This planner belongs to:

Name___________________________________________
Address__________________________________________
City/Town_________________________ Zip Code________
Telephone________________________________________
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**AFFIRMATIVE ACTION COMPLIANCE STATEMENT**
This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the bases of race, color, national origin, sex, age, religion, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. Inquiries concerning the application of these programs should be made to Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, Alva, OK 73717, (580) 327-8415, or the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo. 64114, (816) 268-0550.

**COST STATEMENT**
This publication, printed by Northwestern Oklahoma State University is issued by the University as authorized by the Regent University System of Oklahoma. A total of 650 copies have been prepared and distributed at a cost to the taxpayers of the State of Oklahoma of $2,091.24.
MISSION
Northwestern Oklahoma State University is a community of learners that includes students, teachers, staff, administrators, and area citizens advancing learning excellence and preparing its members for service as leaders and entrepreneurs in the changing climate of northwest Oklahoma and the world.

HISTORY
Northwestern Oklahoma State University is a true product of the hardy spirit that filled the Cherokee Strip within a few hours after its opening. Northwestern opened its doors for the first time on September 20, 1887, with an enrollment of 68 students. The number grew to 166 by the end of the year.

The College, which started as a normal school, was increased to a four-year teachers college in 1919 and was designated Northwestern State Teachers College. In 1939, Northwestern was further expanded to include degrees in liberal arts as well as education. Its official title then became Northwestern State College. In August 1974 an act of the state legislature officially changed the name to Northwestern Oklahoma State University.

The academic program of the university is supplemented and enriched by a vital, well-organized program of out-of-classroom education and a strong effective student enrichment program. A university is just as strong as its weakest part. With this in mind every effort is made to see that the academic program, student activity program, and the climate, which prevails on the campus are in harmony. This is accomplished by use of the best and most recent knowledge and highest quality programs. The university is proud of its faculty, staff, facilities, and its future.

FACTS ABOUT NORTHWESTERN
The university’s main campus is located in Alva, Oklahoma, a city of 5,300 with branch campuses located in Enid (50,000) and Woodward (12,000). The university has more than 415 acres of land with over 36 buildings, including instructional facilities, residence halls, student center, auditorium, gymnasium, athletic facilities & wellness center, television and newspaper facilities, and a farm. The Alva campus library holds over one million books, bound volumes, government publications, and microfiche items with the Enid campus having approximately 4,000.

Enrollment is approximately 2,100 students from 30 states with 81 percent coming from Oklahoma. Northwestern also has approximately 50 international students from around the world. Northwestern is a four-year liberal arts university offering degrees in two divisions—School of Arts and Sciences and School of Professional Studies. Graduate programs are offered in Education and Behavioral Science. Fall classes start in August and are over in December. Spring classes begin in January and finish in May. Summer courses are offered in June and July.

The university is accredited by The Higher Learning Commission and is a member of the North Central Association. Additional program accreditation includes the National Council for Accreditation of Teacher Education (NCATE) for teacher education. The nursing program is accredited by the National League of Nursing (NLN) and is approved by the Oklahoma Board of Nursing. Northwestern is a member of the Oklahoma State System of Higher Education with graduates who are sought after by state, regional, and national employers.

Northwestern offers various types of student organizations, clubs, and activities on all three campuses. Included among these are student government, intramural sports, newspaper, radio and television station, musical and theatrical performing groups, and honor societies.
Approximately 70 percent of Northwestern’s students are awarded academic scholarships, participation scholarships, or some type of financial aid.

APPLYING FOR ADMISSION
All students who wish to attend Northwestern must apply for admission prior to their first semester or summer session. A $15 application fee must be paid along with the application. Official high school transcripts or GED scores, ACT or SAT scores, and official transcripts from each college or university previously attended (if applicable) must accompany each Application for Admission. Students will be notified of their acceptance to the university as soon as possible. High school seniors may have to wait until their final high school transcript is forwarded to the Registry office. Once accepted, students may enroll for the upcoming semester or summer session. Applications for Admission and available dates and times for enrollment may be acquired by contacting the Office of Recruitment or from the Northwestern web site.

For additional information on student immunizations, see the section on Student Health Services.

ADMISSION OF STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE
All students seeking to enroll at a college or university of the State System and for whom English is a second language must meet the admission standards. The standards are listed in the “Policy Statement on Admission To, Retention In, and Transfer Among Colleges and Universities of the State System” (II-2-35) and shall be required to present evidence of proficiency in the English language prior to admission, either as first-time students or by transfer from another college or university. If you have further questions, please contact the office of the Dean of Student Affairs and Enrollment Management.

TUITION AND FEE PAYMENT
Tuition and fees must be paid in accordance with deadlines published in the semester class schedules and on the web site. Failure to meet payment deadlines could result in cancellation of your enrollment or the addition of late fees. Approved and awarded scholarships, loans, and grants will be considered when applying the payment deadlines. All questions on tuition and fee payment should be directed to the Business Office.

ACADEMIC SUCCESS CENTER
The Academic Success Center (ASC) is located in the Industrial Education Building, room 105 on the Alva campus. The center is open Monday through Wednesday 8:00 a.m. to 9:00 p.m., Thursday 8:00 a.m. to 6:00 p.m., and Friday 8:00 a.m. to 3:00 p.m. Contact Mrs. Mistie Kline, Director, at (580) 327-8149 or stop by email at mekline@nwosu.edu.

The ASC was developed to provide students of Northwestern a place to learn or review basic skills in English and mathematics in a friendly, relaxed atmosphere. The ASC now provides peer tutoring for the general education classes plus the resources to locate help in upper level classes. Tutors are recommended by university faculty and are available to assist students. The tutoring component of the ASC was provided to help students achieve maximum benefit from their educational experiences. The goals of the program include providing academic assistance and support in order for students to realize maximum success and improving students' self-concepts by showing them how to succeed.

The ASC has computers and a printer available for use to all Northwestern students. Tutors are on-site to help with computer application questions.

The ASC lab is available for any Northwestern student who feels a need to review basic skills. Students enrolled in the following classes are required to attend the lab each week: 0013 Pre-Intermediate Algebra, 0123 Intermediate Algebra, and 0123 Fundamentals of English.
ASSESSMENT
Assessment Programs are conducted at Northwestern. The assessment program consists of entry level, mid-level and exit level exams, also included are student opinion alumni surveys.

Entry Level Assessment: Oklahoma State Regents require any student scoring below 19 on the ACT subject tests of English, Math, Reading, or Science Reasoning to participate in secondary testing to ensure correct placement in college courses. Northwestern uses Accuplacer’s Computerized Placement Test (CPT) to accomplish this task. The CPT is a success-oriented assessment with immediate scoring capability to be used in the advising of students. There is no charge for the CPT, which is administered through the Recruiting Office. Beginning in Spring 2005 students may be allowed to retest under certain conditions. Contact the Office of Recruitment or Academic Success Center for details.

Mid-Level Assessment: Mid-level assessment will be conducted each fall for those students who have completed the prescribed number of semester hours and courses.

Program Outcomes Assessments: (Exit Exams) Graduates will be tested in their major field of study.

Student Satisfaction Assessment: Students will be surveyed to gather opinions of the campus environment as well as to determine student satisfaction. The information gathered will be used for planning academic and campus programs and services. The survey will be conducted in the spring semester.

Alumni Survey: Each graduating class will be surveyed one to three years after graduating depending on the department from which they graduated.

TESTING
Northwestern offers several other tests on campus for students. The following is a list of tests offered and the office to contact:

Certification Officer, EC205b, (580) 327-8441
Oklahoma Teachers Certification Test Information

Director of Academic Success Center, IE 105, (580) 327-8149
ACT (American College Testing Program), CLEP (College Level Exam Program), MAT (Miller Analogy Test), Placement Tests (English, Math, Science, Reading), Praxis Series-Teachers Exam

Director of Assessment and Institutional Effectiveness, Herod Hall, (580) 327-8148
MAT (Miller Analogy Test) given in Academic Success Center, see above

Office of Recruitment, FA 117, (580) 327-8546
Placement Tests (English, Math, Science, Reading)

CHANGE OF SCHEDULE
The student assumes responsibility for the correctness of his/her study program. If students have questions, they should contact their advisor. The form for requesting a change of schedule may be obtained from the registrar. During the first 10 days of a semester (or the first 5 days of the summer session), no grade will be given and an instructor’s signature is not required to make a schedule change (Add or Drop), however, the advisor’s signature is required. After the first 10 days, an advisor’s signature is required on all class enrollments and schedule changes. Course additions are not permitted after the above stated deadline. Students may withdraw or drop classes before midterm and receive a “W”. If students withdraw or drop after midterm the instructor may issue a grade of “W” or “F”.
THE LAST DAY TO DROP CLASSES is two weeks prior to the end of the semester (or one week for the summer session).

FINANCIAL ASSISTANCE
Eligibility for participation in the assistance programs is established through completing the Free Application for Federal Student Aid (FAFSA).

These applications enable access to all the Oklahoma and federal assistance programs (grants, loans, and work). Applications may be obtained from the high school counselor’s office, from the Financial Aid Office at the Alva or Enid campus, at the Deans office at the Woodward campus, or on the web at www.FAFSA.ed.gov. Applications should be completed and mailed for processing as soon as the preceding years income tax computations are completed. Annual reapplication is required for all assistance programs. The Northwestern Financial Aid Office is located on the first floor of Herod Hall on the Alva campus and in Room 102 on the Enid campus.

SCHOLARSHIPS
Northwestern scholarships are awarded to scholars and students who are proficient in business and the performing arts (debate, theatre, music, as well as in Mass Communications). Athletic scholarship awards are granted through the Athletic Director or the individual coach.

Annual applications are a prerequisite for all scholarship awards. Scholarship applications are available from the high school counselor, the Northwestern Office of Recruitment, the Northwestern Financial Aid Office, or the Northwestern web site.

Scholarships for the exceptionally talented can provide tuition and partial campus housing costs. Other awards are tailored to the academic credentials presented and/or the audition results. Each applicant is individually evaluated by committee members involved in the applicant’s stated objective or skill areas.

Continuing student and transfer student scholarships provide a substantial incentive to outstanding students. Most Northwestern scholarships are structured to provide assistance in meeting tuition costs.

Earliest consideration for freshman scholarship awards are given when the completed Northwestern application with a six or seven semester high school transcript and record of ACT scores are received in the Scholarship Office by March 31st. Freshman scholarship applications must be received no later than May 15th. Continuing and transfer scholarship applicants are evaluated when all current course work is completed and cumulative grade point averages are available. Continuing student scholarship applications are due by March 15th. Transfer student scholarship applications are due by July 15th.

HONORS AND AWARDS
PRESIDENT’S HONOR ROLL. The honor roll consists of all students who during the semester, have enrolled and completed not fewer than 12 semester hours with all “A’s” or a 4.00 grade-point average. Students who have incomplete grades will not qualify for the honor roll.

VICE PRESIDENT’S HONOR ROLL. The honor roll consists of all students who during the semester, have passed in all courses, aggregating not fewer than 12 semester hours with an average of 3.5 or higher. The honor roll is published at the close of each semester. Students who have incomplete grades will not qualify for the honor roll.

WHO’S WHO. Each year “Who’s Who Among Students in American Universities and Colleges” recognizes students from approximately six hundred colleges and universities in the United States and Canada. In selecting students to be recommended, the campus nomination committees are asked to consider outstanding effort and accomplishment in academic work,
extracurricular activities, and service to the school.

JOHN F. KENNEDY MEMORIAL AWARD. The Northwestern Oklahoma State University Student Government Association has established the John F. Kennedy Memorial Award in order to honor the memory and ideals of the late president.

Each year the Award will be given to a student of the senior class who most nearly possesses and exemplifies the following qualities: Service to the university, community and country; leadership; and a healthy, aggressive attitude toward academic work. The recipient is selected by a standing committee of the Student Senate composed of six senators of the junior class and the Dean of Student Affairs and Enrollment Management. The selection must be ratified by members of the Student Senate.

ABSENCES
Attendance in class is a student responsibility and is expected. Only absences described as authorized or unavoidable will entitle students to perform makeup work at the discretion of the course instructor. Each faculty member will determine his or her attendance policy. An instructor may require between 75 and 90 percent attendance for credit in the course. According to school policy, students must attend class at least 75 percent of the time to receive credit.

