, ADMIN 119

Main Line Ext. 2060 & BA Ext. 6100

Admissions & Recruitment

Ext. 2200 & 4675 & Ext. 6136 BA

Undergraduate admissions requirements, applicant questions, campus tours, concurrent admissions

CASE BLDG (Center of Admissions and Student Enrollment)

- Ext. 4675 was High School and College Relations now Admissions and Recruitment.
- Ext. 4677 Admissions & Recruitment Director at BA and Tahlequah
- Ext. 4674 Assist Director of Recruitment
- Ext. 2207 Assist Director of Admissions
- Ext. 2137 Transfer Representative

NOTE: Does NOT handle international or graduate admissions, transcripts, or withdrawals.

Auxiliary Services/ Room Rental

Auxiliary Services manages room rental and conferences and events on all three campuses.

- Ext. 2500 on the Tahlequah Campus
- Ext. 6135 or 6121 on the Broken Arrow Campus
- Ext. 5000 on the Muskogee Campus

Business Affairs

ADMIN BLDG.

Handles tuition and fee information; anything that has to do with payments, fees and/or billing.

To change your last name.

- Ext. 2160 TAH & Ext. 6250 BA
- Ext. 2164, 2166 & BA x 6251 Cashiers
- Ext. 2192 (Christy Landsaw) Assist. VP for Business Finance

Career Services

TQ - CASE BLDG / BA-AS, Room 130

- Ext 3110 TAH & Ext. 6168 BA

Continuing Education

- Ext. 4610

Financial Aid

FINANCIAL AID BLDG. (Red Brick behind Seminary Hall)

- Ext. 3456; 3400 3402 and 3453 BA Ext. 6193
- Ext. 3413 Assistant Director
- Ext. 3410 Dir. Teri Cochran

- Ext. 3401 Student Employment Coordinator
- Ext. 3472 Scholarships Awards Coordinator
- Ext. 2171 Scholarship Clerk

Graduate Office

Graduation admissions information, application & degree check for a Masters.

ADMIN. BLDG.

- Ext. 2093 & BA Ext. 6123
- Ext. 2220 Dean

High School & College Relations (Now Merged With Admission)

General information for prospective students, tours, pamphlets; mail outs; and RiverHawk Ambassadors.

CASE BLDG.

- Ext. 4675 Main Line
- Ext. 4674 Assistant Director

ID & Imaging Services

CASE BLDG

- Ext. 2577 & 2161 Main Lines in BA Ext 6250
- Ext. 2188 ID & Imaging Specialist
- Ext. 2175 Coordinator Janice Ratliff

Indigenous Scholars Development Center (NASNTI)

JOHN VAUGHN LIBRARY BLDG.

Collects data and prepares reports for the University, Regents, faculty and the community, dealing with institutional statistics. Also, assists faculty in creating and interpreting assessment documents dealing with program and teaching effectiveness.

- Ext. 2216 Main Line
- Ext. 2210 Executive Director

John Vaughn Library Bldg.

Handles all international students and study abroad programs

- Ext. 2050 Admissions

Intern Teaching Office Or (Clinical Education)

OGET testing, (Oklahoma General Education Test for future teachers.)

Bagley Hall/ Education Bldg.

- Ext. 3708 Main Line
- Ext. 3758 (Clinical Education Director)

Language And Cultural Center (ESL)

JOHN VAUGHN LIBRARY

- Ext. 2051

Parent & Family Programs

CASE BLDG

- Ext. 3255 Main Line at Tahlequah campus
- EXT. 6194 Coordinator of Parent Involvement

Public Safety

- Ext. 2468 Main Line on the Main Campus in Tahlequah
- Ext. 2453 Director Admin B 34
- Ext. 2472 (Grand House)
- Ext. 2444 (UC) PARKING & TRAFFIC
- Ext. 2426 (Admin. B 13) SAFETY SERVICES & ENVIRONMENTAL SAFETY
- Ext. 2403 (Admin. B 37) EMERGENCY MANAGEMENT
- Ext. 2040 (Admin. B 34) RISK MANAGEMENT

Registrar

- Ext 2208 TAH & Ext 6138 BA main line for Transcripts/Records.

The Registrar Ext.2228 Janet Kelley

(ONLY send calls to x2228 if caller asks for the Registrar by name.)

- Ext. 2254 Degree Audit Specialist
- Ext. 2204 Veteran's Rep.
- Ext. 2209 Assoc Registrar: Programs/Degrees
- Ext. 3083 Assoc Registrar: Registration/Grades

Student Affairs

ADMIN. BLDG. (Second Floor) Ext. 2120 Main Line & BA Ext 6300 ...Other services:

Counseling Services & Tutoring falls under Student Affairs but located in Leoser Center known as:

- Ext. 2042 "HawkReach" counseling & ADA Office of Student Disability Services located in Leoser Center. BA ext. 6131
- Ext. 3035 Student Support Services / Tutoring (TRIO) in Haskell Hall Basement.

Teacher's Certification

Regular certification, alternative certification!

BAGLEY HALL/EDUCATION BLDG.

- Ext. 3702 BAGLEY/ED. BLDG.

Transfer Student Services

Transfer and Returning student advisement! Questions about transferring credits to NSU, the transfer process, transfer and returning enrollment appointments

CASE 2ND FLOOR

- Ext. 3253

Tribal Studies

The Center for Tribal Studies offers a variety of services to enhance the academic experience of students in a supportive environment that values the traditions of American Indian cultural heritage.

The Center facilitates program development, cultural enrichment, student support, and professional development opportunities for the University community.

BACONE HOUSE

- Ext. 4350 Main Line

2. Muskogee Campus:

918-683-0040

2400 W. Shawnee
Muskogee, OK 74401
918-683-0040

[Muskogee Campus Map](#)

[Campus Police](#)

918-444-5010 or ext. 5010

NSU expanded to Muskogee in 1993 when we opened a 27,700 square foot facility on a new 23-acre campus. We have since become an integral part of the Muskogee community, hosting a variety of local events in addition to meeting the needs of about 1,400 students each year.

In Muskogee, we serve upper-level undergraduate and graduate students, offering programs in Education, Business, General Studies, Nursing, Industrial Management and other disciplines. Classes in Muskogee are geared toward working adults who are pursuing their degrees on a part-time basis, with convenient evening, nighttime and online class schedules.

Since 2006, NSU-Muskogee is an active member of the nine institutional partnership in Oklahoma's Reach Higher program, a state-wide initiative designed to help working adults complete their bachelor's degree. Dr. Tim McElroy, Dean of the Muskogee campus, is also the state Director of the Reach Higher program.

B. DEPARTMENT CHAIRS BY COLLEGES

1. College of Business & Technology

- [Dr. Janet Buzzard](#), Dean & Professor [College of Business & Technology](#)
- [Dr. Benjamin Ofili](#) - Associate Dean, [College of Business & Technology](#)
- [Dr. Kathleen Reese](#) - Assistant Dean, [College of Business & Technology](#)
- [Dr. Justin Halpern](#) - Department Chair: [Accounting & Finance](#)
- [Dr. Jitendra Tewari](#) - Department Chair: [Marketing, Hospitality, and Supply Chain Management](#)
- [Dr. Dilene Crockett](#) - Department Chair: [Business Administration](#)
- [Dr. Michael Turner](#) - Department Chair: [Information Systems & Technology](#)

2. College of Education

- [Dr. Vanessa Anton](#) - Interim Dean, [College of Education](#)
- [Dr. Lisa Bisogno](#) - Assistant Dean, [College of Education](#)
- [Dr. Sophia Sweeney](#) - Interim Assistant Dean, [College of Education](#)
- [Dr. Kurt Choate](#) - Department Chair, [Psychology and Counseling](#)
- [Dr. Jim Ferrell](#) - Department Chair, [Educational Leadership](#)
- [Dee Gerlach](#) - Interim Department Chair, [Health and Kinesiology](#)
- [Dr. Meagan Moreland](#) - Interim Department Chair, [Curriculum and Instruction](#)
- [Dr. Tracy Thompson](#) - Department Chair, [Teacher Education](#); Director, Clinical Education
- [Barbara Fuller](#) - Director, [Robotics Academy of Critical Engagement \(R.A.C.E.\)](#)
- [Dr. Stephan Sargent](#) - Director, Broken Arrow [Reading and Literacy Center](#)
- [Dr. Tobi Thompson](#) - Director, [Cappi Wadley Reading & Technology Center](#)

3. College of Liberal Arts

- [Dr. Robyn Pursley](#) - Interim Dean, [College of Liberal Arts](#); Department Chair, [Art](#) and [Drama](#)
- [Dr. Audell Shelburne](#) - Assistant Dean, [College of Liberal Arts](#)
- [Dr. Iain Anderson](#) - Department Chair, [History](#)
- [Dr. Mike Chanslor](#) - Interim Department Chair, [Languages and Literature](#)
- [Dr. John Clark](#) - Department Chair, [Criminology, Justice Studies and Global Security](#)
- [Dr. Dana Eversole](#) - Department Chair, [Communication](#) and [Media Studies](#)
- [Dr. Ben Kracht](#) - Department Chair, [Cherokee and Indigenous Studies](#)
- [Dr. Dan Savage](#) - Department Chair, [Geography](#) and [Political Science](#)
- [Dr. Kathlyn Shahan](#) - Department Chair, [Social Work](#)
- [Dr. Jeffery Wall](#) - Department Chair, Music - [Bands](#), [Jazz Studies](#), [Music](#), [Vocal and Choral Studies](#)
- Cpt. Kenneth Watthuber - Director, [Military Science \(ROTC\)](#)

4. Gregg Wadley College of Science & Health Professions

- [Dr. Pamela Hathorn](#) - Dean, [Gregg Wadley College of Science & Health Professions](#)
- [Dr. Wesley DeRosier](#) - Associate Dean, [Gregg Wadley College of Science & Health Professions](#)
- [Dr. Martha Parrott](#) - Assistant Dean, [Gregg Wadley College of Science & Health Professions](#)
- [Dr. Cassandra Crawford-Ciglar](#) - Department Chair, [Health Professions](#)
- [Dr. Darryl Linde](#) - Department Chair, [Mathematics and Computer Science](#)
- [Dr. Jessica Martin](#) - Department Chair, [Natural Sciences](#)

5. College of Extended Learning

- [Dr. Eloy Chavez](#) - Dean, [College of Extended Learning](#)

6. College of Optometry

- [Dr. Doug Penisten](#) - Dean, [College of Optometry](#)
- [Dr. Kippi Wyatt](#) - Associate Dean, [College of Optometry](#)
- [Dr. Leland Carr](#) - Assistant Dean for Development, [College of Optometry](#)
- [Dr. Nathan Lighthizer](#) - Assistant Dean for Clinical Care Services, [College of Optometry](#)

7. Graduate College

- [Dr. Cari Keller](#) - Dean, [Graduate College](#)

C. ADMISSIONS AND RECRUITMENT

Admissions and Recruitment offers a number of admission options.

Requirements

Students must have completed the following 15 high school units to be eligible for admission:

| Units | Course Areas |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | English: Grammar, composition, literature |
| 3 | Laboratory Science: Biology, chemistry, physics or any lab science certified by school district; general science courses don't qualify |
| 3 | Math: Algebra I, algebra II, geometry, math analysis, trigonometry, calculus and advanced placement statistics |
| 3 | History and Citizenship Skills: Must include 1 unit of American history and 2 units from the subjects of history, economics, geography, government, civics and/or non-Western culture |
| 2 | Other: From any of the subjects listed above or from computer science or foreign language |
| 15 | Required Units |

Students must meet all curricular requirements to be admitted for the fall or spring semester. Students meeting performance requirements may take a maximum of two course deficiencies in the summer term prior to the regular semester of desired entry. If the course(s) is (are) successfully completed with at least a "C" or equivalent, the student will be admitted.

While these curricular requirements will normally be met by students in grades 9 through 12, advanced students who complete these courses in earlier grades will not be required to take additional courses for purposes of admission.

Students pursuing admission to Baccalaureate degree programs may not count remedial courses used to make up high school curricular deficiencies toward satisfaction of degree program requirements.

Students admitted with one or more curricular deficiencies in the alternative admission category will be provided the means to satisfy those deficiencies and the student must successfully remove course requirements within 24 hours attempted or not be allowed to re-enroll at Northeastern State University until successfully removed. Students must complete zero level courses with a grade of "C" or better in order to remove the deficiency.

Students lacking curricular requirements are admissible into associate programs in the community colleges, but must remove the deficiencies at the earliest possible time within the first 24 hours attempted. In addition, students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

Admissions Performance Requirements

Any individual who:

1. Is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his/her home state, or has achieved a high school equivalency certificate based on the General Education Development Tests (GED).
2. Has met the curricular requirements.
3. Has participated in the American College Testing (ACT) program or a similar acceptable battery of tests.
4. Meets the following performance criteria is eligible for admission:
 1. Maintained a four-year high school grade point average of 2.70 or higher on a 4.00 grading scale and ranked scholastically among the upper 50 percent of their graduating class; or
 2. Has a 2.7 GPA in the 15 high school courses required for college entry; or
 3. Attained a composite score of 20 or higher on the ACT or similar acceptable battery of tests.

Performance requirements are subject to annual change by the Oklahoma State Regents for Higher Education. The State Regents' policy is to set the admission standards at the top 50 percent for Fall 1993 and beyond. The exact standardized test scores and GPA will vary over time. The ACT score equivalent to these percentages will be determined based on the average of the preceding three years' ACT scores of graduating seniors if available.

Oklahoma test data will be used. The concordance table used to set the equivalent SAT score will be updated as necessary. The State Regents will specify the enhanced test requirements based on the concordance table produced by ACT. The GPA will be defined annually to correspond to the rank in class.

- **Class Rank:** The class rank is one more than the number of students in the high school graduating class who have a grade-point average greater than the student in question.
- **Grade-Point Average:** The grade-point average is the average of all grades (“A” equating to 4.00 and “D” equating to 1.00) taken in the 9th through 12th grades. While the State Regents strongly support the initiation of honors courses, honors weighting will not be used in the calculation of the GPA because there is no equitable mechanism to include the honors premium.

Additional weighting (1.0) will be added to GPA of students who take the **College Board Advanced Placement (AP)** and higher-level International Baccalaureate (IB) courses.

GED recipient’s high school class must have graduated for him/her to be eligible for admission.

NSU’s [Testing Services](#) offers ACT and AP testing services.

Non-Academic Criteria

In addition to academic requirements for admission, students must be in good standing and eligible to re-enroll at any college attended, and:

1. Not expelled, suspended, denied admission or readmission.
2. Not convicted of a felony or lesser crime or moral turpitude.
3. Not acted in a manner that would be grounds for expulsion, suspension, dismissal or denial of readmission.

If the institution finds that an applicant falls into a category above, then the institution shall deny admission if it decides that any of the events described indicates unfitness.

If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

1. Be advised of the grounds of the denial.
2. Be informed of the facts which form a basis of the denial.
3. Be afforded an opportunity to be heard.

Physical, emotional and mental status of the student must be such that no danger is presented to him or others while attending the University. If there is any question of the status of the student, the university may require a

diagnostic examination.

For more information on Non-Academic Criteria, please contact the Office of Admissions and Recruitment by calling 918-444-4675, 1-800-722-9614.

Transfer Students

An undergraduate transfer student has more than six attempted credit hours, excluding remedial (zero-level) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.

Students transferring any institution must meet the following requirements:

- 0-29 hours, 1.7 GPA, plus satisfy all freshman admission requirements
- 30+ hours, 2.0 GPA

Additionally, students who do not meet the criteria above and have not been suspended from an institution may be admitted as transfer probation students based on institutionally-developed policies.

First-Time Freshmen

While admissions requirements vary for different types of students, the basics are the same for everyone: Complete an application and provide transcripts from your previous academic experience.

Typically, all paperwork must be completed at least one month before classes begin.

1. Complete an application and submit the \$25 non-refundable application fee.
2. Submit an official high school transcript (seven semester minimum) containing the most current class rank, grade point average, and ACT scores.
3. The final, official transcript must include your date of graduation and be mailed directly from your school to the Office of Admissions.
4. Note that we generally require a 2.7 high school GPA OR an ACT score of 20 or better.

Transfer Students

While admissions requirements vary for different types of students, the basics are the same for everyone: Complete an application and provide transcripts from your previous academic experience. Typically, all paperwork must be completed at least one month before classes begin.

1. You must meet the following [Transfer Student Requirements](#).
2. Complete an [application](#) and submit the \$25 non-refundable application fee.
3. Request an official transcript from each previous college attended (you may not omit any part of your previous college records) and send to:

Tahlequah campus

Office of Admissions and Recruitment
Northeastern State University
701 N Grand Avenue
Tahlequah, OK 74464

Broken Arrow campus

Office of Admissions and Recruitment
Northeastern State University
3100 E. New Orleans
Broken Arrow, OK 74014

4. If you have 23 or fewer hours of college credit, you should also request an official high school transcript and ACT scores.

Transfer Course Equivalencies

[State Regional Course Transfer Guide](#) - view courses that are transferable among Oklahoma public colleges and institutions.

Learn more about [transferring credit from other colleges & universities](#).

Graduate Students

The minimum requirements for regular admission to the [Graduate College](#) are:

1. An earned bachelors degree from an accredited college or university.
2. A grade point average of 2.5 based on a 4.0 scale on all undergraduate course work attempted; or a 2.75 based on a 4.0 scale in the last 60 semester hours of undergraduate coursework attempted; or a minimum score on the appropriate graduate entrance exam.

3. All master's degree candidates must take one of the following entrance exam tests MAT, GRE, or GMAT before the close of the first semester of enrollment in graduate studies. The degree program being pursued determines the test to be taken and the minimum score that is required.
4. Proof of citizenship for a U.S. citizen born outside of the United States and for a resident alien. An international applicant for whom English was the first language and is the spoken language in the home must sign a statement to that affect.
5. A score of 550 on the Test of English as a Foreign Language (TOEFL) or a score of 213 on the computer-based TOEFL for all applicants, U.S. citizens or international applicants, for who English is a second language.

An applicant who is a graduate of a fully accredited institution but does not possess the minimum undergraduate grade point average for admission may be admitted on a regular basis, provided the score(s) from the appropriate aptitude test of the degree program are met. Because the minimum test scores vary according to program, please see the specific program admission requirements for more information.

Graduates from universities which are not fully accredited by the appropriate regional accrediting association will be admitted to graduate study in academic areas in which all undergraduate prerequisites have been met through validation of credit or through the earning of credit at a fully accredited institution. In addition, applicants must submit test scores of the Miller Analogies Test or the aptitude section of the Graduate Record Examination. MBA applicants must submit scores of the Graduate Management Admission Test. The test results must place the student in the upper three-fourths of college graduates according to national norms.

The catalog in effect at the time of the student's initial full-time enrollment in a State System college or university shall govern lower-division prerequisites and general education requirements, provided that the student has had continuous enrollment. The catalog in effect at the time the student completes a degree plan will govern the degree requirements for the major and minor, provided that the student has had continuous enrollment. Continuous enrollment will be defined as not being out of a State System college or university for more than three consecutive enrollment periods. Students who have been out three semesters must file a new degree plan and will be subject to any new degree requirements.

Visit the [Graduate College](#) for more information.

Current Students

If you are a current student planning to continue taking undergraduate courses after completing your Bachelor's degree, please complete the [Post Baccalaureate Status Update form](#) and submit it to the Office of the Registrar. You do not need to reapply for undergraduate admission to NSU.

If you plan to pursue a Master's degree at NSU, you will need to complete the Graduate application for [Graduate College](#) admission and submit all required documents.

Concurrent Enrollment

If you are a **12th-grade student** enrolled in an accredited high school, you may be admitted as a special student by meeting the requirements below.

1. Have **maintained a high school grade-point average of 3.0 or higher** on a 4.00 grading scale **and ranked scholastically among the upper 50 percent of the senior class** and **have participated in the ACT test**, or
2. Achieve a composite ACT score **at the 50th percentile** (20).
3. Have [a signed statement from the high school principal \(pdf\)](#) stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year.

If you are an **11th-grade student** enrolled in an accredited high school, you may be admitted by meeting the requirements below.

1. Have **maintained a high school grade-point average of 3.5 or higher** on a 4.00 grading scale, or
2. Achieve a composite ACT score **at the 72nd percentile** (23).
3. Have [a signed statement from your high school principal \(pdf\)](#) stating that you are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year.

If you are a **student receiving high-school-level instruction at home or from an unaccredited high school**, you may be admitted provisionally by meeting the requirements below.

1. Be **17 years of age or older** and achieve a composite ACT score **at the 50th percentile** (20).
2. Be **16 years of age** and achieve a composite ACT score **at the 72nd percentile** (23).

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college work load of 19 semester credit hours. For purposes of calculating work load, one-half high school credit course shall be equivalent to three semester credit hours of college work. If you wish to exceed this limit, you may petition the Director of Admissions. The collegiate portion of your work load must be taken from regular faculty members of the institution and may be provided off campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents.

Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of faculty and the student's readiness for college.

A student who is otherwise eligible under this policy may enroll in a maximum of nine semester credit hours during a summer session or term, without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the Director of Admissions. Institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester credit hours 50 percent greater than the number of weeks in the applicable semester/term. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. Students may only enroll in curricular areas where the student has met the [curricular requirements](#) for college admission. Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies. High school students wishing to enroll concurrently in college courses must meet the admission standards and the assessment requirements. The college will provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Following high school graduation, you may continue enrollment provided you have earned at least a 2.0 GPA on a 4.0 scale and meet the entrance requirements, including high school [curricular requirements](#).

For more information on Concurrent Enrollment, please contact the Office of Admissions and Recruitment by calling 918-444-4675 or 1-800-722-9614.

International Students

The Office of International Programs is dedicated to help make your transition to the U.S. as easy and uncomplicated as possible. With student from over 50 countries throughout the world, we take great care to provide a safe, engaging and academically-relevant experience for each of our international students. We offer you a comprehensive, career-oriented curriculum, a vibrant and stimulating campus community and a really beautiful place to live. Care to join us for one of the most memorable experiences of your life?

Admission to Northeastern State University is competitive, so international students are encouraged to apply early.

Visit the [Office of International Program](#) for more information and to apply.

Special Admissions

Adult Admission

If you are 21 years of age or older or on active military duty and do not meet the regular admission requirements, you may be admitted through this special category for adults.

You must have graduated from high school or completed a GED program before you will be considered. Factors such as standardized test scores, maturity of the individual, job skills and life experiences, motivation, ability to benefit, and access to educational programs will be considered in determining the probability of academic success. The ACT or other entry level assessment will be required for placement in classes.

