UNIVERSITY OF CENTRAL OKLAHOMA
First-Year Experience Programs

Student Success Guidebook
2013-2014

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Our Mission

The University of Central Oklahoma (UCO) exists to help students learn by providing transformative education experiences to students so that they may become productive, creative, ethical and engaged citizens and leaders serving our global community. UCO contributes to the intellectual, cultural, economic and social advancement of the communities and individuals it serves.

UCO will become one of the Top 10 metropolitan universities of our kind in the United States by providing a transformative education as well as development experiences that help learners achieve their highest level of leadership potential.

The University of Central Oklahoma is the Leadership University, delivering education based on our shared values of Community, Character and Civility. UCO transforms each student by focusing our resources on the Central Six tenets of transformative learning.

All students will be transformed with:

- Discipline Knowledge
- Leadership
- Problem Solving (Research, Scholarly and Creative Activities)
- Service Learning and Civic Engagement
- Global and Cultural Competencies
- Health and Wellness

Transformative learning is a holistic process that places students at the center of their own active and reflective learning experience.
Undergraduate Admissions

The path of your academic career at the University of Central Oklahoma begins with the admission process. You will continue to use the services of Undergraduate Admissions throughout your college career. Although most services are available online, visit this office when you need:

- Determination of residency status
- Irregular enrollment
- Processing of permission to enroll forms
- Sealed official transcripts
- Enrollment verification forms for insurance
- Statement of good standing
- Deferment forms for college loans
- Complete withdrawal
- Emergency withdrawals
- Name changes
- Add/Drop courses
- Enrollment

Undergraduate Admissions is located in the Nigh University Center, room 124.
Student Financial Services

The Student Financial Services office, located in NUC 141, is available to help you meet your educational expenses. As most families qualify for some financial aid, apply even if you don’t think you are eligible. If you don’t qualify for federal income grants, you may be eligible for work-study programs or scholarships. The Parent Loan for Undergraduate Students (PLUS) is available to any family regardless of income. Types of aid include grants (financial aid that you do not have to pay back), Federal Work-study (students earn money while working on- or off-campus) and loans (borrowed money that must be repaid with interest). The Student Financial Services office offers services that include application assistance, online review of aid status, and debt management.

To be considered for counseling assistance you must have applied for admission to UCO and submitted an application for financial aid through the Free Application For Federal Student Aid (FAFSA). Students must reapply yearly. For priority processing consideration, students should have their FAFSA processed and all requested information/documents submitted no later than the deadlines listed on the following page. Students meeting these deadlines, if eligible, should receive an award notification and have funds available by the tuition and fee payment deadline (Friday, prior to the first day of classes).

Students not meeting these deadlines may not have funds available by the tuition and fee payment deadline, therefore a charge of $40.00 may be added as a tuition payment late fee.
Priority Processing Deadlines

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<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<td>5/31</td>
<td>11/1</td>
<td>4/30</td>
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<td>File Completion</td>
<td>6/30</td>
<td>11/22</td>
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<tr>
<td>Summer Aid Request</td>
<td>N/A</td>
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The Oklahoma Tuition Aid Grant (OTAG) is a need-based grant program for Oklahoma residents. Application is made by completing the FAFSA and it is important that interested students complete and submit their paperwork as soon as possible after January 1st. Typically, OTAG receives more eligible applications than can be awarded with available funds, and when a student applies can be the deciding factor as to whether or not that student is offered an OTAG award. The deadline for priority consideration for residents applying for OTAG is April 30th.

The Oklahoma Higher Learning Access Program (OHLAP) is a state-funded program which will pay the tuition for students whose parents meet certain income criteria. Students eligible for OHLAP had to enroll in the program during their 8th, 9th, or 10th grade years.

- If you have OHLAP you must:
  - Complete the Approval Request Form available in the Student Financial Services Office.
  - Be enrolled at UCO before scholarship payments can be made.

If you have any questions about your eligibility for any of the programs mentioned, or if you need further assistance, contact the UCO Student Financial Services Office located in the Nigh University Center, Room 141. Over 25 friendly staff members are available to assist you with the FAFSA, or any other financial aid concerns. You may also visit our website at www.uco.edu/finaid for more information.
**Student Support Services**

Federal TRIO programs help students overcome social, academic, and cultural barriers to higher education. UCO’s Student Support Services (SSS) is an equal-opportunity, federal TRIO program with the goal of providing support services to first-generation college students and low-income students.

SSS provides an array of support services to help qualifying students reach their academic goals and these services are absolutely FREE! SSS eligible students qualify for free tutoring, mentoring, academic and skills-building workshops, and cultural events.