GRADE APPEAL
A student may appeal any grade received. The procedure is as follows:

1. Contact the instructor and confirm that the assigned grade is correct.
2. Write a letter of appeal to the Executive Vice President.

A student will have a maximum time limit of six months from the moment that a grade is issued to appeal that grade.

ACADEMIC STANDARDS AND RETENTION POLICIES
The following standards relating to retention of students pursuing study in undergraduate programs will apply at all institutions in the Oklahoma State System of Higher Education. For continued enrollment at any institution in the State System, a student must have earned a cumulative grade-point as indicated below:

<table>
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<tr>
<th>Semester Hours Attempted</th>
<th>Grade Point Average</th>
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<tbody>
<tr>
<td>0 to 30</td>
<td>1.70</td>
</tr>
<tr>
<td>Greater than 30</td>
<td>2.00</td>
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Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.00 in a minimum of 12 hours of 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 immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

Any student who achieves a grade-point average of 2.00 or above in the last semester in which he/she was enrolled, will be considered to be making satisfactory progress regardless of his/her cumulative grade-point average.

A senior who has failed to meet the cumulative grade-point average of 2.00 may enroll in an additional 15 semester hours in a further attempt to achieve the requirements for graduation.

Any student suspended due to insufficient academic progress may appeal the suspension to the Academic Suspension Appeals Committee by contacting the Office of the Dean of Student Affairs.
COMPLAINT PROCEDURES
Any student may file a formal written complaint if he/she believes that he/she has not been treated appropriately by a faculty member, administrator, or a staff member. The complaint should be addressed to the supervisor of that particular department or office. It is the responsibility of the appropriate supervisor to respond to the complaint. A form is available on the Northwestern website for filing a formal complaint. Formal complaints that have been addressed to the President, the Executive Vice President, the Vice President for Administration, or the Dean of Student Affairs and Enrollment Management will be filed in the Office of Assessment and will be available for review by the Commission on Institutions of Higher Education of the North Central Association. In accordance with privacy policies, the identity of individuals will be protected.

GRIEVANCE PROCEDURES
Students may file a formal written grievance concerning campus or classroom problems that lack written policies. The student must first have attempted to resolve the matter by informal resolution. The student is responsible for attempting to resolve the matter by first bringing the issue to the attention of the individual whose action is grieved. If the student feels that the issue is not resolved he/she may bring the issue to the attention of the supervisor for that particular department or office. A form is available on the Northwestern website for filing a grievance. All parties will be allowed to participate in the informal resolution. When filing a formal written grievance the grievance must be addressed to the individual whose action is being grieved, to the immediate supervisor, and to the appropriate dean or vice president. If an appeal is made to the president, the president will review previous decisions at lower levels and may render a decision or make recommendations.

COMPLETE WITHDRAWAL FROM NORTHWESTERN
Students wanting to completely withdraw from Northwestern Oklahoma State University may do so in person or over the telephone. Alva students should initiate the withdrawal process in the Office of the Dean of Student Affairs and Enrollment Management located on the first floor of the Fine Arts Building or by calling (580) 327-8414. Enid students should contact the Dean’s office at Enid or call (580) 213-3127. Woodward students should contact the Dean’s office or call (580) 256-0047. Oklahoma State Regents for Higher Education policy allows for a 100 percent refund of tuition during the first two weeks of the fall and spring semesters (first week during the summer semester). Withdrawals processed after that point will not receive a refund on tuition/fees. Title IV financial aid recipients who enact a complete withdrawal before the 60 percent point in the semester will be billed for all money required to be returned to the federal government due under the “Return of Title IV Aid Policy”. The billing amount will be equal to 40 percent or more of the student’s total tuition/fee charges for the semester. The formula for aid return is available in the Financial Aid Office located in Herod Hall on the Alva campus.

HOUSING
Northwestern has four residence halls that are staffed and equipped to provide an environment that will help students reach their highest potential both academically and socially. Coronado and Ament Hall house male students and South and Fryer Hall house female students. The residence halls at Northwestern are equipped with air conditioning, television lounges, recreational areas, ice machines, microwaves, washer/dryer services and vending machines that are accessible to all of the residents. Each room has a cable television connection, Internet connections, and a telephone jack for a private telephone line. Please see the Residence Hall Handbook for more information. Contact Mr. Marc Wallace, Director or Housing, at (580) 327-8418 or stop by his office in Fine Arts 131.
FOOD SERVICE
The university recognizes the importance of food service operations on any campus. On the Northwestern Alva campus this service is provided by Chartwells. Students living in campus are required to purchase a meal plan.

Students on the campus may choose from three meal service plans. All three meal plans; 10, 15, & 19 can be used Monday through Sunday. The meal plan may be used in the cafeteria where a wide variety of foods are offered on an unlimited serving’s basis. The meal plan may also be used in the snack bar during the following transfer times if a meal was missed due to a conflict. Transfer times are as follows; Breakfast 7:30-10:30 and Lunch 10:30-2:30. Regular cafeteria hours are as follows;

<table>
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<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Supper</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:00 am – 8:30 am</td>
<td>11:15 am – 1:15 pm</td>
<td>5:00 pm – 7:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 am – 8:30 am</td>
<td>11:15 am – 1:15 pm</td>
<td>5:00 pm – 6:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Lunch 12:00 pm – 1:00 pm</td>
<td>5:00 pm – 6:00 pm</td>
<td></td>
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<tr>
<td>Sunday</td>
<td>Brunch 11:30 am – 1:00 pm</td>
<td>5:00 pm – 6:00 pm</td>
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STUDENT CENTER
Located in the center of the Alva campus, the Student Center provides a friendly and casual atmosphere in which the students at Northwestern may become acquainted. The Student Center includes; Snack Bar, Bookstore, Student Lounge with three televisions, Ballroom, Game room, Office of Public Safety, and the Ranger E-scape Cyber Cafe. The Alumni-Foundation Office, Maude Drake Bingham Chapel, & conference rooms (President’s, Wyatt, Ranger, and Ballroom) are also found in the Student Center, along with the Student Government Office. The Enid campus provides the “Commons” area, a place to study, meet friends, and have light snacks.

BOOKSTORE
The Northwestern Bookstore located in the Student Center on the Alva campus is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. New and used books, supplies, insignia clothing, decals, confections, gift items, and gift cards are available. The Northwestern-Enid Bookstore is located at the East entrance of the Enid campus at 2929 E. Randolph and 30th Street and is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday, and 8:00 a.m. to 3:00 p.m. on Friday’s. The Bookstore’s website can be found at www.efollett.com.

LIBRARY SERVICES
The J. W. Martin Library houses more than 1,000,000 items including books, bound journals, government documents, and microforms. Forty-two online databases in various subject areas provide full-text for over 3,000 journals and 20,000 books. Off-campus students may contact the library for passwords to access these holdings via the Internet.

A web-based, online catalog provides bibliographic access to library holdings. The staff includes three professional librarians, four paraprofessionals and fourteen student assistants. Fall and spring hours at the Alva campus are: Monday to Thursday, 7:45 a.m. to 10:00 p.m.; Friday, 7:45 a.m. to 5:00 p.m.; Saturday, 8:00 a.m. to 5:00 p.m.; Sunday, 1:00 p.m. to 10:00 p.m. The library is closed when the university is not in session. Summer and interim hours will vary. Check with the library website for updated hours. The phone number on the Alva campus is (580) 327-8574.
Instructional Media Center (IMC) (580) 327-8577
Library services also include the Instructional Media Center housed in the basement of Vinson Hall. The staff includes one technician and a student assistant. Open: Monday – Friday, 8:00 a.m. to 12:00 p.m.; 1:00 p.m. to 5:00 p.m. The IMC is closed or has reduced hours when the university is not in session.

Enid Campus (580) 237-3141
The Northwestern – Enid Library, located on the first floor of their building, has more than 4,000 items. The online resources at the Alva campus are also available in the Enid library. A courier service, Monday through Friday, provides intra-library loans between the two campuses. The staff includes a full-time librarian and two paraprofessionals. Hours: Monday – Thursday, 8:00 a.m. to 9:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; Saturday, 8:00 a.m. to 4:00 p.m.; closed on Sunday. Summer and interim hours will vary. Check with the library website for updated hours.

Woodward Campus
Northwestern students enrolled in classes taught at Woodward have web access to all online databases. Students should contact the Alva or Enid campus libraries or the Woodward campus office for passwords to access the databases from home. The online catalog of books supplies information about all holdings of the Alva and Enid libraries. These books are accessible to Woodward students by submitting a request to the Woodward campus office.

Library Regulations
Students must have a valid Northwestern ID to check out library materials. Evening or off-campus students should contact Dean of Student Affairs and Enrollment Management at (580) 327-8413, FA room 126, Alva and the Campus Police on the Enid campus to obtain an ID or validation of an existing ID. Students are responsible for all items borrowed on their library cards. Books must be brought to the library for renewal. Fines are 10 cents per day for overdue stack books and $1.00 per day for reserve books. Students with unpaid fines and/or overdue books will have “holds” placed on their enrollments and transcripts.

OK-SHARE State-Wide Borrower’s Card
Northwestern students in good standing with the Alva and Enid campus libraries may request an OK-SHARE library card available at the circulation desk. Northwestern students at Woodward should contact the Alva campus. This card, different from the Northwestern library card, allows students to check out library books on site at any of our state-supported colleges and universities and at most of Oklahoma’s private institutions. Northwestern will return the books to the home library if brought to the Alva or Enid campus one week before the due date. This service complements our traditional interlibrary loan program, also available to students and faculty, in which books and journal articles can be borrowed from other libraries.

Access
Disabled persons requiring assistance to gain access to the building and/or to retrieve materials and information should contact the circulation desk at the Alva or Enid campus.

CAMPUS MEDIA
Three mass media outlets serve the university community. A campus newspaper, radio station, and television station inform and entertain the campus community and provide practical experience to students interested in the mass media.

These three mediums are all operated as laboratories of the mass communications program in the School of Arts and Sciences. The campus newspaper, the Northwestern News, is published weekly. Its offices are in Jesse Dunn Annex 232-234. The radio station, KNSU, is located on the first floor of the Jesse Dunn Annex, offering programming five days a week throughout the school year. The television station, NWTV-Channel 7, produces weekly and special programming from its studio on the first floor of the Jesse Dunn Annex. Channel 7 is
available to all Alva cable subscribers.

Students actually manage and operate each of these medium under the direction of faculty advisers. All students, regardless of major, are welcome to be involved with any of the campus media. Most of the media staff is filled by volunteers; however, there are a few paid positions within each area. For more information about working with campus media, please contact Communication Chair Tamara Brown at (580) 327-8429 or tlbrown@nwosu.edu.

OFFICE OF RECRUITMENT
The Office of Recruitment is located in Fine Arts, room 117 on the Alva campus and room 102 on the Enid Campus. Recruitment services include:

· Admission process which includes all appropriate paperwork.
· Campus tours for prospective students and family members.
· Information directory for all campus operations.
· Recruitment and counseling of prospective students.
· Academic advisement referral.
· Special event coordinator for prospective students.
· Administers Accuplacer's Computerized Placement Tests (CPT).
· Northwestern Scholar Ambassador Coordinator.
· Ranger Recruiter Coordinator.

CAREER SERVICES
Northwestern’s Alva campus Career Services is located in Shockley Hall, room 114. The Enid campus office is located in room 102. Both offices offer a wide variety of services. Students and alumni are encouraged to make full use of these services.

The objective of career planning for undergraduates is to assist them in decision making by offering counseling and testing services.

Placement services include:
· On-campus and off-campus employment services.
· On-campus interviews.
· Credential services.
· Resume advisement.
· Career seminars.
· Career library.
· Job opportunity bulletins.
· Candidate employment referrals.
· Employer contacts.
· Career and Teacher fair.
· Career information dissemination.
· Employer information dissemination.
· Summer employment assistance.
· Career information speakers.

Planning services include:
· Counseling and assistance to all students regarding future job opportunities, hiring trends, etc.
· Counseling and assistance to students who are undecided about a major field of study.
· Testing and counseling services to help students identify aptitudes and how they can be developed to enhance employability.
· Use of the DISCOVER for Adult Learners computer program planning and training.
· Career Counseling.
STUDENT ID'S
Student ID cards can be obtained in the Dean of Student Affairs and Enrollment Management located on the first floor of the Fine Arts Building. Student ID’s will be taken from 8:00 a.m. to 5:00 p.m. Monday through Friday. All students will need to get a new student ID at the beginning of each Fall semester. Enid students should contact the Campus Police office and Woodward students contact the Campus Dean’s office for new student ID’s. If for any reason a replacement card is needed, the first two replacement cards will be free of charge. After a student has been issued three cards, a charge of $5.00 will be assessed and must be paid in the Business Office prior to the card being issued.