For more information on the Adult Admission Program, please contact the Office of Admissions and Recruitment by calling 918-444-2200, 1-800-722-9614.

Alternative Admission

You can be admitted as a member of our first-time entering fall freshman class after meeting the following criteria.

1. You must meet all criteria contained in the regular admissions policy with the exception of the prescribed academic criteria and high school curricular requirements.
2. You must demonstrate unusual talent or ability in an area such as art, drama, music, and the like.
3. You must be educationally or economically handicapped and show promise of being able to succeed.

You may be asked for a personal interview when you apply for admission. If the decision is made to grant you admission, you must complete any deficiencies within the first 24 semester hours.

If you are admitted and you have one or more curricular deficiencies, you will be provided the means to satisfy those deficiencies and you must successfully remove the course requirements within 24 hours attempted or not be allowed to re-enroll at NSU until successfully removed.

**Alternative Admission Percentage: The percentage of the previous year's first-time freshmen not required in that same year to meet the State Regents' curricular or high school performance criteria for admission. Percentages are subject to annual change. The alternative admission level was 8 percent in 1995-'96 and beyond.*

For more information on Alternative Admission, please contact the Office of Admissions and Recruitment by calling 918-444-2200 or 1-800-722-9614.

Non-Degree Seeking Students

If you wish to enroll in courses but don't intend to pursue a degree, you may be permitted to enroll in up to nine credit hours without submitting academic credentials or meeting the curricular or performance requirements. Retention standards will be enforced. Once you have successfully completed the designated number of hours, if you wish to enroll in additional course work, you are required to meet the formal admission or transfer criteria. (This provision is not intended to be limited to first-time entering students only.)

For more information on Non-Degree Admission, please contact the Office of Admissions and Recruitment by calling 918-444-2200 or 1-800-722-9614.

Unaccredited High Schools or Home Study

If you are a graduate of a private, parochial, or other nonpublic high school that is not accredited by a recognized accrediting agency, you are eligible for admission as follows:

1. Attained a composite score of 20 or higher on the ACT or similar acceptable battery of tests.
2. The high school class of your peers must have graduated.
3. You must satisfy the high school curricular requirements as certified by the school or for home study, the parent.

For more information on Unaccredited High Schools or Home Study admission, please contact the Office of Admissions and Recruitment by calling 918-444-2200 or 1-800-722-9614.

Re-Admission

If you have attended Northeastern State University, but did not enroll in the immediate past semester (summer sessions are not included), you must re-apply for admission.

If you have enrolled in another college since attending NSU, you must also submit official transcripts of all work attempted. If your grade-point average meets retention standards and your disciplinary record is satisfactory, you will be admitted.

For more information on Re-admission, please contact the Office of Admissions and Recruitment by calling 918-444-4675 or 1-800-722-9614.

Honors Program

The Honors Program at Northeastern State University is a challenging educational option for academically talented students who enjoy learning. Honor students work with distinguished faculty members and peers in enhanced courses, pursue independent research, and participate in co-curricular cultural experiences.

Benefits of being an Honors Student include academic scholarships through the Academic Scholars Program, Baccalaureate Scholars Program, or selected Collegiate Scholars, special Honors courses, priority enrollment, enrichment activities, cultural events, field trips, faculty mentorship on individual research projects, Honors Scholar recognition at graduation, and designation on your diploma.

For additional information, contact the director of the Honors Program at 918-444-2226, or see the [Honors Program website](#).

Program Admission

Incoming Freshmen must:

- Have ACT composite of 30 or higher with high school GPA of 3.5 or higher.
- Have ACT composite of 29 with high school GPA of 3.65 or higher.
- Have ACT composite of 28 with high school GPA of 3.8 or higher.
- Have high school class ranking within upper 10 percent.
- Submit the [Freshmen Scholarship Application](#) online.
- Be approved for admission to NSU.

Transfer or other NSU students must:

- Apply to the Honors Council. Contact the director of the Honors Program at 918-444-2226.

For a complete description of Honors Scholarships and the application process, visit the [Honors Program website](#).

Campus Tours

Personalized tours of Northeastern State University are available on all three campuses through Admissions and Recruitment office. Those who are interested in the NSU campus tours may call the numbers below, fill out the online request form or contact the university representatives.

By calling:

Tahlequah: 918-444-4675

Special appointments with various departments and/or faculty members can be made in advance to occur before or after your tour. Tours are given Mondays, Wednesdays, and Fridays at 2 p.m. and on Tuesdays and Thursdays at 11 a.m. and 2 p.m. Summer tours are from May 12-Aug. 15 at 11 a.m.

Muskogee: 918-444-5000

Your tour of the Muskogee campus includes visits to the comprehensive library, classrooms and computer labs, as well as the Mike Synar Center where the Nursing and Literacy programs are housed. Tours are available Monday through Friday from 8 a.m. to 5 p.m. by calling 918-444-5000.

Broken Arrow: 918-449-6138

Explore Northeastern's newest campus in Broken Arrow by calling 918-449-6138. Your tour begins in the Student Enrollment Services on the second-floor of the Administration Building and takes you through the state-of-the-art library, science facility, and classroom buildings, as well as the Hawk's Nest cafe and RiverHawk Shoppe Bookstore. Tours are available the first and third Friday of the month at 2 p.m.

By filling out the request form via online

Form found in "about us" under Future Student link

[Schedule Tour](#)

[Schedule Group Tour](#)

By contacting the university representatives:

Southwest Oklahoma/OKC

Murray, Kyle

918-444-4674

Recruitment Assistant Director
Recruitment

CASE (Center for Admissions & Student Enrollment) 212

Tahlequah

murraykj@nsuok.edu



Admissions and Recruitment Contact Information

Email: nsuinfo@nsuok.edu

Tahlequah

Hours: Monday through Friday from 8 a.m. to 5 p.m.

701 N Grand Avenue

Tahlequah, OK 74464-2300

Phone: 918-444-4675 or 1-800-722-9614

Fax: 918-458-2342

Broken Arrow

Hours: Monday through Thursday, 8:30 a.m. to 5:30 p.m., and Friday, 8:30 a.m. to 5 p.m.

3100 E New Orleans

Broken Arrow, OK 74014-3501

Phone: 918-449-6300

Fax: 918-449-6190

studentaffairsba@nsuok.edu

D. BURSAR OFFICE

Bursar Services is responsible for collection of accounts receivable and is the designated depository for all collections. All student tuition, fees, Housing & Residence Life charges, miscellaneous service charges, and fines are billed and collected through a centralized Bursar Accounts Receivable System. Bursar Services also collects payments for departments as an institutional support service. Any questions concerning bills, transaction listings, or other aspects of the Bursar Accounts Receivable System should be referred to Bursar Services.

Call us at 918-444-2160 for Tahlequah, 918-449-6251 for Broken Arrow, or email us at nsuoba@nsuok.edu.

Bursar Services

Tahlequah Campus

Administration Building

601 N. Grand Ave

Tahlequah, OK

918-444-2160

Broken Arrow Campus

Administrative Services Building

3100 E. New Orleans

Broken Arrow, OK

918-449-6251

E. FINANCIAL AID

The Northeastern State University Office of Student Financial Services is dedicated to informing and educating students on options regarding federal student aid. The NSU Office of Financial Aid staff adhere to the [National Association of Student Financial Aid Administrators \(NASFAA\) code of conduct](#). The NSU Office of Student Financial Services recommends all NSU financial aid recipients check their NSU gmail account as well as their goNSU student account regularly. Our office transmits important information and reminders to students via these accounts.

It is important as an advisor to inform students SAP policy (Satisfactory Academic Progress Policy) and it is their responsibility reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester.

Office Location

The Office of Student Financial Services is located on the Tahlequah campus in the red brick building (Seminary Bath House) which is directly behind Seminary Hall.

Mailing Address

Northeastern State University
Office of Student Financial Services
715 North Grand Ave.
Tahlequah, OK 74464-2300

Email Address

financialaid@nsuok.edu

Office Hours

Monday-Friday: 8 a.m. - 5 p.m.

Office Phone

Local: 918-444-3456

Toll Free: 1-800-722-9614

Fax

918-458-2150

After College Information

- Exit Counseling
- Manage Your Student Loan Debt

Counselors

Tahlequah Campus

- Shayna Macias, (A-D) 918-444-3405
- Kriston Gerler, (E-K) 918-444-3411
- Barbara Townsend, (L-R) 918-444-3406
- Kristi Proctor, (S-Z) 918-444-3403

Staff

- [Teri Cochran](#), Director
- [Laurie Galbraith](#), Student Employment Coordinator
- [Jessica Langston](#), Sr. Scholarship Coordinator
- [Samantha Parish](#), Scholarship Coordinator
- [Cheryl Overacker](#), Financial Aid Records Coordinator
- [Nancy Brenneis](#), Pell Reporting and Technical Services Assistant
- [Brandon Ratliff](#), Financial Aid Specialist
- [Megan MacDonald](#), Receptionist
- [Bobbi McKinney](#), Financial Aid Specialist (Broken Arrow Campus)

Policy Revised as of 2011-2012 Academic Year

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, TEACH Grant, Oklahoma Tuition Aid Grant (OTAG), Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet THREE requirements to maintain their financial aid eligibility at NSU:

First, students are required to maintain a minimum cumulative grade point average.

Second, students are required to complete (pass) a certain percentage of hours they attempt.

Third, students must complete their degree within a timely manner.

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of financial aid eligibility.

Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on financial aid warning, probation, or suspension. Satisfactory academic progress is reviewed at the end of each academic semester once grades have been posted.

- 1. Grade Point Average Requirement** - Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid.

| <i>Satisfactory Academic Progress Policy Requirements</i> | <i>Undergraduate Students</i> | | <i>Graduate Students</i> |
|-----------------------------------------------------------|-------------------------------|------------------|--------------------------|
| Total Hours Earned from all Institutions | 1-30 Credit Hours | 31 Hours or more | |
| Minimum Cumulative GPA Requirements | 1.70 GPA | 2.00 GPA | 3.00 GPA |

- 2. Satisfactory Completion of Semester Hours Requirement** - Students must also successfully complete and pass 67 percent of all courses they attempt. Grades of A, B, C, D, F, P, S, W, AW, WP, WF, I, N, NA, NP, X, and U are all considered attempted hours. All transfer hours are included in this calculation.

| <i>Percentage of cumulative attempted hours a student must complete to remain eligible for Federal Student Aid</i> | <i>Undergraduate Students</i> | <i>Graduate Students</i> |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|
| Students must successfully complete: | 67 percent of attempted courses | 67 percent of attempted courses |

Maximum Time Frame for Degree Completion - Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid. Student Financial Services recommends that students who have attempted 150 hours toward their first Bachelor’s degree login to NSU’s Degree Works to ensure they are taking the courses necessary to complete their degrees. For financial aid purposes grades of A, B, C, D, F, P, S, W, AW, WP, WF, I, N, NA, NP, X, and U are all considered attempted hours. Once students reach their maximum time frame for their specified degree, they are no longer eligible for federal student aid.

| <i>Attempted Hours Allowed for Earning a Degree</i> | <i>186 hrs - First Bachelor’s Degree</i> | <i>48 hrs -First Master’s</i> |
|-----------------------------------------------------|------------------------------------------|----------------------------------|
| | 240 hrs- Additional Undergrad Work | 80 hrs -Additional Master’s Work |

Repeated Coursework -

Title IV funds may only pay for one repeat of a previously passed course. More than one repeated course will not be calculated in your enrollment status pertaining to Title IV funds.

Satisfactory Academic Progress Evaluation

Satisfactory Academic Progress is evaluated at the conclusion of each academic semester after grades have been posted. All attempted and transfer hours are counted during this evaluation.

- A **warning** is given to students for one semester who do not meet either one or both requirements I. and II. shown above. This is a warning status and students can receive financial aid during their next semester of attendance. Note: A warning is not given to students regarding maximum time frame, it is the student’s responsibility to know how many hours they have attempted and where they stand.
- **Suspension** will be required for any students who fail to meet either one or all requirements I. and II. at the conclusion of their warning semester. Students cannot receive funds from the aid programs listed above while suspended.
- Rules are applied uniformly to all students whether or not aid has been received previously.

Appeal of Suspension

A student with extenuating circumstances may appeal a financial aid suspension by submitting a typed appeal to the Office of Student Financial Services. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved. Examples of extenuating circumstances include illness, medical issues with immediate family members, or a death in the family. Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances. A student's typed appeal should include:

1. The reason(s) why the student failed to meet Satisfactory Academic Progress.
2. Supporting documentation that may be pertinent to the student's appeal.
3. An academic plan for success. (Details will be outlined in students suspension letter)

The Office of Student Financial Services appeal committee will evaluate all documentation submitted and the student's appeal will be approved or denied. The results of the appeal will be emailed/posted to the student's NSU Greenmail account within approximately ten working days.

If denied, the student is responsible for paying for their own educational costs until the student improves his/her scholastic record to meet the minimum standards. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

If approved, the student will either be:

1. Placed on probation for one semester only, or
2. Placed on a continued probation based on the academic plan for success that they submitted with their appeal.

The student's approval email/letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

A student who fails to complete a single course or has a complete withdrawal from the university after receiving financial aid may be automatically placed on suspension.

Student Responsibility

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Office of Student Financial Services at 918-444-3456.

Please note: Financial aid warning, probation, and suspension are separate from academic probation and suspension.

F. CAREER SERVICES

The dedicated Career Services staff will help students and other designated clients to:

- develop self-awareness related to career choice and work performance by identifying, assessing and understanding their strengths, interests, values and personal characteristics
- obtain educational and occupational information to aid their career and educational planning and to develop their understanding of the world of work
- select personally suitable academic programs and experiential opportunities that optimize future educational and employment options
- take responsibility for developing career decisions, graduate/professional school plans, employment plans, and knowledge of job-search competencies
- prepare to find suitable employment by developing job-search skills, effective candidate presentation skills, and an understanding of the correlation between their competencies and both occupational and job requirements
- gain experience through student activities, community service, student employment, research projects, cooperative education, internships, job shadowing, and other opportunities
- link with alumni, employers, professional organizations, and others who will provide opportunities to develop professional interests and competencies, integrate academic learning with work, and explore future career possibilities
- use technology to enhance the career development process
- seek a desired employment opportunity or entry into an appropriate educational, graduate, or professional program
- prepare to manage their careers after graduation

Department Locations

Tahlequah Campus

701 North Grand Avenue
CASE Building, Upper Level
Tahlequah, OK 74464

Phone: 918-444-3110
800-722-9614

Fax: 918-458-2114

Email: careerservices@nsuok.edu

Hours: Monday - Friday 8 a.m. - 5 p.m.

Broken Arrow Campus

3100 East New Orleans
Administrative Services, Suite 130
Broken Arrow, OK 74014

Phone: 918-449-6168

Fax: 918-449-6191

Email: careerservices@nsuok.edu

Hours: Monday - Thursday: 8:30 a.m. - 5:30 p.m.
Friday: 8:30 a.m. - 5 p.m.

G. TUTORING

NSU offers various tutoring services for struggling students. Here is what we can do as an advisor:

- Connect Students with Tutoring On and Off Campus
- Serve as a Liaison with Tutoring Centers
- Provide Tutor Training
- Provide Resources for Tutoring Centers
- Information about becoming a Tutor

1. Business

Tahlequah and Broken Arrow Campuses

24/7 online tutoring through Tutor.com.

Students needing help after hours or who cannot make it to campus may access tutoring 24/7.

2. Communication Lab

Tahlequah Campus

Location: Journalism Building, on the south stairwell by the first main hallway

Hours:

Monday 9 a.m. - 10:30 a.m., 12:30 p.m. - 4:30 p.m.
 Tuesday 9:30 a.m. - 12 p.m., 2 p.m. - 5 p.m.
 Wednesday 9 a.m. - 4 p.m.
 Thursday 9:30 a.m. - 12 p.m., 2 p.m. - 5 p.m.
 Friday 9 a.m. - 10:30 a.m., 12 p.m. - 2 p.m.

Tutoring available by appointment only. Walk-ins are asked to schedule an appointment or are assisted if tutors are not busy. Open during Spring and Fall semesters only. Closed Finals week

Communication Lab Director

Dana Eversole
 Lesoser Center
 918-444-2891
eversole@nsuok.edu

3. Computer Science

Tahlequah Campus Computer Science

Location: Webb Building various locations

Hours: To see Teaching Assistant availability, go to the [Computer Science Calendar](#)

Tutoring in the Computer Science department is provided by Teaching Assistants and is available during class, after class, and via Blackboard Collaborate.

Broken Arrow Campus Computer Science

Location: BASC 151

Hours:

Tuesday: 2:00 p.m. - 5:00 p.m.
 Wednesday: Noon - 2:00 p.m.
 Thursday: 2:00 p.m. - 5:00 p.m.
 Friday: Noon - 2:00 p.m.

Computer Science Tutoring Coordinator

Patrick Harrington
 Assistant Professor of Computer Science
harringp@nsuok.edu
 Webb 324
 918-449-5847



4. History

Tahlequah Campus

Location: John Vaughan Library

Hours: By appointment only

Schedule an appointment with [Zachery Mingus](#) for History tutoring.

5. Library Tutoring Lab

Tahlequah Campus

Fall 2017 Library Tutoring Lab hours

Location: John Vaughan Library (Tahlequah); Writing tutoring takes place at the Citation Station on the 1st floor; Math tutoring takes place in room 211

Writing Center tutor

Tuesday 3:00 p.m. -7:00 p.m.
Wednesday 3:00 p.m. -7:00 p.m.
and by appointment

Math tutor

Sunday 4:00 p.m. - 9:00 p.m.
Tuesday 7:00 p.m. - 9:00 p.m.
Thursday 7:00 p.m. - 9:00 p.m.

Contact Information: librarytutor@nsuok.edu

Library Tutoring Lab Coordinator

Susan Woitte
Instructor General Library
woitte@nsuok.edu
John Vaughan Library 306A
918-444-3276



6. Math Lab

Tahlequah Campus

Location: Science Building 264

Hours:

Monday/Wednesday/Friday 9:00 a.m. - 5:00 p.m.
Tuesday/Thursday 9:00 a.m. - 8:30 p.m.

*For additional hours, check out the Library Tutoring Center

What can the math lab do for you?

The Math Lab is a quiet place to work on homework individually or in a group and receive tutoring when needed. Tutoring is available on a walk-in basis, but appointments may be made for longer sessions. Tutoring is available for a variety of math courses ranging from introductory to advanced depending on the tutor(s) available during a particular shift.

Math Lab Coordinator

Misty Megee
Lecturer Mathematics
megeemd@nsuok.edu
Science Building 265
918-444-3723



Broken Arrow

Location: BASC 151

Hours:

Monday: 5:00 p.m. - 6:50 p.m.
Wednesday: 5:00 p.m. - 6:50 p.m.
Friday: 5:00 p.m. - 6:00* p.m.

*Tutor is able to stay until 7:00 p.m. if needed on Friday

Math Tutoring Coordinator

Patrick Harrington
Assistant Professor of Computer
Science
harringp@nsuok.edu
Webb 324
918-444-5847



7. Science Lab

Tahlequah Campus

Location: SC 163 (SC 162 from 5:30 - 8:00 p.m. on Monday)

Hours: See table on next page for varying subject availability

PASS and one-on-one tutoring available for a variety of science courses. Walk-ins welcome.

Science Lab Director

Jody Buckholtz
Assoc. Professor of Chemistry
buckholt@nsuok.edu
SC 236
918-444-3839



PASS Schedule by Subject

| <i>Subject</i> | <i>Monday</i> | <i>Tuesday</i> | <i>Wednesday</i> | <i>Thursday</i> | <i>Friday</i> |
|--------------------------|---------------|----------------|------------------|-----------------|---------------|
| General Chemistry I & II | 4-7 p.m. | 4-7 p.m. | 4-7 p.m. | 4-7 p.m. | N/A |
| Upper Level Biology | 4-7 p.m. | 4-7 p.m. | 4-7 p.m. | 4-7 p.m. | N/A |
| Evolution and Diversity | 2-6 p.m. | 2-5 p.m. | 2-6 p.m. | 3-7 p.m. | 2-4 p.m. |
| General Biology | 2-6 p.m. | 2-5 p.m. | 2-6 p.m. | 3-7 p.m. | 2-4 p.m. |
| General Physical Science | 4-5 p.m. | 5-7 p.m. | 3-6 p.m. | 4-6 p.m. | 3-5 p.m. |
| Physics | 2-7 p.m. | N/A | 2-6 p.m. | 3-5 p.m. | 2-5 p.m. |

8. Second Languages

Tahlequah Campus

Tutoring for second languages takes place at a variety of locations across campus. Please pay close attention to days, times, and locations.

French Tutoring

Location: John Vaughn Library

Hours: By appointment only
Contact the [John Vaughn Library](#) for more information regarding tutoring.

Spanish Tutoring

Location: SH 135 in the University Writing Center

Hours: Ask for Gemini Creason
Monday: 1:00 p.m. - 3:00 p.m.
Tuesday and Thursday: 9:00 a.m. - 1:00 p.m.

Additional Help with Second Languages

Rosetta Stone for Spanish, Mandarin Chinese, Japanese, and English is available to all NSU students at the [Cappi Wadley Reading & Technology Center](#)

Learn a language for free. Forever.
[DuoLingo](#)

9. University Reading Center

Tahlequah Campus

Location: SH 136

Hours: By Appointment Only
The purpose of the Reading Center is to tutor NSU students with improving reading comprehension skills as well as developing note-taking and study skills.

For more information about what the University Reading Center can do for you, visit the [Reading Center](#) homepage.

Reading Center Coordinator

Shari Clevenger
Instructor and Developmental
Reading Specialist
clevengs@nsuok.edu
SH 357
918-444-3607



10. University Writing Center

Tahlequah Campus

Contact Information: 918-444-3622

Location: Seminary Hall 135

Hours:
Monday - Thursday: 9:00 a.m. - 2:00 p.m.
Friday: 9:00 a.m. - Noon

For additional tutoring hours, check out the [Library Tutoring Center](#) page

Visit the [Writing Center](#) and [Reading Center](#).

What can the Writing Center Do For You?

Our mission is to provide our clients – students, faculty members, and NSU staff – with the tools, the techniques, and the confidence needed to achieve their respective academic goals. We strive to provide a comfortable environment in which clients and consultants can work together to discuss the nature and presentation of ideas. The Writing Center thus functions as a literacy instruction site within the academic community and provides support to student writers from all disciplines and with varying abilities. The basic belief that writing allows people to learn deeply, to think more clearly, and to join the academic conversation serves as the cornerstone of the Writing Center’s operation.

