



**OKLAHOMA CITY
UNIVERSITY**

**STUDENT
HANDBOOK
2011-12**

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OKLAHOMA CITY UNIVERSITY

Nothing in these policies is a contract. Oklahoma City University reserves the right to change and/or replace any portion of these policies at any time. These policies supersede and replace every prior written policy.

Oklahoma City University pledges to recruit, select and promote diversity by providing equality of opportunity in higher education for all persons, including faculty and employees with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the grounds of race, color, religion, national origin, gender, age, handicap or disability, sexual orientation, or veteran status.

The Associate Vice President of Administrative Services and Associate General Counsel, located in Room 205 of the Clara E. Jones Administration Building, telephone 405-208-5831, coordinates the University's compliance with titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.





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I. Mission and Vision

Vision

Oklahoma City University, a private, church-related institution, aspires to be a premier university for the liberal arts and the professions, with respect to:

- Academic excellence that cultivates character,
- Student success and welfare,
- Personalized education that encourages service, leadership, and spiritual growth,
- Local community and economic development, including the use of global relationships, and
- Cultural leadership in our community and state.

Mission

Oklahoma City University embraces the United Methodist tradition of scholarship and service and welcomes all faiths in a culturally rich community dedicated to student success. Men and women pursue academic excellence through a rigorous curriculum focused on students' intellectual, moral, and spiritual development to prepare them to become effective leaders in service to their communities.

Strategic Initiatives

- I. Provide an excellent and challenging, personalized educational experience, led by distinguished faculty and grounded in the liberal arts tradition, which encourages servant leadership, personal responsibility, and spiritual growth.
- II. Cultivate a welcoming, inclusive, culturally rich and diverse, safe campus community.
- III. Engage in committed service and learning for social and ecological responsibility at local, national, and international levels.
- IV. Increase the university's visibility and financial strength.
- V. Encourage a planning culture, including systematic and empirically grounded assessment, to foster and reward excellence among faculty, administrators, and staff and to improve student learning.

II. Academic Policies

The following academic policies and procedures are included in the graduate and undergraduate catalogs:

- General Requirements for Degrees
- Academic Honesty
- Advanced Standing Credit
- Evaluation of Academic Work
- Academic Probation and Suspension
- Graduation Procedures and Commencement
- University Honors
- Grievance Procedure for Grade Appeal
- Appeal Procedure for Academic Dismissal



IV. General Campus Policies

Bribery and Extortion

Bribery, attempted bribery, acceptance of a bribe, or failure to report a bribe by any member of the University community is prohibited. Extortion, the act or attempt to obtain money or anything of value by violence, misuse of authority, or improper threats is also prohibited. Such conduct may result in criminal charges in addition to University disciplinary action.

Classroom Usage

The consumption of food and beverages is prohibited in computer labs and other teaching facilities as designated.

Contact Information

In order for the University to provide excellent service, it is expected that all students will maintain current contact information with the Office of the Registrar. Students may update their contact information by visiting the Office of the Registrar or logging on to their student account. The University is not responsible for correspondence not received due to inadequate contact information.

Falsification of Records

Students are personally responsible for the correctness and accuracy of information supplied to the University. Any student who knowingly gives incorrect information to the University is subject to disciplinary action, which may lead to suspension.

Financial Hold

A hold will be placed on the records of any student who has a past-due financial obligation to the University or is in default on a student loan. A hold prevents the student from receiving transcripts and other student records. In case of a default of a student financial program, the hold will remain until the Office of Financial Aid receives notification from the Business Office, or from the loan guarantee agency, that the student is no longer in default and owes no money to any financial program.

Firearms, Weapons and Fireworks

Firearms, weapons, and fireworks are not permitted on campus. No student shall have in his or her possession, including a person's motor vehicle or on-campus residence, a pistol, revolver, rifle, shotgun, blowgun, or device that has the appearance of a firearm, including toy guns and air guns while on University property, whether loaded or unloaded. Violation of this policy may be deemed cause for suspension or expulsion from the University, or submission to the District Attorney's Office for criminal prosecution by the OCUPD.

Forgery

Imitating or counterfeiting signatures, works of art, University documents, enrollment forms requiring a professor's, dean's or other official's signature, or other productions with the intent to deceive, and/or the unauthorized use of names, titles, or signatures may result in suspension or criminal prosecution.

Hazardous Materials

The possession or use of kerosene, gasoline, benzene, naphtha and similar flammable liquid is strictly forbidden. This prohibition includes but is not limited to any substance, material, or ingredient which may potentially be used for bomb making.



