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The Academic Advising Handbook is a resource booklet designed for faculty advisors and academic advisors in their work with students.

**The Handbook has the following information:**
- Academic Policies and Procedures
- Technological Resources
- Support Services

**Related Topics:** Advisement, General Degree Requirements, MineOnline, Testing and Assessment, Transfer Center
ACADEMIC FORGIVENESS POLICIES

OCCC POLICY

Oklahoma City Community College offers students an opportunity to recover from previous academic problems which have resulted in a poor academic record. The three provisions for academic forgiveness are: 1) repeated courses, 2) academic reprieve, and 3) academic renewal. Although these options may result in an improved retention and graduation grade point average (GPA), the cumulative GPA will continue to include all coursework attempted, including “forgiven” coursework. Additional information and petition forms are available in the Office of Records and Graduation Services.

Repeated Courses

Students have the option of repeating previously completed coursework within the following guidelines:

1. A student may repeat up to four (4) courses, totaling no more than 18 credit hours, in which grades of “D” or “F” were originally earned and petition to have only the second grade used in the calculation of the retention/graduation grade point average.
2. Once a petition is submitted, the first four courses of repeated coursework will count in the sequence in which those courses were repeated.
3. In the event such a petition is presented for a course that is repeated more than once, all grades earned, with the exception of the first, will be used to calculate the retention/graduation grade point average.
4. Repeated grades that are forgiven will continue to appear on the official college transcript but will be noted with an * as forgiven.
5. Although the repeat provision may be an option for coursework completed prior to the conferral of a degree, a pre-existing graduation GPA will not be adjusted.

Academic Reprieve

Students who can demonstrate extraordinary circumstances which contributed to or caused poor performance in a previously completed semester or term may request an academic reprieve through The Office of Records and Graduation Services within the following guidelines:

1. At least three years must have elapsed between the period of time in which the grades being reprieved were earned and the time the reprieve is being requested.
2. The semester in question must be an unsatisfactory semester with a grade point average of less than 2.0.
3. Prior to requesting the reprieve, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a “C” may have been earned in any regularly-graded coursework.
4. The reprieve request may either be for one semester or term of enrollment or for two consecutive semesters or terms of enrollment. If the student’s request is for two consecutive semesters, the College committee responsible for approval may choose
to reprieve only one semester.

5. Any reprieve which is approved and awarded will be for all grades earned and hours attempted within the reprieved semester(s) or term(s). Students who are granted a reprieve will not receive credit for any courses passed during the reprieved semester or term. However, if a student has proven proficiency within a reprieved course as evidenced by a passing grade, the student will not be required to repeat the same course. An additional course must be used to replace the reprieved credit hours.

6. A student may receive only one academic reprieve or one academic renewal during this/her academic career.

7. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with an * as forgiven. The transcript legend will further note that reprieved coursework is not used in the calculation of the retention/graduation grade point average but is used in the calculation of the cumulative grade point average.

8. Although the academic reprieve provision may be an option for coursework completed prior to the conferral of a degree, a preexisting graduation GPA will not be adjusted.

**Academic Renewal**

Students who have had academic trouble in the past and who have been out of higher education for a number of years may recover without penalty and have a fresh start by requesting an academic renewal. Students may apply for a renewal within the following guidelines:

1. At least five years must be elapsed between the last semester being renewed and the time the renewal is being requested.

2. The semester(s) in question must be of an unsatisfactory nature.

3. Prior to requesting Academic Renewal, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a “C” may have been earned in any regularly-graded coursework.

4. The renewal will be for all courses completed before the date specified in any approved renewal. Students who are granted a renewal will not receive credit for any courses passed or for any proficiencies earned during the renewed semesters.

5. A student may receive only one Academic Renewal or one Academic Reprieve during his/her academic career.

6. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with an “*” as forgiven. The transcript legend will further note that reprieved coursework is not used in the calculation of the retention/graduation grade point average but is used in the calculation of the cumulative grade point average.

Although the Academic Renewal provision may be an option for coursework completed prior to the conferral of a degree, a preexisting graduation GPA will not be adjusted.

**Related Topics:** Academic Probation, Academic Suspension, GPA Calculator, Grades
ACADEMIC PROBATION

OCCC POLICY

Students will be placed on academic probation if they fail to meet the following minimum requirements:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Cumulative GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 30 semester credit hours</td>
<td>1.7</td>
</tr>
<tr>
<td>Greater than 30 semester credit hours</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Students not maintaining satisfactory progress toward objectives as indicated above will be placed on probation for at least one semester. At the end of the semester, the student must have achieved a semester GPA of 2.0 in regularly graded coursework, not to include activity or performance courses in order to continue as a student.

Related Topics: Academic Suspension, Academic Suspension Appeals, GPA Calculator
ACADEMIC PROBATION/ SUSPENSION RULES
FOR TRANSFER STUDENTS

Any student who is transferring to Oklahoma City Community College and is on academic probation or academic suspension at another state institution or who does not meet the Oklahoma City Community College retention standards will be placed on probationary status and be expected to meet the terms of that status and to meet the regular institutional retention standards in order to continue as a student.

Related Topics: Academic Probation, Academic Suspension, Academic Suspension Appeals, GPA calculator
ACADEMIC SUSPENSION

OCCC POLICY
A student on academic probation, not meeting the requirements of that probation, will be suspended for the next regular (16-week) semester. After one semester of suspension, a student must be readmitted in the Office of Records and Graduation Services. If upon readmission, academic standards are once again not met, the student will not be allowed to continue until the retention GPA has been raised to institutional standards through coursework completed at another institution.

SUSPENSION APPEALS
Academic suspension appeal procedures require that the suspended student document any extraordinary personal circumstances that contributed to his/her academic deficiencies. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis. Appeal decisions are made only following the thoughtful deliberation of an appropriate committee which may include faculty, students, and administrators.

A student wishing to appeal his/her suspension due to “extraordinary circumstances” should submit a written petition, along with support documentation to the Registrar.

Related Topics: Academic Probation, GPA Calculator
RETENTION ALERT

Students who are not attending class or who may be experiencing poor academic performance may be contacted by Student Support Services for intervention. Connection with tutorial services, academic success workshops, counseling services, and learning strategies will be made available to those students. Faculty may submit a student to the retention alert program by logging onto MineOnline and selecting “Contribute Retention Info”. For more information contact Student Support Services at (405) 682-7520.

Related Topics: Attendance Policy, Counseling for Students, Learning Labs, Learning Support
ACTIVITY COURSE POLICY

OCCC POLICY
Activity courses are not to be counted in a student’s graduation/retention GPA.

The “Policy Statement on Admission To, Retention In, and Transfer Among Colleges and Universities in the State System” states that the retention GPA excludes physical education on activity courses.