Writing Coordinator

Kendra Haggard
Developmental Writing
haggardk@nsuok.edu
Seminary Hall 357
918-444-3611



Broken Arrow Writing Center

Contact Information: 918-449-6060

Location: BALB 226

Appointments are strongly encouraged, but walk-ins are welcome.

To make an appointment, go to [WOnline](#)

Hours:

Monday - Thursday: 11:00 a.m. - 5:30 p.m.
Friday: 11:00 a.m. - 3:00 p.m.

Visit the [BA Writing Center](#) page for additional resources.

What Can the BA Writing Center Do For You?

Dedicated and experienced tutors provide free, one-on-one help with writing for any class. From drafting and revising a paper to grammar and documentation styles, writing tutors are available to answer your questions. Through consultation and practice, we can help you become a more confident and skilled writer in a supportive, friendly environment.

Tutoring available by appointment or walk-in. Appointments ensure that a tutor is available to assist you. To make an appointment, please call the Broken Arrow Writing Center or go to <https://nsuok.mywconline.com>.

Broken Arrow Writing Lab Coordinator

Monique Brinker
idoux@nsuok.edu
Broken Arrow Liberal Arts 284
918-449-6519



11. Online Tutoring



Free Online Tutoring Available for NSU students!

Through a partnership with Tutor.com, the University Advising Center offers 24/7 online tutoring that connects students one-to-one with a subject expert tutor the minute they need assistance. The tutoring service is easy to use and can be accessed from any internet-enabled computer or mobile device.

Online tutoring is available in the following subject areas:

- Math – Algebra, Pre-Calculus, Calculus, Geometry, Statistics, Trigonometry
- Science – General, Biology, Chemistry, Physics, Anatomy and Physiology
- Real-time and Drop-off Writing Support
- Grammar, Literature, Reading
- Social Sciences – History, Geography, Psychology
- Business – Accounting, Finance, Economics
- World Languages – Spanish, French
- Computer Science – Intro Computer Science
- En Espanol – Math, Science and Social Studies

Additionally, the program also offers resources such as study tools, lessons, test prep materials, and instructional videos.

How to Access on Blackboard:

- Go to the “Tools,” menu on the left side of any course you are currently enrolled in
- Select your topic, subject and fill out the question or concept you would like tutoring assistance with
- After you will work with a tutor, you can:
 - Print your session or share it via email or Facebook
 - Review your session again at any time
 - Save your tutor as a “Favorite”

How to Prepare for a Tutoring Session:

- Please have a question or concept you would like to review with a tutor ready. Enter your question and any important notes in the pre-session survey. This will save you time while you are in a session with a tutor.
- You can attach a file or screenshot of something you would like help with by clicking “share a file” both on the pre-session request form and in the Tutor.com online classroom.

Want to Learn More?

- See how Tutor.com works in this [How It Works Video](#).
- For questions, please email studentsupport@tutor.com or Christina Conner, Student Success Coordinator, at conner08@nsuok.edu
- For on-campus tutoring services, check out NSU's Tutoring Centers.

12. TRIO

About TRIO

The Nation has made a commitment to providing educational opportunities for all Americans regardless of race, ethnic background or economic circumstances. In support of this commitment, Congress established a series of programs to help low-income Americans enter college, graduate school and move on to participate fully in America's economic and social life. These programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRIO programs (initially just three programs).

TRIO Student Support Services is an academic support program designed to increase the academic performance, retention rates and graduation rates of 175 program participants. A grant program fund through the U.S. Department of Education, SSS offers academic advising, financial aid counseling, career major counseling, personal support, one-on-one tutoring, academic support programs, computer training, and social cultural activities.

Some of the TRIO programs in operation today

- Educational Talent Search
- Educational Opportunity Centers
- Upward Bound
- Student Support Services (SSS)
- McNair

More than 2,600 TRIO programs currently serve nearly 866,000 students. There are currently 951 SSS programs nationwide serving nearly 200,000 students.

Contact Us

We are located in the basement of Haskell Hall (Tahlequah campus). Look for the glass door that has our TRIO logo.

Student Support Services
701 N. Grand Ave. | Tahlequah, OK 74464
Phone: 918-444-3035

Staff

- [Lena Deere](#), Director
- [Sharon Blackfox](#), Coordinator of Student Support Services and Technology
- [Krista Boston-Fullerton](#), Coordinator of Tutoring and Careers

13. Cappi Wadley Reading & Technology Center

Tahlequah Campus

Cappi Wadley Reading & Technology Center

A lifelong learner and educator, Capitola "Cappi" Wadley taught her students that anything is possible if they worked hard, studied and applied their intellect. That attitude dominated her life and was the driving force behind the creation of the Cappi Wadley Reading & Technology Center at Northeastern State University, where young students can overcome reading deficiencies and educators can become better prepared to help them learn to read.

Candidates in Northeastern State's education programs provide tutorial assistance to students in pre-kindergarten through 12th grade in this nearly 7,800 square-foot facility. Teacher candidates enrolled in READ 4013 and READ 4063 work one on one with elementary students. Candidates learn appropriate assessment techniques, administer those assessments, and create lessons and activities to strengthen student weaknesses and sharpen student strengths.

Candidates teach students effective reading strategies and how to adapt those strategies to specific content areas. Each lesson taught focuses on the Five Non-Negotiables: phonics, phonemic awareness, fluency, comprehension, and vocabulary. Graduate students have the ability to do the same with students in grades K-12. This facility, made possible by a milestone donation from Gregg Wadley and his wife Dr. Betsy Brackett, honors Wadley's mother, Capitola "Cappi" Wadley who was a librarian at NSU and a public school teacher. Here, candidates gain practical experience working in the clinic under the supervision of Northeastern State faculty, while students from Tahlequah and surrounding communities enrolled at the clinic receive additional instruction in reading and literacy skills.

In addition to our in-depth tutoring services, the Cappi Wadley Reading & Technology Center also offers computer assisted learning to community learners and NSU students through the Center for Study of Literacy, an ever growing library of books and audiobooks, and language development through the use of Rosetta Stone™ language learning software.

...the lack of a written language blocks the road to progress. Without a written language, the thoughts of men tend to die.

-George Guess (Sequoyah)

Services

Tutoring

K-12 students are assessed in phonemic awareness, phonics, fluency, vocabulary, spelling, and reading comprehension. Based on the results, a customized one-on-one reading tutoring is developed for each child. Sessions are one hour and include a variety of instructional activities and literacy games.

Assessments

Prior to beginning reading tutoring, each student will be given a set of formal or informal diagnostic assessment focusing on phonemic awareness, phonics, word recognition, fluency, vocabulary, oral reading, spelling, or reading comprehension. The purpose of the assessment is to accurately identify the student's strengths and weakness. The results of assessment will be used to determine each student's abilities in reading skills and to design instructions that will help students promote or enhance their reading skills.

Instruction

Customized one-on-one instruction is offered in a separate room equipped with multi-media in the clinic. The instruction is carefully planned based on the results of initial assessment and individual needs. Parents and teachers are welcome to observe any part of the assessment or tutoring session. The reading tutoring is one hour long and available to K-12 students who need the services.

Services for Community Learners

The primary goal of the Center for Study of Literacy is to provide a site for adult education. Equipped with multi-level learning software, the Center is able to meet a wide range of study needs. We offer instructional reading, writing, math, science and social studies at no cost to the student and have an extensive collection of popular fiction, audio books and English/Spanish bilingual texts. No appointment is necessary, making it easy for learners to come in and work at their own pace.

- Gain basic literacy
- Improve basic literacy
- Improve writing skills
- Improve math and algebra skills
- Read along with books from our audio library
- Prepare for the GED and ACT
- Pass the pre-professional tests
- Learn for fun

Services for NSU Students

The Center for Study of Literacy has many resources available to NSU students. With access to a wide variety of learning programs in our computer lab, students are able to supplement their current coursework or review before enrolling in upper level classes through easy to use software. Our walk-in availability makes working around busy class schedules easy.

- Improve reading speed
- Improve grammar and punctuation
- Use Rosetta Stone language software
- Improve or review math skills, including Algebra, Trigonometry and Calculus
- Science review in physics and chemistry
- GRE and MAT test preparation. For best results, come in at least 60 days before testing date

H. HEALTH SERVICES

Student Health Services and Clinic

Walk-In Clinic

Sick and wellness related appointments are available at the Student Health Center.

- Arrive 15 minutes early to be sure you can get checked in and fill out any required paperwork before your scheduled appointment
- Do not schedule an appointment within 1 hour of another class or engagement, because appointments may take longer than expected
- Bring your student ID and health insurance card with you to your appointment

Make an Appointment

To schedule an appointment or for questions visit the [NeoHealth Medical Center-NSU Campus](#).

Patient Rights

Patient Rights and Responsibilities

- Every patient has the right to be treated in a professional, courteous, and caring manner without prejudice on any basis whatsoever
- Every patient has the right to a second opinion or referral
- Every patient has the right to privacy during medical care
- Every patient has the right to confidentiality of all communications with staff and confidentiality of the medical record and the right to approve or refuse release of information to the fullest extent provided by law
- Every patient has the right to refuse recommendations for medical care
- Every patient has the right to refuse to participate in any research program

Patient Responsibilities

- Every patient has the responsibility to arrive as scheduled for appointments and to notify Student Health Services if cancellation of an appointment is necessary
- Every patient has the responsibility to either carry out treatment and education recommendations or to accept responsibility for the outcome
- Every patient has the responsibility to become

informed, through available printed material and/or questions to the Student Health Services staff, about the scope of basic services offered, the cost of services, and the necessity for additional medical insurance

- Every patient has the responsibility to actively seek clarification of any aspect of participation in Student Health Services and programs (including cost) that is not understood
- Every patient has the right and responsibility to bring forward suggestions or grievances about the Student Health Services. This includes the right to receive a personal response.

Hours and Location

Hours

Monday through Friday
8 a.m. to 5 p.m.

After Hours Care

In an emergency situation, please go to the nearest emergency department or call campus police at 918-444-2468 or 911.

Location

East end doors of RiverHawks Wellness Center on the Tahlequah campus.

We have eight dedicated parking spots available for patients.

[Get Walking Directions](#)

[Get Driving Directions](#)

Contact Information

Phone: 918-444-2126

For more information visit the [NeoHealth Medical Center-NSU Campus](#).

All NSU Students

Immunization

Oklahoma state law requires that all first-time students who attend Oklahoma colleges and universities provide proof of immunization for certain diseases. If you cannot verify your immunizations, you need to be re-immunized.

Medical, religious, and moral exemptions are allowed by law, and such requests must be made in writing using the Northeastern State University Certificate of Exemption form.

The requirement does not apply to students enrolled in courses in which you are not required to attend class on campus.

Procedures

1. You must provide an acceptable form of documentation of immunizations to Student Health Services prior to registering for classes. An acceptable form of documentation may be mailed to the SHS, brought with you to enrollment, or faxed.
2. The immunization documentation must be reviewed and determined complete by SHS staff. If the immunization information is complete, you are cleared and can register for NSU classes. If there is missing or inaccurate information, you are notified and your ability to register is blocked until immunization deficiencies are corrected.
3. Failure to comply with these requirements may result in a hold being placed on future enrollment.

Get Vaccinated at NSU Student Health Center

| <i>Vaccinations</i> | <i>Who Must Comply</i> | <i>Compliance Requirements</i> | <i>Compliance Due</i> |
|-------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------|
| Meningitis* | All new students living in campus housing | See below* | At move in |
| Measles, Mumps, Rubella (MMR) | All new students born after January 1, 1957 | Proof of vaccination with 2 doses of vaccine; lab test demonstrating immunity; or signed waiver | At enrollment |
| Hepatitis B | All new students | Proof of completion of a Hepatitis B series or signed waiver | At enrollment |
| Tuberculosis Skin Test** | All new international students | Proof of negative test results in the United States | Within 2 weeks of arrival on campus |

*Oklahoma Law required that all new students living in campus housing be provided information regarding meningococcal disease and the availability of a vaccine that may prevent meningitis. This information is sent from NSU Housing. As part of the housing contract, you (or your parent in the case of a minor) attest that you have either received the vaccine or chosen not to be immunized against meningitis by completing and signing the Certification of Meningococcal Compliance. Contact Housing for more information.

**See Tuberculosis Screening for International Students Policy Acceptable documentation of proof of immunizations includes any of the following:

- Northeastern State University Immunization Record completed and signed by a physician or nurse.
- Copies of shot record.
- Copies of medical record.
- Copies of student health records.
- Copies of laboratory test results demonstrating immunity.

Forms & Exemptions

- [Meningitis Information Response Form \(pdf\)](#)
- [Certificate of Exemption \(pdf\)](#)
- [Immunization Record \(pdf\)](#)

Exemptions

Medical Exemptions

Acceptable forms considered for a medical exemption include a letter from the student's physician specifying the immunization that is contraindicated and the reason, or a signed and completed NSU Certificate of Exemption form.

Religious or Moral Exemptions

If you wish to decline vaccines based on religious or moral beliefs, you must read, agree to, and sign the Certificate of Exemption form attesting to your beliefs and acknowledging their risks.

To Submit Forms

[Sara Swarer](mailto:swarers@nsuok.edu)

Outreach & Prevention Coordinator

918-444-4735 P

918-444-2368 F

swarers@nsuok.edu

RiverHawks Wellness Center 113

<https://offices.nsuok.edu/studentaffairs/StudentHealthServices/Immunization.aspx>

Student Health Information for Parents

For Parents

<https://offices.nsuok.edu/studentaffairs/StudentServices/OutreachandPrevention/ForParents.aspx>

As a parent of a college student you play a key role in your student's health and wellness. Even though your child may be miles away from home, you will still be a primary source of health information for them. We hope the following information will assist you in helping your student make a healthy transition to college life.

Northeastern State University is here to help your student succeed by providing quality healthcare, education and health promotion.

1. Immunizations, Health History and Physical Examinations

- Make sure your student has updated immunizations and documentation of these immunizations has been provided to Outreach & Prevention.
- While a routine physical exam is not required by the Northeastern State University, many parents choose to have this done before their student leaves for college. Athletics and health science colleges have their own requirements for physical exams and/or health statements.
- Make sure your student knows his or her health history. If your student has a chronic or recurrent

health problem, send a summary letter from your local physician with your student. Ask your student to schedule a get-acquainted visit with a NEO Health provider at which time, that summary letter can be turned in and discussed.

- Give your student a list of his/her current medications and allergies.
- If your student is under age 18, Oklahoma law requires we have your consent to provide medical care and treatment for most conditions. Please call NEO Health at 918-444-2126 for form.

2. Health Insurance

- Even though Northeastern State University only requires students with an F1 Visa to have health insurance, we strongly suggest that all students be covered by an Insurance plan.
- Provide your student with an insurance card which includes policy numbers, billing address and pharmacy information and encourage your student to carry the card at all times. (A photocopy of the front and back of your card is sufficient.)
- Inform your health insurance company that your child will be away at college and find out if there are network providers here and what the level of coverage is.
- Provide your student with your pharmacy plan card, if you have one. Tahlequah offers multiple pharmacy options such as Walgreens, Wal-Mart and Reasor's.

3. Decision-Making Skills

- Spend time talking with your son or daughter about decisions he or she is likely to be faced with at college such as alcohol and other drug use, managing time, getting adequate sleep, stress, nutrition, fitness, sexual behavior, and financial responsibility.
- Let them know what your expectations are and that you will be available to listen.

4. Suggestions for a Basic Health Care Kit to Send With Student

- Supplies such as Band-Aids; thermometer; ace bandage for strains or sprains; sunscreen; etc.
- Medications for pain and/or fever relief like acetaminophen or ibuprofen; antibacterial hand sanitizers; antibiotic cream like Bacitracin; hydrogen peroxide; anti-diarrheal such as Imodium; antihistamine for itching or allergies like Benadryl; etc.

5. Care for Ongoing Conditions

- Have a plan in place on how your child will manage any chronic conditions he/she may have.

I. INFORMATION TECHNOLOGY SERVICES

The IT Service Desk is your one-stop shop to receive assistance with NSU technology needs.

Access to all ITS service starts with the IT Service Desk.

Contact ITS

Phone: 918-444-5678 Phone assistance is available from 7 a.m. - 11 p.m., 7 days a week.

Email: help@nsuok.edu

Walk-in: Walk-in assistance is available on the Tahlequah campus from 7:45 a.m.-5:15 p.m., Monday - Friday. Please visit our office on the 1st floor of the Webb Educational Technology Center.

Broken Arrow: 918-449-6624 8:00 a.m. – 5:00 p.m. Business & Technology Room 230

Muskogee: 918-444-5023 8:00 a.m. – 5:00 p.m. Muskogee Administration Room 150

Dell KACE Ticketing System

To coordinate services to all three campuses from all three departments of ITS, ITS has implemented the Dell Kace System. ITS is pleased to offer all faculty, staff, and students access through the [ITS Self Service Portal](#).

What KACE Offers

Sign-in using your UserID and password.

The Home tab will display any active tickets you have with links to view the status.

Click on the **Have a problem? Report it** button or **NSU IT Service Desk** option in the list on the left of the screen to fill out your own work ticket.

This web based portal includes a **Downloads** tab that provides a convenient way to install software without the need of creating a work order or calling the Service Desk first. Simply browse the Downloads to find the program(s) you need and click the title to start the installation process.

- If you have a suggestion for software that you feel will benefit other users, please contact the Service Desk with the name and version of the package. Suggested software programs need to be full versions (not trial-ware) and be in the public domain or licensed university-wide.

The **My Computer** tab is information about your computer. You will need the System Name information to fill in the Service Tag field on a ticket.

You may browse the **Knowledge Base** to learn more about common topics.

The **Download History** tab lists the programs you have previously downloaded.

ITS Service Catalog Content

[IT Service Catalog](#)

Audio/Visual

NSU faculty, administration, and staff have access to professional recording of events, media conversion, and video compression and linking.

Digital Communications

GreenMail, information for all users, how a College or Department may request an email account, and information about email List may be found on the Digital Communications page.

Infrastructure Services

Infrastructure Services supports and maintains the internet connections at NSU. Learn about Data Center services, network services, and phone and computer line installation.

ITS Kit & Kaboodle

Find the NSU campus standards for software, hardware, labs, print quotas, and departmental purchases.

ITS Partner Discounts

Faculty, Staff, and students may find discounts available through ITS corporate partners.

Security & Access

Find information about Security and Access for buildings, technology, and NSU networks on the Security & Access page.

Telecommunications

Learn how to purchase, install, and use the telecommunication services at NSU.

ITS Training

Training

In support of the University mission, ITS provides training services for faculty and staff to distribute knowledge and to offer important training resources. Through various training avenues, we want to equip the faculty and staff with knowledge and skills for them to be able to run the software necessary to conduct the business of Northeastern State University.

Check out the [Training Calendar](#) for upcoming training events. Contact the Training Center at 918-444-5500 for all other training inquiries.

Training Resources

Resources

The training resources page will host all of the training videos and documentation that is provided by ITS. We hope this will allow you and enable you to train at your own pace. If you can't find what you're looking for, email us at training@nsuok.edu with your request and we will be happy to find or create a video to fulfill your needs.

We can also tailor a specific training course for your department over any campus standard software. If the software is custom and specific to your department, let us know and we will see what we can do.

Phone Upgrade

- Phone Upgrade
- Voicemail Setup and Management
- VoIP Features and Usage

Banner Resources

- Argos via VPN In Google Chrome / In Mozilla Firefox / In Internet Explorer
- Argos via VPN PDF Guide
- Argos Training
- Banner Navigation
- Finance
- Purchasing
- Approving Documents
- Employee Self Service
- Bi-Weekly Leave Request
- Leave Reporting Monthly
- Time Approving Guide
- Department Time Entry Guide
- Web Time Entry Guide

Microsoft Office 2013 Resources

- What's New in Word 2013
- What's New in Excel 2013
- What's New in PowerPoint 2013
- Microsoft Excel 2013 Training
- Microsoft PowerPoint 2013 Training
- Microsoft Word 2013 Training

(TIP: If experiencing low quality on the videos, look for the quality setting at the lower right of the video)

GreenMail

- Google Voice and Video Chat

Windows 7 Resources

- | | |
|---------------------------------------------|------------------------------------------|
| • Getting Started | • Printing with Windows 7 |
| • Jump Lists | • Making a Desktop Slideshow Background |
| • Snap Feature | • Using Windows XP Mode |
| • Windows Search Feature | • Burning a CD |
| • Windows Taskbar | • Aero Peek Feature |
| • Windows Desktop | • Windows 7 Gadgets |
| • Finding Your Files | • Windows 7 Snipping Tool |
| • Getting Around the Desktop | • Windows 7 / Office 2010 - Getting Star |
| • Changing Windows Settings - Customization | |

ITS Self Service Portal

Information Technology Services is pleased to announce the release of the [ITS Self Service Portal](#). This web based portal includes a Software Library that provides a convenient way to install software without the need of creating a work order or calling the Service Desk first. Simply browse the Software Library to find the program(s) you need and click the title to start the install.

If you have a suggestion for software that you feel will benefit other users, please contact the Service Desk with the name and version of the package. Suggested software programs need be full versions (not trial-ware) and be in the public domain or licensed university-wide.

To access the Software Library, navigate to service.nsuok.edu and enter your NSU UserID and Password, leaving the Organization field blank and click Login. Once logged in, you will be directed to the KACE Welcome tab. Click on the Software Library tab to see the programs available for immediate installation. The download tab lists the programs you have previously downloaded.

J. STUDENT DISABILITY SERVICES

In conjunction with the overall mission of Northeastern State University and Student Affairs, Student Disability Services is committed to ensuring an atmosphere of understanding and awareness of special needs in a welcoming, friendly environment. By providing or arranging reasonable accommodations and services, Student Disability Services collaborates with the campus community to promote equal access to educational and enrichment experiences for the academic and personal growth of the students we serve. The advocacy each student receives supports the student's endeavor for self-sufficiency and determination to succeed.

Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of disability. The responsibilities of postsecondary schools are significantly different from those of school districts. Postsecondary schools are charged with the responsibility of providing appropriate academic adjustments and to ensure that the student is not discriminated on the basis of disability.