Identification Card

The identification card issued to each student is a permanent card issued for as long as the student is enrolled in the University. It should be carried at all times while the student is on campus and should be presented to the OCUPD on request.

The card allows participation in student activities, student elections and provides access to some University facilities. The card will admit the student to regularly scheduled home athletic events and may be presented to receive discounts at University drama and music events. The identification card is the student's meal ticket and is necessary for cashing checks at the Student Accounts Office and to receive refunds. The identification card is also the student's library card and is required for checking out material from the Dulaney-Browne Library.

Solicitations and Advertising

On-campus solicitation is strictly prohibited. Oklahoma City University has specific guidelines regarding materials that may be posted on campus. The following guidelines must be followed or any material that is posted will be removed.

1. Printed Materials

- a. The Office of Student Life must approve all printed announcements and advertisements by and/or for students, student organizations, faculty or staff, and/or others, before being posted on campus. A list of posting locations will be provided upon request.
- b. No flyers, handbills, or other printed materials may be placed on vehicles.
- c. Individuals and/or organizations are responsible for the timely removal and disposal of posted printed materials after the events or functions advertised have occurred.
- d. Individuals or organizations posting printed materials should utilize materials that do not damage painted, wood, metal, or glass surfaces. Individuals or organizations will be responsible for damage caused by posting announcements or advertisements with inappropriate materials such as duct tape, nails, glue, etc.

2. Sales Solicitations

Agents of off-campus organizations are not to personally solicit sales on-campus, absent express permission from the Dean of Students. Students are encouraged to promptly report such solicitations to the OCUPD.

Ticket Policy

Students attending concerts, recitals, stage performances, and athletic events for which admissions are charged and tickets are required, must have a valid ticket to be inside the event facility. A valid ticket must be presented to ushers and University officials on request. Failure to present a valid ticket as requested will result in expulsion from the event facility, loss of privilege to purchase a ticket for the event, and possible disciplinary action.

Tobacco-Free Campus

Oklahoma City University is a tobacco-free campus. The distribution or use of tobacco, including smoking and the use of smokeless tobacco, is prohibited on University property, including all indoor and outdoor spaces.

Videotaping, Recording or Photographing Dance, Music, Theater, and Other Stage Productions and Concerts

In the absence of official information specifically authorizing videotaping, recording, or photography at a dance, music, theater, or other stage production or concert, students should assume that such activities are strictly forbidden.

Productions always prohibit cameras inside the auditorium and always prohibit recording of any kind. In the event that a student violates restrictions on the presence of cameras, recording, taping, or photographing part or all of a production, the following may happen:



1. The student's camera or recording device may be temporarily confiscated;
2. The student must surrender the film or recording media immediately upon request by a University official;
3. The student may be expelled from the auditorium, theater, or concert hall without refund of any part of the admission the student paid for the ticket;
4. The student may be barred from attending future dance, music, or theater events; and/or
5. The student may be subject to disciplinary action.

V. Students' Right to Know

Oklahoma City University compiles the following reports. As a student, you have the right to review any of the information listed below. You may request a copy at any time.

Student Right to Know Report

This report discloses graduation or completion rates and transfer out rates for the general population of full-time, first-time degree or certification-seeking, undergraduate students, and students who receive athletically related student aid, broken down by race and gender within sports this report is available at <http://starnet.okcu.edu/admin/registrar/Student%20Right%20to%20Know%20Reports/Forms/AllItems.aspx> or at the Registrar's Office.

Jeanne Clery Disclosure of OCU Police and Campus Crime Statistics Act

This report discloses data on crimes committed on campus and campus safety policies and procedures. This report is available online at <http://www.okcu.edu/students/police/>.

Information for Crime Victims about Disciplinary Proceedings

Upon written request, Oklahoma City University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Please contact the Dean of Students at (405)208-7909 for more information.

Equity in Athletics Disclosure Act

This report discloses data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at coeducational schools. This report can be obtained in the Athletic Office.

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's educational records;
2. The right to request the amendment of a student's educational records to ensure they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorized disclosure without consent;
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Oklahoma City University to comply with the requirements of FERPA;
5. The right to obtain a copy of Oklahoma City University's student records policy. A copy of the policy may be obtained from the Office of the Vice President of Student Affairs.