To qualify you must be a U.S. citizen or permanent resident and meet one of the following guidelines:

- A first-generation college student (neither of your parents has a four-year college degree).
- A college student defined by federal guidelines as low-income.

Low-income is based on guidelines published by the U.S. Department of Education. When you apply to the SSS program, your income will be reviewed based on the information submitted on your Free Application for Federal Student Aid (FAFSA).

Start the process by completing the Student Support Services Application. Your eligibility is determined when you apply. For more information, stop by the SSS office in the Chambers Library, Room 221, or call 405-974-3607.
Housing and Dining

Living on campus helps make life easier! By choosing to live on campus students have numerous opportunities to become involved in campus life, typically have higher GPA’s than those who live off-campus, and make life-long friendships. Housing at UCO works to provide a safe and secure home on campus, encourages community, promotes diversity, provides leadership opportunities, enhances character, and connects students and faculty.

Housing at UCO offers unique living environments designed to meet the needs of UCO’s diverse student body. All halls have wireless internet, local phone service (residents provide their own phone), and all utilities are paid. There are two traditional single-sex residence halls; West (women) and Murdaugh (men) and three co-ed living options; University Suites, Central Plaza, and University Commons (apartment style).

Dining on campus provides students with a great community environment and healthy food options. Our meal plans are designed to provide quality food that meet our students’ demanding schedules and lifestyles. Students in all housing options, except the Commons, are required to purchase a meal plan.

Visit us in the Housing building (north of Murdaugh Hall and east of the library), visit our website at http://housing.uco.edu, email us at housing@uco.edu, or call us at 405-974-2746.
Student Life

The goal of Student Life is to provide growth and entertainment through extracurricular programming. They strive to provide the classic “college atmosphere” to all UCO students. Student Life houses everything from Campus Activities, Multicultural Student Services, Commuter Student Services, Greek Life, UCO Student Association (UCOSA), and the Volunteer and Service Learning Center. Student Life is the best place to get plugged-in to UCO.

For more information about activities, student clubs, and organizations go to Room 424 of the Nigh University Center or visit their website at www.uco.edu/student_life.

Get involved!

New Broncho Orientation

The opportunities for learning, growth, development and fun at UCO are limitless, and it is our goal to help introduce you to these opportunities during New Student Orientation. New Student Orientation traditionally begins the week before school starts in August and extends right through the start of classes with Stampede Week activities. You can find information on all the events and activities available at New Student Orientation by visiting www.uco.edu/orientation.
Leadership Central

At the University of Central Oklahoma, we believe that all students have the capacity to lead. Leadership does not require formal authority or position and can be practiced by anyone interested in making a contribution and influencing a more positive future. Every student leader has the ability to affect individuals, teams, organizations, the community, and society.

We want to develop the potential for leadership in every student at UCO. To do so we have developed a variety of programs and resources, including:

- The Leadership Minor
- The Leadership Library
- Leadership Scholarships
- The Read and Lead Book Club
- The Leadership Summit

Leadership Central was created to coordinate and administer all of our leadership development efforts on campus. Please visit us in the Lillard Administration Building, room 104 or visit us on-line at www.uco.edu/leadershipcentral.
Career Services

UCO Career Services leads and empowers current and former students in their career development. The staff and services are available to help students find their career path (i.e., select a major, find internships, and ultimately find full-time employment upon graduation).

The UCO Career Services counseling staff meets with students Monday through Friday through scheduled appointments and provides 20-minute counseling sessions for walk-in clients on specific non-appointment days. To learn current walk-in counseling times, please call or visit us online. Counselors advise current and former students on issues such as selecting majors, identifying careers related to majors, writing resumes, internships and job searching strategies, and beginning second careers. UCO Career Services also offers four assessments to help students understand themselves better and assist them in choosing a major or careers to pursue.

HireBronchos.com, our department website and our Career Resource Library offer hundreds of degree and career resources, such as Major Connections, employer information, career resource guides, internship information, job opportunities, and program calendar of events.

UCO Career Services also hosts a myriad of events including Fall and Spring Career & Internship Fairs and a Teacher Job Fair in the spring. Additional recruitment activities take place throughout the year. For the latest information and calendar of events visit us in the Nigh University Center, Room 338, at www.careers.uco.edu, or call 405-974-3346.
**Student Counseling Center**

The Student Counseling Center helps students with all kinds of issues. Many students who come in want help with everyday sorts of problems, such as stress, adjusting to college, relationships and breakups, and how to make friends. We also help students with anxiety, depression, communication, and other problems.