Student Disability Academic Accommodations

[Academic Accommodations](#)

Available Services

Assistance is tailored to the needs of the individual student. Academic support services offered, based on individual need, include:

- Extended test time
- Distraction reduced testing environment
- Orally proctored exams
- Volunteer note takers
- Tutoring referrals
- Special seating
- Audio texts
- Adaptive equipment which includes software and magnification devices
- Enlarged materials
- Interpreters

- Counseling referrals
- Classroom relocation
- Accessibility concerns

An additional modification, related to animals on campus, has been established to assist those in need of such accommodations as well as those in the NSU community. For the specific university policy, please visit the [Service & Assistance Animal Policy](#).

If you have a disability that may be affected by the presence of another's service or emotional support animal, please contact Student Disability Services at 918-444-2042 for the Tahlequah campus and 918-444-6139 for Broken Arrow and Muskogee campuses. NSU is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as quickly as possible.

Students are responsible for requesting services each semester or at the time a need is identified. Services are free of charge to qualified students.

Additional Information

All students enrolled at Northeastern State University are responsible for obeying all rules and regulations of the [Student Conduct Code](#) and the [Student Handbook](#) which can be found in the [catalog](#) and the Student Affairs website under [Rights and Responsibilities](#).

Agencies

- Oklahoma Able Tech
- Oklahoma Department of Rehabilitation Services
- Oklahoma Association of Higher Education and Disability
- Association of Higher Education and Disability

Resources

- Book Share - an accessible online library
- Guide Dogs - guide dogs and other resources for the blind and visually impaired
- National Association of the Deaf - resources for the deaf and hearing impaired
- The International Dyslexia Association - information and resources for persons with dyslexia
- Learning Ally - resources for students with print disabilities, blindness, visual impairment and dyslexia
- Vision Aware - resources for the visually impaired

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- Oklahoma Autism Network - information and resources for the full autism spectrum from diagnosis through adulthood
- Supporting Students with Hearing Impairments - resources for students with hearing disabilities and deafness

Student Disability Eligibility for Services

[Eligibility for Services](#)

Request for Accommodation

All students must complete intake forms before any accommodation can be considered. It is the student's responsibility to put their needs into writing. This office can counsel or provide recommendations to the student regarding various accommodations that might be available to them, however, it is the student's ultimate responsibility to request a specific service or need.

[Request for Disability Services Form \(pdf\)](#)

Documentation

All students must provide documentation to support their disability(ies). Documentation must come from a licensed or professional source and should be typed on official letterhead. Students may provide this material from their personal records or request material from a licensed professional or agency. Documentation must be current and relevant with a diagnosis and, if necessary, describe how the condition impacts the student at the current time and in the current circumstances. High school documentation sources may be used, if appropriate. The student might need to be retested using adult based norms. Your documentation must be in the form of a letter with the statement of your diagnosed disability and how it impacts your classroom ability. Official medical records are not appropriate and will not be accepted to meet your documentation requirement. Information obtained is confidential and is used solely for the purposes of documenting a disability and identifying appropriate support services.

Approval Process

All first time applicants need to arrange an intake meeting with the coordinator of Student Disability Services before their applications will be reviewed. This meeting will provide the coordinator with information concerning the student's strengths and weaknesses as well as to review of the appropriateness of the requested accommodations. Upon completion of the intake process the students and faculty are notified in writing of approved accommodations.

Appeal Procedure

Any student who is denied accommodations is eligible to request an appeal. The appeal must be submitted in writing to the coordinator of Student Disability Services within five working days of the event. The appeal file will be given to the Student Disability Services Advisory Board for review and recommendations to the Vice President of Student Affairs. A final decision will be made by the Vice President of Student Affairs. The student will be notified in writing of the appeal decision.

Grievance Procedure

Students who wish to contest the decision of their appeal can initiate a grievance using the established university grievance procedure. The procedure is located in the Student Handbook as well as the Student Affairs website under student Rights and Responsibilities.

Students may file a complaint with any of the following agencies:

Kansas City Office

Office for Civil Rights/Kansas City
U.S. Department of Education
One Petticoat Lane
1010 Walnut St., 3rd Fl., Suite 320
Kansas City, MO 64106
Phone: 816-268-0550
Fax: 816-268-0599
Email: OCR.KansasCity@ed.gov

U.S. Department of Justice

950 Pennsylvania Avenue, N.W.
Civil Rights Division
Disability Rights Section, 1425-NYAV
Washington, DC 20530
Phone: 800-514-0301 or 800-514-0383 (TTY)
www.ada.gov

Contact Us

Tahlequah Campus

Donna Agee, Coordinator of Student Disability Services
600 North Grand Avenue
Tahlequah, OK 74464
918-444-2042
ageedm@nsuok.edu

Broken Arrow and Muskogee Campus

Melé Lone, Coordinator Educational Access
Administrative Services, Ste. 130
3100 East New Orleans
Broken Arrow, OK 74014
918-449-6139
sdsba@nsuok.edu

NSU Resources

The following offices will provide more information to assist you as you begin your academic life at NSU.

- Admissions Office
- Housing Office
- Veterans Services

Found in:

<https://offices.nsuok.edu/Portals/39/pdfs/facultyhandbook2015.pdf>

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Students with Disabilities Under University policy, federal and state laws, “qualified students with disabilities” are entitled to reasonable accommodation that will allow them access to programs, jobs, services and activities unless the accommodation would pose an undue hardship on the institution. 54 It is the responsibility of the student to request assistance under the Americans with Disabilities Act (1990) through the Office of Student Affairs prior to enrollment or at the start of a new semester. Students must meet the federal requirements under the Americans with Disabilities Act (1990) to have a qualified disability which are as follows: “A cognitive, physical, or emotional impairment that substantially limits one or more major life activities such as working or learning.”

Students must also be able to provide valid documentation from the appropriate professional or agency that (1) states the disability/disabilities and methods used to arrive at diagnosis,

(2) describes the diagnostic criteria and/or instruments used, (3) and is reasonably current and describes the current functional limitations.

The disability categories as chronicled by IDEA (the Individuals with Disabilities Education Act) are as follows:

- a. autism
- b. deaf-blindness
- c. deafness
- d. emotional disturbance
- e. hearing impairment
- f. intellectual disability
- g. multiple disabilities
- h. orthopedic impairment
- i. other health impairment
- j. specific learning disability

- k. speech or language impairment
- l. traumatic brain injury
- m. visual impairment (including blindness)

Finally, any student requesting accommodation must submit a written request to the Office of Student Affairs. This procedure can be found in its entirety in that office. Faculty are expected to make reasonable accommodations for students with qualified disabilities and shall notify students of this policy through their course syllabi with the following statement: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

Contact Us

Tahlequah Campus

Donna Agee, Coordinator of Student Disability Services
600 North Grand Avenue
Tahlequah, OK 74464
918-444-2042
ageedm@nsuok.edu

K. COUNSELING SERVICES

HawkReach Counseling Services

Success as a student means so much more than just making good grades. Work, relationships, stress, adjusting to college life, and so many other factors can challenge us and at times make success more difficult. In these times of need, HawkReach Counseling Services can help.

HawkReach Counseling Services consists of up to 12 sessions delivered through a brief, Solution-Focused modality. While it is often difficult to talk about the problems we are having, from time to time we can all use a little bit of help managing issues in our lives. Making commitment to the process really can make a big difference in our day to day lives.

Commonly Addressed Issues

- Depression
- Anxiety
- Choosing a major and other Classroom issues
- Adjustment Issues
- Grief
- Trauma
- Relationship problems
- Dating and sexual violence
- Pre and Post Deployment and other Veterans Issues
- Crisis Response
- Other personal and Mental Health concerns

The staff of Counseling Services encourages and practices inclusiveness, and we strive to be respectful of the diversity of our students regardless of age, ability, gender, sexuality, religion, ethnicity, or other differences.

Mission

In an ethical manner consistent with the University and Departmental missions, we support and prepare individuals for the personal, interpersonal, and academic challenges of life in college and beyond.

HawkReach Counseling Services offers free confidential counseling to all enrolled students.

Behavioral Intervention Team

Report a Concern

The Behavioral Intervention Team (BIT) is a resource for faculty, staff, and students to confidentially report concerns.

The team's purpose is to provide support and intervention to individuals displaying varying levels of disruptive, disturbed, distressed, and/or irregular behaviors.

- Sheila Self, LPC, Assistant Vice President of Student Affairs
- Josh Rader, Coordinator of Student Rights And Responsibilities
- Captain James Bell, University Police
- Robin Mackey, Director of Student Counseling Services
- Jennifer Cole, Violence Prevention Coordinator
- Whitney Arbaugh, Assistant Director of Resident Life

When in Doubt - Report!

It may be nothing, but... If it bothers you... please bother us! Remember, everyone has a responsibility to report concerning issues. YOU can be the person who makes a difference in the lives of OUR community members. You could help save a life!

Complete the Complaint Form (pdf) and email it to studentaffairs@nsuok.edu.

In case of emergency, please call 911 or University Police at 918-444-2468 or ext. 2468

Appropriate behaviors to report may include

- Concerning behaviors, statements, or written work
- Disruptive classroom behaviors
- Threats of harm to self or others
- Possession or suspected possession of weapons
- Angry/hostile behaviors
- Concerning posts on Facebook
- Odd or bizarre behavior
- Homelessness, or lack of necessities

Some Tips for Workplace Safety

- Be aware of your surroundings and know the emergency exit routes.
- Stay calm when dealing with potentially dangerous or angry individuals.
- Don't raise your voice or get aggravated.
- Don't meet with angry or hostile individuals alone and don't close the door.
- Help the individuals to the best of your abilities; if you can't help them, contact someone who can.

- Don't talk at the students; talk to them and genuinely try to help them.
- Call Campus Police if there is possession or suspected possession of weapons or drug/alcohol use.
- Contact your supervisor/Campus Police when dealing with angry/hostile, bizarre, or concerning behaviors or threats.
- Utilize your resources; we will be happy to meet with you and a student if you would like a third party present.

Safety

- I will always put safety first
- I will practice safe behaviors in everything I do
- I will know and follow safety policies and procedures and be mindful of potentially dangerous situations
- I will identify, correct, and/or immediately report safety concerns
- I will provide appropriate recourses for students, faculty, and staff to promote safety and awareness

Assessment Tool

[Mental Health Screening](#)

Contact HawkReach

Tahlequah Campus

Hours: 8 a.m. to 5 p.m., Monday - Friday

Phone: 918-444-2042

Email: hawkreach@nsuok.edu

Location: Leoser Complex, 99 (north of the Housing Office)

[Directions to Tahlequah HawkReach](#)

Broken Arrow Campus

Hours: 8:30 a.m. to 6 p.m., Monday - Friday

Phone: 918-449-6131

Location: Administration Services Building, First Floor

[Directions Broken Arrow HawkReach](#)

In Case Of Emergency

NSU Campus Police: 918-444-2468

Local Police: 911

National Suicide Prevention Lifeline: 1-800-273-TAL

HawkReach Counseling Information for Students

[Information for Students](#)

Student Stats

For today's student, "the chances are almost one in two that he or she will become depressed to the point of being unable to function; one in two that he or she will have regular episodes of binge drinking..., and one in ten that

he or she will seriously consider suicide. In fact, since 1988, the likelihood of a college student's suffering depression has doubled, suicidal ideation has tripled, and sexual assaults have quadrupled." –Kadison and Digeronimo

The American College Health Association, after surveying thousands of students, found that in the fall of 2006:

- 66 percent of female college students and 52 percent of male students felt hopeless at least once in the last year
- 45 percent of females and 36 percent of males felt (at least once) so depressed it was difficult to function

How Can HawkReach Counseling Services Help Students?

Counselors are available to assist students, either directly or through connections to campus and community resources, with the following issues:

- Adjusting to College Life
- Depression
- Anxiety
- Stress
- Sexuality Issues
- Suicidal Thoughts
- Rape or Sexual Assault
- Alcohol and other Drugs
- Relationship Problems
- Pre or Post Deployment Issues
- Academic Concerns like choosing a major
- And many more...

HawkReach Student Services provides counseling that usually consists of up to 12 weekly sessions. Students who may require long-term counseling or medication management can also be assisted in finding appropriate off-campus services.

Take Action

During regular office hours any student can make an appointment by calling 918-444-2042. The student can call or walk-in to make an appointment that accommodates your schedule.

Services offered:

- One-on-one confidential counseling
- Referrals to campus and community resources
- Educational programs
- Crisis Intervention

Worried about a friend?

If you have a friend or fellow-student whom you are concerned about, please call or email our office. We have a variety of ways to reach out to our students and will be happy to talk about your particular situation and your options.

Contact Director

[Robin Mackey](#), MS, LPC, Director of Student Counseling Services

In the case of an emergency, such as a student who has told you they are suicidal or homicidal, immediate action is necessary. This can be accomplished by taking the student to the HawkReach office, by calling the office, or by contacting University Police.

Parent Information about Student HawkReach Counseling Services

[Information for Parents](#)

Surviving your child's transition from adolescence to adulthood can be a scary ride. Your child now has more freedom and responsibility than perhaps ever before, without necessarily having all of the tools they need to manage it. While they are learning and (hopefully) developing those skills, your child will be exposed to many new things and will try out a variety of different roles with varying degrees of success. While it is important for your child to explore this independence and autonomy, there may be times when you are especially worried about your child and wonder if counseling services could help. Though we cannot force your child to come to counseling or release information to you, the parent, without your child's written consent, often we can work together to find solutions and resources if your child is in need. Please feel free to call our office with any questions and concerns, and we will be happy to discuss possible options for you and your child.

Tahlequah Campus

Monday - Friday
8 a.m. to 5 p.m.
918-444-2042

Broken Arrow Campus

Monday - Friday
8:30 a.m. - 6 p.m.
918-449-6131

Veterans Counseling

Our staff is trained to assist you with a variety of military related issues. PTSD, pre and post deployment concerns, and the need of support for your families while you are deployed are common issues. We take great pride in our students who have served this great nation and often provide on-site services and connections to other area resources.

Muskogee VA Hospital

918-577-3000

www.va.gov

Cherokee Nation Veterans Service Center

Matt Tiger, LSW

Call or Text: 918-822-2563

P.O. Box 948

Tahlequah, OK 74465

918-772-4166

www.vetcenter.va.gov

What is the Violence Prevention Office?

[Violence Prevention](#)

The Violence Prevention Office is a federally-funded program at Northeastern State University designed to make the campus a safer place for young men and women to educate and prepare themselves for their life's work in our world. The program has two main focuses. The first focus is to educate the young men and women at NSU to make choices that lead to healthy relationships. In addition to educating the students, the program will work with the entire campus community to create an environment at Northeastern State University that will not tolerate domestic/dating, sexual violence, stalking or harassment against any student. The second focus of the program will be to develop a cohesive response system so that when these crimes do occur, survivors can easily and confidentially receive the help they need and perpetrators will be held accountable.

What Can the Violence Prevention Office Do for the Survivor?

The Violence Prevention Office is survivor-driven, in other words, we will not make decisions for the survivor, but will provide the survivor with all options available to them. Once the survivor has determined what the best plan is for them, we will assist them to completion. The Violence Prevention Coordinator will work with them as much, or as little, as is determined necessary and/or desired by the survivor. Because each survivor will have unique needs, the Violence Prevention Office is prepared to work with each survivor on an individual basis and take all reasonable action to help the survivor get the assistance they need.

The Violence Prevention Office is prepared to advocate for the survivor in the following areas (this is not a complete list):

- Medical Assistance
- Housing Needs or Relocation
- Legal Assistance
- Campus Judicial Systems
- Counseling
- Academic Concerns

All Violence Prevention Office services are free and confidential.

When to Contact the Violence Prevention Office

Contact the Violence Prevention Office if you know a student of a student who has or may have experienced assault, intimate partner violence, or stalking. Due to the nature of the crimes, the earlier the intervention the greater opportunity to ensure the safety of the student and the campus community. If you have any questions or concerns about any services available contact the Violence Prevention Office at 918-444-2042.

Services can help:

- Students
- Faculty
- Staff

Quick Reference to the Services Provided by the Violence Prevention Office

- Bringing awareness to the campus about issues on dating violence, domestic violence, sexual assault, and stalking
- Educating the campus about issues on dating violence, domestic violence, sexual assault, and stalking
- Advocate for students who may be a victim, providing efficient information and resources in an emergency situation related to any of these areas: dating violence, domestic violence, sexual assault, or stalking

Reasons for calling the Violence Prevention Office

- If you have been victimized—Everything is confidential and no action will be taken unless you request it
- If you have questions about a relationship
- If you are concerned about or have witnessed violence in a friend's relationship

- If you need information regarding student's rights related to domestic/dating, sexual violence, stalking, and harassment.
- Services available to all students, faculty, and staff on Tahlequah, Broken Arrow, and Muskogee campuses.

Location

NSU Violence Prevention Office is located in HawkReach Student Services. The HawkReach Student Services office is located on the Tahlequah campus in the Leoser Housing Complex, just north of the Housing office

HawkReach Counseling Resources

Resources

On Campus

- [Behavioral Intervention Team](#)
- [RiverHawk Food Pantry](#)
- [Student Health Services and Clinic](#)
- [Student Support Services/TRIO](#)

Tahlequah Area

- CREOKS Behavioral Health Services (24 hours): 918-207-0078
- Help In Crisis (Domestic Violence): 918-456-0673
- WW Hastings Indian Hospital: 918-458-3100
- VA Muskogee (Veterans Services): 1-800-827-1000 or www.muskogee.va.gov

Broken Arrow/Tulsa Area

2-1-1 Resource Center
918-836-4357 or 1-800-836-2111
www.211tulsa.org

Drug and Alcohol Abuse Helplines

- 24-hour Drug/Alcohol Helpline: 1-800-442-0971
- 24-hour Alcohol Helpline: 1-800-299-6310
- Drug/Alcohol Abuse 24-hour Action Hotline: 1-800-332-7620
- Alcohol Abuse 24-hour helpline and treatment: 1-800-311-3069
- 24-Hour Able helpline: 1-800-505-0964
- Alcohol abuse Addiction Treatment Center: 1-800-441-2731
- Narcotics Anonymous: 918-458-1048

National Suicide Prevention Lifeline

1-800-273-TALK
www.suicidepreventionlifeline.org

Web Resources

Information about depression, anxiety, treatment, and more can be accessed at the following sites:

- Jed Foundation - Provides skills & support for emotional & mental health
- Half of Us - Information to connect students with resources for topics affecting youth and teens such as abuse, stress, depression, break up issues, anxiety, and many others
- Mental Health Screening - anonymous and confidential mental health screening for depression, generalized anxiety disorder, eating disorder, substance use, alcohol use disorder, post traumatic stress disorder (PTSD), bipolar disorder.
- National Alliance on Mental Illness - Provides resources and a toll-free helpline for free referral information & support
- Oklahoma Department of Mental Health & Substance Abuse - Information and resources within Oklahoma for mental illness & substance abuse.

HawkReach Counseling Services FAQs

Q: What Counseling Services are offered?

A: Counseling Services consists of up to 12 sessions delivered through a Brief, Solution-Focused modality. While it is often difficult to talk about the problems we are having, from time to time we can all use a little bit of help managing issues in our lives. Making commitment to the process really can make a big difference in our day to day lives.

Q: What are the qualifications of the Counseling Staff?

A: Counseling Services is staffed by Licensed Professional Counselors, Licensed Clinical Social Worker, Counselors Under Supervision for Licensure, and Interns from the Counseling Psychology Masters Degree Program.

Q: Who can benefit from Counseling Services?

A: Any student who is struggling to adjust to campus life, feels depressed or anxious, is suffering from grief or loss, or just needs to talk is encouraged to utilize services. Some issues we commonly address are:

- Depression
- Anxiety
- Choosing a major and other Classroom issues
- Adjustment Issues

- Grief
- Trauma
- Relationship problems
- Dating and sexual violence
- Pre and Post Deployment and other Veterans Issues
- Other personal and Mental Health concerns

Q: How do I make an appointment to see a counselor?

A: During regular office hours any student can make an appointment by calling the Office of HawkReach Counseling Services at 918-444-2042. You may speak to a counselor directly to set up an appointment, or just leave your contact information and a counselor will return your call as soon as possible.

Q: Where is HawkReach located?

A: HawkReach is located in at 622 N. Lewis Ave. Leoser 99 on the Tahlequah Campus and on the Broken Arrow Campus at 3100 E. New Orleans St. in the Administration Building.

[Directions to Tahlequah Campus HawkReach](#)

[Directions to Broken Arrow Campus HawkReach](#)

Q: How much does it cost?

A: Counseling is free to all current students.

Q: What if I need medication?

A: Referrals for medication are available.

Q: What if I need long-term services?

A: We can help you find a resource for long-term care.

Q: What if I need an assessment or class following a DUI?

A: While we do not provide those services, we can provide you with a referral that meets your needs.

HawkReach Emergency Information

What to do in an Emergency?

Suicide Prevention Hotline

1-800-273-TALK

Campus Police

918-444-2468

Tahlequah Police

918-456-8801

If this is a life threatening situation, call 911

HawkReach Counseling Staff

Tahlequah Campus

- [Renee Valcarcel](#), MS, LPC Candidate, Counselor
- [Alicia Woodrum](#), MS, LPC Candidate, Counselor
- [Robin Mackey](#), MS, LPC, Director of Counseling Services

Broken Arrow Campus

- [Braden Cary](#), LPC, Student Development Counselor

All Campuses

Intern/Practicum Experiences

Interns and Practicum Students from the Counseling Psychology Masters program provide direct service and outreach to students living on campus.

Student Advocate

TBA

Contact HawkReach

Tahlequah Campus

Hours: 8 a.m. to 5 p.m., Monday - Friday

Phone: 918-444-2042

Email: hawkreach@nsuok.edu

Location: Leoser Complex, 99 (north of the Housing Office)

[Directions to Tahlequah HawkReach](#)

Broken Arrow Campus

Hours: 8:30 a.m. to 6 p.m., Monday - Friday

Phone: 918-449-6131

Location: Administration Services Building, First Floor

[Directions Broken Arrow HawkReach](#)

In Case Of Emergency

NSU Campus Police: 918-444-2468

Local Police: 911

National Suicide Prevention Lifeline: 1-800-273-TALK

L. INTERNATIONAL SERVICES OFFICE

The Office of International Programs is here to help international students, domestic students and faculty with a variety of international programs. We invite you to learn more and then join us for the learning experience of a lifetime. Please [contact us](#) with questions you may have.

New International students can find resources on applying to NSU, required documents for admission, the cost for attending and what needs to be done prior to arrival on campus here in our [International Viewbook \(pdf\)](#).

