FINANCIAL AND STUDENT SERVICES INFORMATION
Tuition and Fees for Graduate Courses

Graduate courses at UCO are charged based on a combination of mandatory tuition and fees for all courses plus specific fees which vary by course and the college offering the course. (Graduate students who take undergraduate courses to meet prerequisites or for general preparation pay undergraduate tuition and fees for those courses. See the undergraduate catalog for details.) See the Registrar Website for the latest detailed information on tuition and fees at: http://www.uco.edu/em/registrar/ tuitionandfees.asp

Estimated Costs for International Students

International graduate students on F-1 visa status should contact the Office of Global Affairs to determine the current cost of attendance estimate including fees, tuition, books, housing, meals, and other living expenses. Visit Nigh University Center, Room 137; call 405-974-2390; e-mail international@uco.edu; or go to http://www.uco.edu/student-affairs/international/.

Residence Status

A uniform policy concerning resident status exists for all state-supported institutions of higher education in Oklahoma. Information and a petition to determine residency are available in the Office of Admissions and Records, first floor, Nigh University Center.

Financial Aid for Graduate Students

There are numerous sources of financial aid for UCO graduate students including:

- Teaching Assistantships
- Research Assistantships
- On-Campus Employment including Federal Work-Study
- General Scholarships
- Program-Specific Scholarships
- Veterans and Senior Citizen Programs
- Research Grants

It is the student's personal responsibility to take the initiative to find out about financial aid and scholarships. The Office of Financial Aid (see contact information below) is the best source of information. In addition, the offices of the academic colleges and departments can often make helpful suggestions about scholarship opportunities and sources of financial aid specific to the programs they offer.

On the university web site, students will find a number of privately funded scholarships available to them associated with their specific academic degree. Applications can be downloaded by visiting the following college websites. These websites will carry the latest information and important deadlines.

- College of Business, visit: busn.uco.edu/financial-assistance/scholarships or contact Sarah Gayken at sgayken@uco.edu or 974-5333.
- College of Education & Professional Studies, visit: uco.edu/ceps/scholarships/index.asp or contact Michelle Moseley at mmosley3@uco.edu or 974-2763.
- College of Liberal Arts, visit: uco.edu/la/studentlinks/index.asp or contact Liberal Arts at 974-5540.
- College of Fine Arts & Design, visit: uco.edu/cfad/scholarships/index.asp, and click on the specific department web page or contact Deborah Baucom at dbaucom@uco.edu or 974-3718.
- College of Mathematics & Science, visit: uco.edu/cms/development/scholarship.asp or contact Donna Bass at dbass2@uco.edu or 974-2740.

UCO Foundation, visit: uco.edu/foundation/scholarships/index.asp or contact Heather Fieth at hfieth@uco.edu or 974-3798.

The Jackson College of Graduate Studies maintains a list of contact information for scholarship opportunities on their website: http://www.uco.edu/graduate/financial/index.asp. UCO awards over $52 million in federal, state, and private aid to more than 9,600 students annually. The University participates in the Federal and State programs for graduate students, Federal Family Education Loan Program (FFEL) and the Federal Work-Study Program (FWS). For information deadlines and forms contact:

- Office of Student Financial Aid
  University of Central Oklahoma
  Nigh University Center, Room 141
  100 North University Drive
  Edmond, OK 73034-5209
  Phone: (405) 974-3334
  FAX (405) 340-7658
  Federal School Code: 003152
  Web Address: uco.edu/em/your-central-investment/financial-aid/index.asp

Teaching and Research Assistantships

Assistantships at UCO are intended to be awarded only to the best students. The requirements to be granted assistantship status are intentionally rigorous and, as a result, the awarding of an assistantship is not always automatic. For information on Teaching Assistantships, contact the graduate advisor or deans' office over your program. Nearly all teaching assistantships are in the College of Liberal Arts.

For information on Research Assistantships, contact the Office of Research and Grants, ADM 216, 974-2526 or visit their website at: www.uco.edu/facres/

Enrollment Changes and Financial Aid

During the semester, a student may drop a course(s). If federal funds have already been issued to the student or credited to the student's account, the student may be liable for repay-
ment of these funds. Federal aid recipients who completely withdraw after school begins, but prior to completing at least 60% of the semester will have to repay some portion of the federal funds received.