The “Policy Statement on Undergraduate Degree Requirements and Articulation” also states that the students must achieve a minimum GPA of 2.0 on all coursework attempted, excluding physical education activity or forgiven courses, to earn any associate or baccalaureate degree.

Related Topics: Academic Forgiveness, Admissions, GPA Calculator
ADMISSIONS
(Office of Recruitment and Admissions)

ADMISSION APPLICATION
Both new students and transfer students must apply for admission to Oklahoma City Community College. An Admission Application form will be completed, along with a Student Vaccination Status form and a Citizenship document. All forms are required to enroll in classes. Application Requirements for the following categories of students are found on the Admission’s website:
www.occc.edu/Admissions/ApplicationRequirements.html
- Adult Students
- Concurrently Enrolled High School Students
- International Students
- Non-Degree Seeking Students (9 hours Max)
- Recent High School Graduates or GED Recipients
- Students for whom English is a Second Language
- Transfer Students
- Health Programs

Related Topics: Academic Probation, Academic Probation/Suspension, Academic Suspension, Concurrently enrolled high school students, International Students, Rules for Transfer Students
ADVANCED STANDING

PRIOR LEARNING ASSESSMENT (PLA)
Oklahoma City Community College supports the concept of lifelong learning and knows that learning takes place in many environments and in many different ways. PLA is a process that allows adults to identify and demonstrate relevant learning acquired through life and work experience, and to translate that learning into college credit. PLA provides for the identification and confirmation of past learning by systematically evaluating the learning against established academic standards for awarding college credit. The learning must demonstrate a balance between theory and practical application. Faculty who are subject matter experts will evaluate competency.

OCCC has provided for some forms of PLA in the past such as CLEP, on-campus testing/evaluation for credit, and development of a learning portfolio.

For more information on how to obtain PLA, contact Office of Academic Advising at (405) 682-7535.

Related Topics: Advisement
OVERLOAD

At Oklahoma City Community College a normal academic load is 12 to 16 credit hours for a 16-week instructional session.

The following table should provide guidance in determining full time academic load and overload for instructional sessions of various lengths:

<table>
<thead>
<tr>
<th>Weeks of Instruction</th>
<th>Normal Academic Workload (Credit Hours)</th>
<th>Appropriate Faculty Advisor Or Advisor Approval Required (Credit Hours)</th>
<th>Dean of Student Development Approval Required (Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 weeks</td>
<td>3-4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>6 weeks</td>
<td>6-8</td>
<td>9-10</td>
<td>11-12</td>
</tr>
<tr>
<td>8 weeks</td>
<td>6-8</td>
<td>9-10</td>
<td>11-12</td>
</tr>
<tr>
<td>12 weeks</td>
<td>9-12</td>
<td>13-14</td>
<td>15-18</td>
</tr>
<tr>
<td>16 weeks</td>
<td>12-16</td>
<td>17-19</td>
<td>20-24</td>
</tr>
</tbody>
</table>

Approval for enrolling in academic overload will be based on the student’s ability to perform on an overload basis. Ability is shown through superior performance on a college aptitude test or superior academic achievement in high school or college.

Related Topics: Advanced Standing, Enrollment Limits, General Degree Requirements, Major Options, Prior Learning Assessment, Selection of Catalog. The Office of Academic Advising is an area where students can avail themselves of services which will help them be successful while at Oklahoma City Community College.
ADVISORY OFFICE PERSONNEL

Dean - Liz Largent - Ext. 7834

Assistant Director - Mary Ann Bodine - Ext. 7738

Administrative Support - Kim Lusk - Ext. 7535

Academic Advisors

Melissa Aguigui   Ext. 7774
Mary Ann Bodine   Ext. 7738
Brenda Clink      Ext. 7230
Claire Echols     Ext. 7729
Tennent Emmons    Ext. 7387
Lois Ganick       Ext. 7415
Marcelene James   Ext. 7667
George Maxwell    Ext. 7611
Sara McElroy      Ext. 7567
Debbie Pierce     Ext. 7650
Ed Williams       Ext. 7613
AUDITING

OCCC POLICY
Auditing gives students the opportunity to participate in a course without concern for credits or grades. Students can also re-experience a course in which they have already earned credit. To audit a course, a student must meet all eligibility requirements for admission to the institution. A student may audit only those courses in which he/she has met all prerequisites. Audit enrollment guidelines are as follows:

- A student must indicate during initial enrollment that he/she intend to “audit” a course.
- Standard credit hour fees will be assessed for audited courses.
- A grade of “AU” will be posted on the official college transcript for each course audited.

Note: A student may request a change in enrollment status from audit to credit through the late enrollment period. A student may change enrollment status from credit to audit through the official withdrawal period. See College catalog for information about the date of the deadlines each semester.

Related Topics: Grades
Students and parents who have questions about their bursar account may be referred to the Bursar’s Office or their website, [www.occc.edu/Bursar.html](http://www.occc.edu/Bursar.html).

The Office of the Bursar website has the following information:
- Appeal Forms
- Explanation of Refunds
- Financial Aid Disbursement Schedule
- Hours of Operation
- Important Dates
- Payment Online Refunds
- Payment Schedule
- Student Appeal of Charges Requirements
- Withdrawal Requirements

Questions answered
- Will I be dropped for non-payment of tuition and fees?
- When is my payment due?
- What happens if my bill is late?
- Where are you sending my statement?
- What ways can I pay my payment?
- What are the approximate dates by which refunds are processed?
- When must Appeal Forms be filed?
- I have either a grant or financial aid but have completely withdrawn from school.
- What kind of refund do I get?

Related Topics: Financial Aid Services, Refund Policy, Withdrawal
HIGH SCHOOL STUDENTS

High School juniors and seniors meeting the requirements listed below may be admitted provisionally. Only those meeting the required ACT score in Science, Math or English will be permitted to enroll in coursework in the corresponding college subject area. Only students meeting the required ACT score in reading will be allowed to enroll in any other collegiate courses.

- Graduating seniors who are enrolled in an accredited high school and who have achieved a composite ACT score of 19 or higher or an equivalent SAT score may be admitted provisionally. Students not scoring a 19 or above on ACT may use a high school GPA of 3.0 or above for admissions.
- Juniors who are enrolled in an accredited high school and who have achieved a composite score on the ACT or who have achieved a combined verbal and mathematical score on the SAT, which places them at or above the 58th percentile using national norms, may be admitted provisionally. If the ACT or SAT composite score is not the 58th percentile, but a sub-score is, the student may enroll in coursework in the discipline of that score. Students scoring below ACT or SAT requirements may use a high school GPA of 3.5 or higher for admissions.
- Home study students or students from unaccredited high schools who are 17 years of age or older and who have achieved an ACT score of 19 or higher may be admitted provisionally.
- Home study students or students from unaccredited high schools who are 16 years of age and who have achieved a composite score on the ACT of 21 or above or who have achieved a combined verbal and mathematical score on the SAT which places them at or above the 58th percentile using national norms, may be admitted provisionally. If the student’s ACT or SAT composite score is not at the 58th percentile but a sub-score is, the student may enroll in coursework in the discipline of that score.