Definitions

For the purposes of this policy, Oklahoma City University has used the following definition of terms:

1. Student: Any person who has attended Oklahoma City University
2. Educational Records: Any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by Oklahoma City University, or an agent of the University, which is directly related to a student, except:
 - a. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person except a temporary substitute for the maker of the record.
 - b. Records created and maintained by the Oklahoma City University Police staff for law enforcement purposes.
 - c. An employment record of an individual, whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.
 - d. Records made or maintained by a physician, psychiatrist, psychologist, or other treatment of a student and made available only to those persons who provided the treatment.
 - e. Alumni records which contain information about a student after she/he is no longer in attendance at the University, and which do not relate to the person as a student.

Procedure to Inspect Education Records

Students may inspect and review their educational records upon request to the appropriate records custodian.

Students should submit to the records custodian, or appropriate University staff person, a written request which identifies as precisely as possible the record or records he/she wishes to inspect.

The records custodian, or appropriate University staff person, will make the needed arrangements for access as promptly as possible, and notify the student of the time and place where the records may be inspected. Access will be given in 45 days, or less, from the date of receipt of the written request.

When a record contains information about more than one student, the student may inspect and review only the records which related to him/her. (Revised 1/9/96)

Right of Access Limitations

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

1. The financial statement of a student's parents.
2. Letters and statements of recommendation for which the student has waived his/her right of access, or which were maintained before January 1, 1975.
3. Records connected with an application to attend OCU or a component of the University, if the application was denied.
4. Those records which are excluded from the Family Educational Rights and Privacy Act definition of education records.

Refusal to Provide Copies

Oklahoma City University reserves the right to deny copies of records, including transcripts, not required to be made available by the Family Education Rights and Privacy Act in any of the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.
3. There is an unresolved security investigation involving the student.
4. The education record requested is an exam or set of standardized questions which is not directly related to the student.
5. Documents submitted by or for the student in support of the application for admission (including letters of reference) will not be returned to the student.



Types, Locations and Custodians of Education Records

The following is a list of types of record locations and custodians of records that the University maintains:

<u>Type of Record</u>	<u>Location</u>	<u>Custodian</u>
Admissions	Registrar's Office	Registrar
Cumulative Academic	Registrar's Office	Registrar
Health	Student Health Services	Director
Financial	Finance Office	Finance Office
Placement	Career Services	Director
Discipline	Student Life	Dean of Students
Financial Aid	Financial Aid Office	Director

Disclosure of Education Records

Oklahoma City University will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

1. to University officials who have a legitimate educational interest in the records;
 - a. a University official is:
 - a person employed by the University in an administrative, supervisory, academic research, or in a support staff position including health or medical staff;
 - a person elected to the Board of Trustees;
 - a person employed by, or under contract to, the University to perform a special task such as the University's legal counselor or auditor;
 - a person who is employed in the OCUPD;
 - a student serving on an official committee, such as a disciplinary grievance committee, or who is assisting another school official in performing his/her tasks.
 - b. a school official has a legitimate educational interest if the official is:
 - performing a task that is specified in his/her position description or contract agreement;
 - performing a task related to a student's education;
 - performing a task related to the discipline of a student;
 - providing a service or benefit relating to the student or student's family, such as financial aid, counseling, job placement or health care;
 - maintaining the safety and security of campus.
2. to another institution's officials who have requested records when a student seeks to enroll or is already enrolled at the requesting institution;
3. to certain officials of the U.S. Department of Education, the comptroller General, and state and local education authorities, in connection with audit or evaluation of certain state or federally supported education programs;
4. in connection with a student's request for, or receipt of, financial aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the financial aid, or to enforce the terms and conditions of the aid;
5. to state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974;
6. to organizations conducting certain studies for, or on behalf of, the University;
7. to accrediting organizations to carry out their functions;
8. to parents of an eligible student who is claimed as a dependent for income tax purposes;
9. to comply with a judicial order or a lawfully issued subpoena;
10. to appropriate parties in a health or safety emergency;
11. to individuals requesting directory information, so designated by the University;
12. the result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime or violence to the alleged victim of that crime.



Record of Request for Disclosure

Oklahoma City University will maintain a record of requests for and/or disclosure of information from any student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record is available to be reviewed by the student.