The Student Counseling Center is *free* and *confidential*. To make an appointment call 405-974-2215 or come by our office in NUC 402. Visit our website at [www.uco.edu/scc](http://www.uco.edu/scc).

**The Violence Prevention Project**

The Violence Prevention Project (VPP) provides awareness education and intervention services with issues related to sexual assault or rape, domestic or dating violence, or stalking. Our office is located in the Nigh University Center, Room 113. For more details, call 405-974-2224 or check our UCO website, [www.uco.edu/vpp](http://www.uco.edu/vpp).

**The Alcohol and Drug Abuse Prevention Office**

Our goal in the Alcohol and Drug Abuse Prevention Office is to develop prevention strategies to help students decrease the likelihood of alcohol or drug abuse. We provide on-line and comprehensive self assessments, treatment recommendations, structured support groups and short-term individual therapy services.

Visit us at [www.uco.edu/adap](http://www.uco.edu/adap) or call 405-974-2215.
The Wellness Center

The Mercy Clinic at UCO

Located in the Wellness Center, the Mercy Clinic at UCO is a clinic where students, faculty and staff can access medical care when they need it. Services include diagnostic x-rays, lab and access to Mercy’s comprehensive electronic health record.

The Wellness Center

Our Wellness Center gives all UCO and the surrounding community the ability and know-how to become a healthy individual. Everyone can be healthy. We strive to allow everyone to become healthy, and then stay healthy. We can help you mentally, physically and spiritually reach the health and wellness goals you set for yourself.

The Wellness Center encourages healthy lifestyles through providing the Health Center, Healthy Campus initiative, Group Fitness, Personal Training and Peer Education.

Tobacco Free Campus

On May 6th, 2009, President Webb announced that the campus would become a tobacco free effective July 1st, 2010. The decision came after a vote of the UCO Student Association (UCOSA) supporting a tobacco free campus.

The tobacco free policy is result of a collaborative approach to policy development and health promotion efforts. Support was generated by UCOSA, the Healthy Campus Initiative, Administration, Community Health Club, and other campus and community partners. Visit www.ucotobaccofree.com to learn more.
Disability Support Services

The mission of the Office for Disability Support Services is to provide and coordinate mandated support services, auxiliary aids, and accommodations for students with disabilities, which allow them to gain equal access to an education. This office also serves as a resource to the University community and promotes awareness so that these students can participate in all facets of University life.

"The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class."

The Office of Disability Support Services also promotes disability awareness through activities and programs such as Disability Awareness Week.

Visit our website at www.uco.edu/disability_support.
Information Technology

The Office of Information Technology (OIT) at the University of Central Oklahoma strives to enhance learning, improve service and communication, and increase student, faculty, staff, and community access to useful information through the application of technology.

Campus Computer Labs

Two open-use extended-hour student computer labs are managed and maintained by IT@UCO. These labs can be found on campus in the Max Chambers Library, room 107 and the Nigh University Center Cyber Café. Each college also operates computer labs within the various classroom buildings on campus. For more information on campus computer labs, visit http://labs.uco.edu.

UCONNECT

The University of Central Oklahoma News and Networking Educational Communication Tool is a secure web site providing UCO students with up-to-the-minute campus communications, single logon connections to check grades, check schedules, add or drop classes, pay tuition online, and access online course information.

Virus Protection

UCO has a license with Symantec which provides virus protection software for the entire campus. All UCO computers are configured to automatically receive the anti-virus product and any updates as they become available.

Additionally, the University has made arrangements for students, faculty, and staff to download and install this anti-virus software on their personal computers. The software can be downloaded from the online Central Tech Store.

To begin the download, visit http://techstore.uco.edu, select ‘UCO Tech Store online’, then ‘Software Downloads’. You will need to login with your UCONNECT username and password.
Information Technology (Continued)

Campus-Wide Wireless Internet Access

Connecting on campus is simple and wireless internet access is available in all of our classroom and administrative buildings. For more information about hardware requirements and connection instructions please visit the ‘Wireless and Internet’ link at http://technology.uco.edu.

The Help Desk

The IT Help Desk is on call to respond to the support needs of the campus community. The Help Desk can be reached by a variety of methods, including:

On-line Support Requests: Students can visit the ‘Current Students’ tab at www.uco.edu and click on the ‘IT Help Desk’ Link or go directly to http://support.uco.edu. From there, follow the link to fill out the online contact form for technical assistance.

Virtual Help Desk: Did you know that many questions directed to IT can be answered from within your UCONNECT web portal. Just click on the Virtual Help Desk tab and log in using your UCONNECT user name and password.