A concurrently enrolled student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. Student wishing to exceed this limit may petition to the Dean of Admissions.

Refer to the Concurrent Enrollment Chart for additional requirements.

Related Topics: ACT Testing, Advisement, Course Prerequisites, General Education Core, Grades
**PREREQUISITES**

**Entry Level Assessment**
Upon entering Oklahoma City Community College, students’ skill levels in reading, writing and math must be assessed for appropriate course placement. Assessment of these skills may be done by the student submitting official documents regarding recent testing (ACT, SAT, COMPASS, etc), the student submitting transcripts of successful coursework from another accredited institution of higher education or by taking the College’s entry level assessment exam.

**Prerequisite Designations**
Writing (W) – This designation as a prerequisite for a course indicates the student has the necessary writing skills to be successful in college level courses.

Reading (R) – This designation as a prerequisite for a course indicates the student must have the necessary reading skills to read at college level.

Mathematics (M) – This designation as a prerequisite indicates a student can perform mathematical computations (multiplication, fractions, decimals, division, etc. Unlike reading and writing, a designation of (M) as a prerequisite does not indicate the student is prepared for college level math courses, but rather that they have completed or tested beyond the basic math course.

**Related Topics:** Testing and Assessment Services
WITHDRAWAL/ SCHEDULE ADJUSTMENT

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a sixteen-week class or the first week of an eight-week class will be charged 100% fees for any classes added and will receive a 100% refund for any courses dropped. To withdraw from a class, a student must complete and submit an add/drop form in the Office of Records and Graduation Services or withdraw on the college web site at www.occc.edu. NO REFUNDS WILL BE MADE AFTER THIS PERIOD EXCEPT AS STIPULATED FOR ENROLLMENT OF TITLE IV RECIPIENTS. See academic calendar for exact withdrawal dates.

Students may still withdraw from classes after the add/drop period, but will receive no refund and will be billed for any outstanding payment due. Students may withdraw, without refund, any time prior to the fourth quarter of a semester (through the twelfth week of a sixteen-week semester or the sixth week of an eight-week semester). Officially withdrawing from a course will not negatively affect academic standing with respect to the College’s Academic Retention Policy. However, withdrawals processed after the add/drop period may adversely affect financial aid status. NO REFUNDS WILL BE AWARDED FOR WITHDRAWALS AFTER THE ADD/DROP PERIOD.

EMERGENCY/ LATE WITHDRAWAL

Students may petition to withdraw after the add/drop or withdrawal deadline if an emergency situation exists. An emergency is defined as an extraordinary or unforeseen event (such as illness requiring hospitalization, or transfer of employment to another state) which occurred after the add/drop or withdrawal deadline and/or prevented the student from withdrawing by the deadline. To be considered for an Emergency/Late Withdrawal, the student must submit a written appeal (forms available in the Office of Records and Graduation Services) along with support documentation to the Office of Records and Graduation Services. The appeal will be reviewed by a committee and the committee’s decision will be final. The appeal must be filed within 90 days of the end of the semester in question.

Related Topics: Bursar Office, Financial Aid Services, Records and Graduation Services, Refund Policy
STATE REGENTS’ POLICY
Students admitted with curricular deficiencies must remove the basic skills deficiencies within the first 24 hours attempted (within the first 12 hours of enrollment for transfer students) or have all subsequent enrollments restricted to deficiency removal courses until the deficiencies are removed. Students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

REMEDIATION OF DEFICIENCIES IN BASIC SKILLS COURSES
Students with curricular deficiencies who fail to demonstrate adequate curricular competence will be required to complete developmental courses. Students with Mathematics, English or Science deficiencies will be required to enroll in developmental courses designed to remedy the deficiency. Students must receive a grade equivalent to a “C” or better to remove the deficiency.

PROCEDURES FOR REMOVAL OF DEFICIENCY IN HISTORY/CITIZENSHIP
Students with a deficiency in history/citizenship, who present an ACT reading sub-score at or above the specified level or who score at the designated level on an approved secondary institutional reading assessment may be admitted as regular admission students. These students will be required to complete an additional three-hour collegiate history or citizenship skills course.

OCCC POLICY
Current OCCC policy concerning the remediation of high school curricular deficiencies adheres to the above State Regents’ Policy with the following exceptions:
- Students who take assessment/placement exams and score at or above college level in their deficient area where an assessment tool is offered, will automatically have their deficiency remediated. (There is no assessment for citizenship and history or ‘additional’).
- A science deficiency can be remediated by an adequate score on the Bio D or Chem D Assessment Test or completion of the course Bio 0123.
- A history/citizenship skills deficiency can be remediated upon completion of a course in the areas of economics, geography, political science, non-western culture or any collegiate history course.
- A math deficiency can be remediated upon completion of Intermediate Algebra (Math 0123).
- An ‘additional’ deficiency can be remediated by completion of subjects previously listed or from computer science, foreign language, or any advanced placement course, except applied courses in fine arts.

EXCEPTIONS: Students who are 21 years old or older do not have to remediate deficiencies. In addition, students who are not planning to attend a four-year university and are pursuing an AAS degree or a certificate, do not have to remediate deficiencies.

Related Topics: Advisement, General Degree Requirements, Testing and Assessment
DEPARTMENT OFFICE PHONE NUMBERS

Admissions and Recruitment 7580
Office of Academic Advising 7535
Arts and Humanities 7558
Bursar 7825
Business, Division of 7550
Career Transitions 7844
Child Development 7561
Cooperative Alliance 7822
Employment Services 7519
Financial Aid 7525
Health Professions 7507
Information Technology 7888
Records and Graduation 7512
Safety and Security 7691
Science and Mathematics 7508
Social Sciences 7573
Student Support Services 7520
Testing and Assessment 7531
Veteran’s Services 7527/7694
The College Catalog contains the requirements for the Associate in Arts (AA) and Associate in Sciences (AS) degrees in Diversified Studies and the steps the student must take in order to pursue that degree. The following are guidelines for persons advising students regarding the Associate in Arts or the Associate in Sciences Diversified Studies degree:

- Procedural steps will occur in sequence: First, the advisor and student will prepare a degree plan. The degree plan, also called a contract, will then be forwarded to the Dean of Student Development, if initiated by an advisor in the Office of Academic Advising, or forwarded to Bertha Wise, the Coordinator of Multi-Divisional Programs, if the submitting advisor is a faculty member. Upon approval, a copy of the degree plan shall be submitted to the Graduation Services for verification of compliance with general requirements.