Directory Information

Oklahoma City University designates the following items as directory information:

Student's name, email address, and physical address	Parent's name and address
Participation in officially recognized activities and sports	Weight and height of student athletes
Telephone number	Dates of attendance
Date and place of birth	Degrees and honors received
Major field of study	Most recent previous school attended
Classification	Photograph

The University may disclose any of the above without prior written consent, unless notified in writing to the contrary.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for correction of records:



1. A student must ask, in writing, of the appropriate University official, to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his/her privacy rights.
2. The University may comply with the request, or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and advise the student of his/her right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy.
3. Upon written request, the University will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by an impartial hearing officer from the University community. The hearing officer will be appointed by the President. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records.
5. The University will prepare a written decision based solely on the evidence at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the University decides the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.
7. If the University decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student that he/she shall have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as a part of the student's education records as long as the contest portion is maintained. If the University discloses the contested portion of the record, it will also disclose the statement.

Whistle-Blower Policy

We at Oklahoma City University affirm our dedication to the highest standards of ethical conduct, professionalism and high quality in our education, administration, research and service activities. These concepts are constant priorities that are upheld in the behavior of each individual associated with Oklahoma City University.

The University welcomes and encourages the reporting of policy compliance concerns. Reporting assists us in our obligation to embrace the concepts noted above as well as to maintain compliance with all laws, regulations, standards, policies and procedures. This policy applies to all University trustees, faculty, staff, students, volunteers, or those doing business with the University. Any such individual is encouraged to, in good faith, report anything he or she believes evidences a substantial and significant (1) violation of law, (2) violation of University policy, (3) mismanagement, (4) waste of University funds, or (5) an abuse of authority, collectively referred to herein as "alleged wrongful conduct."

Reporting

Individuals should make a prompt and timely disclosure after becoming aware of the alleged wrongful conduct. In order to allow the University an opportunity to review alleged wrongful conduct and to take necessary internal corrective action, individuals are encouraged to report in writing a disclosure of alleged wrongful conduct to the University President, Provost, a vice president or dean so that a University investigation can be initiated. Because anonymous reports of violation are potentially unfair to the person charged and are difficult to investigate and resolve, the written report should ordinarily be signed by the reporting individual. If an employee is unwilling or unable to put an oral disclosure in writing, the University official who investigates the disclosure will prepare a written summary of the employee's disclosure and provide a copy to the employee, who may edit the summary for accuracy and completeness.

If in doubt about whether to report a concern, answer the following questions:

- Do I suspect or know substantial and significant illegal or improper conduct has occurred?



- Have I talked with my supervisor or department head, or is the supervisor or manager part of the issue?
- Do the issues or concerns remain unresolved or ignored?

Confidentiality

Individuals who report in good faith possible compliance issues will be accorded confidentiality and/or anonymity to the extent possible under the law. The reporting individual's identity may become known during the normal course of the investigation and this possibility will be discussed with the individual by the University's legal counsel.

Investigation

The investigation of compliance issues is the ultimate responsibility of the office of the University's counsel, or, in his/her absence, the chair person of the University's audit committee. In some cases, the general counsel or the chair person of the audit committee may delegate investigations to more appropriate units such as human resources, or the Provost or vice president overseeing the specific area of concern. The University's general counsel or chair person of the audit committee, or in his/her absence his/her designee will be responsible for:

- Ensuring all investigations are carried out in a fair and unbiased manner.
- Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, their confidentiality is protected to the extent the law allows, and no retaliation takes place

False Allegations of Wrongful Conduct

Any employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to discipline, up to and including termination of employment, in accordance with University rules, policies and procedures.

VI. Student Assistance Services

Alcohol and Other Drug Use Policy

Oklahoma City University is to be a safe environment free from alcohol and other drugs. It recognizes that the use of alcohol and illegal drugs diminishes the strength and vitality of human resources and the integrity of the institution. It is the intent of the University to educate and encourage students to abstain from alcohol and other drugs. Any student found using or distributing alcohol and other drugs on campus, in on-campus housing, or during campus-sponsored activities can face disciplinary action by the administration. The action may include a drug assessment, referral for counseling, and/or treatment as recommended by a University approved counselor or counseling service.

Alcohol and other drugs present a danger to an individual and others. The risks associated with the use of drugs, which includes alcohol, may lead to abuse or addiction causing psychological and/or physical dependence. They present a danger to others when performing a task under the influence or distributing to others.

Oklahoma City University recognizes its responsibility to help educate its students concerning alcohol and other drug use, abuse, and addiction. The following educational activities will occur:

- Lectures, courses and workshops will be conducted by authorities in the fields of drug prevention and drug treatment each year. All students are encouraged to attend at least one event annually.
- The Office of Student Life, Student Health and Disability Services, and the University Counselor will provide literature on resources, referral services and educational material on the use, abuse, and addiction to all drugs and treatment options.
- The Office of Student Life will conduct periodic programs and publish periodic information pertaining to drug use and prevention.