E-mail: support@uco.edu

Phone: 405-974-CALL (2255)

The IT Help Desk is located in the northeast corner of the Math and Computer Science Building. Standard hours of operation are Monday - Friday, 7:00 am – 6:00 pm. Extended telephone support is available until 8:00 pm, Monday – Thursday and from 8:00 am – Noon on Saturdays.

Central Tech Store

The Central Tech Store is an Apple Authorized Campus Store and an Apple Authorized Service Provider. The Central Tech Store has a store location on campus in the Nigh University Center, 2nd Floor, next to the food court. You can get special discounts on software, hardware, and accessories that are only available for UCO faculty, staff, students and alums. For more information and special offers, visit http://techstore.uco.edu.
Campus Safety and Security

Central Alert

Central Alert is UCO’s emergency notification system. It allows authorized UCO officials to send news and instructions simultaneously to individuals through landline phones, cellular phones, text messaging, e-mail and pop-up message to campus computers.

We encourage you to update your contact information through either the Central Alert Channel or the Personal Information Channel on the Home Tab in the University’s portal, UCONNECT (http://uconnectuco.edu).

In order to receive text alerts and/or to receive weather alerts through the Central Alert system, students must opt-in by providing a text-enabled, text message phone number through UCONNECT. Look for the "My Central Alert" option within the "Central Alert - UCO Emergency Notification System" portlet.

Police Services

UCO Police Services employs 17 certified Officers. Our department provides the UCO Community with around the clock service and protection. Along with patrolling the UCO campus and adjoining streets, Police Services officers also patrol University apartment complexes on a regular basis.

Police Services offers numerous programs and initiatives designed to enhance the safety and security of our campus, including:

- Campus Safewalk Program
- Broncho Five-O (Student tip-line)
- Operation ID (Personal property engraving)
- Bicycle Registration

Weather Related Information

Students, faculty, and staff may call the UCO Closing Line at (405) 974-2002 or check the UCO Home Page at wwwucoedu. You may also check with local media.
Transportation and Parking Services

Parking Decal

To order your parking decal, you must have your UCO ID number, your UCONNECT password (same as UCO PIN), and the license plate numbers for all vehicles you register. Detailed instructions for the decal ordering process are available at www.uco.edu/fye.

Eco-Friendly Alternatives

Central's Connect by Hertz program currently uses four 2010 model year vehicles including a Toyota Prius and Camry, a Mazda 3 and a Ford Escape, which are all parked in two different locations on campus. To participate in the program, users must apply online at www.connectbyhertz.com. While many other car rental organizations typically require drivers to be at least 21 years old, Central's Connect by Hertz program's age requirement is only 18, and reservations can be made online or by phone.

The university's successful GreenRide carpooling program, which recently merged with Oklahoma City's GetAroundOK, provides Central students, staff and faculty a way to connect with others in the Oklahoma City metro area for carpool and rideshare options.

Another successful "green" initiative of Central's is its Bum-A-Bike program, which allows the Central community to "bum" a bike free of charge from the UCO Police Services office.

As a partnership between Central, Flatire Burgers and Al's Bicycles, Bum-A-Bike currently has 50 bikes in service with 50 more to come, and offers several incentives including saving gas money, is an environmentally friendly form of transportation, more parking options, convenience, and a great way to get exercise and improve health.
Barnes and Noble at UCO

We are YOUR Bookstore dedicated to serving the entire UCO community, including prospective and current students and alumni!! Shop with us either online or in our store located on the 2nd floor of the Nigh University Center. Your number one source for used books, combined with that famous Barnes & Noble customer service and all your UCO spirit merchandise, we are here to serve YOU!

Price Match

We will match all competitor prices excluding the internet. As the university’s partner we will have the right books on our shelves.

Digital Books

We currently have nearly 8,000 titles available digitally. As you browse our store you will notice signs next to titles that are available in both formats.

Textbook Rental Program

Barnes and Noble is pleased to offer textbook rentals. You can rent select textbooks for 45% of the new or used price. You then have to turn it in at the end of the semester. Hundreds of titles are now available for rental.
Developmental Coursework

Subject deficiencies occur as a result of a sub score of less than 19 in any area of the ACT (performance deficiency) or because a student has not taken the college-bound courses in high school (curricular deficiency). You can correct deficiencies in a few different ways:

- Take a residual ACT (these tests are administered on our campus and the scores are only good at UCO);
- Take the College Placement Test (CPT) and make a great score; or
- Take zero-level courses in the deficient area which will prepare you for the college-level requirements.

Deficiencies must be remediated by the time a student has completed and/or enrolled in 24 semester hours at UCO. Failure to remediate a deficiency within this timeframe will result in a block on enrollment for subsequent semesters. You will need to see your advisor immediately.