Veterans Assistance Programs
UCO maintains a full-time Veterans Affairs Office. It is located in Room 121B of the Nigh University Center. The phone number is (405) 974-2578. The staff can assist students in completing requirements to receive VA entitlements.

Senior Citizens Programs
Residents of Oklahoma, 65 years of age or older, may request a fee waiver to audit up to six semester hours of academic work per semester contingent upon available classroom and laboratory space. Permission to audit must be obtained from the instructor. Students auditing a class are expected to have the same prerequisites completed as students enrolled for credit. After enrollment, senior citizens requesting a fee waiver should take their processed class schedule printout and proof of age to the Office of Student Financial Aid, Nigh University Center, Room 141.

Vocational Rehabilitation
The Vocational Rehabilitation office is located at 1701 E, 2nd Street, Suite C, Edmond, OK, (405) 341-1400. All students seeking vocational rehabilitation assistance must be processed and cleared through this office each term. Please contact this office directly about eligibility requirements.

Student Research, Creative and Scholarly Activities (RCSA) Grants
Research is an inquiry or investigation that makes an original, intellectual, or creative contribution to the discipline. At UCO this definition includes significant faculty mentoring in research, creative, and scholarly activities (RCSA) that have the potential for peer-reviewed dissemination in the form of presentations, publications, creative projects, exhibitions, or performances.

Engaging students in RCSA is one of the academic goals of UCO. RCSA opportunities contribute to the production of well-rounded, better-educated students who will have a greater probability of becoming productive, creative, ethical, and engaged citizens in a post-graduate environment. While UCO encourages and supports RCSA at all levels across the UCO campus, it is especially encouraging and supportive when students are involved. Students of all disciplines can engage in the benefits and excitement of student-focused RCSA.

Some of the initiatives available to graduate students in research, creative and scholarly activities are the Student RCSA Presentation Grant Program, which supports up to $500 of air travel expenses for the presentation of student research, creative and scholarly activities. In addition, students can submit proposals to the Student RCSA Research Grant program.

Students who are selected for the Student RCSA Research Grant program will receive an award of up to $500 per se-
Student Testing Services
The University of Central Oklahoma’s Testing Center is a national test center for Educational Testing Services (ETS), The College Board, and the American College Testing Program (ACT). Testing Services administers national college entrance exams such as the ACT, SAT, GRE Subject Exam, and the PPST; visit those web sites for schedule and registration information. Testing Services also offers residual ACT and institutional TOEFL exams to prospective UCO students on a weekly basis (results of residual and institutional exams cannot be transferred to other institutions). Moreover, Testing Services offers two types of “challenge” examinations designed to evaluate learning for the purpose of awarding college credit: 1) Nationally Standardized tests CLEP, Dantes, Advanced Placement (AP); and 2) Departmental tests based specifically on UCO curriculum which may be objective, essay, and/or performance based. For more information, visit Thatcher 301; call (405) 974-2388; or visit: www.uco.edu/testing_services.

Technology Assistance
Call Technology Support: 974-2255; or go online to: www.uco.edu/technology/

The Office of Information Technology (OIT) is responsible for all technology-related applications and systems which cross two or more departmental or functional areas. It offers students, faculty, and staff a wide range of technology services in support of their educational experience. OIT comprises Technology Resource Center, Support and Operations, Technology Applications, Enterprise Service Professionals, and Telecommunications departments.

OIT has negotiated reduced pricing for software and hardware available through the UCO Techstore. For more information visit www.uco.edu/techstore.

General purpose microcomputer labs are located in the Chambers Library Microcomputer Lab Room 107 and the Cyber Café located on the second floor of the Nigh University Center. The microcomputer labs provide students with access to microcomputers utilizing campus standard software, including Internet browsers, UCONNECT, WebCT, Microsoft Office, Adobe and SPSS. UCO is a completely wireless campus. For connection settings visit: www.uco.edu/technology/wireless/index.asp

The Language Company - Edmond
As UCO continues to expand globally, The Language Company - Edmond, a privately-owned school located on campus, is reaching out to international students by providing English as a Second Language programs on nine levels of instruction in addition to special private courses. International students participate in twelve-week classes designed to give them English skills necessary to succeed and to exhibit requirements for admission into U.S. colleges and universities. For more information contact, (405) 341-2125. See the Admission to Graduate Studies section of this catalog for information on English proficiency requirements.