The University may require any student, who is reasonably suspected of drug use, to undergo drug testing. Drug testing will be conducted in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act of June 10, 1993. Any drug tests required will be done by a state certified laboratory, and will be given during, or immediately following, regular working or classroom hours. The tests will be paid for by the University. Any student who requests a retest of a sample in order to challenge the results of a positive test is required to pay all costs of additional tests.

The University will take no disciplinary action against a student, except for temporary suspension, until the first test result has been confirmed by an additional test. The University may take disciplinary action against a student who refuses to undergo drug and alcohol testing. Any student has the right to an explanation, in confidence, of the test results and may obtain all information and records related to testing. Information related to drug and alcohol tests will be kept confidential and apart from other student records.

The University may require a drug and alcohol dependency evaluation with either an in-house or contracted program that provides substance abuse counseling, treatment, or rehabilitation. A release of information form provided by the University must be signed by the student prior to any referral for testing or counseling. Students receiving sanctions requiring treatment may use any other certified program. In any case, a student must provide proof of treatment before consideration is given to his or her reinstatement.

Any University student involved in (a) the use or abuse of a controlled substance, confirmed by a second drug test; or (b) unlawful manufacture, distribution, dispensing, or possessing a controlled substance in any University owned, leased, or operated facility, may receive immediate disciplinary sanctions up to and including dismissal with cause or suspension. Students recommended for dismissal or suspension have the right to appeal the action through the University's established grievance procedures.

Additionally, the University may refer individuals to applicable local, state, or federal law enforcement authorities for prosecution. Any student who is convicted under a criminal drug statute for a violation occurring in any campus owned or leased facility must notify the University within five working days of the conviction. Within ten working days, Oklahoma City University is required to notify the Department of Education, the agency from which federal funds are received, of the disciplinary action. Within thirty days, the University will take appropriate disciplinary action. Any questions concerning this policy may be directed to the Vice President for Student Affairs.

A student, who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student is enrolled in school and receiving Title IV aid, is not eligible for Title IV funds.

A borrower's eligibility is based on the student's self-certification on the Free Application for Federal Student Aid (FAFSA). Convictions that are reversed, set aside or removed from the student's record, or a determination arising from a juvenile court proceeding do not affect eligibility and do not need to be reported by the student.

In compliance with federal law, Oklahoma City University will publish and distribute a report no later than October 15 outlining the number and types of alcohol/drug violations occurring on campus during the previous academic year.

Campus Health Clinic

The Student Health Clinic is staffed by Registered Nurses and an Advanced Registered Nurse Practitioner and serves enrolled students, staff and faculty. Services include health assessment, diagnosis and treatment of minor illnesses and injury. Other services include gynecology care, male reproductive health and referrals to community or specialty providers. Reference materials on a variety of health topics are available in the clinic. Certain over-the-counter medications and health items are available for purchase in the clinic.



Disability Services

Disability Services is housed with the Student Health Clinic and provides classroom accommodations and assistance to undergraduate and graduate students with documented disabilities. The Disability Services provider works with University Administration to develop and implement policies and procedures regarding students with disabilities. Disability Services is located in the Campus Health Clinic.

More information regarding the Student Health Clinic and Disability Services can be found at <http://www.okcu.edu/students/studenthealth/index.aspx>.

Student Health Insurance

All full-time domestic undergraduate (enrolled in 12 or more credit hours) and graduate (enrolled in 9 or more credit hours) students must indicate one of the following in order to address health insurance: (1) The student is enrolled in a health insurance plan and provides information about the plan in the online Health Insurance Waiver Form; (2) The student desires to enroll and enrolls in the University-sponsored health insurance plan; or (3) The student has no health insurance and no desire to enroll in the University-sponsored health insurance plan by filling out the applicable sections of the online Health Insurance Waiver Form located on Bluelink.

All international students have a mandatory health insurance policy in which the premium is paid for through student fees. For information about this policy visit <http://ahpcare.com/okcu> or contact the Student Health & Disability Services Office at 405-208-5090.

For more information on the online Health Insurance Waiver Form and health insurance in general, visit us online at <http://www.okcu.edu/students/studenthealth/insurance.aspx> or contact the Student Health & Disability Services Office at 405-208-5090. For information about the University-sponsored health insurance plan, visit <http://www.ahpcare.com/okcu>.