If you have questions about your particular deficiency, just ask your academic advisor to help you decide the best way to correct it.
College Placement Test (CPT)

Purpose

The College Placement Test (CPT) score is used to determine your readiness for college level courses in English, Reading, and/or Mathematics.

Location

Office of First-Year Experience Programs
Nigh University Center, room 134
(405) 974-5390

Test Information

- The College Board publishes the test, known nationally as the Accuplacer.

- The CPT is computerized. However, computer knowledge is not required nor are typing skills. (You only need to type basic information, such as name, ID number, and date of birth).

- Special testing accommodations are provided upon request; however, documentation must be on file with the Office of Disability Support Services (NUC 309).

Test components include:

The Reading Comprehension Test includes questions that involve identifying main ideas in a reading passage, applying information, and drawing inferences from a passage. A second type of question involves answering questions about the relationship between two sentences. Categories covered include social sciences, natural and physical sciences, human relations and practical affairs, and the arts.
The Sentence Skills Test includes two different types of questions. The first consists of questions in which the student selects an appropriate word or phrase to substitute for an underlined portion of a sentence. The second requires that a sentence be rewritten according to the criteria shown while maintaining essentially the same meaning as the original question.

The Elementary Algebra Test includes three different types of questions. The first involves operations with integers and rational numbers; the second involves operations with algebraic expressions; and the third involves solutions of equations, inequalities, and word problems. If the tester does not score 65 or above they will be automatically directed to the Arithmetic Test.

The Arithmetic Test includes three different types of questions. The first involves operations with whole numbers and fractions; the second involves operations with decimals and percents; and the third involves applications and problem solving.

The CPT is not timed. Each section contains about 20 questions and will take you 20-50 minutes. The approximate time for all sections of the test is approximately 1 to 2 ½ hours.

Choose wisely when deciding when to test. If you are ill or otherwise preoccupied, it might be best to test another time.

Policies

- You must show a photo I.D. to take the test.
- No appointment is necessary but testing must start at least one hour prior to the posted closing time.
- Calculators are not allowed on the Elementary Algebra or Arithmetic Test.
- If your score is not at the required level for college level course placement, you have the option of retesting.
CPT Re-test Policy

If you need to re-test, there are three options concerning the CPT retesting procedure:

1) You may wait four (4) weeks then take that portion of the test again, OR

2) You may study in the FYE Office or online for 6 hours in Math, 3 hours in English, or 3 hours in Reading.

3) You may purchase Advancer Software and study the above number of hours from home.

You can re-test anytime after completing the required study time.

You can re-test a total of two (2) times per subject.

Comfit Tutorial

This FREE online study program will customize a learning program for your specific needs. The pre-test not only creates your learning plan, but also tells you approximately how well you will do on the CPT before you take the test. Further assessments provide a larger array of lessons which increase your ability to improve your understanding of each overall subject and help you achieve the scores you need for placement.

Visit the FYE Office to register, and you can either study in our lab or from the comfort of your own home for up to two weeks.

Official Accuplacer App

This app, available through the iTunes store, cannot be used to satisfy official required study time but can be used to access interactive practice tests from your mobile device. Learn more about the Accuplacer at www.collegeboard.org/accuplacer.
The University Core

The University Core (sometimes referred to as “general education” courses or “basics”) is a collection of courses that every student graduating from the University of Central Oklahoma must complete. We believe that the core curriculum provides a foundation for the undergraduate academic experience, enables students to develop a set of university-level skills and attitudes, and establishes a basis for life-long commitment to, and capacity for, learning and service.

There are actually only 14 to 15 courses (about 45 credit hours) required in the University Core and you are given choices as to the particular course you must complete in most areas. The requirement list on the following page is the pattern all students will complete. Specific course recommendations for fulfilling the University Core can be found in the University Catalog.

In addition to the University Core, you must also complete all requirements for your degree program (your major) and earn a total of 124 credit hours in order to graduate.
University Core Requirements

Written and Oral Communication ................................ 9 hrs.

- English Composition ........................................ 3
- English Comp. and Research ................................ 3
- Oral Communication .......................................... 3

Quantitative Reasoning/Scientific Method ...................... 10-12 hrs.

- Math ................................................................... 3
- Life Science .................................................... 4-5
- Physical Science ................................................ 3-4

Critical Inquiry and Aesthetic Analysis ......................... 6 hrs.

- Aesthetic Analysis ............................................ 3
- Critical Inquiry ................................................ 3

American Historical and Political Analysis ..................... 6 hrs.

- American National Government .......................... 3
- U.S. History ..................................................... 3

Cultural and Language Analysis .................................. 3-4 hrs.