- Any changes from the approved plan must be approved prior to the student’s enrollment in the classes suggested by the change. Degrees will not be granted unless the changes are submitted on a course substitution form and approved.

- Transfer credits to be applied toward an AA or AS Diversified Studies degree will not be accepted until official transcripts are a part of the student's permanent record in the Registrar's office.

- If a student transfers a large number of credits to Oklahoma City Community College, courses to be taken at the college should be selected so that the entire plan clearly meets the educational needs of the student. A minimum of 15 credit hours must be completed at OCCC. The degree plan must fulfill the general education requirements for an Associate in Arts or Associate in Science degree.

**Related Topics:** Advisement, General Education Requirements, Program/Major Selection, Programs of Study
## ENROLLMENT HOLDS CONTACT INFORMATION

<table>
<thead>
<tr>
<th>HOLD</th>
<th>CONTACT OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Military Check (ML)</td>
<td>Records</td>
</tr>
<tr>
<td>Authorize to Release (RELSE)</td>
<td>Records</td>
</tr>
<tr>
<td>Bad Address (RC.BA)</td>
<td>Records</td>
</tr>
<tr>
<td>Bursar</td>
<td>Bursar</td>
</tr>
<tr>
<td>Concurrent Student Restriction (CON)</td>
<td>Records</td>
</tr>
<tr>
<td>Disciplinary Restriction (DISC)</td>
<td>Records</td>
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<td>Do Not Release Any Information (RC.DR)</td>
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<tr>
<td>Duplicate Records (RC.DR)</td>
<td>Records</td>
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<tr>
<td>Finance Charges (RC.DR)</td>
<td>Bursar</td>
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<tr>
<td>High School Curricular Def-Cit Skills</td>
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<tr>
<td>High School Curricular Def-English</td>
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<td>High School Curricular Def-History</td>
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<td>High School Curricular Def-Math</td>
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<tr>
<td>High School Curricular Def-Other</td>
<td>Records</td>
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<tr>
<td>High School Curricular Def-Science</td>
<td>Records</td>
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<tr>
<td>International Students Full-Time (IN.FT)</td>
<td>Registration</td>
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<td>International Students Part-Time (IN.PT)</td>
<td>Records</td>
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<td>Library Restriction (LF)</td>
<td>Library</td>
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<tr>
<td>Record-Bad Address (RC.BA)</td>
<td>Records</td>
</tr>
<tr>
<td>Records-Missing Documents (RC.MD)</td>
<td>Records</td>
</tr>
<tr>
<td>Records-Number Change Doc (RC.NU)</td>
<td>Records</td>
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<tr>
<td>Records-Signature (RC.SG)</td>
<td>Records</td>
</tr>
<tr>
<td>Registrar Restriction (REGR)</td>
<td>Registration</td>
</tr>
<tr>
<td>Student Vaccinations</td>
<td>Records</td>
</tr>
</tbody>
</table>

**Related Topics:** Address Changes, Concurrently Enrolled High School Students, Curricular Deficiencies, International Students, Military Duty, Release of Academic Information, Student Data
ENROLLMENT/REGISTRATION

Enrollment is completed using MineOnline, in the Office of Records/Registration, or in the Office of Academic Advising. The online registration system allows students to browse the class schedule and enroll in courses over the web. Using their student ID number, and their personal password, they may look at the class schedule information and enroll. The system shows students closed classes and courses that are approved for each General Education category. All advisement flags and registration stops must be cleared before the system will allow students to finalize their enrollment.

COURSE SELECTION THROUGH ACADEMIC ADVISING
If students need advisement regarding their course selections prior to enrollment, they can schedule an appointment with an Academic Advisor in the Office of Academic Advising. After selection of classes with an advisor, the students can either be assisted by a Peer Advisor, who will help build a schedule, or they may enroll using MineOnline or enroll in the registration office.

ONLINE ENROLLMENT

- Go to www.occc.edu
- Select MineOnline/Student Records
- Select Current Students
- At the top of the menu, select Log In
- Enter your user ID. Your user ID is your first name, middle initial and last name all lower case: susan.m.wilson
- Enter your password. Your password is the last six digits of your Social Security Number.

Once you have entered your user ID and password, you will be directed to the menu.

- Click on Current Students
- Click on Register for sections
- Go to search and register for classes
- Select the term
- Go to subject and select the category, (ex: Hist, Math)
- Input course number
- Input section number (if applicable)
- Click submit
- Scroll until you find the section you want and select the box on the right
- Click submit
- Under action, click Register.

Related Topics: Add/Drop, Advisement, Auditing, Complete Withdrawal, Enrollment Limits/Academic Overload
FINANCIAL AID SERVICES

Students and parents who have questions about financial aid may be referred to the Financial Aid Office in the Main Building across from the Testing Center. The Financial Aid website [www.occc.edu/FinancialAid/](http://www.occc.edu/FinancialAid/) has the following information available:

- Access Your Stafford Loan
- Deadlines
- Entrance Counseling
- Exit Counseling
- FAQs
- Financial Aid Application
- Financial Aid Process
- Financial Aid Programs
- Other Resources
- Parent Information
- Scholarships
- Veteran’s Services
- What’s New

Related Topics: Bursar Office, Withdrawal
GENERAL DEGREE REQUIREMENTS

The following general degree requirements apply to each degree offered at Oklahoma City Community College. Some are required by state law; others address the mission and goals of Oklahoma City Community College; all are necessary in order to graduate.

LIFE SKILLS REQUIREMENT
All students are required to complete a minimum of one credit hour from an approved Life Skills course list. The primary fulfillment is through Success in College and Life, SCL-1001 (1 hr). This course is required of all entering students with the following exceptions:
• Students transferring in 9 hours of successful (2.0) college credit (post high school)
• Students who are non-degree seeking
• Other exceptions will be made through Office of Academic Advising.
If exempt from SCL-1001, students must select from the following elective life skills courses:
• BIO 1023 Introductory Nutrition
• PSY 1103 Human Relations
• PSY 1123 Stress Management
• FIN 1013 Personal Finance

For clarification, see the Dean of Student Development.

THE GENERAL EDUCATION CORE
Every student receiving an Associate Degree (AAS, AA or AS) must complete at least one course from each of the following areas:
I) Human Heritage, Culture, Values and Beliefs
II) Communication and Symbols
III) Social, Political, and Economic and Institutions

In addition, university-parallel associate degree (AA or AS) graduates must complete at least two courses from the following area indication a general understanding of that area.