Student ID’s can be used for meal tickets, financial aid identification, bookstore identification, free entrance to athletic events, and library privileges. Also some businesses offer special discounts to students with a Student ID.

EMAIL ACCOUNTS
All students enrolled at Northwestern are required to use a university email account. Students’ email accounts will usually be created within 24 hours after their enrollment is processed. You can get complete instructions and policies by going to http://www.nwosu.edu/email.html. Be sure to read all of the documents on that page.

It is extremely important that students open this account and check it regularly to receive vital information from the registry office, business office, financial aid office, faculty members, student services, campus organizations, administrators, and other campus entities. It is the student’s responsibility to check the email account to remain informed about issues affecting their status at the institution.

Policies and Procedures Access to Networked Information Resources: Staff and students may employ electronic mail as a tool for communications. The University may rely upon this medium to communicate information, and staff and students will be responsible for checking and reading messages. All Northwestern students, faculty and staff will receive and be required to use Northwestern email accounts for email correspondence.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply.

The network is primarily intended for the use of students and staff. Others wanting access to the network including PC’s in labs must first check with the supervisor of the equipment and pay fees as set by the University.

Electronic mail and telecommunications are not to be utilized by employees and students to share confidential information about students or employees.

Network administrators may review files and communications to maintain system integrity. Users should not assume that files stored on university servers will be private. (See Electronic Communications Privacy Act 18 USC §2701 (1988).)

The following behaviors are not permitted on university networks:

• Sharing confidential information on students or employees
• Sending or displaying offensive messages or pictures
• Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
• Using obscene language
• Harassing, insulting or attacking others
• Engaging in practices that threaten the network (e.g., loading files that may introduce a
virus or installing software not previously approved). Downloading and installation of software is only allowed with prior approval from Information Technology. This also applies to the installation of hardware.

- Violating copyright laws. For example, copying or downloading movies, music or other copyrighted materials is against the law. Peer to peer sharing of the copyrighted materials is also against the law.
- Using others’ accounts
- Trespassing in others’ folders, documents, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Violating regulations prescribed by ONENET
- Promoting, supporting or celebrating religion or religious institutions.

The Network Supervisor will report inappropriate behaviors to the University administration who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee’s supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account.

**VETERANS**

Northwestern Oklahoma State University assists students who are eligible to receive educational benefits from the Department of Veterans Affairs. All degree plans offered by Northwestern Oklahoma State University have been approved by the State Accrediting Agency for payment of federal benefits.

The Northwestern Veterans Affairs Office will certify enrollment for payment of VA Educational Benefits for all students who meet eligibility criteria as set forth by the Department of Veterans Affairs.

The Northwestern Veterans Affairs Office maintains a positive working relationship with the Veterans Affairs Regional Office and other educational institution’s veterans affairs offices. This enables us to assist our students with VA and educational problems in a more effective manner. We are here to provide assistance in contacting other VA sources and to provide guidance in solving and problems they might encounter at the university.

Service to the student is our main objective. It is our goal to assist students in receiving all VA educational money they are entitled to and to receiving it in the most timely manner.

Veterans or veterans’ dependents interested in using their GI Bill benefits should contact the office of the Dean of Student Affairs and Enrollment Management to determine what documents are required at the time of enrollment to avoid delay in processing. The office is located in the Fine Arts Building, room 126, Alva Campus. Returning students should contact the office of the Dean of Student Affairs and Enrollment Management, Alva Campus, after pre-enrollment.

For more information, contact:
Northwestern Oklahoma State University
Secretary for Student Services
709 Oklahoma Blvd., Alva, OK 73717
Phone: (580) 327-8414
www.nwosu.edu/stdserv/veterans.html

**STUDENTS WITH DISABILITIES**

Northwestern Oklahoma State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Students that wish to access
services may initiate their request by contacting the Dean of Student Affairs and Enrollment Management, Fine Arts, room 126 on the Alva campus and room 102 on the Enid campus. Students can expect to meet with a staff member to discuss their academic needs. During this intake process, students will be asked to provide documentation about their disability. They will have an opportunity to identify specific accommodations.

STUDENT HEALTH SERVICES

Oklahoma state law requires that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases. If you cannot verify your immunizations you will need to be re-immunized. Medical, religious and personal exemptions are allowed by law and such requests must be made in writing using the NWOSU Student Immunization form at http://www.nwosu.edu/Recruit/Immunization.pdf.

In order to enroll as a full-time or part-time student at Northwestern, Oklahoma law requires students to provide written documentation of vaccinations against Hepatitis B and Measles, Mumps, and Rubella (MMR) using the NWOSU Student Immunization form at http://www.nwosu.edu/Recruit/Immunization.pdf. This applies to all students of any age or at any stage of their education. Exemptions from this requirement may be made by providing a written statement from a physician stating that the vaccine is medically contraindicated or by signing a waiver. These vaccinations can be obtained from your family doctor or your community’s health department.

University housing requires a meningitis form to be completed prior to a room being assigned. Forms are available online at http://www.nwosu.edu/Recruit/meninform.pdf and additional information is available at http://www.nwosu.edu/Recruit/menininfo.pdf. All meningitis forms must be turned into the Director of Housing. For questions concerning the meningitis policy please contact Marc Wallace at 580-327-8418 or mlwallace@nwosu.edu.

All international students are required to have a Tuberculosis Skin Test. They must provide proof of negative test results in the United States. If test result is positive, the student must have a chest x-ray verification that the student does not have TB. For more information please contact the International Student Advisor, Bryan Pope, at 580-327-8435 or bjpope@nwosu.edu.

Immunization policy also applies to International students.

Check our website at www.nwosu.edu/STDSERV/StuHealth/Index.htm to learn more about meningococcal, tetanus, Hepatitis B, and mumps vaccines. For more information on health related services, please contact the Student Affairs office at (580) 327-8414 or stop by Fine Arts 126.

COUNSELING CENTER

The Counseling Center provides services to help students develop in the unique college environment. The counselor helps students face the challenges they encounter: developing personal autonomy, relationships, loneliness, and stress – as well as some of the more serious difficulties some of them encounter, such as depression, alcohol/substance abuse, and the effects of dysfunctional families. The Counseling Center seeks to support the personal, social, and intellectual growth of all members of the university community. This goal is accomplished by way of a broad range of counseling services that are provided by the Center. Sessions with the counselor are confidential. The counselor also provides consultation to staff, faculty, and student groups and organizations throughout the university community. Outreach Programming may be offered to groups of ten or more if requested at least two weeks in advance. The Counseling Center, under the direction of Mrs. Alysson Tucker, Counselor, is located in the Fine Arts Building, room 142 on the Alva campus. You may call (580) 327-8439 or email her at amtucker@nwosu.edu. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday.
INTERNATIONAL STUDENT OFFICE
The International Student Office is located in Room 125 of the Fine Arts building on the Alva Campus. The office is open Monday through Friday from 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. The phone number is (580) 327-8435 or you can e-mail Mr. Bryan Pope at bjpope@ nwosu.edu. Some of the services provided to International students by this office include:

- Transportation.
- Housing Assistance.
- Immigration Matters.
- International Student Organization.
- Personal Counseling.

RULES AND REGULATIONS
Each student at Northwestern is expected to act in a mature and responsible manner and to maintain the highest standards of integrity, honesty, and morality. The failure of students to follow rules and regulations or to act in an acceptable manner can lead to temporary suspension or permanent dismissal from the university.

All disciplinary cases are referred to the Dean of Student Affairs and Enrollment Management on the Alva campus or the coordinator of student services on the Enid Campus for review and evaluation. Every effort will be made to attain all facts related to the incident. Appropriate action according to university policy will then be taken.

The following are rules and regulations:

Civil Law: All students are expected to conform to all local, state and federal laws.

Hazing: Mistreatment of others, particularly as it applies to student organizations or groups, who endanger, mistreat, harass, degrade, or disgrace other students or persons, or in any way interfere with educational activities is prohibited.

Smoking: Smoking within each building is restricted in designated areas outside each building.

Drinking: The consumption or possession of alcoholic beverages is strictly prohibited on university property and at university events. This regulation applies to all beverages with any alcoholic content and to all activities on campus property or sponsored by campus organizations.

Gambling: Gambling is prohibited on University property.

Firearms & Weapons: The possession of or firing of firearms, firecrackers, explosives, chemicals, bow and arrows or other dangerous weapons (list is not all inclusive) is against University and Civil Law except when used in approved university programs. Arrangements can be made with the Dean of Student Affairs and Enrollment Management or the Campus Police for hunting guns and ammunition to be held by Campus Police. These arrangements must be made in advance and by students with valid hunting licenses.

Drugs and Paraphernalia: Possession of any form of illegal contraband or paraphernalia usually associated with the use of narcotics and/or drugs is against university policy. This also includes prescription drugs obtained without authorization, prescribed drugs, and over-the-counter drugs not being used for their intended purposes. Students (and employees) found using, possessing, selling, distributing, or being under the influence of an illegal chemical substance anywhere on university property or while representing the university may be subject to dismissal and be referred to the proper legal authorities.

Sexual Misconduct: Northwestern Oklahoma State University will neither tolerate nor condone
any form of sexual misconduct, whether physical, mental, verbal, or emotional in nature.

Failure to Comply: Failure to comply with the directive of a university official acting in the performance of his or her duties may result in disciplinary action.

Disturbing the Peace and Destruction of Property: No student, organization, or group of students shall disturb the peace, destroy, molest, deface, or remove state or university property, or intentionally or negligently injure another person.

Change of Address: Students must notify the Registrar’s Office and the Business Office of their current address.

Off-Campus: Actions not committed on university property may also be subject to university disciplinary action.

Falsification of Records: No student shall falsify or participate in the falsification of any official university record.

**ACADEMIC DISHONESTY**

All forms of academic dishonesty including cheating, plagiarism, unauthorized possession of exams or other materials, forgery, or alteration or misuse of university records, are subject to disciplinary action by the university.

**OTHER GENERAL REGULATIONS**

Campus Solicitations: Solicitations, any dissemination or posting of literature, writing, drawing or marking on an interior or exterior wall or streets with any medium, picketing, or drawing of assemblages or meeting for the purpose of promoting either sales or causes may not be done by an official group, organization, or person without clearance and permission of the office of the Dean of Student Affairs and Enrollment Management on the Alva campus and the Coordinator of Student Services on the Enid campus.

Classroom Conduct: No children are allowed in the classroom with parents while class is in session.

Sign Painting: No signs, regardless of the type of paint used, may be painted on the streets, sidewalks, walls, buildings, or other college property.

Standard of Dress: The University expects all students to dress appropriately on the campus and in the local community at all times.

Social Activities Scheduling: All social events must be scheduled in the office of the Dean of Student Affairs and Enrollment Management — Alva or Coordinator of Student Services — Enid and must be approved for entry on the official school calendar.

Sponsors or Chaperones: Faculty members who are recognized as sponsors for university approved organizations are automatically expected to sponsor and be present at meetings and social affairs held in the name of the organizations.

**STUDENT DISCIPLINARY PROCEDURES**

General Information: Misconduct is considered a matter of concern to the university. Reports of misconduct variously labeled offensive, unacceptable, destructive, and in violation of regulations are referred to the Dean of Student Affairs and Enrollment Management for investigation and determination of appropriate action, if any. The Director of Students will review with the student the nature of the complaint. The staff member has the responsibility for handling the case on a person-to-person basis and for collecting and interpreting information bearing on the allegations or reports made about the student’s behavior relating to the complaint. The staff member will
make a decision pertaining to the disposition of the case and will inform the student of the decision. A student who feels that he/she has been treated unfairly has the right to request a hearing before the Dean of Student Affairs and Enrollment Management.

Penalties: Penalties for violation of university regulations or public law may include one or a combination of the following:

Warning.

The imposing of specified restrictions, including but not limited to, letter of apology, presentation of a workshop, preparation of a research paper or project, social probation, community service, assessment or evaluation, counseling, restitution for damages, punitive fines, eviction from residence halls, loss of privileges (i.e., visiting privileges in housing or denial of access to computer services), or any combination of the above, and any other appropriate penalty.