- Second Language ............................................ 4
- OR
- Cultural Analysis ............................................. 3

Social and Behavioral Analysis .................................. 3 hrs.

Life Skills ................................................................ 5 hrs.

- Healthy Life Skills .......................................... 2
- Elective Life Skills .......................................... 3

TOTAL ..................................................................... 42-45
First-Year Experience Programs

The Office of First-Year Experience Programs will focus on first year students as they make the transition from their high school, post high school or transfer institution experiences to the college experience at Central. The FYE Office will undertake a comprehensive array of curricular and co-curricular initiatives intended to promote an understanding and appreciation of transformative education and to assist students as they develop strategies and attitudes that will maximize academic success. We will familiarize students with campus resources and how to use them, foster the development of positive relationships between and among students, faculty, staff, and administrators, and prepare students to become productive, creative, ethical and engaged citizens and leaders serving our global community.

Services Provided:

- Administration of the College Placement Test (CPT)
- Academic Orientation Events (Enrollment Central, Enrollment Central Online, Transfer Enrollment Days)
- Oversight of UNIV courses
- Campus Card Services (Broncho Spirit Card Customer Service and issuance of university ID Cards in conjunction with Midfirst Bank)
- Freshman Academic Advisement
Undergraduate Academic Advisement

The Center for Undergraduate Academic Advisement is located in the Nigh University Center, room 121. There are three Freshman Advisors available to help you plan your first two semesters at UCO. Advising appointments are offered daily. To make an appointment or to check our office hours, call (405)974-2727 or visit www.uco.edu/myadvisor.

If you have already decided on a major, we can help you build schedules for your first two semesters to start you in the right direction toward graduation. Once you have completed 24 semester hours, you will be assigned to an academic advisor in your program area.

Your freshman advisors encourage you to select a major by the end of your freshman year because you will have completed most of the University Core by then. A few majors even require that you begin your major coursework right away, so it is important that you educate yourself regarding your options and make some tough decisions as soon as you feel comfortable.

Transfer students can visit one of several program advisors available at UCO. These academic advisors specialize in the degree requirements for specific majors available at UCO. Program advisors will evaluate all transfer coursework and help you determine how your other college coursework will count at UCO.
Advice from Your Academic Advisor

- GO TO CLASS!!!!!!!
- Take your required Math early – the longer you wait, the more high school math you will forget!
- Take advantage of early enrollment!
- GO TO CLASS!!!!!!!
- See your academic advisor early and often – at least twice a year!
- If you decide to drop a class, you must officially withdraw from it; don’t just quit attending class and assume your instructor will take care of it.
- GO TO CLASS!!!!!!!
- Don’t let problems go unattended.
- Find answers at the appropriate office (See the “I Need Help!” list in this booklet).
- Oh, and GO TO CLASS!!!!!!!
- Get involved! Join a student organization! Enjoy your college experience!
- And, finally, GO TO CLASS!!!!!!!
Enrolling on UCONNECT


2. In the “Secure Access Login” window, enter your “User Name” and “Password”.

   Your User Name is generally the first letter of your first name + your last name (ex. Buddy Broncho = bbroncho). Some User Names may have a number added as well. New students receive two emails upon admission. The first email provides students with their ID number and User Name. The second provides a one-time link that allows students to set their own UCONNECT password. These emails are sent to the third party email address that each student provides on his or her application for admission. Contact Technology Support at (405) 974-2255 if you did not receive either of these emails.

3. In the “Registration Tools” window choose “Look Up Classes”.

   *If you are using UCONNECT for the first time, please proceed to step 4.

   *If you are a returning user, please skip to step 5.

4. You will automatically be taken to the “Terms of Usage” screen.

   Read the “Terms of Usage” and click “Continue”. Next, choose “Student” on the “Main Menu” screen. Once on the “Student” screen, choose “Enrollment/Registration”. Once on the “Enrollment/Registration” screen, choose “Class (Course) Availability”.

5. You will automatically be taken to the “Select Term or Date Range” screen.

   In the “Search by Term” pull down menu select the term in which you would like to enroll. Click “Submit”.

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6. Fill in the desired criteria to search for a class.

Choosing a “Subject” and typing in the “course number”, while leaving the remaining criteria areas blank, will show you all the times offered for that class. Put a check in the box to the left of the desired class time and hit “Register” at bottom of screen. The class or classes you have chosen should be listed with a “Web Registered” message on the “Enroll, Add, or Drop Courses” screen. If there was an “Error” message write down its description and see the appropriate office for assistance. Once you have successfully registered, click the “Class Search” link to enroll in additional courses.