IV) Relationships in Nature and Science

General education requirements, electives and courses are listed in the OCCC Catalog. The courses are divided into two categories: required elements (such as “six hours Humanities”), and those that can be used as general education electives. On these pages, the number following the course designates which area of General Education is being achieved. (See the numbers I, II, III and IV above.)
GENERAL EDUCATION REQUIREMENTS FOR
ASSOCIATE IN APPLIED SCIENCE DEGREE

The completion, as a portion of the overall 60 semester-credit hours, of a basic general education core of a minimum of 18 credit hours of transferable coursework which shall include:

- Communication – 6 hours (II)
- U.S. History and U.S. Government – 6 hours (I and II)
- General Education electives – 6 hours

*Technical-Occupational Specialty – 27 hours
*Support and Related Courses 0-15 hours (to total a minimum of 60 hours)

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Associate in Arts and Associate in Science are University-Parallel Degrees. The completion, as a portion of the overall 60 semester-credit hours, of basic general education core of a minimum of 37 semester credit hours which shall include the following:

- English Composition – 6 hours (I and II)
- American History – 3 hours (I)
- U.S Government – 3 hours (III)
- Science (one course must have lab) – 7 hours (IV)
- Humanities – 6 hours (I and II)
- Mathematics – 3 hours (II)
- Additional Requirements – 3 hours
- General Education Electives – 37 hours (I, II, III, and IV)

Related Topics: Activity Course Policy, Advisement, Course Prerequisites, Curricular Deficiencies, Major Options
GPA CALCULATOR

To use the website calculator to figure GPA:
• Fill in name of courses
• Fill in credit hours of courses
• Select the grade earned in those courses
• Click on “Calculate Your GPA”

Website for GPA Calculation:
www.back2college.com/gpa.html

To use the website calculator to figure future GPA:
• Enter current cumulative GPA
• Enter total number of attempted credit hours completed to date
• Enter the credit hours and expected grade for (up to six) courses currently being taken
• Click CALCULATE to find the predicted new cumulative GPA at the end of this term

Related Topics: Academic Forgiveness, Academic Probation, Academic Renewal, Academic Reprieve, Grades
GRADES

A, B, C, and D, are passing grades with A being the highest grade for work of exceptional quality. D is the lowest grade for which credit is given in any undergraduate college and means that, although the judgment of the instructor credit should be allowed for the course, a degree will not be conferred upon a student whose work is all of that level. Some majors require a minimum of C for major courses, so a grade of D would not be acceptable.

F means failure. No credit hours or grade points are awarded for an F, but the credit hours are calculated into the student’s grade point average.

A W (withdrawal) is a neutral grade assigned when the student has formally dropped the course or has processed a complete withdrawal.

An AW (Administrative Withdrawal) indicates that a student has been involuntarily withdrawn by the institution. Students may receive an AW for disciplinary, financial, or other administrative reasons.

S and U, meaning Satisfactory and Unsatisfactory, may be used in grading certain courses identified at the discretion of the degree-recommending department. Courses selected for S/U grading must be of a noncompetitive nature and the entire class must be graded on this basis. The S/U grades are considered neutral in the computation of a student’s grade point average.

I is a neutral mark and means Incomplete. Students must work with the instructor to meet the requirements needed to convert the I to a recordable grade.

CIP is a Class in progress. If a student receives a CIP, they enroll in the same course again the next semester to complete the course. If they finish early, we encourage them to start the next course. If a student is very close to finishing, they might qualify for an I instead of a CIP. In that case, they would not have to re-enroll to complete the course. A CIP is specifically being used by the math department for these math courses: Basic Math 0033, Pilot Elementary Algebra 0013, and Pilot Intermediate Algebra 0123.

Related Topics: Academic Forgiveness, Academic Notice, Early Alert, GPA Calculator
GRADUATION

GRADUATION APPLICATION PROCEDURE
Students should apply for graduation after they have accumulated a total of forty-five (45) semester hours, including transfer hours, toward their degree or by the end of the third week of their graduating semester.

Students are required to list all colleges and universities previously attended on the application for graduation. It is the student's responsibility to ensure that official transcripts from all institutions attended are submitted to the Office of Records and Graduation Services prior to the application deadline for the semester in which they plan to graduate. Failure on the student's part to submit official transfer transcripts by this date will prevent final graduation approval.

Additional information, such as course descriptions, catalogs or syllabi may also be required in order to evaluate or document transfer credit. These documents, along with all requested course substitutions, must also be submitted by the student, prior to the graduation application deadline. Students concurrently enrolled at another institution will be required to provide verification of enrollment and evidence of satisfactory progress before participation in commencement is approved and to provide an official copy of their transcript from that institution, within four weeks after the last day of their graduation semester. Failure to do so may affect their graduation status.

APPLICATION DEADLINES FOR GRADUATION
• Posted deadlines are the third week of the fall and spring semesters.
• Applications will be accepted up to the final day of the semester.
• Applications turned in after that day will be moved to the following semester.

HONORS
Honors are posted for graduation students who have completed 15 credit hours with a 3.5 GPA.

GRADUATION HOLDS
If graduating students have any kind of Hold on their record, diplomas and transcripts will not be mailed. Additional information regarding graduation procedures and application deadlines is available in the Office of Records and Graduation Services and is published in the Student Handbook and the College Newspaper.

Related Topics: Academic Forgiveness, GPA Calculator, Records and Graduation Services, Transcripts
INCOMPLETE GRADES

OCCC POLICY
When, in the instructor’s judgment, justifiable circumstances exist, the instructor may issue an “I” grade. The instructor prepares a contract specifying the work which must be completed, and the date by which it must be completed. The normal “I” contract period extends through the late registration period for the next major enrollment period, but may be as long as a period of one year. When the student completes the specified work, the instructor will replace the “I” grade with the appropriate grade: “A, B, C, D, F, or U”.

If the instructor has not replaced the “I” grade within one year, the “I” grade will remain permanently on the student’s transcript. The “I” grade is not used in computing grade point averages.

“CIP” is a class in progress grade. If a student receives a “CIP” grade, they enroll in the same course again the next semester to complete the course. If they finish early, we encourage them to start the next course. If a student is very close to finishing, they might qualify for an “I” instead of a “CIP”. In that case, they would not have to re-enroll to complete the course. A “CIP” is specifically being used by the math department for these math courses: Basic Math 0033, Pilot Elementary Algebra 0013, and Pilot Intermediate Algebra 0123.

Related Topics: GPA Calculator, Grades
INTERNATIONAL STUDENTS

The immigration laws of the United States permit foreign students to come to the United States to go to school at most academic levels. U.S. schools can get authorization from the Immigration and Naturalization Service (INS) to admit foreign students and to issue documentation allowing students F-1 nonimmigrant student visa classification. This document is called the I-20 form. Upon receipt of the I-20, an application to CIS for the F-1 visa is filed.

What is an International Student?
A true “international” student is a nonimmigrant of the United States.

What is an immigrant?
An immigrant is an alien who wishes to reside or resides in the U.S. permanently.

What is an undocumented student?
An undocumented student is a student who does not have documentation from the CIS related to their immigration status in the United States.

Admission requirements for any of these groups may vary.