Conduct probation — A student may be placed on conduct probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student’s personnel folder and the disciplinary hold on his or her record is removed at the discretion of the Dean of Student Affairs and Enrollment Management.

Temporary suspension — A student may be temporarily suspended from the university without a hearing when there is an immediate and present danger of damage to life and property or disruption of university life. Such an administrative decision will be effective immediately.

Suspension — A student may be suspended for reasons of conduct for a definite period of time not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold will be placed on the transcript during the period of suspension.

Expulsion — When a student is expelled, a record of this action will be made a part of the student’s permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the university.

Degree revocation or recision of credit.

Any student charged with an offense for which he/she could be temporarily suspended, suspended, expelled, or for which his/her degree could be revoked shall be entitled to a hearing as provided for below.

Committee on Student Conduct: A committee consisting of faculty members and students will be created to consider the appeal of cases resulting in temporary suspension, suspension, expulsion, degree revocation, or recision of credit of students. The Committee will be designated as the “Committee on Student Conduct.” This committee shall be appointed by the President of the University and shall include faculty members whose primary duties are not concerned with the administration of student conduct and affairs. In those universities where Faculty Senates are organized, the President will receive nominations for committee memberships from the Faculty Senate, provided that Faculty Senate nominations must be submitted within thirty (30) days from time of notification that a vacancy(s) exists. Provided further, if nominations are not made within thirty (30) days, the President will fill the vacancy(s) from the faculty.

The student members of the committee shall be nominated by the Student Government Association (SGA) or similar student governing body, provided that said nominations must be submitted in the same manner as those for the Faculty Senate. A student instituting an appeal to the Committee on Student Conduct shall have the right to exclude the student members of the committee upon proper request. One or more students may be included in
the membership of the committee, such number to be determined by the President of the University. Any act by a properly constituted committee, at which a quorum of the committee is present, shall be binding.

To initiate an appeal, a student must make the request. The request and reason for appeal should be made in writing, by hard copy, signed, and dated, to the Dean of Student Affairs and Enrollment Management within twenty-four (24) hours after the disciplinary decision is rendered. If the student appeals a decision of suspension, expulsion, degree revocation, or recision of credit, the decision will not become effective until after a hearing before the Committee on Student Conduct. A decision to temporarily suspend becomes effective immediately, but may be overturned after a hearing before the Committee on Student Conduct. Such hearing will be held as soon as practical after the request is made by the student.

Explanation of Rights: Prior to the commencement of any disciplinary action provided for herein, the Dean of Student Affairs and Enrollment Management or a representative shall explain to the accused student the student’s rights under the terms and conditions of these rules and regulations.

Hearing Before Committee on Student Conduct:

Procedures:

The Dean of Student Affairs and Enrollment Management, or designee, in support of the Student Conduct Committee, will notify the accused student in writing of the date, time, and place of the hearing, the reason for the hearing, and the procedures and possible outcomes.

All hearings are closed and information presented in them and all supporting documents are confidential.

During the hearing, the accused student may be accompanied by an advisor of the student’s choice so long as the availability of the advisor does not hamper the timeliness of the hearing. The student may choose to have an attorney serve as advisor; however, the advisor does not represent the student in a student conduct hearing and the student will be expected to speak for him/herself at all times.

During the hearing, the student has the opportunity to offer information on his/her own behalf and to review all information, statements, or evidence presented.

The Chair of the Committee on Student Conduct will decide any questions or objections to hearing procedures that are raised during the hearing.

Members of the Committee may ask questions of any person present during the hearing and the Chair will invite questions and comments from the accused student if present. Since decisions are based only on the preponderance of evidence introduced at the hearing, if the Committee decides an essential person or piece of information is missing, the Chair may reconvene the hearing at the earliest practical time that the missing information will be available.

After the Chair has determined that all necessary information has been presented and questions answered, the Committee will go into closed session and all other persons will be excused. The Committee will determine whether or not it believes the accused student is responsible for a violation of the regulations and, if so, whether the penalties determined by the Dean of Student Affairs and Enrollment Management are reasonable. The Committee hearing will result in one of three outcomes:
A. That the Dean of Student Affairs and Enrollment Management determination stands;
   or

B. That the case be referred back to the Dean of Student Affairs and Enrollment Management for further investigation and factual determination; or

C. That the Dean of Student Affairs and Enrollment Management determination be modified in accordance with the Committee’s recommendation.

The Committee's decision shall be final unless within three (3) days following the entry thereof, the student lodges a written appeal with the President of the university. Appeals with the President shall relate to procedural matters only.

INFECTION DISEASE
Northwestern will analyze individual circumstances and respond to each person with any type of infectious disease on a case-by-case basis. The university recognizes that no single policy statement can govern every situation; thus, individual cases shall be considered on their own merits.

Students with diagnosed infectious diseases will be allowed normal access to the university as long as they pose no health risk to other students or employees. They shall have the same rights as other students, free of discrimination on the basis of their infection.

Students with a diagnosed infectious disease will have access to counseling and health services. Northwestern will establish communication and referral links to community and state agencies to assist in providing supportive services. Confidentiality will be carefully maintained in accordance with all legal requirements. Information about infectious diseases may be obtained in the office of the Dean of Student Affairs and Enrollment Management.

DRUG-FREE SCHOOLS POLICY STATEMENT
Northwestern Oklahoma State University recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. It is the intent of the university to educate students and employees about the danger of drug and alcohol abuse, and to discourage the illegal possession and distribution of drugs and alcohol. Accordingly, Northwestern adopts the following policy:

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Northwestern property or as a part of any university sponsored activity, is strictly prohibited. All students and employees must abide by this policy as a condition of enrollment or employment.

Employment constitutes acceptance of this policy by the employee. Admission to the university constitutes acceptance of this policy by the student. Sanctions will be imposed for violation of this policy.

Sanctions: Under Federal Regulation, the university must impose sanctions for violation of its Drug-Free Schools Policy. University sanctions include but are not limited to reprimand, restriction of activities, conduct probation, suspension, expulsion, and termination of employment. The university may also require the completion of an approved rehabilitation program at the employee’s or student’s expense. All disciplinary action will be taken in accordance with the applicable policies of the university. It should be noted by employees that they are also subject to the university’s Drug-Free Workplace policy. Employees are referred to that policy for additional sanctions.

It is also within the discretion of the university to refer any violations to the appropriate authorities for criminal prosecution. Local, state, and federal laws provide for a variety of legal sanctions.
for the unlawful possession and distribution of drugs and alcohol, including incarceration and monetary fines.

Prevention
Information about the health risks associated with the use of illicit drugs and the abuse of alcohol along with rehabilitation or reentry programs are available through the Counseling Center and through the Office of the Dean on the Enid and Woodward campuses.

The university will conduct a biennial review to determine the effectiveness of its program and to ensure that all sanctions required by law are followed.

SEXUAL ASSAULT AND HARASSMENT POLICY
Northwestern Oklahoma State University does not condone any form of sexual misconduct, whether physical, mental, verbal, or emotional in nature. This includes actions that are demeaning and includes but is not limited to: rape, acquaintance rape, sexual battery, and sexual harassment. Sexual misconduct by any member of the university community including student, faculty, and staff is a violation of both the law and the Regent University System of Oklahoma’s policy. In order to create a safe and healthy environment, it is the responsibility of faculty, staff, and students to report any sexual misconduct to university officials. If there is probable cause to believe the university’s policies prohibiting sexual misconduct have been violated the university may pursue the matter as misconduct warranting disciplinary action by the university, even if law enforcement and authorities choose not to prosecute.

Reporting: Cases of sexual assault/misconduct should be reported to the Dean of Student Affairs and Enrollment Management.

STUDENT FERPA RIGHTS
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

HEARING RIGHTS
The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing by an institutional official or other party who does not have a direct interest in the outcome of the hearing.
The eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under FERPA Sec. 99.20 (Request for Amending Educational Records). The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by state universities to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605. Copies of Northwestern’s policy can be obtained in the Registrar’s Office. Students must notify in writing each semester if they want to prevent release of directory information to the public.

PUBLICATIONS
The Northwestern News is the official publication of the university. It serves as a laboratory experience for students in the mass communications program. Policies regarding the operation of the publication have been adopted by Northwestern and the Regent University System of Oklahoma.

VARSITY ATHLETICS

INTRAMURALS
The broad aim of the Intramural Sports Program at Northwestern Oklahoma State University — Alva is to provide students with opportunities to participate in some form of competitive and non-competitive sports activity as frequently as their interest, ability, and time will permit.
Activities for both men and women include flag football, volleyball, basketball, softball, bowling, dodgeball, and racquetball.

Facilities for the intramural athletic program are located at Percefull Fieldhouse, softball field and Wellness Center. The Director of Intramurals is located in Fine Arts 126. Details for entering competition, scheduling, and rules and regulations will be issued from the Intramural Office.

**CREATING A NEW CLUB OR ORGANIZATION**
Contact the Dean of Student Affairs and Enrollment Management — Alva or Coordinator of Student Services — Enid for an interview for discussion of procedures, regulations, guidelines, and sponsorship.

Develop an organizational constitution with purposes, rules, and procedures.

Present the proposed constitution to the Dean of Student Affairs and Enrollment Management who will review it and then forward the application to the Student Government Association Executive Council, consisting of the five student body officers.

The SGA Executive Council will vote on the proposed constitution.

If approved by Senate, the recommendation will be sent to the following for approval:

(a) The Dean of Student Affairs and Enrollment Management, and then,
(b) The President of the University.

The organization will then elect officers and make committee appointments; schedule meetings on the university calendar; and obtain authorized use of the university facilities by use of the proper forms.

**ORGANIZATIONS AND CLUBS**
All organizations and clubs must be formally recognized and abide by all Northwestern rules and regulations both on and off campus.

**POSTING SIGNS:** No posting of signs on campus, without an official stamp of approval from the Office of the Dean of Student Affairs and Enrollment Management, room 126 Fine Arts on the Alva Campus, and room 202 on the Enid Campus.

**ACACIA.** The Acacia Fraternity is a general international college social fraternity. Acacia is a “Greek” fraternity, and as such it was one of the founding members of the National Inter-Fraternity Conference. Acacia is unique in that it is the only general national Greek fraternity to select an entire Greek word rather than a combination of letters for its name. (Pythagoras membership manual of the Acacia Fraternity) (A)

**AGGIE CLUB.** The Aggie Club is an organization for anyone interested in agriculture, business, or related fields. The club hosts various professional people from the area of agriculture and business and promotes interest in agriculture. (A)

**ALPHA PSI OMEGA.** (Drama) An honorary national fraternity, it is open only to members of Castle Players who meet the requirements of the Grand Cast. (A)

**ALPHA SIGMA ALPHA SORORITY.** Alpha Sigma Alpha has over 75 collegiate chapters nationwide. Alpha Sigma Alpha’s colors are crimson and pearl white. It was founded at Longwood College in Farmville, VA on November 15, 1901. Alpha Sigma Alpha’s national philanthropy supports the S. June Smith Center and the Special Olympics. Alpha Sigma Alpha can trace its roots at Northwestern back to the 1916. (A)
BAPTIST STUDENT UNION. The BSU is an organization of students who minister to each other and others in the name of Christ. The program is funded by Baptist churches from Northwest Oklahoma and directed by students. The BSU has a full time campus minister and a male and a female student intern. With over 200 active students, this organization has participants from practically every major denomination. The center is directly east of Carter Hall at 1020 College Boulevard in Alva and 2108 East Maine in Enid. (A, E)

BIBLE CHAIR. This organization is a religious fellowship and service club sponsored by the Church of Christ, but is open to all faiths who share common aims. The purpose of the club is spiritual enlightenment and enjoyment in a Christian context. This group operates out of the Student Fellowship Building at 1108 College Boulevard and has a complete program to offer all students of Northwestern who care to participate. (A)

BIOLOGY CLUB. The purpose of the Biology Club is to become better acquainted, to secure intellectual stimulation of these sciences, and to promote activities of benefit to Northwestern and its surrounding community. (A)

CARDINAL KEY. This group is a national honor society for junior and senior students. A member must have a grade point average of at least 3.00, be in good standing with the college, and participate actively in at least two college activities. (A, E, W)

CASTLE PLAYERS. (Drama) This group is composed of students especially interested in dramatic work. Every student is eligible to try out for membership in this organization. (A)