7. After you successfully enroll in your classes, be sure to print both your schedule and fee statement.

Click on the “Return to Menu” link located just above your name near the top right-hand corner of the screen to return to the “Enrollment/Registration” menu. On this menu, choose “Student Detail Schedule”, which includes the most information about your classes, or choose “Student Schedule by Day & Time” to see a weekly outline of your class schedule. Choose “Registration Account Summary” to check your fee statement. If you are using the computer terminals outside of the Advisement office, just click on the printer icon on the menu bar at the top of the screen to print each screen.

8. Logout by clicking on the “Logout” icon in the top right corner of the screen.


There you will find the answers to many of your questions and have access to most school services under the “A to Z Site Index” menu.
New Student Checklist

☐ Complete and submit application to Undergraduate Admissions, NUC 124. Be sure to attach official transcripts from high school and any other colleges attended as well as ACT or SAT scores.

☐ Participate in Enrollment Central.

☐ Complete the OHLAP Form (if you qualify) and turn in to the Bursar’s Office.

☐ Take the UCO Placement Test (CPT), if needed.

☐ Check UCONNECT to make sure you do not have any holds that would prevent you from enrolling for classes.

☐ Build your Schedule and enroll online.

☐ Enroll in Success Central.

☐ Get your UCO Student ID card.

☐ Confirm your Central Alert opt-in preferences to receive emergency text messages and/or weather alerts.

☐ Order your parking decal by visiting www.uco.edu/parking.

☐ Submit final high school or college transcripts to Undergraduate Admissions.

☐ Buy your books at Barnes & Noble University Bookstore on the 2nd floor of the Nigh University Center.


☐ Attend New Broncho Orientation in August.

☐ Find your classrooms before the first day of class.

☐ Make the Honor Roll.
Your Grade Point Average

Calculating your GPA is easy—just follow the steps below!

- Turn your letter grades into numbers using the following legend:
  - A’s = 4 points
  - B’s = 3 points
  - C’s = 2 points
  - D’s = 1 point
  - F’s = 0 points

- Multiply your letter grade points in a course by the number of its credit hours. This total is called quality points.

- Add all your quality points together.

- Add all your credit hours together.

- Divide the quality points by the credit hours.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 1113</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>ENG 1113</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>MATH 2305</td>
<td>5</td>
<td>C</td>
<td>10</td>
</tr>
<tr>
<td>PHIL 1113</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>UNIV 1012</td>
<td>2</td>
<td>A</td>
<td>8</td>
</tr>
</tbody>
</table>

48 ÷ 16 = 3.00
FERPA

In compliance with public law 93 - 380, Family Educational Rights and Privacy Act of 1974 (also referred to as F.E.R.P.A., The Privacy Act, and The Buckley Amendment), the University of Central Oklahoma designates the following student information as directory information which may be released to the general public without the consent of the student.

- Name, local and mailing address, email address, home phone number(s), classification, dates of attendance at UCO, enrollment status (full or part-time).

- Major field of study/degree program, educational institutions previously attended, degrees and awards granted, degree(s) held and date(s) granted as well as institutions granting such degree (s).

- Date and place of birth, participation in officially recognized organizations, activities and sports, weight and height of participants in officially recognized sports.

This information may be disclosed by the institution for any purpose, at its discretion.

Students may request withholding disclosure of all directory information under the Family Educational Rights and Privacy Act of 1974. Forms are available in the Office of Undergraduate Admissions, NUC 124.

A student may grant permission to parents or others for access to her/his academic and financial records by using the Proxy Access tool found in UCONNECT. Students are able to designate third parties and permission levels and provide those individuals with web access to the designated information.

For more information concerning the rights and responsibilities associated with educational records, please review the Undergraduate Catalog, available at www.uco.edu.
I Need Help! Who Do I Talk To?

Broncho Spirit Card ...................................................... (866) 309-7454
 ............................................................................ www.bronchospiritcard.com

Bursars Office ............................................................. (405) 974-2727

Campus Activities ..................................................... (405) 974-2363
 ........................................................................... www.uco.edu/student_affairs/cae

Campus Card Services ............................................ (405) 974-5352
 ........................................................................... www.uco.edu/cardservices

Career Services ...................................................... (405) 974-3346
 ........................................................................... www.careers.uco.edu

Center for eLearning and Continuing Education ................. (405) 974-2420
 ........................................................................... www.uco.edu/cece

Center for Undergraduate Academic Advisement ............ (405) 974-2727
 ........................................................................... www.uco.edu/advisement

Centre for Global Competency ................................ (405) 974-2447
............................................................................. www.uco.edu/cgc