All International Students (F-1) must be enrolled in a minimum of 12 credit hours per semester in order to maintain full-time status. An F-1 student, is in the U.S. to study only, not for work or pleasure. If a student withdraws from a class and does not complete 12 credit hours by the end of the fall or spring semester and 6 hours for the summer term if it is in the students first semester, he/she is “out of status” with immigration. If the student works illegally, fails to progress academically, does not attend the institution authorized by Immigration, or has an expired I-20, he/she is also “out of status” with immigration. In order for the student to regain status, he/she must either process a reinstatement or return to his/her home country and apply with a new I-20 for readmission to the U.S.A. Under certain circumstances, Undocumented Students can be admitted to Oklahoma City Community College. The Admissions Office will make that determination.

Related Topics: Admissions
LEARNING LABS

Learning labs are available to any student needing assistance. You must present your Student I.D. card for access. These are the labs that are available:

**Communications Lab**
- Free tutoring
- Grammar software
- Proofreading
- Reading skills
- Spelling improvement
- Study skills
- Vocabulary building
- Word processing

**Math Lab**
- Calculators
- Software
- Textbook/manuals
- Tutors
- Videos

**Science Lab**
- Complete lab activities
- Take lab tests and retests
- Tutors
- View pre-lab videotape
- View selected lecture

**Accounting Lab** (for Acct. I and Acct. II)
- Computer aided instruction
- Practice sheets
- Tutors
- Video lectures

**World Languages & Culture Center**
- Rosetta Stone (Language learning software): Arabic, Chinese, ESL, French, German, Hebrew, Italian, Japanese, Portuguese, Russian, Spanish
- Satellite TV: Arabic, Chinese, French, German, Italian, Japanese, Russian, Spanish
- International Film Collection: Over 100 foreign movies with English subtitles. The list is found in the [college library online catalog](#).
- Drop-in Tutoring: Spanish and French
- TOEFL Preparation/ESL
- Cultural Meetings and Events

**Related Topics:** Academic Notice, Early Alert, Grades, Student Support Services, Testing and Assessment
MAJOR OPTIONS

OPTIONS WITHIN A MAJOR
Students may complete one or more options within a major depending upon the selected program of study. An option is a special sub-grouping of relevant courses within a major.

While it is possible to earn only one degree in a specific major, students may choose to complete several options within that one major. Diplomas and Certificates will reflect the official degree only. Students can verify that they completed work within an option by presenting their transcripts, which will show the courses completed.

Additional verification of option completion may be obtained from the Office of Records and Graduation Services.

DOUBLE MAJORS
The College offers students the option of pursuing a double major: one degree with two majors, as long as the second major is within the same type of degree sought. Students pursuing an Associate in Arts Degree (A.A.) may elect a second major offered under A.A.; students pursuing an Associate in Science Degree (A.S.) may elect a second major offered under A. S.; students pursuing an Associate in Applied Science Degree (A.A.S.) may elect a second major under A.A.S. In addition to meeting the general requirements for the particular associate degree, the student must also meet the specific requirements for each major elected.

SECOND ASSOCIATE DEGREE
A second associate degree may be awarded provided the following requirements are met:
1. Completion of the general and specific requirements for both degrees.
2. Selection of a major different from that studied for the first degree.
3. Presentation of a minimum of 15 credits from Oklahoma City Community College in addition to those presented for the first degree and which are clearly applicable to the second degree sought.

Related Topics: Advisement, Diversified Studies Degree, Program/Major Selection
MILITARY DUTY

It is the policy of OCCC that any student who is called to active duty in the armed forces of the United States will be allowed to terminate his/her enrollment in a manner that minimizes the educational and financial impact of the student. Students who are called up, or who anticipate being called up, should immediately contact Registration in the Office of Records and Graduation. Proof of deployment will be required when requesting changes in student status.

If a student is called to active military service during a term in which the student has not completed an amount of work sufficient to receive a grade, the college may waive the tuition and fees paid by the student for the current term or may waive the amount of tuition and fees paid from the amount owed for tuition and fees for a future term following the student's tour of duty.

If a student is called to military duty and does not inform the college of the deployment and does not withdraw from classes, he/she will receive a failing grade. If this occurs, the student may have those failing grades removed by contacting the Associate Registrar in the Registration Office. The student will be asked to fill out a Grade Appeal form and a copy of his/her deployment orders will be required.

The general policy of Oklahoma City Community College for students who return to the college after returning from military duty is that every step possible will be taken to facilitate their re-entry into the college. They will receive special attention at all stages of the process of re-entering our college and late fees and other penalties will be waived to the extent permitted under State Regents' policies.

Related Topics: Admissions, Office of Records and Graduation, Registration, Withdrawal
**MINE ONLINE**

- Go to [www.occc.edu](http://www.occc.edu)
- Select MineOnline/Student Records
- Select Current Students
- At the top of the menu, select Log In
- Enter your user ID. Your user ID is your first name, middle initial, and last name all lower case: susan.m.wilson
- Enter your password. Your password is the last six digits of your Social Security Number.

Once you have entered your user ID and password, you will be directed to the student menu.
User Account
• Allows you to update your personal information such as address or phone number.

Academic Planning
• Plan courses – is an online “scratch pad” where you can plan courses to take for the next term or for your entire college program
• Program Evaluation – displays the classes you have completed towards your degree and the classes you still need to complete towards your degree

Financial Information
• Account summary by term – displays total charges and payments made on your account
• Make a payment – allows you to pay your tuition online

Academic Profile
• Grades – displays your final grades for courses you have taken
• Grade point average by term – displays your GPA by term
• Transcript – displays your transcript
• Program evaluation – displays the classes that you have taken towards your degree and the classes you still need to take towards your degree
• Test Summary – displays admissions tests, placement tests, and other tests
• Transcript Request – requests transcript
• Transcript Request Status – checks status of transcript
• My educational plan – displays your major
• My class schedule – displays your school schedule for the term
• My profile – displays personal information such as home number, email, etc.
Financial Aid
- Financial Aid Status by year – displays yearly amounts instead of the term/semester
- Financial Aid Status by term – displays amounts awarded by term

Communication
- My Documents – displays documents received

Registration
Register For Sections - allows you to enroll in classes. Make sure you have a college catalog and class schedule when you enroll using MineOnline.
- Click on Register for sections
- Go to search and register for classes
- Select the term
- Go to subject and select the category, (ex: Hist, Math)
- Input course number
- Input section number (if applicable)
- Click submit
- Scroll until you find the section you want and select the box on the right
- Click submit
- Under action, click RG-register
- Click submit
- Once you click submit, you should be enrolled in those classes

Drop Classes - displays the classes you are enrolled in. Select the classes you want to drop, click submit.

Search For Classes - allows you to see if a course is available. You will need the category and course number of the class you are wanting (this can be found in the college catalog or class schedule). Input the information in the appropriate section and click submit.