CHEMISTRY CLUB. The objective of the organization is to give the chemistry student, or anyone else that would want to join, an opportunity to see the world of chemistry. Activities include providing demonstrations for local elementary and secondary schools, scheduling seminars to be held on the Northwestern campus, and taking field trips to places of employment for chemists. (A)

CHI ALPHA. The purpose of this organization shall be to promote the spiritual and social life of the young people of Northwestern by providing those opportunities for worship, fellowship, training, and evangelism, which will accomplish those ends. (A)

CHI SIGMA IOTA - ZETA ZETA CHAPTER. This is a professional honor society for graduate students and psychotherapists in the area of counseling psychology. (A, E)

CKI. Circle K International is college and university students with a lifelong commitment to community service worldwide. The Northwestern CKI student club is sponsored in part by the Kiwanis Club of Alva. (A)

COLLEGE REPUBLICANS. An organization of students interested in the discussion and furtherance of the ideals of the Republican Party. This club organized in 1964. (A)

COMPUTER SCIENCE CLUB (ACM CLUB). The computer science club provides students opportunities to learn about careers in computer science. (A)

COPS CLUB. The purpose of this organization is to supplement the instruction and goals of the Criminal Justice Program. Membership is limited to those persons pursuing a legitimate course of instruction for the profession of criminal justice. (A)

DELTA ZETA. Delta Zeta Sorority has over 160 collegiate chapters nationwide. Delta Zeta’s colors are green and pink. Delta Zeta was founded at Miami University in Oxford, Ohio in 1902. Delta Zeta’s national philanthropy supports children with speech and hearing disorders. Delta Zeta’s history at Northwestern dates back to the 1910’s. (A)

E-COMMERCE CLUB. The E-Club is comprised of E-Commerce majors/minors. However,
it is open to anyone interested in related fields of Business and E-Business. Members meet bimonthly to network with professionals, peers and faculty in order to develop leadership, professionalism and advanced skills, assist in career development, career portfolios and employment. (A, E)

**ENID CIVITANS. (E)**

**eXtreme IMPACT.** A campus ministry providing Northwestern students, faculty and staff a smoke and alcohol free Christian atmosphere in which people can grow in their spiritual life through Bible teaching, worship, prayer, and fellowship. (A)

**FELLOWSHIP OF CHRISTIAN ATHLETES.** The purpose of this organization is to confront athletes and coaches, and through them the youth of our nation with the challenge and adventure of following Christ, participation in His church and serving Him through our vocations. Membership is open to any athlete who participates in any sport sponsored by varsity, intramural or high school and any adult who is interested in the promotion and success of the FCA. (A)

**IMMACULATE HEART NEWMAN SOCIETY.** Our club welcomes all students interested in being involved with the Catholic Parish in town. We celebrate our faith with God through Bible studies, movies, food and meetings at the Sacred Heart Church in Alva. (A)

**INTERNATIONAL STUDENT ASSOCIATION.** The International Student Association is composed of students from around the world. The association is a very diversified group of young men and women that give much to the university. They participate in the Homecoming Parade and have many different events scheduled throughout the year. You don’t have to be an international student to belong. Come join the fun. (A)

**INTRAMURAL SPORTS.** The intramural program at Northwestern Oklahoma State University is here to provide students with recreational activities, a competitive program of sports and games, and the opportunity to have fun and make new friends. Sports include, flag football, basketball, coed softball, racquetball, volleyball, and bowling. (A)

**KAPPA KAPPA PSI.** Kappa Kappa Psi is a fraternal organization that promotes the advancement of college and university bands through dedicated service and support to bands; comprehensive education; leadership opportunities; and recognition; for the benefit of its members and society. The Fraternity is presently located in over 150 colleges and universities. Since 1919 more than 50,000 interested band members have devoted their efforts to strengthening their bands through group and individual service projects.

**LAMBDALIOTA TAU.** The purpose of this organization should be the recognition and promotion of excellence in the study of literature and all languages. Members are majors or minors in literature who are in the upper 35% of their class in CGPA and have attained at least a full B average in at least twelve semester credit hours or eighteen term hours of literature and all prerequisites and enrolled in at least their 5th college semester and have presented an initiation paper on a literary topic or of a creative nature. (A)

**MATHEMATICS CLUB.** This club organized in 1968 is dedicated to extending students knowledge of mathematics and of mathematical careers. A strong emphasis is placed on social interaction with like minded individuals. All those interested in math are encouraged to join. (Need not be a Math Major to be a member.) (A)

**MULTICULTURAL CLUB (Enid).** This club was formed on the Enid campus in 2003 to address student desires for cultural exchange and learning. The club motto is “One World, Many Cultures”. Membership is open to all students with an interest in learning more about the diverse cultures of fellow students and community members. The club hosts monthly guest
speakers and social events are also planned throughout each semester. (E)

NORTHWESTERN ACADEMIC EXCELLENCE TEAM (QUIZ BOWL). The Northwestern Academic Quiz Bowl, organized in 2003, was established to provide Northwestern students the opportunity to compete at collegiate quiz bowl tournaments at the local, regional, state, and national levels. (A)

NORTHWESTERN SCHOLAR AMBASSADORS. Northwestern Scholar Ambassadors are a group of twelve academically high achievers with outstanding personalities. NSA members serve as student ambassadors to the university. Their duties include acting as a host/hostess, tour guides, and recruiters. Some of the activities NSA members assist with are: Freshman Connection, Alumni Spring Reunion, Family Day, Miss Cinderella Pageant, blood drives, campus tours, and many other exciting Northwestern activities. (A)

NORTHWESTERN SCHOLAR AMBASSADORS ENID CAMPUS. NSA is a group of four academically high achievers with outgoing personalities. NSA members serve as student ambassadors to the university. Their duties include public relations and recruitment activities such as being tour guides and visiting with prospective students. In return for their service as ambassadors, NSA’s receive a Northwestern scholarship. (E)

NORTHWESTERN ART SOCIETY. The Northwestern Art Society was officially welcomed to Northwestern in the Fall of 2004. The purpose of NAS is to encourage, stimulate, and maintain an excellence in the field of art at Northwestern Oklahoma State University. Our goal is to heighten awareness both on campus and in the community of the many cultural backgrounds and talents of the students, through which all will foster a synthesis of the appreciation, knowledge, and awareness of art in all styles and mediums. When possible the group enjoys field trips to museums and other creative outlets. Our biggest goal and activity is to play host to the university’s annual art show which offers students and employees the opportunity to display their own art work and appreciate the art work of others on our campuses. (A)

NORTHWESTERN COLLEGIATE FARM BUREAU YOUNG FARMERS & RANCHERS. The Northwestern Young Farmers & Ranchers were organized in 2006 with the purpose of providing social interaction, agriculture opportunities, and expanding agriculture knowledge over current issues. As one of only two such organizations in Oklahoma, the club takes pride in providing agriculture activities and competitions for students to compete in on a local, state, and national level. Membership is open to any student interested in agriculture between the ages of 18 and 35. It is not necessary for students to previously be a member of Farm Bureau. (A)

NORTHWESTERN LEADERSHIP COUNCIL. The Northwestern Leadership Council was established on the Enid Campus in 2002 to provide a voice for the student body and to unify student activity. Other duties include the development of campus leadership while assisting with the governance of student conduct. Generally, the Northwestern Leadership Council seeks to promote the cause of education and the general welfare of the campus community. (E)

OKLAHOMA BROADCAST EDUCATION ASSOCIATION. OBEA is for anyone interested in radio and television. The group meets monthly to hear area broadcast managers and air-personalities discuss issues pertaining to the broadcast industry and careers in the field. Members also compete in the annual broadcasting competition and attend one statewide conference each semester. (A)

PANHELLENIC COUNCIL. The purpose of Panhellenic Council is to promote a spirit of cooperation between the national sororities with chapters on the Northwestern campus. Currently, Panhellenic Council has two member organizations: Alpha Sigma Alpha Sorority and Delta Zeta Sorority. (A)

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PHI ALPHA THETA. Phi Alpha Theta is an honor society for History students. The organization was founded in 1921 at the University of Arkansas; Northwestern has had a chapter since the mid-1960s. Membership is open to those who have taken 12 or more hours of History with a 3.1 GPA in those courses and at least a 3.0 GPA overall. Phi Alpha Theta is one of the largest honor societies in the United States with chapters in approximately 850 institutions of higher education. (A, W)

PHI BETA LAMBDA. This organization is a Business fraternity. Membership is open to all business students and business related majors or minors. The purpose of this organization is to develop leadership and to create interest and an understanding in the intelligent choice of business occupations. In addition, state and national competitions are open to PBL members. (A, E, W)

PHI DELTA MUSIC SOCIETY. The society is sponsored by the Music Department. Students may become members by being nominated by a member in good standing, being active members of a Music Department Performance Ensemble, and maintaining a 2.50 cumulative grade point average. (A)

PHI LAMBDA CHI. Phi Lambda Chi is a general college social fraternity founded on the Northwestern campus in the fall, 2003. Phi Lambda Chi’s national mission is to enhance the college experience of its undergraduate members, and to dedicate its alumni to the principal of brotherhood for life. Members of Phi Lambda Chi or “Phi Lambas” are dedicated to the continual development of their school, chapter, and themselves. As a result, Phi Lambas strive for excellence in all aspects of their college days, and continue striving for excellence throughout their lives. (A)

PI KAPPA DELTA. Pi Kappa Delta is an honorary organization consisting of educators, students, and alumni committed to encouraging the education of articulate citizens through a three part focus: the commitment to and promotion of ethical, humane and inclusive communication, and educational practices; the commitment to and promotion of professional development of forensics educators; and the commitment to and promotion of comprehensive forensics programming. (A)

PSI CHI. Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of promoting excellence in scholarship and advancing the science of psychology. Membership is open to graduate and undergraduate students who are psychology majors or minors, are at least sophomores in rank, have completed 9 semester hours in psychology, and are in the upper 35% of their class (this requires a GPA above 3.0). (A)

PSYCHOLOGY CLUB. The Psychology Club was organized to accomplish the following objectives: (1) to foster and encourage interest in psychology, (2) to inform students about psychology as a profession and to relay information about graduate programs and applications thereto, and (3) to provide an informal atmosphere for discussion of topics of current interest. Membership is open to all interested students. (A, E, W)

RED AND BLACK SCROLL HONOR SOCIETY. The purpose of this organization is to encourage and recognize outstanding scholarship and service among the sophomore students of Northwestern. The students eligible for membership are those who have completed the first semester of the sophomore year and have not completed more than sixty hours. The student must maintain a grade point of 3.00 or above; must never have failed a college course; and must have attended Northwestern for at least one semester. (A)

RESIDENCE HALL ASSOCIATION. Each residence hall is organized with elected officers and wing representative comprising a council. This body organizes activities for residents and conducts affairs of the hall to enhance and maintain the quality of living conditions within the dormitory. (A)
R-UNIT. R-UNIT Pep Club is a group that encourages Northwestern spirit in students through activities, positive participation in Northwestern events, and team spirit. We make spirit posters, participate in Northwestern activities, attend athletic events, and put on fun events for the purpose of school spirit and student involvement within the campus. (A)

SADD. The goal of the Northwestern Students Against Destructive Decisions Chapter is to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions. Membership is open to all students who accept the goals set forth by the Chapter. (A)

SIGMA TAU DELTA. Sigma Tau Delta is a prestigious international English honors society whose members are English or English Ed majors, who have completed at least two English courses besides the general education requirements, and whose GPA overall and in English is a minimum of a B. As an active chapter of Sigma, we are involved in service and learning opportunities with a focus on advancing literary and language arts. Membership in this club is by invitation only. (A)

SOCIAL WORKERS ASSOCIATION OF TOMORROW. The Social Workers Association of Tomorrow (SWAT) was formed in order to provide the opportunity for social interaction among persons interested in the social work profession in a non-classroom setting, promote the interests of social work through publicity and group involvement as well as serve as a liaison between current students and alumni. (A, E, W)

SOCIETY OF PHYSICS STUDENTS. SPS is an organization for anyone interested in the physical sciences. The purpose of SPS is to provide a means for students to actively participate in the Northwestern campus and beyond, encouraging an improved awareness of science and an increased interest in science for both its members and the public. (A)

SOCIETY OF PROFESSIONAL JOURNALISTS. SPJ is mainly comprised of mass communications majors/minors, but is open to anyone interested in the field of journalism. Members meet monthly to network with professional journalists from around the state and to hear them speak about their experiences in the media. (A)