Commuter Student Services ................................ (405) 974-3655
 ........................................................................... www.uco.edu/ucommute

Disability Support Services .................................. (405) 974-2516
 ........................................................................... www.uco.edu/disability_support

Employment Services ............................................. (405) 974-2366
 ........................................................................... http://jobs.uco.edu

Housing and Dining Services ................................... (405) 974-2746
 ........................................................................... http://housing.uco.edu
Information Technology Helpdesk ...................... (405) 974-2255
........................................................................ www.uco.edu/technology

Mercy Clinic at UCO ........................................ (405) 974-2317
........................................................................ www.ucowellnesscenter.com

Office of Diversity and Inclusion ....................... (405) 974-3588
........................................................................ www.uco.edu/diversity

Office of First-Year Experience Programs ........... (405) 974-5390
........................................................................ www.uco.edu/fye

Office of Greek Life ........................................ (405) 974-2580
........................................................................ www.uco.edu/greek

Office of Parent Programs ............................... (405) 974-3301
........................................................................ www.uco.edu/parents

Office of Student Conduct ....................... (405) 974-2361
........................................................................ www.uco.edu/conduct

Office of Student Organizations .................... (405) 974-2625
........................................................................ www.uco.edu/student_life/orgs

Police Services ............................................... (405) 974-2345

Scholarships ............................................... (405) 974-2727
........................................................................ www.uco.edu/scholarships

Student Counseling Center ......................... (405) 974-2215
........................................................................ www.uco.edu/student_counseling

Student Financial Services ............................. (405) 974-2727
........................................................................ www.uco.edu/finaid
I Need Help! (Continued)

Student Life ......................................................... (405) 974-2364
........................................................................ www.uco.edu/student_life

Testing Services ................................................... (405) 974-2388
........................................................................ www.uco.edu/testing_services

Transportation and Parking Services ...................... (405) 974-2780
........................................................................ www.uco.edu/parking

Tutoring Central ................................................... (405) 974-2487

UCO Foundation ................................................... (405) 974-2770
........................................................................ www.uco.edu.foundation

Undergraduate Admissions ................................. (405) 974-2727

Volunteer and Service Learning Center ................. (405) 974-2621
........................................................................ www.uco.edu/volunteer

Weather Closing Line ............................................ (405) 974-2002
........................................................................ www.uco.edu/resources/closing_info
Deadlines to Remember—Fall 2013

Fee Payment Due for All Courses ................................. August 16
Classes Begin .................................................................. August 19
Last Day to Completely Withdraw on Web ............ August 19, 8:00 am
Last Day for 100% refund on Complete Withdrawal ...... August 30
Last Day to Enroll, Add, or Change Classes ............... August 23
Last Day for Refund when Dropping a Class in person .... August 30
Last day for Refund when Dropping A Class via the Web .... Sept. 2
Labor Day—No Classes.................................................. September 2
Fall Break—Classes Dismissed................................. October 10-13
Last Day to Withdraw from Courses in Person ............ November 1
Last Day to Withdraw from Courses via the Web .......... November 3
Thanksgiving Break.................................................. November 27—December 1
Class work Ends....................................................... December 6
Final Examinations .................................................. December 9-13
Grades Available to Students, after 5 pm .............. December 17
Christmas Break.................................................. December 14-January 12, 2014

For a detailed list of semester deadlines visit Enrollment Management at www.uco.edu/registrar. From the list on the left side of the page, select ‘Deadlines for Fall’. 
University Building Codes

**ADM**
Lillard Administration Building

**A & D**
Art and Design

**BUS**
Business

**CCH**
University Commons Clubhouse

**CHS**
Coyner Health Sciences

**CLP**
Central Plant

**COM**
Communications

**CTL**
Center for Transformative Learning

**EDU**
Education

**EVH**
Evans Hall

**FAM**
Facilities Management

**FSI**
Forensic Science Institute

**HES**
Human Environmental Sciences

**HFH**
Hamilton Field House

**HOH**
Howell Hall

**HPE**
Health and P.E.

**HSG**
Housing Office

**JZL**
Jazz Lab

**LAR**
Liberal Arts

**LIB**
Max Chambers Library

**MCS**
Math and Computer Science

**MIH**
Mitchell Hall

**MUH**
Murdaugh Hall

**MUS**
Music

**NUC**
Nigh University Center

**OLN**
Old North

**PP**
Physical Plant

**PRS**
Print Shop

**PSB**
Police Services Building

**THH**
Thatcher Hall

**UCA**
University Commons Apartments

**UST**
University Suites

**WAH**
Wantland Hall

**WEH**
West Hall

**WEL**
Wellness Center