University Counseling

The mission of University Counseling Services is to enhance human development and maximize students' problem solving and decision making capabilities so that they may more intentionally make effective and satisfying life choices. In accordance with this mission, the office acts to support and enhance the personal, social, and intellectual functioning of Oklahoma City University students. Resources provided include a broad spectrum of developmental, remedial, and preventative services.

Counseling is a confidential process designed to help you address concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. The University provides short-term counseling and professional referrals for problems likely to confront students. The counselor provides individual or group therapies or may refer the students to other counselors in special areas and for continued services.

Private counseling is also available to students through the Offices for University-Church Relations. Students can schedule appointments with the University Chaplain.

After hours resources include:

- | | |
|---------------------------------------|--------------|
| • Oklahoma City University Police | 405-208-5911 |
| • Crisis Center | 405-522-8100 |
| • Heartland Suicide a Crisis Helpline | 405-848-2273 |
| • YWCA Domestic Violence Hotline | 405-917-9922 |
| • YWCA Rape Crisis Hotline | 405-943-7273 |



Career Services

It is the goal of Career Services to empower students to develop skills for lifelong career satisfaction. To accomplish this, Career Services offers the following:

- Career interest and personality assessments to aid in the career decision process;
- Classroom workshops to educate students on the career development process;
- Career development programs in resume writing, interviewing, job searching, and numerous career related topics;
- Opportunities to meet employers on campus through 'Info Sessions', and other career services events;
- Career fairs open to all students of all majors.
- Experiential learning opportunities that enhance the academic experience: internships and mentoring programs;
- OCUworks, our website of job postings for entry-level, college graduates; and graduate students:
www.okcu.edu/careers;
- Quality one-on-one career advising;
- Planning for graduate school; and
- Assistance in job search strategies
- Internship opportunities in numerous industries.

Career Services is located in Suite 200, Meinders School of Business.
Call for an appointment 208-5171, or email careerservices@okcu.edu

VII. Student Services

Automated Teller Machine

A cash card machine is available inside the Tom and Brenda McDaniel University Center.

Campus Store

The OCU Campus Store is located on the lower level of the Tom and Brenda McDaniel University Center. Textbooks, textbook rentals, gear and gift items are available at the Campus Store and online at www.myocubookstore.com. Also available in-store only, we stock school supplies, magazines, current paperbacks, and a selection of grocery and toilet articles. A wide selection of DVDs are available to rent as well.

Check Cashing

Students may cash one personal check per day for up to \$50.00 at the Student Accounts Office, located in the Clara E. Jones Administration Building.

Food Service

Meals are served in the University cafeteria located in the Tom and Brenda McDaniel University Center. All students who reside in the University residence halls must participate in a meal plan. There are three meal plan options from which students may choose. There are also voluntary meal plans available for students who do not live in on-campus housing. Information about the food service can be obtained by contacting the Office of Admissions, Office of Student Life, or Sodexo Food Services of Oklahoma City University.

Student Publications

The Campus, Oklahoma City University's student newspaper, is distributed free to all students every Wednesday, with the exception of finals weeks and University breaks. Its multimedia online version, *The Campus* online is updated daily at ocustupub.com



The Constellation, Oklahoma City University's student yearbook, is distributed free to all students at the end of the spring semester. It includes a DVD component of original student video packages from events throughout the academic year. All students, regardless of major, are allowed to work on the Student Publications staff.

The Scarab is an annual publication of OCU's chapter of Sigma Tau Delta, International English Honor Society. Edited by Sigma Tau Delta, it is an anthology of student poetry, fiction, nonfiction and art, with occasional faculty pieces included. *The Scarab* won the national Sigma Tau Delta award in 2004 for best literary magazine. All students are invited to submit to the anthology, which is thirty years old.

Stellar, OCU's undergraduate research journal, made its debut in 2007, funded by the Vice President for Academic Affairs to encourage undergraduate research. The initial issue of Stellar included nine excellent research pieces from six disciplines, including biology, sociology, economics, religion and English. The second issue included research from twelve students in seven disciplines. All undergraduate students are invited to submit. The editor is a graduate student.





VIII. Libraries

Library services are available through the Dulaney-Browne Library (<http://www.okcu.edu/library>) and the Law Library (<http://law.okcu.edu/index.php/library>). The Dulaney-Browne Library coordinates services and collections for all of the campus except the law school. The Law Library coordinates services and collections for the law school.