For password and login questions, please call: 405-682-7509

Related Topics: Address Changes, Bursar Office, Course Withdrawal/Schedule Adjustment, Drop Course, Enrollment/Registration, Grades, Name Change, Program Evaluation, Student Data, Student e-mail
PROGRAM/ MAJOR SELECTION

A student decides upon a program or major when he/she is first admitted to the college. Students may then confirm their major and request a faculty advisor in the Office of Academic Advising. The Faculty Advisor will work in conjunction with Office of Academic Advising to guide the student through program curriculum and toward degree completion. A Student who wishes to change his/her program/major should contact an Academic Advisor in Office of Academic Advising.

Certain programs have a limited enrollment and a selective admissions process (e.g. Nursing.) A student must be admitted to such a program before being assigned a faculty advisor.

SELECTION OF CATALOG

A student who has been actively pursuing degree requirements may complete the requirements, which were stated in the college catalog at the time the student declared a major, and was accepted into a degree program or of any subsequent college catalog. A student is considered to be actively pursuing his/her degree requirements when he/she has earned a minimum of 6 credit hours at OCCC during each 12-month period.

A student who has not been actively pursuing a degree must complete the requirements, which are stated in the college catalog, at the time the student applies for graduation.

CAREER EXPLORATION

Selecting a major can be a difficult decision making process. For resources to aid in the process, visit http://www.occc.edu/es/links.html.

Related Topics: Advisement, General Education Requirements, Major Options, Program of Study
PROGRAMS OF STUDY

Oklahoma City Community College offers two types of associate degree programs: Transfer and Technical/Occupational. In addition, a number of Certificates of Mastery are offered in technical and occupational fields of study.

UNIVERSITY PARALLEL/TRANSFER PROGRAMS
Oklahoma City Community College offers a broad range of transfer programs for students planning to continue their education at a four-year college or university. Students may enroll in freshman and sophomore courses, which lead to a baccalaureate degree in almost any field of study, upon completion of a minimum of 61 semester credit hours. Of the 61 semester credit hours, a minimum of 37 must satisfy the general education core requirements (see general degree requirements). The remaining approved courses will be related to the student’s major or courses which directly support that major. University parallel programs include all AS and AA degrees.

ASSOCIATES IN APPLIED SCIENCE DEGREES
These programs comply with policies set by the Oklahoma State Regents for Higher Education who set standards of education for awarding the associate degree in technical and occupational programs, as well, as those of OCCC.

CERTIFICATES OF MASTERY
Frequently, students want to complete a specified curriculum pattern of fewer than 61 credit hours. This specified pattern will allow students to meet the certification requirements of various state agencies or other external certifying groups. As a result, certificate programs are offered in a number of career areas. To begin a certificate program, students should first contact Office of Academic Advising.

Related Topics: Double Majors, General Degree Requirements, General Education Core, Major Options
RECORDS AND GRADUATION SERVICES

The Office of Records and Graduation Services provides registration, records, and graduation transfer evaluation services including official transcripts, enrollment verifications, ID cards, and parking permits. The records area is comprised of several self-service terminals in which students can enroll themselves online or print transcripts and fee statements. Records Assistants are available at any time during office hours to assist students with enrollment.

The Graduation/Transfer Evaluation office is where students apply for graduation, request an official degree check, have transfer transcripts evaluated and receive help with credit for experiential learning. The office of the Evening/Weekend Administrator serves as the focal point for students who need services or questions answered during those hours when regular staff members are not available.

For more information contact: The Office of Records and Graduation Services
(405) 682-7512
www.occc.edu/Records

Related Topics: Graduation, Graduation Holds, Registration Student Data, Transcripts
REFUND POLICY

Students who cancel their enrollment prior to the first day of classes will have their bursar’s account cleared of all tuition and fee charges.

Students who process a complete withdrawal within the first two weeks after classes have started in the fall and spring semesters or the first week of summer session, will receive a 100% of tuition and fees on their bursar account.

Students can refer to the academic calendar on the Admissions, Records & Registration website for exact dates each semester, www.occc.edu/calendar.pdf.

Students who withdraw from classes after the second week and receive financial aid should be referred to the Financial Aid Office to visit with a Financial Aid Advisor. There are specific guidelines to Title IV Aid recipients, which, depending on the time frame of the withdrawal, could require the student to repay their aid to the institution. Students who remain enrolled through at least 60% of the semester are considered to have earned 100% of the aid and will not owe a repayment of Federal Title IV grant funds. It is essential for students who receive financial aid to complete an Exit Counseling session either with a Financial Aid Advisor or on the Financial Aid Services Website, www.occc.edu/financialaid/.

Related Topics: Bursar, Course Withdrawal/Schedule Change, Financial Aid
RELEASE OF ACADEMIC INFORMATION

Academic Information for each student is on file in the Office of Records and Graduation Services. It will be released to third parties only upon the written request of the student or in compliance with the Family Educational Rights and Privacy Act (FERPA).

Official transcripts may be obtained on request at no charge. Students may also request and receive letters of good standing, verification of enrollment and other academic documentation.

For further information contact: The Office of Records and Graduation Services
(405) 682-7512
www.occc.edu/Records

Related Topics: Enrollment Holds Contact Information, Graduation Holds, Student Data
STUDENT EMPLOYMENT AND CAREER SERVICES

The Office of Student Employment and Career Services is located in 1G7 in the main building, first floor. The following services are provided:

SERVICES TO STUDENT AND ALUMNI

- Career Exploration
- Individual Employment Assistance
- Interview Skills Workshops
- Resume and Cover Letter Writing

SERVICES TO FACULTY

- Classroom presentation
- Notification of specific job opportunities

SERVICES TO COMMUNITY EMPLOYERS

- Free access to OCCC Students and Alumni to the online job board
- On-campus recruitment
- Job Fair participation

For more information contact: Student Employment and Career Services (405) 682-7519
www.occc.edu/es.html

Related Topics: Office of Academic Advising
STUDENT DATA

TO UPDATE ADDRESS INFORMATION
Students who wish to change their name, mailing address, or telephone number may do so by notifying the Office of Records and Graduation Services front desk. Appropriate documentation will be required for any name change. Address changes may also be made on MineOnline at http://mineonline.occc.edu. It is the student’s responsibility to inform the College of any change of address. Communication from the College that is mailed to the name and address on record is considered to have been properly delivered.

STUDENT E-MAIL
To redirect the student’s e-mail address, students should go to http://email.occc.edu.

NAME CHANGE
To process an official name change on student records, a student must complete a name change form in the Office of Records and Graduation Services front desk. The student may be required to present an official document providing information regarding the legal status of the change.