Current International students can find information about how to [maintain their F-1 student status](#).

Domestic students can find resources for [Study Abroad programs](#) and learn how to [work abroad](#). Join us on the [NSU Study Abroad Facebook page](#).

NSU faculty can learn about [opportunities to be abroad](#) or participate in the [Fulbright Scholars program](#).

Our office also provides updates for current students on our Facebook page. Like [us on Facebook](#), and follow our real time information updates.

<https://offices.nsuok.edu/international/InternationalHome.aspx>

M. TESTING SERVICES

Hours of Operation

Our office is open Monday-Friday 8:00 AM to 5:00 PM. However, appointments are only available between 8:30 AM and 3:00 PM. We are closed on weekends and any day the university campus is closed. As a rule, a minimum of 24 hours is required for scheduling of tests. However, during peak times (e.g. Midterms, Finals, Enrollment) availability may be limited and require additional notice. While every effort is made to accommodate testers, scheduling is always subject to staffing and capacity constraints.

Registration

There are three ways to register for an exam. You can print the [Testing Registration and Payment Form](#) and mail in your payment and registration with a check or money order payable to NSU, you can pay online with a debit or credit card or you can fill out the form and pay in person at Testing Services located in the CASE building room 130. Please contact Testing Services at 918-444-2138 or 918-444-2139 to arrange an appointment. No test will be given until payment has been made. All fees are NON-REFUNDABLE!

NSU Testing Lab Policies

- Photo ID is required for all testing. If you do not have a photo ID you will not be allowed to test. Expired ID's are not acceptable.
- Only exam candidates are allowed into the testing room.
- Testing staff cannot watch unattended children. Make childcare arrangements prior to arriving for your test appointment.
- Food and beverages are not permitted in the testing room.
- Once a test is issued it must be completed in one sitting.
- Videotaping of exam administrations is conducted.
- Acts of dishonesty are subject to disciplinary actions and will be reported.
- If you smoke or wear excessive perfume or cologne or exhibit any strong-smelling odors on the day of your exam you may be asked to reschedule your exam. These odors may be disruptive to other examinees and those with allergies.

Prohibited Items

- Hats and any other headgear. Religious headgear will be inspected by proctor before the candidate is permitted to enter the test room.
- Cell phones
- Cameras or recording devices
- Wireless communication devices of any kind
- Listening devices (radios, headphones, recorders)
- Calculators
- Notes or books
- Watches
- Keys
- Purses
- Back-packs
- Laptops
- Food or beverages

Personal belongings must be left in the lockers provided. Locker space is limited so plan accordingly when bringing items to the testing lab.

Tests Offered

The Northeastern State University Office of Testing Services offers assistance in taking exams in a number of areas.

- [Residual ACT](#) - Measures academic readiness and is used for admission to NSU (undergraduate)
- [Advanced Standing/Departmental Exams](#) - Awards credit for knowledge or skill acquired outside of the classroom.
- [CLEP](#) - College Level Examination Program offers the opportunity to earn college credit by exam.
- [Placement Exams](#) - Freshman level placement exams in Math, Reading and English
- [Miller Analogy Test](#) - High-level mental ability test requiring the solution of problems stated as analogies (used for admission to graduate programs)
- [Proficiency](#) - Allows students to meet University computer and English proficiency
- [TOEFL IBT](#) - The Test of English as a Foreign Language measures your ability to use and understand English at the university level. And it evaluates how well you combine your listening, reading, speaking and writing skills to perform academic tasks.

* The MCAT will no longer be offered at Northeastern State University. To sign up for an exam please visit: <https://students-residents.aamc.org/applying-medical-school/taking-mcat-exam/register-mcat-exam/>

The following locations are the closest Prometric testing

facilities:

Tulsa – 3015 East Skelly Drive, Ste 254, 74105

Stillwater – OK St. Univ, CBT Test Ctr, 1524 W. Admiral, 74078

Fort Smith AR – 2409 South 56th street, 72903

Inclement Weather

When university classes have been canceled due to weather, Testing Services will be closed as well. Students with appointments during the canceled day will be given the opportunity to make new appointments.

Please note: All testing fees are NONREFUNDABLE

Testing fees increased July 1, 2016

<https://offices.nsuok.edu/testingservices/TestingServicesHome.aspx>

N. DINING SERVICES

Meals Through the Line and Dining Services

NSU is proud to have Sodexo as the food service provider for our campuses. Sodexo provides the highest quality food and service and is pleased to offer diverse catering options for groups of any size. From box lunches to banquets, we are confident that your dining experience will be a memorable one for you and your guests.

The primary dining hall on the Tahlequah campus is the Market Café in the University Center's main lobby. All regularly scheduled meals (those provided outside of catered events) will be served in the University Center Café. Meals are all-you-care-to-eat and include a variety of items to suit every palate including:

- Variety of beverages (fountain drinks, coffee, milk)
- Main entrée, two vegetables and rolls
- Grill items including hamburgers, fries, hot dogs and other items
- Pizza
- Salad bar
- Variety of desserts

The Market Café has recently undergone major interior renovations and now features wood-fired brick pizza ovens, made-to-order grill stations, make-your-own salad bars and outdoor seating.

Other Dining Options Located in the University Center

- River's Edge
- World of Wings
- Chick-fil-A
- Freshëns
- Señor Sabroso

Seminary Suites Clubhouse Grill

The Seminary Suites Clubhouse offers a convenience store and grill to serve the northwest side of campus. Traditional convenience store items are available as well as a grill concept offering burgers, hot and cold sandwiches, soups and pizza.

Catering

Sodexo provides full-service catering from coffee breaks to formal gala dinners. Menus may be customized for your event or choose from their extensive menu selection. Check out what all our dining services can provide. Website: <https://nsuokdining.sodexomyway.com/>

<https://offices.nsuok.edu/conferences/DiningCateringServices.aspx>

o. CAMPUS POLICE AND SECURITY

Welcome to the University Police Department. Our office located on the corner of Crafton Street and North Grand Avenue, the Grand House, which is within easy walking distance to or from any place on campus.

The Northeastern State University Police Department is made up of certified police officers who have the same powers of arrest and law enforcement authority as municipal and county officers. We work with state, tribal and local law enforcement authorities to investigate crimes on campus and in the community.

There are always officers on duty who can be reached through our 24-hour dispatch.

Our jurisdiction includes all NSU owned facilities and the adjacent public property. We encourage everyone in the community to report any offense or disturbance promptly. All reports of criminal behavior will be handled in an appropriate and professional manner.

In addition to our direct efforts at crime control, we offer a number of programs to increase the safety of the campus community:

- **Operation ID.** Bring your valuables by the police department and we will engrave a unique number on them. This aids in recovery if the items are lost or stolen.
- **Safety Escorts.** If you don't feel comfortable walking at night, you may call for an officer to escort you to your campus destination.
- **Motorist Assistance.** Our officers can assist with lock-outs and have battery packs for jump-starting your vehicle on campus.
- **Bike/UTV Patrol.** These patrol programs offer a greater interaction with the community. Don't hesitate to stop and chat with us.
- **Reserve Officer Program.** If you are at least 21 years old and have an interest in law enforcement, we encourage you to join our reserve officer program. The program will certify you as a Reserve Officer through the Oklahoma Council on Law Enforcement Education and Training (CLEET). Once certified you are required to work 16 hours each month to maintain your certification.
- **Building Security.** Most academic buildings remain unlocked throughout the day and into the evening. Custodians are instructed to report any suspicious situations to the police immediately. University officers will often walk through buildings to enhance security.

- **Publications.** The University Police Department has various publications on public safety topics available.
- **RAD – Rape Aggression Defense Classes.** We offer, in conjunction with Housing and the Criminal Justice Department, a self defense course for women. The RAD system is offered to as few as five people at a time. Any group may request a class and you can earn one P.E. credit hour.

NSU Safety App

NSU offers a safety app called Omnigo Community formally known as Blert.

[https://offices.nsuok.edu/publicsafety/Blert!\(OmnigoSecurity\)CampusSafetyApp.aspx](https://offices.nsuok.edu/publicsafety/Blert!(OmnigoSecurity)CampusSafetyApp.aspx)

P. BOOKSTORE - RIVERHAWK SHOPPE

Tahlequah/ Muskogee Campus Bookstore

Store Manager: DeWayne Campbell
Monday - Friday: 7:45 a.m. - 5:30p.m.
612 North Grand Avenue Tahlequah, OK 74464
Phone: 918-444-2510

Broken Arrow Campus Bookstore

Managed by Barnes & Noble, the RiverHawk Shoppe (bookstore) offers the best deals on RiverHawks apparel, textbooks, school and office supplies, books and magazines. On the Broken Arrow Campus, the RiverHawk Shoppe is located in Administration Building on the first floor.

Store Manager: Jyme Ward
Monday - Thursday: 8:30 a.m. – 6 p.m.
Friday: 8:30 a.m. – 12 p.m.
Phone: 918-449-6150

For more information, visit the [RiverHawk Shoppe](#).

Muskogee Campus Bookstore

No services are available on the Muskogee Campus.

Students may visit the Broken Arrow or Tahlequah Campus, or use the Online Service.

Q. HOUSING SERVICES

Residence halls at NSU Tahlequah:

- Cobb Hall
- Courtside Apartments
- Haskell Hall
- North Leoser
- Seminary Suites
- South Leoser
- Wyly Hall

Housing Application/Contract

[Spring 2018 RA Application](#) (PDF)

New Student Information

Housing assignments will be sent out in early August. You will also receive information about the following:

- Your roommate
- Helpful hints for moving in
- [What to bring](#)
- [What not to bring](#)
- Welcome Week activities, and much more!

Meningitis Information

Before you move in, please read about the [Meningococcal Vaccine](#). This Vaccine is very important for first time students, Oklahoma State law requires that every student living on campus have this vaccine. Page 3 of the [Meningococcal Vaccine document](#) must be filled out, to check into your room.

For more information please contact [Student Health Services](#) at ext. 2126

R. STUDENT ORGANIZATIONS

HawkLife- Student Organization Portal

NSU's new premier student organization management portal is here! This online system will help manage rosters, advertise your events, recruit members, register events, manage NSGA/Homecoming elections/voting, and so much more. This website will serve as a training site with step-by-step instructions and videos. Should you have any questions do not hesitate to contact anyone in Student Activities - 918-444-2526.

HawkLife Link: <http://nsuok.collegiatelink.net/>

s. ATHLETICS

Advising Student-Athletes

- All athletes must enroll for a minimum of 12 credits each semester. They are able to take zero-level courses only as freshmen. These courses can count towards the 12 credits during their freshmen year.
- If an athlete drops below the 12 credits in a semester, all aid can be withdrawn and the student will be ineligible for practice and competition.
- An athlete must complete a minimum of 24 credit hours in a year (including summer sessions) to be eligible for participation the following year.
- Only 6 credit hours taken in the summer can be used to meet progress-towards-degree requirements. The retaking of credit for the purpose of improving a previous grade will not count toward the 24 credit-hour load.
- An athlete must declare a major before his/her third year or 5th semester of full-time enrollment

NCAA Division II Manual 2017-2018: <http://www.ncaapublications.com/p-4512-2017-2018-ncaa-division-ii-manual-august-version-available-august-2017.aspx>

Northeastern State University Department Of Athletics Mission Statement

The Department of Intercollegiate Athletics is an integral part of Northeastern State University's overall educational mission and positively reflects the interests and values of the institution's students, faculty, staff, alumni and friends. The Department fosters an environment that encourages degree completion, good citizenship, character and personal growth to help support student-athletes who will become positive role models and productive members of society. The Department is committed to fiscal responsibility, gender equity, diversity, and proper sports conduct among all of its coaches, administrative staff and student-athletes, and to maintaining high ethical standards and compliance with all NCAA, conference, federal, state and institutional rules and regulations. The athletics program is dedicated to enhancing the quality of life of its student-athletes, achieving athletic success within NCAA intercollegiate competition, serving as a positive representative of the University and instilling a sense of pride and loyalty among its constituents.

NCAA Mission

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

NCAA Division II Positioning Statement

Life in the Balance. Higher education has lasting importance on an individual's future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

NSU Event Center



Opened prior to the 2013-14 basketball season, the NSU Event Center houses both RiverHawks basketball and the Athletics Administration staff. The state-of-the-art facility is located on the corner of Grand Avenue and North Street, while sitting just south of Doc Wadley Stadium. Capacity for the NSU Event Center is 3,100, and the physical address is 1041 N. Grand Ave, Tahlequah, Okla. 74464.

Gable Field At Doc Wadley Stadium



Gable Field, named after former NSU President George Warren Gable, has been the home of Northeastern State football since 1915. Gable Field, previously located where the John Vaughan Library parking lot sits today, was relocated to the corner of Grand Avenue and Allen Road in 1964. Doc Wadley Stadium surrounds Gable Field and was formally dedicated on September 10, 2005 after former football head coach D.M. “Doc” Wadley, who served NSU Athletics for many years. Today, Doc Wadley Stadium seats 8,300.

Dr. Dan F. DeLoache Field



The home for Northeastern State soccer is located on the corner of Crafton Street and N. Oklahoma Avenue. The field has been the host site for men’s soccer since 1981 and women’s soccer since 1996. In 2011, the field was dedicated to Dr. Dan DeLoache, the founder of Northeastern State soccer and former head coach. The 500 seat DeLoache Field was the site of the 2012 NCAA Division II Men’s Central/Midwest Regional Championship. Most recently, the facility was also host to opening round contests in the 2012 and 2013 MIAA Championships.

Thomas C. Rousey Field



Northeastern State baseball is housed behind Leoser Hall housing complex. The 1,000 seat Rousey Field, named in 1986 after former head coach Thomas C. Rousey, has been the home field for Northeastern State since 1974.

RiverHawks Park



Located on the corner of Crafton Street and N. Oklahoma Avenue, adjacent from Dr. Dan DeLoache Field lies RiverHawks Park, formerly known as the NSU Softball Complex. RiverHawks Park seats 300 and has hosted NSU softball since 1981.

NSU Tennis Complex



Renovated in 1976, the NSU Tennis Complex has been the homestead of women’s tennis. The eight court facility is located next to Courtside Apartments on the NSU campus and sits south of Thomas C. Rousey Field. The facility was most recently host to the 2013 NCAA Central Region Championship.

Indoor Practice Facility (The Dome)

Built in 2005, the 22,500 square-foot indoor practice facility houses 30 yards of artificial turf and a 40-foot by 100-foot strength and conditioning area. The 150-foot by 150-foot air-supported structure stands 50 feet tall and is located directly behind Doc Wadley Stadium on the West side. This project is the only building on the Northeastern State campus that was constructed solely from outside funding. Major contributors include Ryker and Tina Young, Gregg Wadley & Betsy Bracket, donations in honor of William Clay Felts, Love Bottling, Tye Thomas, Charlie Moore and Francis Wheeler.

NSU Golf

Seven prestigious green country golf courses serve as practice sites for the men's and women's golf teams. They are:

Cherokee Hills

Located at 770 W Cherokee St. in Catoosa, Okla. next to the Hard Rock Casino and Resort is the Cherokee Hills Golf Club. Cherokee Hills is a premier golf spot featuring four teeing areas and traverse tree-lined fairways.

Cherokee Springs

Cherokee Springs is home to one of Tahlequah's outstanding golf sites. Located at 700 E. Ballentine Road in Tahlequah, Cherokee Springs offers an 18-hole, par-72 course with four tee boxes per hole, driving range, practice green, restaurant and bar.

Emerald Falls

Located at 30510 E 63rd St. in Broken Arrow, Okla. Emerald Falls is a par-72, 18-hole championship golf course whose course design challenges all skill levels.

Forest Ridge

Broken Arrow's first public upscale golf course, Forest Ridge is located at 7501 E Kenosha St. in Broken Arrow, Okla.

Golf Club of Oklahoma

The Golf Club of Oklahoma's par-72, 6,840-yard championship layout course is located at 20400 East 141st in Broken Arrow, Okla.

Indian Springs

The Club at Indian Springs is located at 16006 E. 131st Street South in Broken Arrow, Okla. Indian Springs offers two 18 hole golf courses, a tiered driving range, and multiple chipping and putting areas along with a short game practice area.

Tahlequah City Golf Course

Tahlequah City Golf Course is Tahlequah's only municipal 9-hole course. Located at 2200 W. Golf Course Road lies the 2,466 regulation length course complete with a driving range.

T. LISTS OF COLLEGES & DEPARTMENTS

College of Business & Technology

Department of Accounting and Finance

- Accounting
- Finance

Department of Business Administration

- Business Administration
- Entrepreneurship
- Health Care Administration
- International Business
- Management

Department of Information Systems and Technology

- Information Systems
- Technology

Department of Marketing, Hospitality and Supply Chain

- Marketing
- Supply Chain Management
- Hospitality and Tourism
- Environmental, Health, and Safety Management

College of Education

Department of Curriculum and Instruction

- Early Childhood Ed.
- Elementary Ed.
- Special Education

Department of Educational Leadership

Department of Health and Kinesiology

- Health and Physical Ed.
- Health and Human

Department of Psychology and Counseling

- Psychology

Department of Teacher Education

College of Extended Learning

- Continuing Education
- Language and Cultural Center

College of Liberal Arts

Department of Art and Drama

- Art Ed.
- Art
- Theatre

Department of Cherokee and Indigenous Studies

- American Indian Studies
- Cherokee Cultural Studies
- Cherokee Ed.

Department of Communication and Media Studies

- Communication Studies
- Media Studies
- Visual Communication

Department of Criminology, Justice Studies and Global Security

- Criminal Justice

Department of Geography, Political Science and Sociology

- Geography
- Political Science
- Sociology

Department of History

- History
- Social Studies Ed.

Department of Languages and Literature

- English Ed.
- English
- Spanish Ed.
- Spanish

Department of Military Science

Department of Performing Arts

- Music Ed.
- Music
- Music program
- Band
- Jazz Studies
- Vocal and Choral Studies
- Department of Social Work
- Social Work
- Women's Studies program

Gregg Wadley College of Science & Health Professions

Department of Natural Sciences

- Applied Physics
- Biology
- Chemistry
- Science Ed

Department of Mathematics and Computer Science

- Computer Science
- Mathematics Ed.
- Mathematics

Department of Health Professions

- Nutritional Sciences (Dietetics)
- Medical Laboratory Science
- Nursing B.S.N.
- Speech Language Pathology
- Pre-Health Professions
- Pre-Health and Pre-Medical
- Physical Therapy
- Physician's Assistant/Associate
- Dental
- Dental Hygiene
- Nursing
- Medical Imaging & Radiation Sciences
- Chiropractic
- Pharmacy
- Veterinary

College of Optometry

- Graduate College

U. REGISTRAR

The Office of the Registrar staff is responsible for academic records for NSU students. We maintain transcripts and enrollment records, and provide these documents upon the request of the student. Record maintenance includes overseeing grade entry, posting of prior learning credit, applying academic forgiveness and conferral of degrees. Our staff is responsible for the degree audit system, and involved in the ongoing maintenance and improvement of the Banner student information system. We assist in resolving problems with enrollment as well as coordinating semester schedules.

The Office of the Registrar is located on the lower level of the Center for Admissions and Student Enrollment (CASE) Building on the Tahlequah campus. Our hours are Monday through Friday from 8 a.m. to 5 p.m.

Registrar services are limited on the Broken Arrow campus. Staff can print NSU transcripts and assist in resolving enrollment issues when you visit the Enrollment Management Center. Hours are Monday through Thursday, 8:30 a.m. to 5:30 p.m., and Friday, 8:30 a.m. to 5 p.m.

Enrollment

View the [Course Schedule](#).

Registering for Classes

You must use [goNSU](#), NSU's online self service system, to register for classes. If you need help using goNSU, see the [goNSU student guide \(pdf\)](#).

Registration Overrides

You must obtain a registration override from the academic department office offering the class before being allowed to enroll in a closed class. Registration overrides for prerequisites must be obtained from the course instructor or academic department office. After receiving an override, you must use [goNSU](#) to register in the course.

Short-term Class Enrollment

You must enroll in short-term classes before they begin. Students are encouraged to enroll in short-term classes at the beginning of the semester but will be allowed to enroll in them up to the day before the first class meeting. The refund period for short-term classes is prorated based on the length of the class. It is recommended that students drop short-term classes before they begin in order to ensure a refund will be given. You can drop the short-term courses using your self service menu via [goNSU](#).

Add/Drop Procedure

Deadline dates for withdrawals and refunds for each semester are posted on the Academic Calendar available from the [Course Schedule](#) page. Refund and withdrawal dates are different for short term classes and full term classes. NSU does not withdraw students for non-payment and does not issue partial refunds. Check the calendar each semester before classes start in order to ensure you are dropping by the pertinent dates.

You may add or drop a class by using the self service menu via goNSU. The approved dates for adding classes are listed in the semester calendar of the class schedule. The student must secure approval of the instructor, department chair and/or college dean, and present it to the Registrar's office in order to add a class after the last day to add has passed.

If you have a hold that is preventing you from dropping a class, contact your academic advisor or the Registrar's Office for assistance. You may also send an email with your NSU ID number and the CRN of the class(es) you want to drop to registrar@nsuok.edu. This process is not for dropping all classes during a semester at NSU. Refer to the [Withdrawal](#) page for information on a complete withdrawal.

Automatic "W"

If you withdraw from single courses or completely from the university before or during the 12th week, you will be assigned a "W" regardless of your progress in the course. If you withdraw after the 12th week, the instructor may assign a "W" or "F" depending on your standing in the course. This applies to all full term courses for a spring or fall semester.

Verification of Enrollment

Enrollment verifications may be obtained by sending an email from your NSU email account to registrar@nsuok.edu or by picking one up at the Registrar's Office. A photo ID is required if picking one up in person. If requesting by mail, be sure to include your name, NSU ID number and the semester you need verified on the request. The verification will be mailed to your email address. Students are frequently required to obtain enrollment verifications for governmental or private agencies. Verifications are often required for student loan deferment, especially of transfer students who have received loans at previous institutions. Insurance companies, the Veterans Administration, or other agencies may require proof of enrollment or grade point information for other types of eligibility. Many require verification of full-time or half-time status.

If you are an undergraduate or special student, full-time status is defined as 12 or more credits per semester; half-time status is 6-11 credits per semester.

If you are a graduate student, full-time status is defined as 9 or more credits per semester; half-time status is 5-8 credits per semester.

We cannot count audit registration and enrollment in correspondence courses for certification purposes. To obtain a verification for a loan company, bring your loan deferment form to the Office of the Registrar.