Locations & Hours

Dulaney-Browne Library

Monday – Thursday	7:30 a.m. to midnight
Friday	7:30 a.m. – 7:00 p.m.
Saturday	10:00 a.m. – 7:00 p.m.
Sunday	1:00 p.m. to midnight

Leichter Listening Library (Bass Music Center B308)

Monday	9:00 a.m. – 7:00 p.m.
Tuesday	9:00 a.m. – 1:00 p.m.; 2:00 p.m. – 7:00 p.m.
Wednesday	9:00 a.m. – 7:00 p.m.
Thursday	9:00 a.m. – 7:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.
Sunday	3:00 p.m. – 7:00 p.m.

Law Library (Gold Star Building)

Monday – Wednesday	7:30 a.m. – Midnight.
Thursday – Friday	7:30 a.m. – 10 p.m.
Saturday	9:00 a.m. – 11:00 p.m.
Sunday	1:00 p.m. – 11:00 p.m.

(Library hours may be extended before finals and reduced when classes are not in session. Check the library web pages for detailed information.)

Library Resources

Books

- Search the online catalogs of the Dulaney-Browne Library (<http://library.okcu.edu/catalog>) and the Law Library (<http://lawlibdb.okcu.edu/vwebv/searchBasic?sk=lawdb>).
- Location information is included in the catalogs, most general books are in the Dulaney-Browne Library, Law materials are in the law library, and some art books are in the Linda Garrett Art Library.

Government documents

- Search the online catalog of the Dulaney-Browne Library (<http://library.okcu.edu/catalog>).
- Location information is included in the catalog. Most are available online directly from the catalog, others are located in the Dulaney-Browne Library or the Law Library.

Videos (VHS and DVD)

- Search the online catalog of the Dulaney-Browne Library (<http://library.okcu.edu/catalog>)
Located on the second floor of the Dulaney-Browne Library.

Full text online periodical articles, books, sheet music, and more

- Dulaney-Browne Library online resources page at <http://www.okcu.edu/library/resources.aspx>



- Law Library databases page at <http://law.okcu.libguides.com/content.php?pid=171048&sid=1440373> Some law library databases are limited to law students, but most resources at both libraries are available to all students, faculty, and staff.

Magazines, Journals, and Newspapers in print, microfiche, microfilm, and online

- Dulaney-Browne Library list available at <http://library.okcu.edu/journals>
- Law Library online list available at <http://jq5ce9ul4r.search.serialssolutions.com> For print journals, search the law library catalog at http://www.okcu.edu/law/lawlib/library_northstarlibrarycatalog.php

Printed and Recorded Music

- Search the online catalog of the Dulaney-Browne Library (<http://library.okcu.edu/catalog>). Located in the Leichter Listening Library (Bass Music Center B308).

Archival Records of Oklahoma City University, the Oklahoma Annual Conference of the United Methodist Church, the Oklahoma Indian Missionary Conference of the United Methodist Church, and other special collections.

- Located in Archives and Special Collections on the 5th floor of the Dulaney-Browne Library.

Library Services

Reference

Librarians are available at the Reference Desk, by telephone, or through online chat or email to provide assistance in using the library and finding information through the Internet. Drop by the Reference Desk, call 208-5065, visit the website at <http://www.okcu.edu/library> or e-mail AskALibrarian@okcu.edu with your questions. Librarians can help you find answers to specific questions, provide you with an overview of research methods, or demonstrate a specific library research tool.

Circulation

Your OCU identification card is also your library card. You should be sure to have it with you to check materials out of any of the libraries.

Interlibrary loan

The WorldCat database provides information about materials owned by thousands of cooperating libraries and many databases include references to books and journal articles not owned by the Oklahoma City University Libraries. Almost any book or journal article owned by a U.S. library can be obtained through Interlibrary Loan. Most requests take from one to three weeks. Ask for more information at the Reference Desk.

OK Share cards

Current students may request an OK Share card that will allow them to check out materials from other cooperating academic libraries in Oklahoma. For more information ask at the Circulation Desk.

Computing

PC and Mac Computers for student use are available throughout the Dulaney-Browne Library. Students should log in to access the Internet, Microsoft Word, and Excel. Guests may ask at the Circulation Desk to be logged in to a computer. Apple computers for student use are available in the Leichter Listening Library. In addition to wireless access across campus, computer ports for your laptop are available in room 304, 309, 404, and 409 and in study carrels on the north wall of the first floor of the Dulaney-Browne Library. Students should contact Campus Technology to download a security certificate for full speed access to the wireless network.