SPANISH CLUB. The purpose of this organization is to provide an opportunity for its members to enhance their knowledge of the Spanish language and culture. In addition this organization shall seek to serve the Northwestern community. (A)

STUDENT GOVERNMENT ASSOCIATION. The SGA is composed of legislative, judicial, and executive branches. It is the official representative of the student body and works to initiate, integrate, and implement student policies and interests into the institutional framework. In addition, it strives to develop programs and services beneficial to the student body. (A)

STUDENT NURSES’ ASSOCIATION. The purpose of SNA is to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. SNA shall further encourage the professionalization of nurses by urging them to become members of the national organizations of health professionals. (A, E)

STUDENT OKLAHOMA EDUCATION ASSOCIATION. This organization, one of Northwestern’s largest groups, exists for the purpose of aiding future teachers and furthering the cause of public education. SOEA is a student branch of the National Education Association (NEA). (A, W)

UNIVERSITY DEMOCRATS. The purpose of this organization is to stimulate among young people an active interest in government affairs, to increase the efficiency of popular government, and to foster and perpetuate the ideals and principles of the Democratic Party. (A)
WESLEY FOUNDATION. A United Methodist Student Center, the Wesley Foundation has its goal to help each person grow and mature in his or her Christian faith through the love of Jesus Christ. Planned activities to assist in accomplishing this goal include: Sunday evening fellowships, Bible studies, student-faculty luncheons, Wesley Singer, parties, after-game fellowships, and retreat weekends with other Wesley groups across the state. The Wesley house is located at 1027 Eighth Street. Any student is cordially invited to Wesley House to join the group in sharing, growing, and socializing. (A)

WOODWARD LEADERSHIP ADVISORY BOARD. The Woodward Leadership Advisory Board meets monthly, publishes the campus newsletter, advises the Campus Dean regarding student concerns, severs as campus ambassadors, and helps in the planning and implementing of student activities. Serving on the Woodward Leadership Advisory Board provides learning and leadership opportunities for student governance. (W)

WRITER’S ROUNDTABLE. (English). The purpose of this organization is to provide students interested in writing and drawing the opportunity to meet and discuss common areas of interest in English, writing, drawing, and other specialties. Roundtable also provides a means for students to actively participate in the Northwestern campus and Alva communities in a manner which encourages an improved awareness and an increased fellowship with members, as well as provide a way for students to publish their work in Anthology. (A)

This listing contains the majority of available clubs and organizations on our campus. Students desiring additional information on other possible organizations may contact the Dean of Student Affairs and Enrollment Management in the FA 126.

WHOM TO SEE ABOUT WHAT
Absences .................. Instructor/Dean of Student Affairs and Enrollment Management - Alva
Academic Problems.. Instructor/Dean of Student Affairs and Enrollment Management - Alva
Activities Scheduling........ Dean of Student Affairs and Enrollment Management - Alva
Add/Drop Class ...........................................Coordinator of Student Services - Enid
Admissions .................................................................................................................Registrar - Alva & Enid
Add/Drop Class ...........................................Registrar - Enid
Add/Drop Class ..................................................Recruitment Office - Alva
Add/Drop Class ..................................................Recruitment Office - Enid
Change Major and Advisor ..................................................Registrar - Enid
Change Major and Advisor ..................................................Registrar - Alva;
..............................................................................................................Coordinator of Student Services - Enid
Counseling Services ..........................................................Counselor - Alva;
..........................................................................................................Coordinator of Student Services - Enid
Campus Employment .................................................Career Services - Enid
..............................................................................................................Career Services - Alva;
.........................................................................................................Coordinator of Student Services - Enid
Financial Aid Loans/Grants ..................................................Financial Aid Office - Alva & Enid
Financial Aid Loans/Grants ..................................................Financial Aid Office - Enid
Grade Check .................................................................................................................Registrar - Alva & Enid
..............................................................................................................Registrar - Enid
Health Services ..............................................................Dean of Student Affairs and Enrollment Management - Alva
..............................................................................................................Dean of Student Affairs and Enrollment Management - Enid
Housing Information ............................................................Director of Students - Alva
..............................................................................................................Director of Students - Enid
Insurance Information ............... Dean of Student Affairs and Enrollment Management - Alva
..............................................................................................................Campus Police - Alva
......................................................................................................Campus Police - Enid
......................................................................................................Campus Police - Woodward
Make up of Incomplete Grade .................................................................Instructor
Payment of Fees .............................................................Business Office – Alva & Enid
Questions on Charges .................................................................................................Business Office – Alva & Enid
Dorm Room Change .............................................................Hall Supervisory - Alva
..............................................................................................................Hall Supervisory - Enid
Student Government ............... Dean of Student Affairs and Enrollment Management - Alva
..............................................................................................................Dean of Student Affairs and Enrollment Management - Enid
Student ID Cards ..................................................Dean of Student Affairs and Enrollment Management - Alva
..............................................................................................................Dean of Student Affairs and Enrollment Management - Enid
..............................................................................................................Campus Police - Alva
.........................................................................................................Officer of Dean of Campus - Woodward
.........................................................................................................Registrar - Alva & Enid
Transcripts ............................................................Registrar - Alva & Enid
.........................................................................................................Registrar - Enid
.........................................................................................................Registrar - Woodward
.........................................................................................................Registrar - Woodward
Tutoring .............................................................Director of Academic Success Center - Alva
Campus Police officers will provide an escort service for anyone who requests it. Do not hesitate to ask for assistance. In an effort to protect our students and employees, Northwestern provides services for approximately 2,100 students and is responsible for the investigation of all criminal violations. Officers have full peace officer status including arrest powers. CAMPUS POLICE

OFFICIALS STUDENTS NEED TO KNOW
President ............................................................................................................ Dr. Janet Cunningham
Executive Vice President .................................................................................. Dr. Steve Lohmann
Vice President for Administration ........................................................................ Mr. David Pecha
Dean of Student Affairs and Enrollment Management ...................................... Mr. Brad Franz
Dean of the School of Arts and Sciences .......................................................... Dr. Mike Knedler
Dean of the School of Practical Arts .................................................................... Dr. James Bowen
Associate Dean of Graduate Studies .................................................................... Dr. Rodney C. Murrow - Alva/Enid
Coordinator of Graduate Studies ........................................................................ Mrs. Debbie Skinner - Alva
Director of Students/Housing ............................................................................. Mr. Marcus Wallace
Enid Campus Dean ............................................................................................. Dr. Cheryl Evans
Woodward Campus Dean ................................................................................... Dr. Deena Fisher
Director of Financial Aid .................................................................................. Mrs. Irala Magee - Alva
Assistant Director of Financial Aid ....................................................................... Mrs. Denna Perigo - Enid
Registrar ........................................................................................................... Mrs. Cynthia Nighswonger - Alva
Registry Office Manager .................................................................................... Mrs. Karen Stephens - Enid
Bursar ................................................................................................................ Mrs. Sheri Bushman - Alva
Business Office Manager .................................................................................... Mrs. Charleen Carlile - Enid
Director of Student Life and Counseling .......................................................... Mrs. Alysson Tucker - Alva
Coordinator of Career Services .......................................................................... - Alva
International Student Advisor ............................................................................. Mr. Bryan Pope - Alva
Director of Recruitment Office .......................................................................... Mr. Matt Adair - Alva
Chief of Campus Police ..................................................................................... Mr. LeRoy Burks - Alva
Assistant Chief of Police ..................................................................................... Mr. Darwin Proctor - Enid
Athletic Director ................................................................................................. Mr. Bob Battisti - Alva
Bookstore Manager ............................................................................................ Mrs. Nicole Towns - Alva
Bookstore Supervisor .......................................................................................... Mrs. Randall Peters - Enid
Affirmative Action Officer .................................................................................. Mrs. Joyce Garvie - Alva
Disabilities Student Services ............................................................................... Mr. Brad Franz - Alva

CAMPUS POLICE
The university employs three full time certified officers on the Alva Campus and two full time certified officers on the Enid Campus. The Campus Police is a law enforcement agency that provides services for approximately 2,100 students and is responsible for the investigation of all criminal violations. Officers have full peace officer status including arrest powers. Do not hesitate to ask for assistance. In an effort to protect our students and employees, Northwestern Campus Police officers will provide an escort service for anyone who requests it.

HOW TO CONTACT POLICE (For Campus Police assistance or an escort)
ALVA CAMPUS POLICE OFFICE: (580) 327-8511
Northwestern has a low crime rate. Most crimes on campus are “crimes of opportunity” in that the crime would not have occurred if the items had been properly secured or watched. Northwestern encourages students and employees to report all crimes that occur regardless of the seriousness of the crime. All crimes reported will be investigated, and action will be taken to solve the crime. In addition, Northwestern Campus Police work closely with the Alva City Police, Enid City Police, Woods County Sheriff’s Department, and the Garfield County Sheriff’s Department. Copies of reported incidents are taken to these departments, and their officers assist Northwestern in solving the crimes. A “Crime Awareness” brochure is published and updated annually to keep our students and employees informed of crime statistics on campus for the most recent school years.

**FIREARMS**

It is against the policy of the Regent University System of Oklahoma and Northwestern Oklahoma State University to have firearms on our campus. Northwestern will strictly enforce this policy with administrative action being taken or criminal charges filed for any person(s) who violates this policy.

Students who live on campus and have a legitimate reason to have a firearm with them (such as hunting wild games that is in season), may make arrangements through the Northwestern Campus Police to check the firearm out when the student leaves campus for hunting purposes or to return to their residence. Please talk to a campus police officer prior to bringing the firearm on campus for details of this service.

Alva City Police Department has also agreed to check firearms in and keep them in a locker at the Alva City Police Department. Students wishing to use their service should contact the Alva City Police Department.

We ask that students be aware that secure storage space at both facilities is limited. If a student has a friend or relative who lives off campus, they should consider that as an option for storage of their firearms.

**UNIVERSITY TRAFFIC/PARKING REGULATIONS & REGISTRATION**

Each student, faculty member, and employee of the university is required to register their primary vehicle and have a current decal, displayed on any vehicle they drive or park on campus. A new decal will be required each new school year.

Decals are available on the Alva campus at the Dean of Student Affairs and Enrollment Management’s Office, the Business Office at the Enid Campus, and the Dean’s Office on the Woodward campus. The decal must be displayed on the lower left corner of the rear window.

On the Alva campus, each student is required to have the proper lot registration. Lot assignments are based on campus living status (residence halls or off campus). Students must park only in their assigned lots. Any student who changes their living status during the year is required to change their parking registration simultaneously. If a student’s living status changes, the decal for the old status must be exchanged. Tickets will be issued for displaying a decal for the wrong lot.

A charge of $25.00 will be required for replacing a lost decal. The student will be required
to pay the “lost decal fee” in the Business Office and present the receipt to Fine Arts 126 to receive a new decal on the Alva Campus. On the Enid and Woodward campuses, students should go to the respective Business Office.

Maximum speed limit for Northwestern streets and parking lots is 10 MPH. Students are asked to use every precaution possible in making the campus a safe place in which to live. DRIVE CAREFULLY!

All students and employees are expected to observe the following as well as all other regulations listed in the Parking and Traffic Guide and all city, state, and federal statutes.

1. Obey all traffic control signs and/or directions from any police or security officer.
2. Observe the 10-MPH speed limit.
3. Do not park in any area unless it is clearly marked for parking.
4. Do not double park or block any sidewalk or handicapped ramp at any time.
5. Do not park vehicle on campus if it contains weapons, any kind of explosives including ammunition or fireworks, drugs or alcoholic beverages of any kind.
6. Do not park on campus without a current parking permit.
7. You must have the color, make, model, and tag number of your primary vehicle for registration.
8. Display your parking decal properly (see parking guide).
9. Park only in the center of designated boundary lines.
10. No student is allowed to park in the staff and visitor lot or in visitor parking areas (enrolled students are not visitors).
11. Vehicle parked in a handicapped space without a handicapped permit is subject to tickets, immobilization, or towing.
12. Vehicles with multiple tickets or parked in certain restricted areas may be subject to immobilization or towing without warning.
13. For complete information read the Northwestern parking and traffic guide.

HANDICAPPED PARKING
Spaces are provided for students and employees with disabilities who have a state issued permit. Students or employees who have a temporary disability may contact the Campus Police for a temporary parking assignment. Vehicles not displaying a handicapped permit and parked in a handicapped space will be subject to tickets, immobilization, or towing.