Related Topics: Address Changes, MineOnline
STUDENT HANDBOOK

The Student Handbook is an annual publication by Oklahoma City Community College. Among other things, it contains rules and policies that apply to students. The same publication also contains other OCCC policies and procedures such as:

• Disciplinary Procedures
• Drug, Alcohol, and Tobacco
• Grievance Procedures
• Safety and Security Services
• Satisfactory Academic Progress Standards
• School Academic Calendar
• Services and Resources
• Sexual Offense Procedures
• Student Financial Aid Policy and Procedures

The publication can be accessed at: www.occc.edu/handbook.html.

Related Topics: Attendance Policy, Counseling for Students, Financial Aid Services, Safety and Security
STUDENT SUPPORT SERVICES

The Office of Student Support Services provides support services to Oklahoma City Community College students in the following areas:
- Disabilities
- Counseling
- Learning Support

The Office of Student Support Services is committed to the goal of providing assistance to any student who needs assistance in any of these areas.

The Office of Student Services website has information on the following areas:
- Disabilities
  - Guidelines
  - Forms
  - Accommodations
- Counseling
  - Resources
  - Helpful links
  - Tips
- Learning Support
  - Characteristics
  - Campus support
  - Learning communities

The office is located at Entry 12 in the Main Building
- (405) 682-7520 (Voice)
- (405) 682-7871 (Fax)
- www.occc.edu/support/information.html (general E-mail)
- mtturner@occc.edu (E-mail for Learning Support)
- disabilityservices@occc.edu (E-mail for Disabilities)
- jhoward@occc.edu (E-mail for Counseling)
- After hours emergency contact: Safety & Security 682-7572

Related Topics: Counseling for Students, Early Alert, Learning Labs, Trio Services
TESTING AND ASSESSMENT SERVICES

The Testing and Assessment Center is located on the first floor of the main building. For information, contact Assessment at 682-7531, or Testing Center at 682-1611 ext. 7321, or visit their website: www.occc.edu/ACS/testingcenter.html

PLACEMENT TESTING
Entry-level computerized placement testing (Accuplacer) in math, writing skills and reading is available on a walk-in basis in the Test Center. No appointment is required and tests are not timed. Examinees should allow at least one hour for each test. Placement tests can be taken twice per semester, and review guides are available in the Testing Center and in the Office of Academic Advising. Math placement scores are valid for two semesters. After that time, if the student has not enrolled and completed a math course, he/she must retest. Freshmen ACT and SAT scores used for placement are valid for different lengths of time. Math score is valid for one year only. Reading and English scores are valid for 2-3 years, depending on the score.

ASSESSMENT
In the assessment area, the following services are offered:

GED Testing - This examination measures high school-level achievement in five subject areas: Language Arts, Math, Reading, Social Studies, and Writing.

TEAS Testing - This test primarily assesses reading comprehension and math skills to determine potential success in the OCCC Nursing Program.

TOEFL Testing (The Test of English as a Foreign Language) measures the ability of non-native speakers of English to use and understand English as it is used in college settings. It will determine/recommend placement in college-level and/or ESL courses.

Related Topics: Advisement, Course Pre-requisites, Curricular Deficiencies
International Students
TRANSFER CENTER

The OCCC Transfer Center is located in the office of Advising and Careers in the main building, first floor. The goal of the Transfer Center is to help students make a smooth transition from OCCC to their chosen four-year College or University. The following services of the Center assist students in being a successful transfer student.

- Assistance in choosing the right university
- Current contact information for many universities
- Development of a connection between students and their chosen 4-year university.
- Organized on-campus visits to state universities
- Preparation for transfer
- Scholarship opportunities
- Transfer tips

For more information contact: Transfer Center (405) 682-7567
www.occc.edu/TransferCenter

Related Topics: Advisement, Graduation, Programs of Study
TRIO SERVICES
Upward Bound and Student Support Services

The federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds.

UPWARD BOUND
The purpose of Upward Bound is to help students acquire the skills and motivation necessary to succeed in high school and in education beyond high school. The three major objectives of the program are:

• Improve Academic Preparation
• Improve Self-Concepts
• Increase Post-Secondary Enrollment

To qualify for this service, students must be enrolled in grades 9-11, be between the ages of 13-19, and be attending one of the following schools:

• Capitol Hill High School
• Douglass High School
• Emerson Alternative Education Center
• Moore High School
• Southeast High School
• U.S. Grant High School
• Westmoore High School

For additional information regarding the Program or other qualifications, contact the Upward Bound office, (405) 682-1611, Ext. 7373.

Student Support Services
Student Support Services is a federal TRIO program designed to promote student success, and improve academic performance for qualified students at Oklahoma City Community College, and prepare them to transfer to a four-year college or university.

In order to qualify for Student Services, the student must be enrolled at OCCC and have a documented academic need. In addition, the student must meet one of the following criteria:

• Be a first generation college student
• Have a financial need
• Have a physical or learning disability

For more information contact: Student Support Services  (405) 682-7865 or www.occc.edu/support/

Related Topics: Programs of Study, Financial Aid Services, Student Support Services (Disabilities Counseling)
WEBSITES

Below is a list of frequently needed OCCC websites by advisors and students. This is by no means an exhaustive list of available sites.

Oklahoma City Community College main site: www.occc.edu

Academic Calendar: www.occc.edu/calendar.pdf

Academic Standards: www.occc.edu/records/standards.html

Admissions and Recruitment: www.occc.edu/Admissions/

Office of Academic Advising: www.occc.edu/ACS/

Assessment & Testing Center: www.occc.edu/ACS/testingcenter.html

Bursar's Office: www.occc.edu/bursar.html

Catalog (OCCC General Catalog): www.occc.edu/catalog.html

Cooperative Alliance Programs: www.occc.edu/coop-ed/

Corporate Learning: www.occc.edu/corporatelearning/

Disability Services: www.occc.edu/support/Disability.html

Employment Services: www.occc.edu/es.index.html

Enrollment (schedule and online enrollment): www.occc.edu/Records/enrollment.html

Faculty Pages: www.occc.edu/faculty.html

Financial Aid: www.occc.edu/financialaid/

General Education Requirements: www.occc.edu/academicaffairs/generaledcourselist.pdf

ID Cards and Parking Decals: www.occc.edu/records/decal.html

International Students: www.occc.edu/admissions/international.html


Records & Graduation Services: www.occc.edu/records/

Recreation and Community Services: www.occc.edu/rcs/
Student Handbook: [www.occc.edu/handbook.html](http://www.occc.edu/handbook.html)

Student Life: [www.occc.edu/StudentLife/](http://www.occc.edu/StudentLife/)

Student Support Services: [www.occc.edu/support/](http://www.occc.edu/support/)

Transfer Center: [www.occc.edu/TransferCenter/](http://www.occc.edu/TransferCenter/)

Veteran’s Office: [www.occc.edu/financialaid/veterans.html](http://www.occc.edu/financialaid/veterans.html)