Disability and Rehabilitative Support Services
The Office of Disability Support Services (DSS) aims to assist students with qualifying disabilities achieve access to educational opportunities that are on par with those enjoyed by their peers without disabilities. Students with disabilities who require accommodations may contact the Disability Support Services Office where they will be given an opportunity to identify specific academic needs. Additionally, students will be asked to provide documentation regarding their disability and request for accommodation prior to receiving services. Reasonable accommodations are based on the individual need of the student. Services such as note takers, sign language interpreters, and alternative testing procedures are some examples of the kinds of accommodations that may be granted to qualifying students.

The Disability Support Services Office can assist the student in removing architectural or attitudinal barriers on campus. A student who believes he/she has been treated inappropriately because of his/her disability is encouraged to report the incident to the Disability Support Services Office.

For further information on services provided, visit the Disability Support Services Office, Room 309, Nigh University Center, call (405) 974-2549 or visit us on the Web at: www.uco.edu/disability_support/

Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require the University to make reasonable accommodations in providing students with disabilities access to equal educational opportunity.

Residential Accommodations
The University of Central Oklahoma offers unique living environments designed to meet the needs of UCO’s diverse student body. To reach them via e-mail use the following address: housing@uco.edu

Student Conduct
The mission of the Student Conduct Office is to enlighten the campus citizenry regarding conduct regulations and responsibilities, and enforce the social guidelines necessary to maintain a comfortable atmosphere of living and learning in the University community. The Student Conduct Office determines responsibility in referred cases and decides how to develop and/or restore character, community, and civility to those students who have made mistakes, as well as others who may have been impacted. The Student Conduct Office may develop and restore students and the affected community through a variety of appropriate developmental sanctions and/or programming. The Student Conduct Office communicates expected standards of behavior through the publication of the Code of Student Conduct.

The Student Conduct Office also serves as a channel of communication between instructors and those students unable to attend class because of an emergency, which may include death of a family member, extreme illness/hospitalization, jury duty, military leave, or victimization by a natural disaster. Authentic documentation is required.
For more information about the services and publications of the Student Conduct Office, contact the Director of Student Conduct in Lillard Administration 213, (405) 974-2361.

**Student Support Offices**

**Alumni Services**
The UCO Alumni Relations Office serves as the voice and link for all graduates and former students to the university. Its goal is to maintain a close relationship with alumni through specialized events and communication pieces. The office also helps alumni (graduates and former students) reconnect with former classmates and faculty. The UCO Alumni Relations Office also works in tandem with the non-profit UCO Alumni Association. Membership is open to any graduate, former student or friend of the university. For more information call, (405)974-2421, visit the Alumni Website at [www.uco.edu/alumni](http://www.uco.edu/alumni) or stop by the Alumni House on 320 East Hurd.

**Student Affairs Services**
Student Affairs Services provides a challenging and supportive community for students by fostering their understanding of self, appreciation of diversity, and commitment to service. These goals are achieved by providing progressive and inclusive programs and services that enhance student learning and well being.

The departments within Student Affairs Services offer support for personal enrichment and development of leadership skills. All departments aim to assist students in achieving their personal and academic goals.

The departments reporting to the Vice President for Student Affairs include:

- Office of Undergraduate Admissions
- Campus Card Services
- First Year Experience Programs
- Student Success
- Student Support Services
- Undergraduate Academic Advisement
- Enrollment Services/Registrar
- Office of Veteran Support
- NCAA Eligibility
- Call Center
- Articulation
- Graduation Services
- Student Financial Services
- Bursar/Cashier
- Financial Aid
- Career Services
- Disability Support Services
- Office of Global Affairs
- Office of Diversity and Inclusion

**New Student Orientation**
- Stampede Week and Freshman Forge
- Plunkett Field and Stage
- Y-Chapel
- Student Conduct Office
- Student Counseling Center
- Wellness Center
- Mercy Clinic at UCO
- Student Life
- Campus Activities and Events
- Greek Life
- Student Organizations
- Volunteer and Service Learning Center
- Testing Services
- Violence Prevention Project

**Career Support Services**
UCO Career Services assists students with academic/course planning and career development. The staff and services are available to help students choose plans of study (i.e. majors), to find internships, and to ultimately find full-time employment upon graduation.