WELLNESS CENTER PARKING
The Wellness Center parking lot is restricted to “MEMBER PARKING ONLY” (black decal) from 8:00 a.m. to 12:00 noon, Monday through Friday. Vehicles not displaying the Wellness Center parking decal will be subject to a $15.00 fine and impoundment. Students, faculty, and staff are prohibited from parking in this lot during those hours.

20 MINUTE PARKING
There will be several parking spaces in the West Horseshoe Parking Lot that will be reserved for 20 minute parking for anyone who needs to take care of short-term business at the university. Any vehicle parked in this area for more than 20 minutes may be subject to a $15.00 fine and impoundment. This will be strictly enforced.

WHERE TO PARK (Alva campus)
Parking lots are designated by a letter code, which corresponds to the decal code. Vehicles must be parked in the lot for which they are registered. Lot codes are as follows:

<table>
<thead>
<tr>
<th>Off campus students</th>
<th>X</th>
<th>Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ament Hall residents</td>
<td>A</td>
<td>Food Service</td>
</tr>
<tr>
<td>Coronado Hall residents</td>
<td>C</td>
<td>All Other Staff and Faculty</td>
</tr>
<tr>
<td>Fryer Hall residents</td>
<td>F</td>
<td>Wellness Center</td>
</tr>
<tr>
<td>South Hall residents</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>

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Areas marked “Cycle parking only” (* on the map) are for motorcycle and bicycle parking only. These are the only areas in which cycles can be parked. Cycles may not be parked (or driven) on campus lawns, landscaped areas or in any buildings. Motorized cycles of any type cannot be driven on these areas or sidewalks. Please refer to the parking map on the back cover of this book.

WHERE TO PARK (Enid campus)
Students are allowed to park in any of the lots except the northeast lot, which is reserved, for faculty and staff. Students must not park in areas reserved for visitors.

WHERE TO PARK (Woodward campus)
Students are allowed to park in the lot immediately north of the First American Bank Building.

PAYMENTS, FINES AND APPEAL PROCEDURE
All fines should be paid in the Business Office.
Tickets may be appealed. For appeal instructions contact the Campus Police Chief or the Dean of Student Affairs and Enrollment Management office on the Alva campus. On the Enid campus, contact the Campus Police office.

Questions pertaining to traffic and parking on the Northwestern Alva & Enid campuses should be referred to the appropriate Campus Police office. Questions pertaining to traffic and parking on the Northwestern Woodward campus should be referred to Dr. Deena Fisher, Dean of the Woodward Campus.

This Student Handbook does not constitute a contract.

**AMERICANS WITH DISABILITIES HANDBOOK**
**JULY 2007**

This handbook has been prepared to introduce faculty, staff and students to the universities policy on reasonable accommodations for students with disabilities who qualify for services under the Americans with Disabilities Act (ADA), which reaffirms Section 504 of the Rehabilitation Act. Reasonable accommodations encompass both physical access and academic modifications for those individuals with identified and documented disabilities to enhance their capacity to perform to the best of their ability.

Northwestern Oklahoma State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities in higher education. We recognize the underused potential of individuals with disabilities and realize the importance of higher education for this special population. It is with them in mind that this handbook was prepared. It is hoped that the faculty and staff will enhance the disabled student and assist them in all possible ways. If any official policy statements of the Regent University System of Oklahoma or of the University are in contradiction to statements appearing in this Handbook, such official policy statements will be deemed to have precedence over the statements appearing in this document. The Regent University System of Oklahoma and the University reserve the right to alter the terms of official policy statements and/or this Handbook at anytime, without advance notice.

Disabled Student Services is committed to serving all students with disabilities as defined by federal regulations. A person who qualifies for special accommodation means:

An individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communications, or transportation barriers or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.
The federal definition of a disability includes a person who:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
2. has a history of such impairment or
3. is regarded as having such impairment.

**HOW TO ACCESS SERVICES**

Students with disabilities who wish to access services shall initiate their request by contacting the Coordinator of Disabled Student Services. Students can expect to meet with a staff member to discuss their academic needs. During this process, students will have an opportunity to identify specific academic accommodations which they need.

1. Student must submit documentation from a qualified professional as to the nature of the disability before receiving services. In the case of a medical disability, documentation from a physician is appropriate. Students with learning disabilities or Attention Deficit/Hyperactive Disorder must submit documentation from one of two sources:
   a. Students diagnosed prior to graduation from an accredited high school may submit the psycho-educational evaluation on file at the respective high school;
   b. Students diagnosed after the completion of high school must submit a psycho-educational evaluation performed by a licensed psychologist.

2. Student must submit the request in writing at the beginning of each semester or at the time a need is identified.
3. Student must complete a Release of Information form.
4. Student must identify themselves to their instructors and request specific accommodations. Consultation among the student, his/her instructor(s) and the Coordinator of Student Disabled Services may be necessary before some accommodations are authorized.

To insure that accommodations are met in a timely fashion, all documentation should be in place beginning with the 2nd week of classes. In case of late diagnosis, the student should have the documentation in place as soon as possible. The student is expected to confer with the Coordinator of Disabled Student Services at the beginning of every semester in which he/she is enrolled at Northwestern Oklahoma State University.

Each student is encouraged to act as his/her own advocate and has the major responsibility for securing assistance. Early and regular contact with the coordinator of Disabled Student Services will help ensure services and accommodations. Information obtained is confidential and is used solely for the purpose of identifying appropriate support services. Information regarding a student’s disability is not released without written permission of the student. The office will provide instructors with written verification of a student’s disability after the student and instructor have discussed options available.

**FACULTY NOTIFICATION OF SERVICES TO STUDENTS**

Faculty should include the following statement in their course syllabi each semester:

Any student needing academic accommodations for a physical, mental or learning disability should contact the Coordinator of Disabled Student Services or faculty member personally, within the first two weeks of the semester so that appropriate accommodations may be arranged.
SERVICES AVAILABLE

The Coordinator of Disabled Student Services is committed to encouraging students to be independent. We do not wish for students to become dependent on services but instead to use services as a support to accomplish their academic goals. Reasonable accommodations are based on need not desire.

The Coordinator of Disabled Student Services works with students to help remove barriers encountered on campus.

This could include moving classes to accessible buildings, facilitation of ramps or curb cuts, placement of adjustable tables in classrooms, and acting as a liaison with faculty and staff.

Students are encouraged to experiment with services and develop a package of services which allows them to remain as independent as possible on campus. Students should be aware that services will be designed in a manner intended to remove barriers in the classroom which could hinder a student’s ability to learn. Services are not intended to give the student an unfair advantage over other students in the class.

Each case will be viewed individually and determinations made based upon the documentation submitted. Services on an individual basis may include:

* assistance in obtaining class notes
* alternative testing accommodations
* assistance in obtaining texts in alternative formats
* assistance in obtaining an interpreter
* priority enrollment
* building accommodations
* additional accommodations when necessary.

Note-taking: Students may arrange for note-taking assistance by securing a volunteer note-taker or by tape recording lectures. If a volunteer note-taking option is selected, the student with a disability may request a volunteer note-taker packet which includes carbon copy paper. Students with disabilities are responsible for obtaining volunteer note-takers for the classes in which they desire this assistance. If the tape recording option is selected and a student does not have a tape recorder, students with disabilities may check-out a tape recorder from the Coordinator of Disabled Student Services. Students are responsible for the return of tape recorders at the conclusion of each semester or they will be billed for the cost of the equipment.

Alternative Testing: The service is designed to assist the student with a disability in demonstrating his/her skills or acquired knowledge. The student should personally talk with his/her instructor during the first week of classes to explain the alternative request. Instructors may contact the Coordinator of Disabled Student Services if there are questions about the request or procedures. Instructor and student should agree on an acceptable time and place for alternative testing. The office of the Disabled Student Services will serve as one alternative testing site. Exams may be scheduled during regular office hours 8:00 a.m. - 5:00 p.m., Monday through Friday with no exam scheduled to begin after 4:00 p.m.

Exams should be taken at the regular class time unless a scheduling conflict exists. The student is then responsible for contacting the Coordinator of Disabled Student Services to schedule examinations. This should be done as far in advance as possible to ensure scheduling needs can be met. The instructor is responsible for delivering examinations and written test instructions to the alternative testing site in advance of scheduled exams. A form is available to the instructor for instructions on how the exam will be delivered back to the instructor. If the student is unable to take the exam at the scheduled time, the instructor and the Coordinator of Disabled Student Services must be informed prior to the scheduled test time. The test can
be rescheduled only with direct approval from the instructor.

**Accessibility Accommodations:** If a student with a disability enrolls in a course that is scheduled in an inaccessible location, the student should notify the Coordinator of Disabled Student Services to obtain a change in classroom location. The coordinator will then contact the Executive Vice President and with the instructor, accessibility accommodations will be made.

**Priority Enrollment:** Students with disabilities are provided the option of enrolling prior to the time continuing students begin enrolling each semester. In order to obtain priority enrollment, the student must complete the enrollment form and take it to the Coordinator of Disabled Student Services. The coordinator then notifies the Registry office and enrollment is completed before scheduled enrollment time for that individual.

**ADDITIONAL ACCOMMODATIONS AVAILABLE**
If a student with disabilities feels he/she needs to make a class substitution, they must:

1. Make a written request to their advisor.
2. The advisor will review the request and make a recommendation to the Dean of the School.
3. The Dean of the School will review the requests and make a recommendation to the Executive Vice President who will make the final determination.
4. A completed copy will be furnished to the Registrar.

**ATTENDANCE**
Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the professor for the course. Attendance in class is expected. Only authorized absences will entitle students to perform makeup work. Such makeup work shall be scheduled at the discretion of the course instructor. Validity of unauthorized absences will be determined by the Dean of Student Affairs and Enrollment Management and the instructor.

The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75 - 90% for credit in his/her course.

**STUDENT CONDUCT**
A committee consisting of faculty members and students will be created to consider the case of students in violation of university regulations.

**MEDICAL WITHDRAWAL**
Students whose physical or mental health problems may affect the health, safety, and/or welfare of the University community, or who represent a danger to themselves or others, or whose continuing presence disrupts the academic or administrative process and who fail to follow the directives of the office of Student Affairs health or psychological personnel regarding these problems may be medically withdrawn from the University.

The Office of Student Affairs and Enrollment Management may suspend immediately any student in question pending the outcome of the specified instructions and/or examinations. These exams must be paid for by the individual examined or by any agency other than Northwestern Oklahoma State University. Refusal by the student to submit to the instructions and/or exams or an unfavorable report from the examiner may be cause for denial for admission or retention.

The student has the right to appeal the decision of the office of Student Affairs and Enrollment Management for a medical withdrawal to the Committee on Student Conduct.
DISABLED PARKING PERMITS
Temporary university disabled parking passes are available through the Dean of Student Affairs and Enrollment Management office.

EMERGENCY EVACUATION PROCEDURES
To ensure personal safety in emergency situations, the following guidelines should be observed by students with disabilities. In advance of emergency situations, be aware of at least two exit possibilities for each location. Notify instructors and/or classmates of the type of assistance you need during an emergency situation.

In the event of a fire, immediate and complete evacuation is preferred if it can be accomplished in a safe manner. If immediate and complete evacuation is not possible, ask someone to assist you to a safe area, such as an enclosed stairwell, until emergency personnel arrive and complete evacuation. The assisting individual should stay with you until emergency personnel arrive. In addition, you should ask a second person to immediately notify emergency personnel of your location and the type of assistance required.

In the event of a tornado warning, you should utilize elevators and proceed to the lowest floor of the building. You should request assistance from instructors or classmates if needed. If elevator use is not possible, then fire evacuation procedures should be followed. Once you have reached the lowest possible floor, remain in the corridors away from windows and exterior doors.

SCHOLARSHIPS
Students who have a disability verified through the ADA Coordinator at Northwestern Oklahoma State University will be given consideration on an individual basis by the Northwestern Scholarship Committee. Appeals must be in writing and include reasons why scholarship policy cannot be satisfied.

INCIDENT REPORTING PROCEDURES
Students who believe they have inappropriate, inadequate, or exceptional services from Disabled Student Services are encouraged to and have the right to file an incident report with the Dean of Student Affairs and Enrollment Management. Students must take the initiative to file a form on their own behalf. Students are encouraged to file a report within five (5) school days of the incident if possible. Filed incident forms will be kept confidential. Students will receive a written response within ten (10) university working days. Students are encouraged to recommend options to help rectify the issue if needed.