More information about deferments and other exceptions to the definitions of full-time and half-time status is available at the Office of the Registrar.

Registrar Forms

If you are not sure which form you need or you don't see the one you are looking for, please call us at 918-444-2208.

Duplicate Diploma

- [Bachelor's Degree \(pdf\)](#)
- [Master's Degree \(pdf\)](#)
- [Doctor of Optometry Degree \(pdf\)](#)

Miscellaneous

- [Academic Forgiveness \(pdf\)](#)
- [Application for Bachelor's Degree \(pdf\)](#)
- [Official Transcript Request \(pdf\)](#)
- [Post Baccalaureate Status Update \(pdf\)](#)

Semester Withdrawal

- [Official Semester Withdrawal \(pdf\)](#)

*** Only the Registrar's office can completely withdraw you from all of your courses for a given semester. Please use this form for assistance with this process. **If you are enrolled in a short-term class that has already ended (intersession, weekend seminar, first eight weeks, etc) do not use this form.** Instead, you must withdraw yourself from each remaining course via [goNSU](#).

Remember to sign and date the form before you submit it to the Registrar's office (please see the form for fax and/or address information).

Visit NSU Career Services

[NSU Career Services](#) offers information on career fairs, resume writing, interviewing and job searching.

1. Withdrawal from NSU

Deadline dates for withdrawals and refunds for each semester are posted on the Academic Calendar available from the [Course Schedule](#) page. Refund and withdrawal dates are different for short term classes and full term classes. NSU does not withdraw students for non-payment and does not issue partial refunds. Check the calendar

each semester before classes start in order to ensure your withdrawal form is received by the pertinent dates.

In order to officially withdraw from all classes (or from your last class) for the semester, please print and complete the [Semester Withdrawal form \(pdf\)](#). The form may be submitted by fax, mail or in person to Tahlequah or Broken Arrow. Fax numbers and addresses are included on the form. If you prefer to submit the form via email, scan and send as an attached pdf to registrar@nsuok.edu. Your signature is required. The effective date of the withdrawal will be the date the form is received in the Registrar's Office.

Only the Registrar's office can completely withdraw students from all courses for a given semester. If you are enrolled in a short-term class that has already ended (intersession, weekend seminar, first-eight weeks, etc) do not use this form. Instead, you must withdraw yourself from each remaining course via [goNSU](#).

Holds & Clearance Procedure

You may check to see if a hold has been placed on your record by visiting your self service menu via [goNSU](#).

If you have a hold on your record, you should contact the Northeastern State University office that has initiated that hold. The office that initiated the hold will inform you as to the nature of the hold and the specific procedures you will need to follow to obtain a clearance of the hold. You may not be able to complete the registration/fee payment process until you have cleared the hold. Students with such holds who attempt to graduate will not receive their diplomas until their hold is cleared.

If you have a hold that is preventing you from dropping a class, contact your academic advisor or the Registrar's Office for assistance. You may also send an email with your NSU ID number and the CRN of the class(es) you want to drop to registrar@nsuok.edu. This process is not for dropping all classes during a semester at NSU. Refer to the [Withdrawal](#) page for information on a complete withdrawal.

The hold will be removed after you have satisfied the requirements outlined by the department that initiated the hold. It is important that you complete this process, leaving sufficient time for the hold clearance to be processed, to avoid delays in registering for classes.

Official Transcript Request

Current students may request a transcript through their self service menu via [goNSU](#), pick one up at the Registrar's Office in Tahlequah, or the Administration Building in Broken Arrow. A photo ID is required if picking one up in person.

Transcript requests for former students may be picked up in person (photo ID required) or must be in writing using our official [transcript request form \(pdf\)](#), E-mail requests are not accepted at this time, however, you may scan the request form and email it to registrar@nsuok.edu. Be sure you sign your request. Signature is required because of the Federal Educational Rights and Privacy Act.

Send your request to:

ATTN: Transcript Department
Northeastern State University
Office of the Registrar
701 N Grand Ave
Tahlequah, OK 74464-2399

You may also fax your request to 918-458-9638. We can accept a faxed request but we cannot fax your transcript anywhere. We must send the transcript through the mail.

Transcript Costs

We no longer charge for individual transcripts. Each student is assessed a one time records fee during their first term of enrollment.

There will be a limit of 10 transcripts per day per student when sent through the mail and a limit of 10 transcripts per day per student when picking up. Exceptions will be made when the student provides individual addresses for transcripts to be sent directly to other institutions.

Any previously unpaid bills for transcripts will still be due and could cause a “hold” to be placed on a student’s record until the charges are paid.

Veterans Services

The Office of Veterans Services at Northeastern State University is available to certify the enrollment of veterans, dependents, reservist/guardsmen and disabled veterans for Veterans Educational Benefits.

For more information regarding procedures, policies, benefits, forms and other helpful information visit the [Veterans Services](#) website.

V. BANNER – STUDENT INFORMATION

A. BANNER CODES – SHORTCUTS

INB/Back Office

| | | | |
|---------|-------------------------------------------------------------------------------------|---------|------------------------------------|
| SFAREGS | Student Course Registration (where to declare if enrolled) | SOATEST | Test Scores |
| SFAREGQ | Course Schedule | SGAADVR | Manage Advisors |
| SPAIDEN | Person Information | SAAADMS | Admissions Application Information |
| SGASTDN | Learner Record (where to declare if not enrolled) | SOAHSCH | High School Information |
| SFASRPO | Course Registration Override | SHATATC | Transfer Institution Catalog |
| SHATERM | Academic History | SHATATR | Transfer Course Articulation |
| SFASTCA | Student Enrollment Audit | SFAWLPR | Waitlist |
| SOAPCOL | Previous Colleges (This is where you can see if a student has an Associate degree.) | SHAGAPP | Graduation Application |
| SOAHOLD | Manage Holds | ROANYUD | Financial Aid |

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B. SETTING UP TASK BAR (ORGANIZE MY BANNER)

Organize my Banner

1. In **Go To** box in Banner type: **GUAPMNU**
2. Press **Enter** on the keyboard
3. Double click on the **Object Code** you wish to save in your menu (from list on left)
4. Double click on **yellow arrow**
5. Click the **Save** button at the top (1st button from left)
6. Click the **X** (last button on right)
7. Code will be listed under **My Banner**

C. HOLD REFERENCE SHEET

| CODE | DESC. | REG | ENR VER | TX | GRAD | GRADE | A/R | APP | COMP | WEB | DATE |
|------|--------------------------------|-----|------------|----|------|-------|-----|-----|------|-----|-----------|
| 01 | Academic Dismissal | Y | | | | | | N | N | Y | 5-Jan-11 |
| 02 | Academic Suspension | Y | | | | | | N | N | Y | 5-Jan-11 |
| 03 | Invalid Address - DO NOT USE | | | | | | | N | N | N | 25-Jul-12 |
| 04 | Admissions and Records | Y | | Y | | | | N | N | Y | 8-Jan-12 |
| 05 | Advisor | Y | | | | | | N | N | Y | 5-Jan-11 |
| 06 | Athletics | Y | | | | | | N | N | Y | 5-Jan-11 |
| 07 | Collections - Business Affairs | Y | | Y | | | | N | N | Y | 23-Aug-11 |
| 08 | Collections - Credit World | Y | | Y | | | | N | N | Y | 23-Aug-11 |
| 09 | Collections - Gen Rev Corp | Y | | Y | | | | N | N | Y | 23-Aug-11 |

| CODE | DESC. | REG | ENR VER | TX | GRAD | GRADE | A/R | APP | COMP | WEB | DATE |
|------|-------------------------------|-----|------------|----|------|-------|-----|-----|------|-----|-----------|
| 10 | Collections - Payment Plan | Y | | Y | | | | N | N | Y | 11-Nov-14 |
| 11 | Collections - Transworld | Y | | Y | | | | N | N | Y | 23-Aug-11 |
| 12 | Dean's Office | Y | | | | | | N | N | Y | 5-Jan-11 |
| 13 | English Skills Deficiency | | | | | | | N | N | N | 4-Oct-11 |
| 14 | Math0123 Skills Deficiency | | | | | | | N | N | N | 4-Oct-11 |
| 15 | Math0133 Skills Deficiency | | | | | | | N | N | N | 4-Oct-11 |
| 16 | Reading Skills Deficiency | | | | | | | N | N | N | 4-Oct-11 |
| 17 | Science Curricular Deficiency | | | | | | | N | N | N | 23-Aug-11 |
| 18 | Science Skills Deficiency | | | | | | | N | N | N | 7-Sep-11 |
| 19 | Disciplinary Suspension | Y | | Y | Y | | | N | N | Y | 1-Aug-12 |
| 20 | Disciplinary Dismissal | Y | | Y | Y | | | N | N | Y | 1-Aug-12 |
| 21 | Deferment of Hold | | | Y | | | | N | N | Y | 8-Jan-12 |
| 22 | Financial Aid | | | | | | | N | N | Y | 25-Jul-12 |
| 23 | University Advisor | Y | | | | | | N | N | Y | 4-Sep-13 |
| 24 | Graduation | | | | Y | | | N | N | Y | 5-Jan-11 |
| 25 | Graduate Consultation Req | Y | | | | | | N | N | Y | 5-Jan-11 |
| 26 | Graduate Exam | Y | | | | | | N | N | Y | 5-Jan-11 |
| 27 | Graduate College Graduation | | | | Y | | | N | N | Y | 1-May-12 |

| CODE | DESC. | REG | ENR VER | TX | GRAD | GRADE | A/R | APP | COMP | WEB | DATE |
|------|-------------------------------|-----|------------|----|------|-------|-----|-----|------|-----|-----------|
| 28 | Graduate College Misc | Y | | | | | | N | N | Y | 5-Jan-11 |
| 29 | Grad Prog Admission Not Met | Y | | | | | | N | N | Y | 5-Jan-11 |
| 30 | Grad Prog Admission Denied | Y | | | | | | N | N | Y | 5-Jan-11 |
| 31 | Graduate College Transcript | Y | | | | | | N | N | Y | 5-Jan-11 |
| 32 | Housing | Y | | Y | Y | | | N | N | Y | 1-Aug-12 |
| 33 | International Programs | Y | | | | | | N | N | Y | 5-Jan-11 |
| 34 | Library - DO NOT USE | | | | | | | N | N | N | 25-Jul-12 |
| 36 | New Student Enrollment | Y | | | | | | N | N | Y | 13-Sep-13 |
| 37 | In Possession of School Equip | Y | | Y | Y | | | N | N | Y | 1-Aug-12 |
| 38 | Optometry Building Keys | Y | | Y | Y | | | N | N | Y | 8-Jan-12 |
| 40 | Financial Adm Hold Registrant | Y | | Y | | | | N | N | Y | 12-Jun-12 |
| 41 | Perkins | Y | | Y | | | | N | N | Y | 19-Jul-11 |
| 42 | Probation | Y | | | | | | N | N | Y | 13-Dec-11 |
| 43 | New Admissions Application | Y | | | | | | N | N | Y | 5-Jan-11 |
| 44 | Student Affairs | Y | | | | | | N | N | Y | 5-Jan-11 |
| 45 | Resubmit Transcript(s) | Y | | | | | | N | N | Y | 5-Jan-11 |
| 46 | Transcript | Y | | Y | | | | N | N | Y | 8-Jan-12 |
| 47 | Cash Only | | | | | | | N | N | N | 27-May-11 |

| CODE | DESC. | REG | ENR VER | TX | GRAD | GRADE | A/R | APP | COMP | WEB | DATE |
|------|-------------------------------|-----|------------|----|------|-------|-----|-----|------|-----|-----------|
| 48 | Check | Y | | Y | | | | Y | N | Y | 8-Jan-12 |
| 49 | Deceased | Y | Y | Y | Y | Y | | N | N | Y | 30-Aug-11 |
| 50 | Legacy Hold | Y | | Y | | | | Y | N | Y | 27-May-11 |
| 51 | Student Affairs I | Y | | Y | Y | | | N | N | Y | 1-Aug-12 |
| 52 | Student Affairs C | Y | | Y | Y | | | N | N | Y | 1-Aug-12 |
| 53 | Over 24 Hours with Deficiency | Y | | | | | | N | N | Y | 19-Jul-11 |
| 54 | Concurrent | Y | | | | | | N | N | Y | 27-May-11 |
| 59 | Major Declaration | Y | | | | | | N | N | Y | 19-Jul-11 |
| 60 | Bankruptcy | Y | | Y | | | | N | N | Y | 1-Aug-12 |
| 61 | Financial Adm Hold Transcript | | | Y | Y | | | N | N | Y | 13-Jun-12 |
| 62 | English Curricular Deficiency | | | | | | | N | N | N | 4-Oct-11 |
| 63 | Math Curricular Deficiency | | | | | | | N | N | N | 4-Oct-11 |
| 64 | Reading Curricular Deficiency | | | | | | | N | N | N | 4-Oct-11 |
| 65 | Transcript Conversion | | | | | | | N | N | N | 25-Jul-12 |
| 66 | Student Affairs H | | | | | | | N | N | N | 11-Jul-12 |
| 67 | iComplete | | | Y | | | | N | N | Y | 6-Mar-13 |
| 69 | Review Required | Y | Y | Y | Y | Y | | Y | Y | Y | 6-Mar-13 |
| 70 | Academic Advisor | Y | | | | | | N | N | Y | 10-Oct-13 |

| CODE | DESC. | REG | ENR VER | TX | GRAD | GRADE | A/R | APP | COMP | WEB | DATE |
|------|------------------------------------|-----|------------|----|------|-------|-----|-----|------|-----|-----------|
| 71 | Payment Plan Hold | | | Y | | | | N | N | N | 11-Nov-14 |
| 72 | Payment Plan Late Hold | Y | | Y | | | | N | N | N | 11-Nov-14 |
| 73 | Title IX Training | | | | | | | N | N | Y | 22-May-15 |
| 74 | Title IX Training Incomplete | Y | | | | | | N | N | Y | 22-May-15 |
| 75 | Special Student Max Hours | Y | | | | | | N | N | Y | 22-Mar-17 |
| 76 | Financial Responsibility Agreement | Y | | | | | | N | N | Y | 22-Mar-17 |
| 77 | Senior Check Point | Y | | | | | | N | N | Y | 5-Dec-17 |

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D. ADVISOR ASSIGNMENT PROCESS

Assigning Advisors in Banner

Academic Advisors will be assigned to all undeclared students (new freshmen and continuing) through the University Advising Center. Once declared, Academic Advisors will assign themselves as the PRIMARY advisor for students in their respective college in SGAADVR based on alphabet. The departments (via the AA's) retain the task of assigning the faculty advisor in banner. AA's will end date the undeclared advisor at that time.

For students with dual/double majors, the advisor for a student's first major will remain as primary; however, an Academic and Faculty Advisor for the second major should also be listed in SGAADVR.

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VI. DEGREE WORKS – DEGREE AUDIT SYSTEM

PURPOSE OF THE DEGREE WORKS AUDIT

Degree Works accumulates student data for general education requirements, major, concentration, and minor requirements, NSU and transfer courses, approved exceptions and substitutions, and other information to create a unique report showing each student's progress toward degree completion. A Degree Works audit provides up-to-date information on completed and outstanding degree requirements including hours needed to graduate and GPA information. Students may access his/her Degree Works Audit at any time, and should review regularly to ensure a full understanding of academic requirements for the degree.

Advisors should review Degree Works during each advising session to ensure accurate and timely degree information is communicated to students, explain processes related to course substitutions or equivalencies, ensure the student understands how coursework is applied to the degree and audit, and teach students how to use his/her unique Degree Works audit to plan coursework for timely degree completion.

The Degree Works audit is, in conjunction with a student's official transcript, used by the Office of the Registrar to verify students have met all requirements for degree conferral. However, the student transcript remains the official record for degree completion.

DEGREE WORKS RESOURCES AND TUTORIALS

[Degree Works - Degree Audit](#)

Degree Works Tutorial (YouTube Video): <https://www.youtube.com/watch?v=Ui5SnwzXeS0&feature=youtu.be>

[Degree Works Tutorial \(.pdf\)](#)

[Degree Works Tutorial - Equivalencies, Exceptions, & Substitutions \(.pdf\)](#)

VII. ENROLLMENT PROCEDURES

A. ADD / DROP CLASSES

To add or drop a course, log in to NSU's online self service system, goNSU. If you need assistance using goNSU, see the goNSU student guide (pdf) or contact your academic advisor. If you have a hold on your account that prohibits registration (adding or dropping a course), please see the common holds page before contacting your advisor.

B. WAITLISTS

To waitlist for a course, log in to NSU's online self service system, [goNSU](#). Waitlisting can be achieved by either selecting the checkbox next to your desired course or by entering the CRN directly on the Add Classes Worksheet. You will receive an error message if the course you are trying to enroll in is closed and there is a waitlist available. The status will reflect the fact that the course is closed and how many other students are on the waitlist. *Not all closed classes will have a waitlist.*

To be added to the Waitlist, choose Wait Listed under the Action heading.

You will be notified through your NSU email if a seat becomes available for you. Check your mail often as there is a limited window of opportunity (24 hours from when the email is sent) to enroll in a class when it becomes available. You must then enroll yourself in the course using self-service banner.

C. HOLDS

Common Holds

Holds can be viewed through goNSU by selecting "Registration Status" under the Registration Tools section of the Student tab. If you do have holds on your account, "View Holds" will show the status of your holds and what they affect.

The Originator tells you who placed the hold on your record as well as a contact number to call for clarification. Not all holds prohibit enrollment in courses.

If you have a hold on your account, you must contact the associated department for clarification and to resolve the hold.

Common Holds Affecting Registration

- Admissions and Records- Needed Transcript 918-444-2200
- Academic Advisor-Required advisement meeting
- Financial Adm Hold Registration 918-444-2160
- New Student Enrollment 918-444-3253

- Over 24 Hours with Deficiency- Student has a deficiency in MATH,READING, or ENGLISH. See their assigned Advisor
- Student Affairs: Housing issue, shot records, the student could have gotten in trouble, See number associated with hold.
- University Advisor-required meeting with Academic Advisor (Undeclared). See number associated with hold.
- Major Checkpoint-Student has requested to declare their major. See AA.
- Senior Checkpoint-Student has 90 hours and need to have a graduation check. See their assigned Advisor.

D. OVERRIDES

You must obtain a registration override from the academic department office offering the class before being allowed to enroll in a closed class. Registration overrides for prerequisites must be obtained from the course instructor or academic department office. After receiving an override, you must use [goNSU](#) to register in the course.

Course Overrides in Banner

Found in Advising: Advising:Advising Information and Materials: Advising Policy Procedure and Tools: Banner INB How to: Course Overrides in Banner

Academic and University Advisors have the ability/authority to make overrides in Banner related to prerequisite issues (but not capacity or other restrictions like instructor/dept permission). They will use the #5 code in SFASRPO to issue overrides to students who can prove that they meet the prerequisite for a course. This will generally be for new transfer students who are currently enrolled in coursework at another institution not yet posted in our system. This may also include CLEP or AP work not yet posted to their NSU transcript. It may also be used for what banner sees as duplicate courses in the same term (1 hour seminars, etc). This will reduce the number of overrides required by dept chairs (students will still be directed to them for capacity issues).

A. ACADEMIC FORGIVENESS FORM



Office of the Registrar

ACADEMIC FORGIVENESS POLICY

Name _____ Student ID# (N number) _____

Email _____

Phone _____

Signature _____

Repeated Courses

- Allows a maximum of 4 courses (up to 18 semester hours) of D and F grades to be retaken and have only the last grade earned used in the calculation of the overall GPA.
- If more than four classes are repeated, those grades and repeat grades will be averaged.

| Course Dept. and Number Ex: ENGL 1113 | Semester Taken Ex: Fall 05 | Semester Repeated Ex: Spring 06 |
|------------------------------------------|-------------------------------|------------------------------------|
| | | |
| | | |
| | | |
| | | |

All actions taken may be viewed in goNSU under “Transcripts”.

Requirements stated are general and may not reflect all Academic Forgiveness Policies established by the Oklahoma State Regents for Higher Education. See the Office of the Registrar for additional details. Graduate credit is not eligible for forgiveness.



Office of the Registrar

ACADEMIC FORGIVENESS POLICY

 Name Student ID# (N number)

 Email Phone

 Signature
Academic Reprieve

- Allows a student to remove from the overall GPA up to two consecutive semesters of poor course work (must include D and F grades).
- Three calendar years must have elapsed since the grades were earned and students must have completed 12 hours of course work at NSU since the semester(s) to be reprieved.
- Students must have no grade lower than a C from any institution since the semester to be reprieved.
- All courses during the reprieve semester(s) are included and will remain on the student's transcript.
- Classes which were passed and are part of the graduation requirements will not have to be repeated, but additional hours may need to be taken to make up for the hours reprieved.

| <i>Semester</i> | <i>Year</i> | <i>Institution</i> |
|-----------------|-------------|--------------------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

Academic Renewal

- Allows a student to remove from the overall GPA all previous semesters of poor course work (must include D and F grades).
- Students may be eligible to omit all course work previously taken from the overall GPA to establish a fresh start.
- Five calendar years must have elapsed between the last semester and request for renewal and students must have completed 12 hours of course work at NSU since the semester(s) to be renewed.
- Students must have no grade lower than a C from any institution since the semester to begin renewal.
- Classes which were passed and are part of the graduation requirements must be repeated, and additional hours may need to be taken to make up for the hours renewed.

| <i>Semester</i> | <i>Year</i> | <i>Institution</i> |
|-----------------|-------------|--------------------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

Requirements stated are general and may not reflect all Academic Forgiveness Policies established by the Oklahoma State Regents for Higher Education. See the Office of the Registrar for additional details. Graduate credit is not eligible for forgiveness.

B. POST BACCALAUREATE STATUS UPDATE

Post-Baccalaureate Status Update

Name:

NSU ID:

Address:

Phone:

Semester: (Circle) Spring / Summer / Fall Year: _____

Please indicate your primary campus location. Circle ONLY ONE of the following:

Tahlequah

Muskogee

Broken Arrow

Are you seeking a second bachelor's degree?

Yes

No

If yes,

Major:

Concentration (if applicable):

Are you seeking teacher certification, professional health certificate, program prerequisites or other?

Yes

No

Signature: _____ Date: _____

Not all programs are eligible for federal financial aid. If you have questions, contact Student Financial Services at financialaid@nsuok.edu.