The UCO Career Services counseling staff meets with students Mondays-Fridays through scheduled appointments and during specific non-appointment hours on certain days, which are considered walk-in counseling sessions. To learn current walk-in counseling hours, please call or visit online.

Four assessments help students understand themselves better and assist them in choosing majors or careers to pursue, the most popular being eDISCOVER (which is free to students).

There is also a seminar series each semester to discuss topics such as resume writing, interviewing skills, job and internship searching, and handling a first post-college salary.

The Career Resource Lab within Career Services also offers hundreds of degree and career resources, from Major Connections to employer literature to sample resumes to books and videos to internet access for specialized career software.

Those seeking internship or full-time employment opportunities will find the online program especially helpful. It is a resume database, from which resumes are electronically referred upon employers’ requests. It also serves as the interview scheduling program when recruiters come to campus.

UCO Career Services also hosts the Fall Career & Internship Fair, Summer Camp Job Fair, Spring Career & Internship Fair and Teacher Job Fair. See [www.careers.uco.edu](http://www.careers.uco.edu) for the latest information, visit Nigh University Center, Room 338 (above the Express Food Court), or call (405) 974-3346 for more information.

**I.D. Cards**
All entering students must have an identification (I.D.) card issued the first semester of enrollment and used while the student is enrolled in classes at UCO. Students must show the I.D. card when conducting business on campus. The card also entitles the bearer to discounts at area movie theaters and other community businesses. Students are charged the
Financial & Student Services Information

$15.00 I.D. fee at first enrollment, to be paid at the Bursar’s counter. I.D. Cards may be obtained in the Nigh University Center, Room 128.

International Services
The Office of Global Affairs, Nigh University Center, Room 137, is the international student’s home away from home, and the first place an international student should go when arriving on campus. The Global Affairs Office is responsible for all international recruitment and admission procedures, both graduate and undergraduate. The office has Immigration and Customs Enforcement (ICE) advisors and activity coordinators who provide an array of both on-campus and off-campus activities. Admissions counselors are also available. Information on scholarship opportunities specifically designed for international students is also available.

Additionally, the offices of the NCN (National Collegiate Network) advisors are located in the International Student Services Office. These advisors assist students from Japan who were admitted through this program.

For more information on the International Student Services Office, call (405) 974-2390, or visit the Website at: www.uco.edu/ioffice/.

Academic Support
Tutoring Central located on the Northeast corner of West Hall houses the UCO English and Writing Lab and provides some math and science tutoring for lower level courses. The TC also provides students with scheduling for and/or information about free tutoring services and academic support programs on campus. In addition, Tutoring Central sponsors Conversation Groups designed to help UCO international students improve conversation skills with activities to engage and promote understanding and practice of the English language. For more information on Tutoring Central call (405) 974-2487, or visit the website http://tc.uco.edu.

Multicultural Programs
The Office of Multicultural Student Services is here to help students succeed and accomplish all of their goals at the University of Central Oklahoma. The office offers several services and programs for minority students. The Office of Diversity and Inclusion is located in Nigh University Center, Room 211. The phone number is (405) 974-5946.

The program design includes peer counseling, student skills workshops, and cultural awareness programs. The office serves as a resource for the rest of the campus on issues surrounding minority students. Student staff members help their peers adjust socially and academically to university life, learn basic college survival skills, and explore the myriad opportunities the university community has to offer.

Packing
Student cars parked on campus must display parking permits. Current license plate numbers are required to purchase parking permits. Students may purchase permits annually from the Transportation and Parking Services Office, located in the Nigh University Center, Room 309.

Postal Service
Postal services are available including post office box rental. The Broncho Stamp N Post is located in the Nigh University Center on the first floor. There are three mail deposit centers on campus. One is located in the Nigh University Center, and one in the lobby of the University Suites.

Public Safety and Security
The mission of the University of Central Oklahoma’s Department of Public Safety (DPS) is to provide a safe and secure environment to further educational activities within the confines of the campus, its buildings, facilities and service areas. To accomplish this mission, DPS delivers a variety of services through its Police Operations Division, Environmental Health and Safety Division, Access Control (Key Control) Division and Transportation & Parking Services Division.

Police patrol services are provided by commissioned, armed and state-certified police officers. DPS police officers are responsible for building security, response to emergencies, investigation of crimes that occur on campus, crime prevention activities and a myriad of other activities that help support the educational mission of UCO. DPS also employs students through the Student Public Safety Officer program to perform general safety and security services. These include building security, Safe-Walk escorts and motorist assistance.