ALL DECISIONS MAY BE APPEALED TO THE UNIVERSITY COMPLIANCE COMMITTEE.
If students are not satisfied with the response, the student may file a complaint with the Office of Civil Rights in Dallas, Texas.
RESIDENCE HALL HANDBOOK

The rules and regulations of the residence halls are for the purpose of providing the most liveable environment possible for all residence, one that is conducive to the educational goal.

A little courtesy and respect will go a long way. Treating your neighbors, your R.A., and hall supervisor the way in which you wish to be treated will make for a positive atmosphere. Always respect the rights of others.

1. Keep all rooms neat and clean as there will be periodic inspections by the hall supervisor. The university reserves the right to enter rooms for maintenance inspection or other valid reasons.

2. Take care of university furnishings. Violators will be charged full replacement cost of property which is damaged or destroyed. Violators will be subject to removal from the residence halls and/or suspension from the university.

3. Firearms, pellet or B.B. guns, explosives, knives, cross-bow and arrow, paint guns, or weapons of any kind are not allowed in the residence hall or vehicle kept on campus. If you are a hunter, the Campus Police will store your weapons.

4. Possession or use of alcoholic beverages and/or illegal narcotics, is strictly prohibited. Violations of this policy may result in fines or suspension of university housing privileges.

5. Civil Law: All students are expected to conform to all local, state, and federal laws.

6. Hotplates, crockpots, ceiling fans, or unapproved electrical appliances are not allowed in the rooms.

7. Pets are not to be kept in the residence halls because of health reasons. This includes birds, mammals, and reptiles.

8. Waterbeds are not permitted in the residence hall rooms.

9. Park all bicycles, cars, pick-ups, motorcycles, etc. in designated spots and lots. Every vehicle that you bring to campus must display a current decal. If you move off campus your parking decal must be changed. No charge!

10. Your residence hall contract is binding for the entire semester. To move out of the residence hall during a semester that you are under contract, you must obtain permission from the Housing Committee. The Housing Committee will determine the validity of your request and inform you regarding the committee’s decision. The Director of Students/Housing office is where you need to begin this process.

11. When moving out of the hall, remove all belongings, make sure closets and drawers are empty and clean, be sure the suite area is clean, make sure the mirrors, sinks, toilets, urinals, and shower is also clean. Contact your hall supervisor or resident assistant to begin your checkout. The hall supervisor will inventory your room and suite area and collect the key, issue a clearance slip, and charge you for any damage. If eligible for your deposit, it will be mailed to your permanent address.

12. If you leave without going through the proper checkout procedure, you will forfeit your deposit, be charged $25.00-$75.00 per key and have a hold placed on your
transcript until checkout has been completed. There is also a charge if you leave the room dirty.

13. If at any time you wish to change residence halls, contact the Director of Students/Housing in the Fine Arts Building, room 131.

14. Any overnight guest must be cleared through your hall supervisor.

15. Lounge furniture is to be used strictly in the lounge. It is not to be removed for any reason.

16. State Health Codes state that shoes and shirt will be worn in all public areas. This includes all lounges, the cafeteria, and classrooms.

17. Student conduct which the university deems unacceptable in a group living situation, even though the violation is not covered in the written regulation will be subject to disciplinary action.

18. Visitation hours are from 10:00 a.m. till midnight. All opposite sex guests are to enter the appropriate doors and be escorted at all times by their host. Any visitor under the age of eighteen must have the approval of the hall supervisor or the Director of Students. Violations of this policy may result in fines or suspension of university housing privileges.

19. All room trash is to be taken to the dumpsters outside the residence hall. It is not to be left in the suite area, laundry rooms, hallways, lounges, or any other area not designated for room trash. Violations will result in fines from $10.00 to $30.00.

20. Room decorations:

   A. Do not nail or tack anything in the rooms. The use of liquor bottles, cans or signs for decorative purposes is not permitted.
   B. Pornographic materials (any depiction of nude body parts) may not be displayed.
   C. Decals may not be displayed on doors, walls, or furniture.
   D. You may paint your room, only with permission from the Director of Housing or hall supervisor.
   E. Window coverings are provided for each room and they are the only coverings to be visible from the outside.
   F. Room doors are not to be decorated on the outside.
   G. Do not remove any furniture from your room or any other room within the residence.

21. Telephones: If you wish to have phone service in the room, contact Southwestern Bell at 1-800-559-7928, the address for the dorms is as follows:

<table>
<thead>
<tr>
<th>Ament Hall</th>
<th>Coronado Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>1140 8th</td>
<td>700 Monroe</td>
</tr>
<tr>
<td>Alva, OKlahoma 73717</td>
<td>Alva, OKlahoma 73717</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Fryer Hall</th>
<th>South Hall</th>
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<tbody>
<tr>
<td>1100 8th</td>
<td>1301 Davis</td>
</tr>
<tr>
<td>Alva, OKlahoma 73717</td>
<td>Alva, OKlahoma 73717</td>
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</tbody>
</table>

When ordering phone service the name of the dorm, the address, and the room number will be needed.

*Cell phones may be a better option.*
22. One small refrigerator is allowed in each room. The size is to be no larger than 2.4 cubic feet.

23. Television cable hookup is in each room. Plug in your T.V. and it should work. Internet is also available, contact your hall supervisor for details.

24. Northwestern’s Campus Police Department is located in the Student Center, or you can contact them by calling (580) 327-8511. Any message left on the voice mail will page a police officer.

25. Keep your door locked at all times when you leave your room. A theft can occur at any time in a matter of seconds. The University is not responsible for stolen or damaged personal property.

26. Any electrical appliances that you bring to use in your room must have a surge protector between the outlet and the appliance.

27. I.D.’s are obtained in the Fine Arts Building, room 126. The I.D. is used as your meal ticket and for entry to most campus events. If you lose your I.D. the replacement I.D. is $5.00. Payment is made in the business office. Take receipt to the I.D. office and they will issue you a new I.D.

28. Keys: You are issued the key or keys for your room or suite at check-in. Your key and room security are your responsibility. Keep your room locked at all times when you leave your room. You will be charged $25.00 per replacement key. The procedure to replace a key is to go by the business office and pay the required amount, a receipt will be given to you. Take the receipt to the hall supervisor and they will issue you a key. The hall supervisor will not let you borrow a key. If a lock core has to be changed, an additional $90.00 will be charged.

29. Fire drills, storm drills and fire alarms: One fire drill must be held each semester in each residence hall. All residents must participate. Failure to do so will result in disciplinary action. Misuse of a fire extinguisher or any safety equipment or emergency doors will result in the offender: (1) cleaning up the mess; (2) having the equipment put in working condition; (3) paying the damage; (4) being placed on conduct probation; and (5) possible being removed form housing. Emergency exits are only to be used in case of fire or other emergencies.

**Fire drills:** Each resident is to evacuate the residence hall, as soon as the alarm is sounded, through the closest door. One drill will be done each semester.

**Storm security:** Each resident will go to the first floor, center hallway, away from windows and glass.

30. Smoking is not permitted in the residents halls.

31. Residence halls are accessible 24 hours a day. If you need help after regular hours please call campus police at (580) 327-8511.

32. Students who vandalize any property belonging to the State of Oklahoma must pay for the repairs and will be subject to further disciplinary action. Do not detach any fixed furniture or remove any furniture from its designated place.

33. In group living situations, noise is always a concern. Noise should always be kept at a minimum. Stereos, TVs, radios, and conversation should never be loud enough to disturb other residents in the residence hall. During Dead Week and Finals there is
to be no noise in the residence halls.

34. Cafeteria hours are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Supper</th>
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<tbody>
<tr>
<td>Monday-Friday</td>
<td>7:00 a.m. to 8:30 a.m.</td>
<td>11:15 a.m. to 1:15 p.m.</td>
<td>5:00 p.m. to 7:00 p.m.</td>
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<td>Friday</td>
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<td>5:00 p.m. to 6:00 p.m.</td>
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<td>Saturday</td>
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<td>12:00 a.m. to 1:00 p.m.</td>
<td>5:00 p.m. to 6:00 p.m.</td>
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<tr>
<td>Sunday</td>
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<td>11:30 a.m. to 1:00 p.m.</td>
<td>5:00 p.m. to 6:00 p.m.</td>
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Student Center Food Court Hours:

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<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
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<tr>
<td>Monday-Friday</td>
<td>8:00 a.m. to 10:30 p.m.</td>
<td>10:30 a.m. to 2:30 p.m.</td>
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35. Children in the Residence Halls: Children are not allowed in the halls as overnight guests. All children in the Residence Halls must be accompanied by a parent or guardian.

36. Illness: Report all illnesses or accidents to the head resident immediately. Your hall supervisory or R.A. will assist you with making contact with a medical professional.

37. Dropping a class is done in the registrar’s office.

38. Total withdrawal from the university begins in the Dean of Student Affairs and Enrollment Management office, Fine Arts Building, room 126.

39. The week prior to the beginning of finals is designated as dead week. During this time, no university activities are held. There is also a 24-hour quiet time observed in the residence halls.

40. Payment of accounts: University accounts are to be taken care of as they are due. Failure to do so can result in $25.00 late fees for each payment, not receiving transcripts, prohibition from enrolling, or removal from the residence hall.

41. Health and safety inspections will be made randomly by the hall supervisor and your R.A. The purpose of these is to make sure the rooms, suite areas, and bathrooms are kept clean. We also check for maintenance problems. Failure to keep suites or bathrooms clean will result in Administrative Action.

Front Desk Phone
Ament Hall (580) 327-8421
Coronado Hall (580) 327-8404
Fryer Hall (580) 327-8605
South Hall (580) 327-8424

Director of Students/Housing
(580) 327-8418
Fine Arts Building, Room 131
### Fall Class Schedule

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Class Title</th>
<th>Room</th>
<th>Time</th>
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<th>W</th>
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<th>F</th>
<th>Instructor</th>
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### Spring Class Schedule

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<th>Course No.</th>
<th>Class Title</th>
<th>Room</th>
<th>Time</th>
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<th>Instructor</th>
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42
Notes
Notes
Notes
Enid Campus

Enid Campus First Level

Enid Campus Second Level
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug. 20</td>
<td>Regular Classes Begin</td>
</tr>
<tr>
<td>Aug. 20, 21, 22, 23</td>
<td>Night Classes Enroll and Begin</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Labor Day (Holiday)</td>
</tr>
<tr>
<td>Oct. 4, 5, 6</td>
<td>Homecoming</td>
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<tr>
<td>Oct. 18, 19</td>
<td>Fall Break</td>
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<tr>
<td>Oct. 22</td>
<td>Classwork Resumes (7:35 a.m.)</td>
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<tr>
<td>Nov. 16</td>
<td>Statehood Day</td>
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<tr>
<td>Nov. 21, 22, 23</td>
<td>Thanksgiving Recess</td>
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<tr>
<td>Nov. 26</td>
<td>Classwork Resumes (7:35 a.m.)</td>
</tr>
<tr>
<td>Dec. 9</td>
<td>Commencement</td>
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<tr>
<td>Dec. 17</td>
<td>Semester Ends</td>
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<tr>
<td>Jan. 7</td>
<td>Regular Classes Begin</td>
</tr>
<tr>
<td>Jan. 7, 8, 9, 10</td>
<td>Night Classes Enroll and Begin</td>
</tr>
<tr>
<td>Jan. 21</td>
<td>Martin Luther King Day (Holiday)</td>
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<tr>
<td>March 17-21</td>
<td>Spring Break</td>
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<td>March 24</td>
<td>Classwork Resumes (7:35 a.m.)</td>
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<tr>
<td>April 26</td>
<td>Alumni Spring Reunion</td>
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<tr>
<td>April 29, 30, May 1, 2</td>
<td>Final Examinations</td>
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<td>May 3</td>
<td>Commencement</td>
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<td>May 5</td>
<td>Semester Ends</td>
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<td>Dec. 18 - Jan. 4</td>
<td>Interim Classes</td>
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<tr>
<td>May 6-23</td>
<td>Interim Classes</td>
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<td>June 2</td>
<td>Classes Begin</td>
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<tr>
<td>July 3</td>
<td>Holiday</td>
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<td>July 28</td>
<td>Summer Session Ends</td>
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