Return this completed form to the Office of the Registrar by mail to 701 N. Grand Ave., Tahlequah OK 74464, by fax to 918-458-9638, or you may scan the completed form and email it to registrar@nsuok.edu.

c. SEMESTER WITHDRAWAL FORM

1. New Online Semester Withdrawal

https://docs.google.com/a/nsuok.edu/forms/d/e/1FAIpQLSfXZdg3j8nC1VV_pbl-XlsHicCkrvnxFHXFDBQ4NkjJLhm77g/viewform



**NORTHEASTERN
STATE UNIVERSITY**

Tahlequah Campus
701 N. Grand Ave., Tahlequah, OK 74464, fax: 918.458.9638

Broken Arrow Campus
3100 E. New Orleans, Broken Arrow, OK 74014, fax: 918.449.6190

SEMESTER WITHDRAWAL

Student ID# (N number) _____

Fall 20 _____

Spring 20 _____

Summer 20 _____

Name (Last) _____ (First) _____ (MI) _____

I hereby request that I be withdrawn from all classes for the semester identified above. I am responsible for all obligations I may have incurred as a student at Northeastern State University including responsibilities to the Department of Education for Federal Financial Aid. I understand that NSU Greenmail is the official communication method of Northeastern State University.

Signature _____ Date _____

Reason for withdrawal _____

Information for Financial Aid Recipients Who Withdraw

Upon your withdrawal, NSU Student Financial Services will be performing a calculation (required by federal regulation) to determine if you will be required to repay any of the financial aid received for the term.

Under NSU's Satisfactory Academic Progress Policy (SAP), financial aid recipients must meet requirements to remain eligible for financial aid.

If you borrowed through the Subsidized Stafford Loan, the Unsubsidized Stafford Loan, or the PLUS Loan program while enrolled at NSU, the date of your withdrawal will be reported to your student loan lender. Six months after your withdrawal date, you will be required to begin making payments on your student loans. You are also required to complete loan exit counseling at www.dl.ed.gov.

The RiverHawk Shoppe may require this form for text book returns.

Please visit www.nsuok.edu and log into goNSU to view and manage your university account.

*****For Office Use Only*****

A&R staff _____ Date _____

Revised 1/12

[Return to Table of Contents](#)

E. OFFICIAL TRANSCRIPT REQUEST FORM

Official Transcript Request Form

<https://offices.nsuok.edu/Portals/56/Official%20Transcript%20Request%20Form.pdf>



Official Transcript Request Form

Office of the Registrar, 701 N Grand Ave, Tahlequah, OK 74464-2399

Fax: 918-458-9638

Email: registrar@nsuok.edu

Name: _____

Other Names: _____

Social Security Number or Student ID Number: _____

Date of Birth: _____

Current Address: _____

Current email (so that we may contact you if there are any issues): _____

Are you currently enrolled: _____ If not, last semester attended: _____

Number of transcripts requested: _____

_____ Send now

_____ Hold for current semester grades

_____ Hold for degree

Please check this box if you would like transcripts sealed in individual envelopes.

Signature: _____ Date: _____

Full address(es) to be sent to below:

Please do not list an email address. We are not able to email transcripts at this time.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Note: If you have a hold in any office, transcripts will not be issued until the hold is cleared. There are no fees for transcripts, however, there is a limit of 10 per request.

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F. CONCURRENT AGREEMENT FORM



NORTHEASTERN
STATE UNIVERSITY

Concurrent Enrollment Agreement

This Concurrent Enrollment Agreement form, an application for admission, an official high school transcript, and national ACT/SAT scores must be submitted to the Department of Admissions and Recruitment before your application can be processed.

Student Name _____
(Last) (First) (Middle)

High School _____ **Date of Birth** _____

Indicate which semester and year you'd like to enroll at Northeastern State University

(Indicate one) Fall _____ Spring _____ Summer _____

(Note: You will need to complete this form each semester of continuous enrollment.)

This section to be completed by a high school official.

Student's Classification Junior Senior **Date of Expected Graduation** _____

Please provide a list of high school classes that the student will be enrolled in for the semester specified above.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

I certify that the above student is enrolled in the courses listed above and meets the requirements of concurrent enrollment. I recommend that this student be allowed to enroll in a **maximum of _____ semester hours** at Northeastern State University. **The combined enrollment at NSU and high school will not exceed 19 semester hours based upon the guidelines provided by the Oklahoma State Regents for Higher Education.**

Please list classes you will be enrolling in at NSU _____

Principal Signature _____

Date _____

Counselor Signature _____

Date _____

NSU CONCURRENT STUDENT RETENTION STANDARDS: High school students concurrently enrolled in college courses at NSU may continue concurrent enrollment in subsequent semesters if they achieve a cumulative GPA of 2.0 or above on a 4.0 scale and receive no grade of F.

I grant my permission for my child/dependent to enroll as a concurrent student at Northeastern State University. I understand that he/she must abide by the guidelines set forth by NSU and the Oklahoma State Regents for Higher Education.

Parent or Legal Guardian Signature _____

Date _____

As a concurrent student, I read and understand the conditions of my concurrent enrollment. I also authorize the release of my enrollment schedule (enrollment verification) and my official transcript to my high school principal/counselor upon request while I am enrolled as a concurrent student. By signing below, I acknowledge that I have understand the guidelines set forth by Northeastern State University and the Oklahoma State Regents for Higher Education

Student Signature _____

Date _____

**Please return this completed form to
Admissions and Recruitment, 701 N. Grand Ave. Tahlequah, OK 74464 or fax 918-458-2342**

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G. CHANGE OF ADMISSION FORM

1. Online Change of Admission Form

<https://offices.nsuok.edu/Portals/5/pdfs/Change-Admission-Term.pdf>

Request for Change of Admission Term For Undergraduate and Post Baccalaureate Students

Complete this form if you are a newly admitted student or have recently applied but have not been admitted and wish to change the term of your admission application.



Change of Admission Term Policy:

1. Change of admission term may only be used to move one consecutive term from the **original** term of admission.
2. Requests for admission in a term more than one semester prior to or one semester after the original admit term will not be accepted.
3. Applicants changing their term of admission must separately contact the Offices of Financial Aid and Housing to determine the status of any previously awarded aid or housing assignment.
4. If you will be attending another institution during the semester in which you originally applied to NSU, you will need to reapply to NSU and submit an additional transcript from that institution.

Student Information (Please Print)

| | | | |
|----------------|-------|------------|-------------------|
| Last Name | | First Name | NSU ID (If Known) |
| Street Address | | Phone | |
| City | State | ZIP | DOB |
| Email Address | | | |

Update of Application Information

| | | | |
|----------------------------------|-----------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------|
| NSU Campus you plan to attend: | <input type="checkbox"/> Broken Arrow | <input type="checkbox"/> Muskogee | <input type="checkbox"/> Tahlequah |
| Term of original application: | <input type="checkbox"/> Fall _____ (Aug. - Dec.) Year | <input type="checkbox"/> Spring _____ (Jan. - May) Year | <input type="checkbox"/> Summer _____ (June-July) Year |
| Please change admission term to: | <input type="checkbox"/> Fall _____ (Aug. - Dec.) Year | <input type="checkbox"/> Spring _____ (Jan. - May) Year | <input type="checkbox"/> Summer _____ (June-July) Year |

Have you ever been suspended or expelled from any college or university? N Y If yes, please explain.

Have you ever been convicted of a, pled guilty or no contest to, or are you currently on a deferred sentence to a felony offense? N Y

If yes, please explain. _____

Will you be attending another school during the semester you originally applied to NSU? N Y
(If yes, then you will need to reapply and submit transcripts from that institution)

Please indicate the school you will be attending: _____

Statement of Understanding

My signature on this form certifies that I am requesting to change my term of admission to Northeastern State University and that I agree to the conditions stated in the Change of Admission Term Policy stated above.

Signature _____ Date _____

Please return this form to the mailing or email address below or fax to: 918.458.2342
Admissions & Recruitment, Northeastern State University 701 N Grand Ave., Tahlequah, OK 74464-2300 || 918.444.4675 || admissions@nsuok.edu

For Office Use Only

Approved by: _____ Date Received: _____
Date Application Moved: _____ Term Switched to: _____

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H. CERTIFICATE OF EXEMPTION FORM

Refer to [page 78](#) regarding immunization.

Northeastern State University

Certification of Exemption

Oklahoma Statutes, Title 70 3244, requires that all students who enroll as a full-time or part-time student in an Oklahoma public or private postsecondary institution provide documentation of vaccinations against Hepatitis B and Measles, Mumps, and Rubella (MMR).

Student's Name: _____

Student ID : N _____ Birth Date: _____

I have been notified by my institution of the requirement that I must provide documentation of having received vaccinations against hepatitis B, measles, mumps, and rubella (RRB), and I have received and reviewed the educational information provided by my institution concerning hepatitis B, mumps, measles, mumps, and rubella (MMR), including the risks and benefits of the vaccination.

This Exemption applies to: MMR Hepatitis B

TYPE OF EXEMPTION:

1. MEDICAL CONTRAINDICATION: I hereby certify that the immunization(s) specified below are medically contraindicated for the named student.

Immunization(s)

Specify Contraindications

Physician Signature

2. RELIGIOUS OBJECTION: I hereby certify that the immunization is contrary to the teachings of the above named student's religion.

Student Signature (or Parent, if student is a Minor) Date

3. PERSONAL OBJECTION: I hereby certify that the immunization is contrary to my beliefs. I request an exemption to the immunization requirements for Oklahoma colleges and universities. I have written a brief summary of my objections in the space provided below. **I understand that lost records are not grounds for an exemption.** I also understand that in the event of a disease outbreak at the university, I may have to be excluded for my protection and the protection of the other students at the university.

Briefly summarize your objection in this space: _____

Student Signature (or parent, if student is a minor) Date

Please return completed form to the following address: Northeastern State University Office of Outreach & Prevention,
Attn: Immunization Compliance, 530 N Oak St, Tahlequah, OK 74464 Fax: 918-458-2368 Phone: 918-444-4735
Email: immunizations@nsuok.edu

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I. ACADEMIC SUSPENSION ADMISSION APPEAL FORM



NORTHEASTERN
STATE UNIVERSITY

Academic Suspension Admission Appeal

Office of Admissions and Recruitment

Name _____
Last First Middle

Email Address _____ N# _____

Local Address _____

City/State/Zip _____ Phone _____

Semester Suspended _____ Semester Returning _____

Please return to the Office of Admissions & Recruitment.

- » **NSU policies apply to all students.**
- » **This form should be completed and returned to the Office of Admissions and Recruitment to be added to your application file with all supporting documents.**
- » **Attach a statement explaining the reason you believe admission should be made in your case. Explain the circumstances contributing to your failure, how your situation has changed, and how you are now ready to improve and excel in academics.**
- » **It is recommended you submit any documentation that would support your case, such as medical records, proof of financial difficulties, and letters from friends or relatives who are aware of your situation.**
- » **Finally, if admitted, you may be required to meet with your university academic advisor at least three times during the semester and each semester you remain on probation. You will be required to sign a contract which will be discussed in further detail once you are admitted.**
- » **You will be informed of the Suspension Appeal Committee decision via the mailing address provided above.**

Date: _____ Student's Signature _____

Committee Recommendation Approval Denial (insufficient justification for exception)

Date: _____ Signature of Committee Chairperson _____

Please return completed appeal with all supporting documents to:

701 N. Grand Avenue | Tahlequah, Oklahoma 74464 | P 918-444-4675 | F 918-458-2342 admissions@nsuok.edu

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IX. OTHER SOFTWARE

A. ARGOS

You can find a detailed Argos User Guide within goNSU, in the Faculty and Advisors Tab, and then within the Banner Resources box. After you open Argos from an NSU networked computer (in the start menu) and log in using your NSU username and password, you will see the folder menu on the left. Once there, you will see the data blocks and reports in the “Student” folder. Below is a brief explanation of some of the main areas Academic Advisors typically utilize (click the arrow to drill down on the folder):

- **AA Class Roster Faculty** The ‘Faculty - Class Roster’ report is useful in seeing a class roster. You will need the CRN to run the report.
- **Academic Advisor** This data block allows you to run a report of your currently assigned advisees. You will need your N number to run this report.
- **NSU Student Quickview** This data block can provide academic information on students. You may search by last name or N Number
- **Student Academic Information** This data block has several reports that you may use, and more may be added over time. The ‘Major Field of Study by Term’ report is used often by Academic Advisors.
- **Student Basic Information** This data block allows you to view a list of all students along with contact and other information by term. The student information in this report is considered “Directory Information” under FERPA. Students who signed a non-disclosure form were omitted from this report.

B. goNSU

GoNSU is a full service online portal faculty, advisors, and students use for a variety of services.

Go here for more information - GoNSU Student Self Service Guide:

<https://bannerproject.nsuok.edu/Portals/9/Repository/Public/Web%20Student%20Self%20Service%20Guide.pdf>

C. YouCanBookMe

NSU subscribes to an online service called Youcanbookme which allows students to easily schedule meetings with academic advisors.

Go here for more information:

<https://youcanbook.me/howitworks/>

<https://youcanbook.me/help/faq/>

D. SCHEDULE PLANNER

NSU's Schedule Planner helps students design their ideal semester schedule.

Go here for more information:

<https://www.nsuok.edu/Academics/CourseSchedules/SchedulePlanner.aspx>

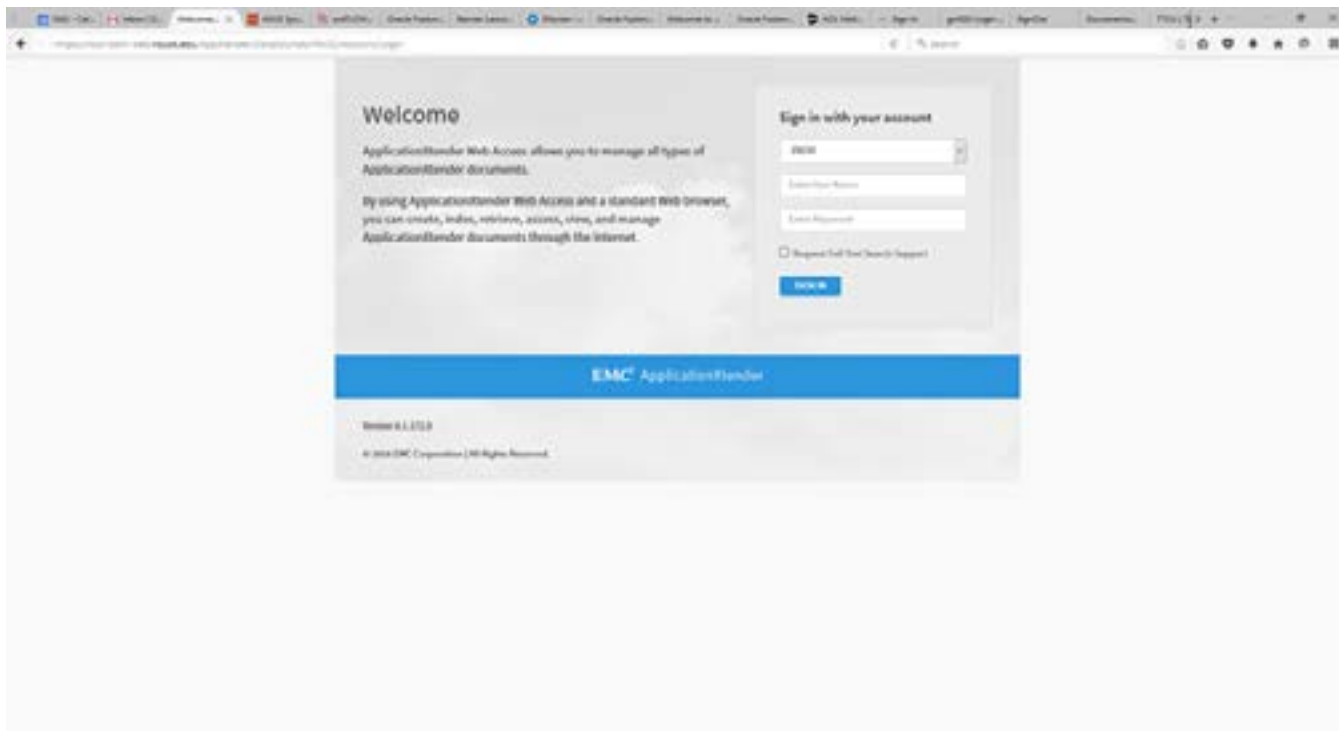
<https://www.youtube.com/watch?v=Q4RI6LF9KMs&authuser=0>

E. BANNER DOCUMENT MANAGEMENT- BDM

Retrieving Documents

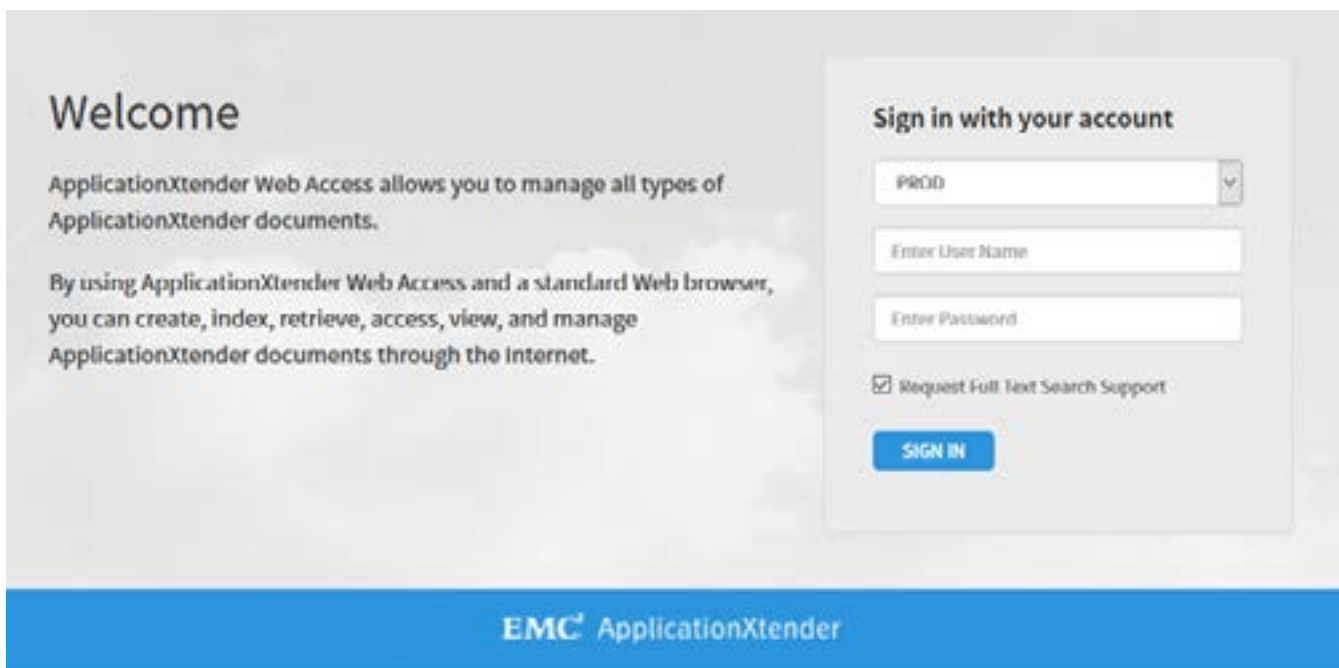
Log in to Banner, you can get to the ApplicationXtender app by clicking on the magnifying glass icon on the toolbar.

Or go to website: <https://nsut-bdm-web.nsuok.edu/AppXtender/DataSources/PROD/account/login>



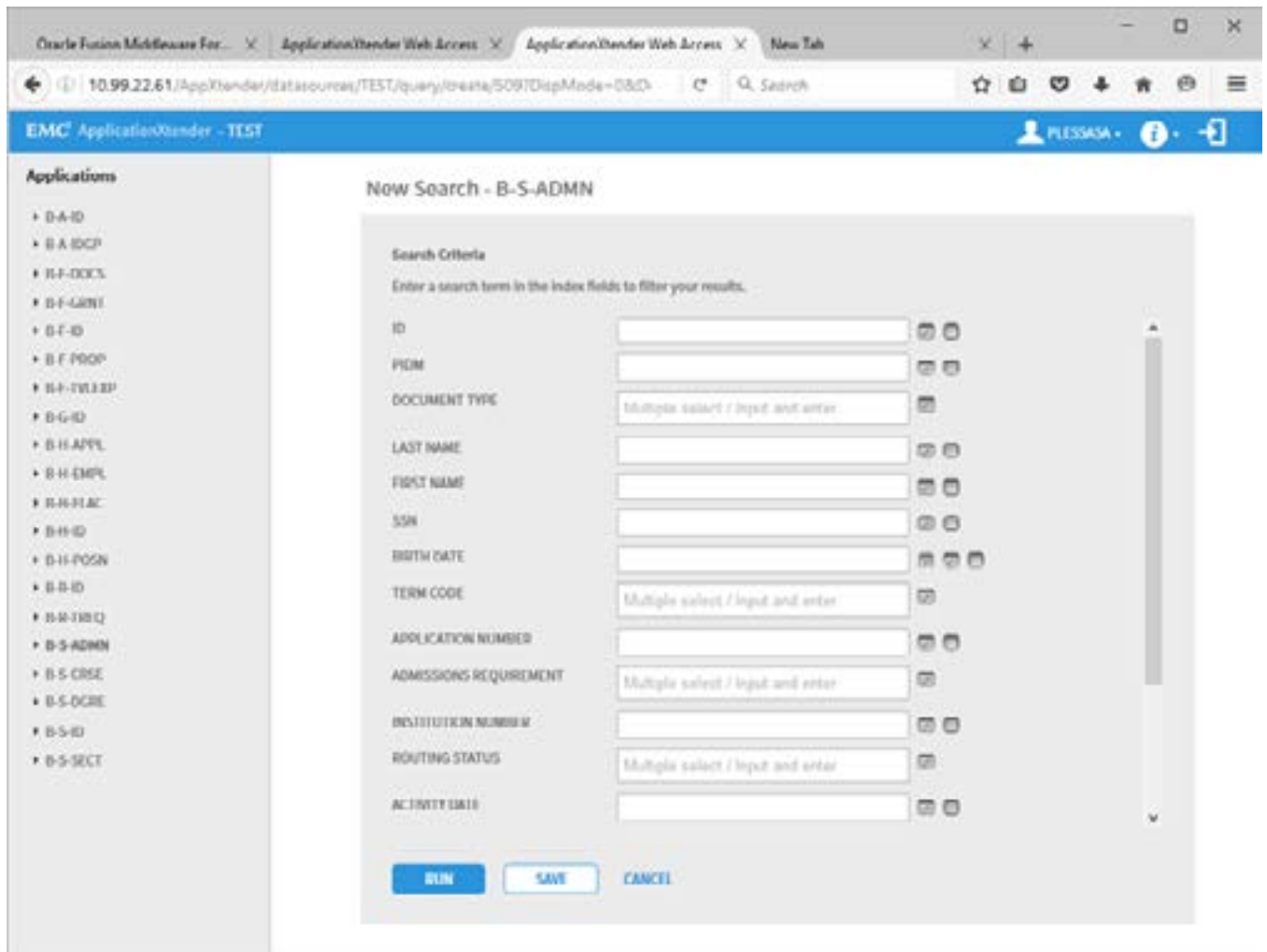
Sign in with Banner UserID and password.