The UCO DPS building is located immediately northwest of Old North, next to University Drive. They operate twenty-four hours a day, seven days a week year round. For non-emergency matters, call (405) 974-2345. Emergencies may be reported via 9-1-1 from any campus telephone.

The Environmental Health and Safety Division manages a number of programs and training initiatives including fire alarm system management and fire safety programs, asbestos abatement, mold remediation, occupational safety programming, chemical disposal programs and a number of other programs engineered to ensure that UCO remains a safe environment for everyone. They can be reached at (405) 974-2216 or (405) 974-3000. Students should report any environmental health or safety concerns to this office.

Transportation and Parking Services
The Transportation and Parking Services unit manages the maintenance and care of university parking facilities, permit sales, violation enforcement and special event management. They can be reached at (405) 974-2780.

The Access Control Division can be reached at (405) 974-2944. This unit maintains all entry door and locking/exit hardware as well as lock core changes and key issuance for all faculty and staff.

For more information about the Department of Public Safety or campus security and safety initiatives, please visit the DPS Website at: uco.edu/administration/safety-transportation/transportation-parking-services/index.asp
Risk Management

UCO is insured through the Office of State Risk Management. The Risk and Insurance Management Program Coordinator in UCO’s Office of Legal Counsel, coordinates all insurance activities for the University.

Students desiring insurance coverage for their properties must provide their own. UCO is not responsible for stolen or lost property on the University campus. UCO is not liable for personal injuries sustained by students in classes or laboratory settings unless the State Risk Management, working with the State Attorney General Office, determines that the cause of the incident leading to the injury is due to negligence on the part of UCO. A student motor vehicle must have full insurance coverage, as the university does not indemnify against losses to vehicles operated or parked on university property.

Student Counseling Center

The University of Central Oklahoma’s Student Counseling Center is a place where students can learn to deal more effectively with personal concerns or situations, such as coping with friendships, divorce or a break-up, anxiety, depression, academic difficulties, career change, and adjustment to college life. Services are available to currently enrolled students of UCO only. The Student Counseling Center is located in Nigh University Center, Room 402, and is open between the hours of 8 a.m. to 5 p.m., Monday through Friday, excluding university holidays. Call (405) 974-2215 or visit online at: www.uco.edu/scc for more information.

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 or call 405 974-2215.

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 406. For more details, call 405-974-2224 or check our UCO website, www.uco.edu/vpp.

Campus Health Clinic

OU Physicians Health & Wellness Clinic at UCO serves as a convenient and affordable source of health care for UCO faculty, staff, and enrolled students. Available services include immunizations and TB testing, women’s health care, routine physicals, care of minor injuries and sudden illness, pharmaceuticals, nutritional counseling, allergy injections, health education and counseling, psychiatric services, and laboratory testing.

The Clinic is open according to the University calendar, Monday through Friday, 8:00 am to 5:00 pm. To schedule an appointment with the medical doctor or the nurse practitioners, please call (405) 974-3161. The Clinic accepts most health insurance plans, as well as other forms of payment.

Patients can also be seen without an appointment. Walk-in patients are accommodated on a first-come, first-served basis.

The Clinic is located in the Wellness Center, Room 105 on the northwest corner of campus on University Drive. For more information about OU Physicians Health & Wellness Clinic at UCO, please visit https://sites.uco.edu/wellness/hf/health%20resources/campus-health-.asp

Health Insurance

Information on hospitalization and accident insurance is available in Nigh University Center, Room 121. Information is also available through the Mercy Health Clinic, Wellness Center Room 105, (405) 973-2317. International students should contact the Office of Global Affairs, Nigh University Center Room 137, (405) 974-2390.

Immunizations

Beginning Fall semester, 2004, Oklahoma state law required that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases.

Transcripts (Official) Free of Charge

Transcripts reflecting degrees earned will be available approximately three weeks after the last day of the semester in which the student graduated.

Written or faxed request must include
1) Full name or any other name used when attending here
2) Student ID # or Social Security number
3) Date of Birth
4) Dates attended at UCO
5) Address
6) Copy of photo ID with birthday.

Kiosks are available outside Room 128 in the Nigh University Center for students to print their own official transcripts.