If you want the Full Text Search option. Check the Request Full Text Search Support prior to logging in.



The wildcard for search is an asterisk in this software, not a percent sign like it is in banner. The screen featured above is SPAIDEN, but the search button is also present in other Banner screens. Your search results change depending on what screen you are in (because that changes the context of your search).

For example, being in SAAADMS in the admissions checklist and having a single field highlighted, will change the search criteria to look for documents related to that specific field when you click the search icon in the toolbar. This will open a query screen with the search criteria already populated.

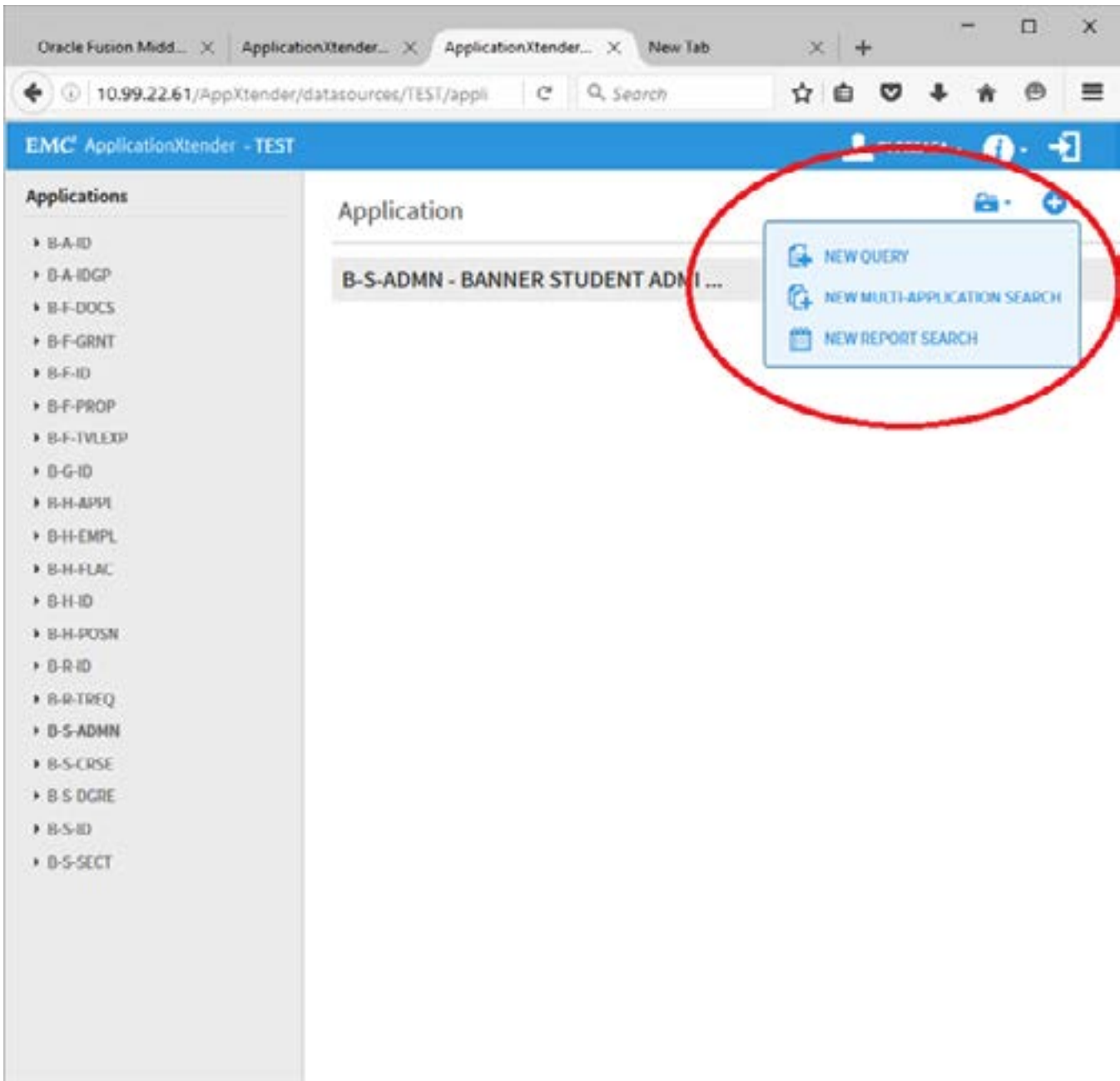


You can even search by a term code and document type and it will give you transcripts from that term from multiple students.

This program can record different file types, including excel and word documents.

You can also do a full text search and enter keywords. It's likely that our old imagio documents will be submitted to full text indexing because there are likely to be indexing issues. These text search functions can be found at the bottom of the general query criteria screen. It will retrieve and document that includes the keyboards that you have selected (if the document was submitted to full-text indexing). Once you open the desired document you have the option to open it in its original format

You can also search for a record by pressing the + button on the top right to open up a menu that includes New Query, New Multi-Application Search, New Report Search.



Queries

New Query re-opens up the previous screen that first opened when you selected your application (e.g. B-S-ADMN).

New Multi-Application Search allows you to search multiple applications on the left hand side. This will be useful when looking for student data in both the current system and older documents from imagio.

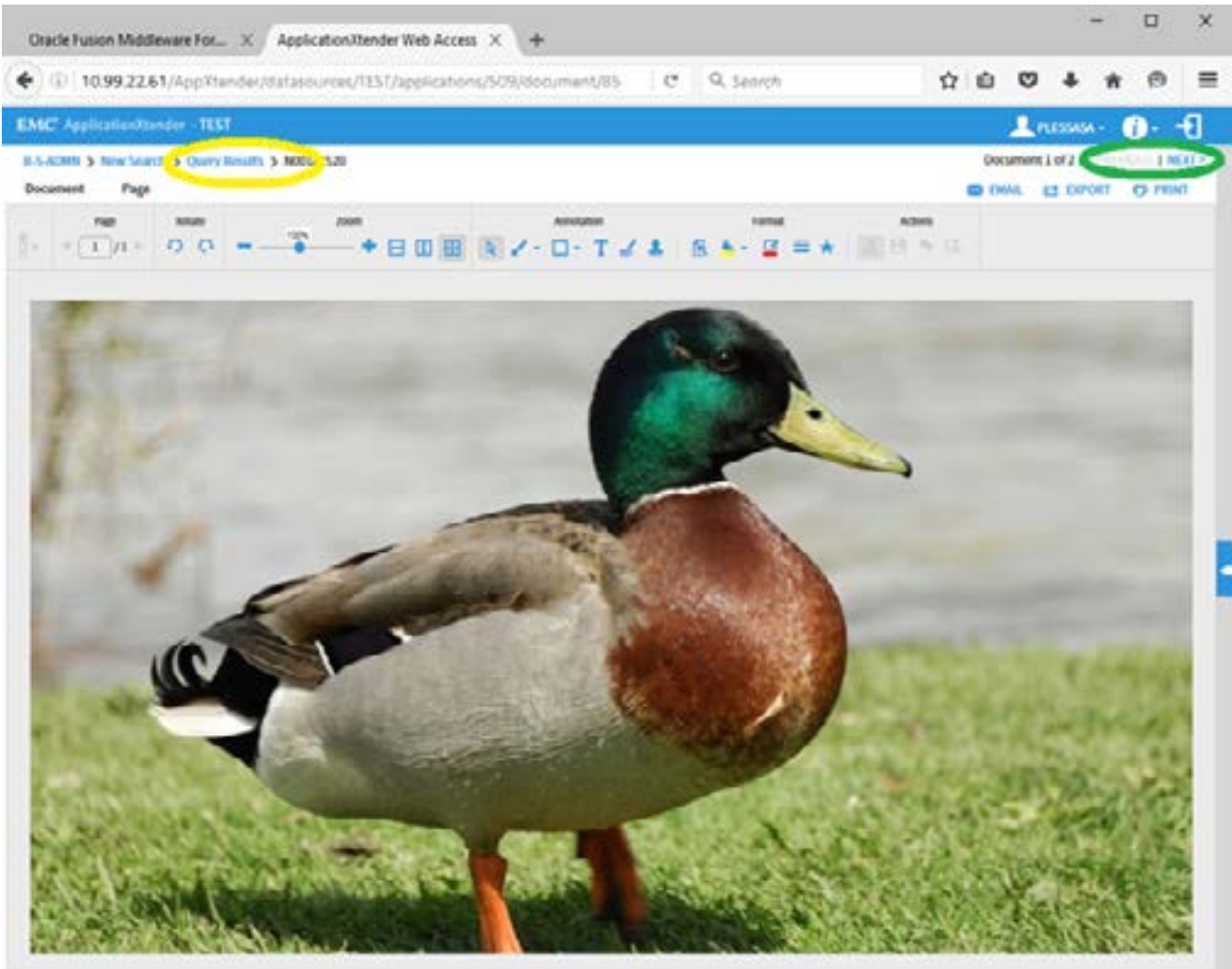
Query Results

You can sort by column headers, and if you click the drop down menu on each record, you get a menu of options.

The screenshot shows a web browser window with the URL `10.99.22.61/AppTender/DataSources/TEST/SubmitQuery?DSN=TEST&AppNav`. The page title is "EMC ApplicationTender - TEST". On the left, there is a sidebar with a tree view of applications, including "B-S-ADMIN". The main content area is titled "Query Results" and shows a table with columns: ID, DOCUMENT TYPE, LAST NAME, FIRST NAME, SSN, BIRTH DATE, TERM CODE, APPLICATION NUMBER, and ADMIN. Two records are visible, both with redacted SSN and BIRTH DATE fields. A context menu is open over the first record, listing actions: OPEN, PRINT, EMAIL, DELETE, EXPORT CSV, and SUBMIT OVER JOB. The breadcrumb navigation at the top of the table area reads "B-S-ADMIN > New Search > Query Results".

| ID | DOCUMENT TYPE | LAST NAME | FIRST NAME | SSN | BIRTH DATE | TERM CODE | APPLICATION NUMBER | ADMIN |
|------------|--------------------|---------------|------------|------------|------------|-----------|--------------------|-------|
| [REDACTED] | COLLEGE TRANSCRIPT | PL [REDACTED] | ASHLEY | [REDACTED] | [REDACTED] | 201220 | 1 | CLT1 |
| [REDACTED] | [REDACTED] | PL [REDACTED] | ASHLEY | [REDACTED] | [REDACTED] | 201220 | | 706F |

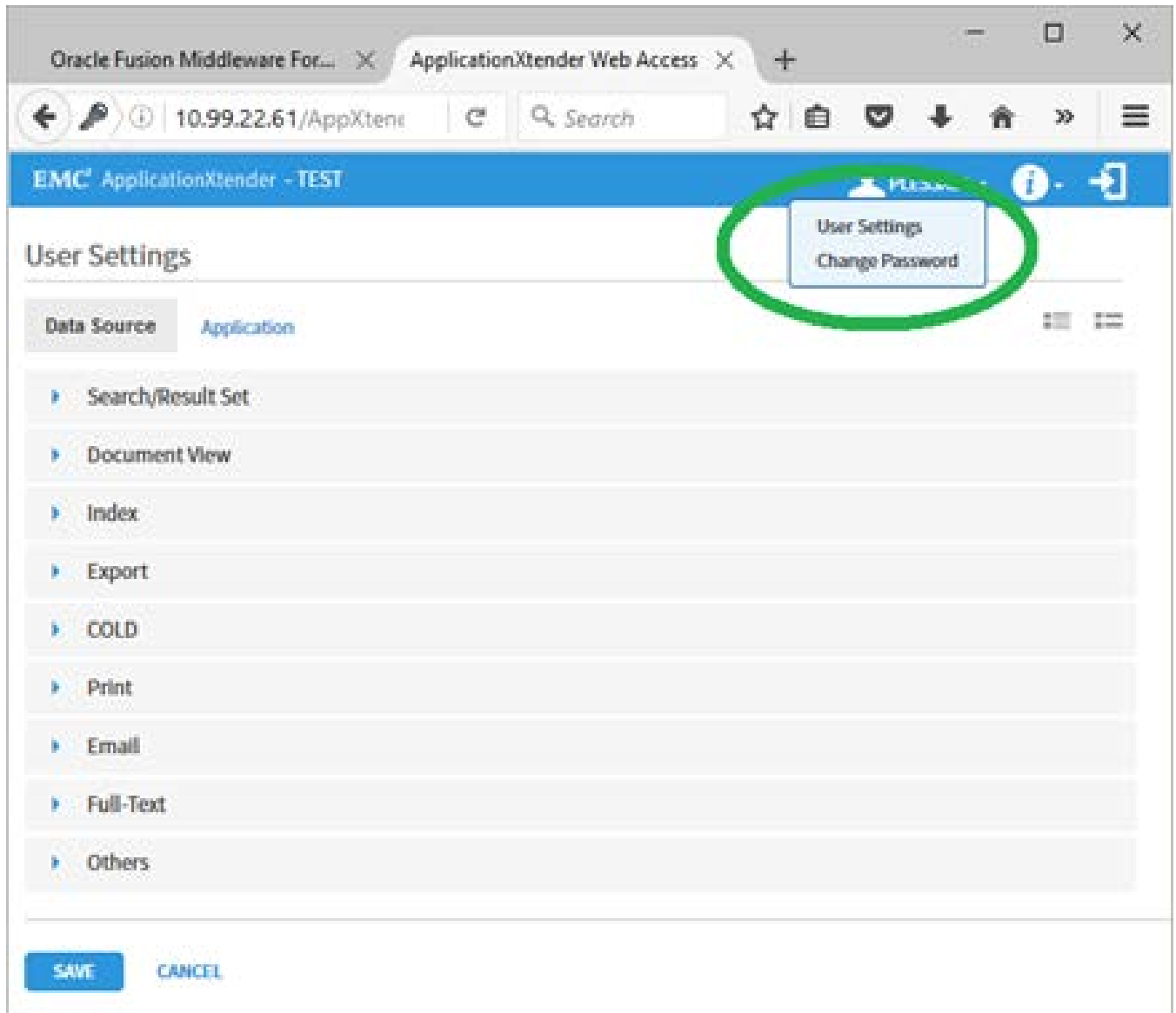
When looking at a record, you can return to Query Results from the breadcrumb menu or you can go to the next/previous record from the query list.



Once a document is deleted, it can't be recovered. Delete access is restricted.

Export Cold means export to text.

To change your settings, select your username in the top right and a drop down menu will appear with the "User Settings" Option.



In the Search/Result Set you can modify how the software displays your search results and how your results are exported. For example, you can choose to export documents as CSV files if you do data work.

“Auto Open Document if Query Yields One Result” is checked by default.

Oracle Fusion Middleware For... ApplicationXtender Web Access +

10.99.22.61/AppXtender Search

EMC ApplicationXtender - TEST PLESSASA -

User Settings

Data Source Application

Search/Result Set

- Display Document in Separate Popup Window
- Auto Open Document if Query Yields One Result
- Show Document ID
- Show Previous Document Version
- Document ID Sort Order
- Query Results Page Size Limit
- Enable Document Properties Search
- Document Index Export Format

Document View

- Prompt for Checkout

SAVE CANCEL

EMC ApplicationXtender - TEST

User Settings

Data Source Application

- Search/Result Set
- Document View
 - Prompt for Checkout
 - Show Page Thumbnails
 - Enable Inline Rendering of Foreign Files
 - Use Browser to Display PDF Files
 - Use Browser to Display Secured PDF Files
- Index
- Export
- COLD
- Print
- Email
- Full-Text
- Others

SAVE **CANCEL**

The screenshot shows a web browser window with the URL `10.99.22.61/AppXtender/datasources/TEST/UserProfile/0?tid=`. The page title is "EMC ApplicationXtender - TEST". The user is logged in as "RATLIJIM". The main content area is titled "User Settings" and has two tabs: "Data Source" (selected) and "Application".

Under the "Data Source" tab, there are several expandable sections:

- Search/Result Set
- Document View
- Index
 - Show Index View
 - Check for Matching Index
 - Enable Dual Data Entry
 - Ignore Datestamp
 - Display Batch in Separate Popup Window
- Export
- COLD
- Print
- Email
- Full-Text
- Others
 - Home Page: Application Page (dropdown menu)

At the bottom of the page, there are two buttons: "SAVE" and "CANCEL".

The screenshot shows a web browser window displaying the 'User Settings' page for a 'Data Source' in EMC ApplicationXtender. The browser address bar shows the URL '10.99.22.61/AppXtender/datasources/TEST/userProfile/0?tid='. The page title is 'EMC ApplicationXtender - TEST'. The user is identified as 'BATLIEJM'. The 'Data Source' tab is selected, and the 'Application' sub-tab is active. The 'Print' section is expanded, showing various settings for printing, including checkboxes for 'Print Original Size' and 'Endorse Printed Pages', dropdown menus for 'Print DPI', 'COLD Form Overlay for Print', 'Page Size / Paper Size', and 'Endorsement Position', and input fields for 'Page Width (Inches)', 'Page Height (Inches)', 'Page Margin - Top and Bottom (Inches)', 'Page Margin - Left and Right (Inches)', and 'Page Fetch Retry Count (1-10)'. A text area for 'Endorsement Text (Maximum of 70 characters)' is also present. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

| Setting | Value |
|---------------------------------------------|-------------------------------------|
| Print Original Size | <input type="checkbox"/> |
| Fit to Page | <input checked="" type="checkbox"/> |
| Print DPI | 150 |
| COLD Form Overlay for Print | Image |
| Page Size / Paper Size | Letter - Portrait |
| Page Width (Inches) | 8.5 |
| Page Height (Inches) | 11 |
| Page Margin - Top and Bottom (Inches) | 0.1 |
| Page Margin - Left and Right (Inches) | 0.1 |
| Endorse Printed Pages | <input type="checkbox"/> |
| Endorsement Position | LeftTop |
| Endorsement Text (Maximum of 70 characters) | |
| Page Fetch Retry Enabled | <input checked="" type="checkbox"/> |
| Page Fetch Retry Count (1-10) | 5 |
| Show Print Log | <input type="checkbox"/> |

The screenshot displays the 'User Settings' page for 'Data Source' in the 'Application' context. The 'Export' section is expanded, revealing the following settings:

| Setting | Value |
|------------------------------|-------------------------------------------------------------------|
| Use PDF Format if Possible | <input type="checkbox"/> |
| Black and White Images | TIFF |
| 4-bit or 8-bit Color Images | GIF |
| True-Color Images | JPEG |
| JPEG Quality Factor | 94 |
| Text | Text <input checked="" type="radio"/> Image <input type="radio"/> |
| Use Multipage Files | <input type="checkbox"/> |
| Export in Archived Format | <input type="checkbox"/> |
| COLD Form Overlay for Export | Image |

At the bottom of the settings panel, there are two buttons: 'SAVE' and 'CANCEL'.

The screenshot displays the 'User Settings' page in the EMC ApplicationXtender interface. The page is organized into sections: 'Data Source' and 'Application'. The 'Email' section is expanded, revealing a list of configuration options:

- Print** (collapsible section)
- Email** (expanded section):
 - Use PDF Format if Possible:
 - Use XPS Format if Possible:
 - Black and White Images: Compressed TIFF (dropdown)
 - 4-bit or 8-bit Color Images: GIF (dropdown)
 - True-Color Images: JPEG (dropdown)
 - JPEG Quality Factor: 94 (dropdown)
 - COLL Form Overlay for Email: Image (dropdown)
 - Display Text as: Text Image
 - Use Archive File Format:
 - Use Multipage Files:
 - Send Attachments as Hyperlinks:
 - Merge Selected Documents into One:
 - Mail Message Format: Text HTML
 - Client Email Format: MSG EML
- Full-Text** (collapsible section)

At the bottom of the page, there are two buttons: 'SAVE' and 'CANCEL'.

The screenshot displays the 'User Settings' page for an EMC ApplicationXtender instance. The browser address bar shows the URL: 10.99.22.61/AppXtender/datasources/TEST/userProfile/0Tiqid=. The page title is 'EMC ApplicationXtender - TEST'. The user is identified as 'RATLIEM'. The settings are organized into sections: 'Data Source' (Application), 'Search/Result Set', 'Document View', 'Index', 'Export', 'COLD', 'Print', 'Email', 'Full-Text', and 'Others'. The 'Full-Text' section includes checkboxes for 'Enable Full-Text Search' (checked) and 'Prompt Submitting Full-Text Index/OCR Dialog' (checked), a dropdown for 'OCR Language' (English), and a 'Thesaurus' checkbox (unchecked). The 'Others' section includes a dropdown for 'Home Page' (Application Page). At the bottom, there are 'SAVE' and 'CANCEL' buttons.

| Setting | Value |
|----------------------------------------------|-------------------------------------|
| Enable Full-Text Search | <input checked="" type="checkbox"/> |
| Thesaurus | <input type="checkbox"/> |
| OCR Language | English |
| Prompt Submitting Full-Text Index/OCR Dialog | <input checked="" type="checkbox"/> |
| Home Page | Application Page |

X. PERSONNEL RESOURCES

A. HOW TO SUBMIT TRAVEL

Go here for information on Travel Procedures:

<https://procedures.nsuok.edu/BusinessFinance/Travel/TravelProcedures.aspx>

B. TIME REPORTING - BANNER

Within goNSU, click the Employees tab. You will then see the Time Reporting box which then allows you to submit your leave time.

C. ROOM SCHEDULER

Astra Schedule is NSU's Room Scheduler software.

Go here for more information:

<https://offices.nsuok.edu/assessment/ScheduleEvent.aspx>

D. ZOOM

Zoom is a web conferencing tool that Academic Advisors may use to help advise students who are not able to meet face-to-face.

Go here for more information about Zoom:

<https://zoom.us/>