Photocopiers and Printers

The libraries have copier/printers for black & white and color. Photocopies and printouts cost ten cents per page for black & white and 40 cents per page for color copies. Currently enrolled students may use their technology print/copy subsidy or add personal cash to their ID cards to pay for copies and printouts. One copier/printer also accepts coins. A scanner for microfiche and microfilm also prints to the library copier/printers.

Services for persons with disabilities

If special library assistance is needed because of a disability, contact the library director at 208-5072 or the law library director at 208-6030 and request an appointment to discuss your needs.

Library Use Guidelines

General information about library use is included here. For more detailed information, visit the libraries' web pages at <http://www.okcu.edu/library> and <http://law.okcu.edu/index.php/library>. Detailed policy information is available at <http://www.okcu.edu/library/about.aspx#policy> and <http://law.okcu.edu/index.php/library/about-the-library>.

Library materials should be returned or renewed on or before the due date. Fines will be assessed for books not returned or renewed by the due date. Dulaney-Browne Library fines are 25 cents per day for recalled items, 50 cents per day for interlibrary loan materials and 50 cents per hour for reserve materials. Books not returned within 30 days will be declared lost and students will be billed for the cost of the book plus a \$15.00 non-refundable processing fee. Law library fines are 10 cents per day for regular materials, 50 cent per hour for reserve materials, and \$1.00 per day for recalled items The law library uses a demerits point system to promote considerate use of library materials and to ensure the availability of resources. Patrons with overdue materials will accrue demerits based on item type. Information is available at: <http://law.okcu.edu/index.php/library/about-the-library>. Never allow your ID card to be used by someone else. You are responsible for all items checked out using your ID.

All library materials are security protected. If the security alarm sounds as a student exits, the student should return to the Circulation Desk so the materials may be properly disarmed. Theft or mutilation of Library materials is a serious matter, punishable by law.

Quiet Areas and Group Study Rooms are available in both the Dulaney-Browne Library and the Law Library. Guidelines for their use are available at <http://www.okcu.edu/library/about.aspx#policy> and http://www.okcu.edu/law/lawlib/library_geninfo.php#rules.

Snacks and drinks are permitted with some limitations in the Dulaney-Browne Library and the Law library. Guidelines are available at <http://www.okcu.edu/library/about.aspx#policy> and http://www.okcu.edu/law/lawlib/library_geninfo.php#rules.

IX. Extracurricular Activities

Students are encouraged to take advantage of the wide variety of extracurricular activities offered by Oklahoma City University. The University believes academic success to be only one component of quality education. It is the intent of Oklahoma City University to provide various programs and opportunities to enhance and enrich the educational experience for its students. Further, it is also the intent of the University to present these programs in the most effective way possible and under the best possible leadership.



Consequently, the University has selected professional leaders to supervise specific areas related to student life.

These programs are funded by a percentage of the General University Fee and are charged with providing strong programs, initiating new programs and maintaining accurate accounting of expenditures.

Programs receiving apportionments of this fund include Student Government Association, Student Health and Disability Services, Career Services, University Counseling, Center for Student Leadership, Intramural Sports, and the Student Activity Committee.

A valuable part of college training takes place outside of formal classes. Class work should come first, but students are encouraged to participate in extracurricular activities. The following lists a small sample of available activities:

Varsity Athletics

Oklahoma City University sponsors seventeen varsity sports programs, including men's and women's basketball, women's softball, men's baseball, men's and women's golf, men's and women's soccer, men's and women's crew, men's and women's wrestling, men's and women's cross country, and women's volleyball. The University also sponsors competitive cheer, pom, kayak and canoe teams that participate in Regional and National competitions. Oklahoma City University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Sooner Athletic Conference. The tradition of our sports programs is known nationwide.

Health and Wellness Activities

A variety of health and fitness programs provide something for everyone, regardless of interest and beginning level of fitness and strength. Events and classes are scheduled so that the majority of students can participate without taking away from opportunities to get involved with other University programs. All participants are required to register in the Intramural Sports and Wellness Office for their particular areas of interest. The office is located in the Aduddell Fitness Center. Registration does not obligate participation.

- **Wellness:** The Wellness program at OCU offers a wide variety of health enhancing opportunities. Programs include personal training, social dance classes, Pilates, yoga, traditional aerobics classes, and self-defense. The Wellness program at OCU assists employees and students in reducing their health risks through education and goal setting. The program offers a personalized approach to healthy living designed to improve the health status and quality of life in the University community.
- **Outdoor Adventures:** The Outdoor Adventures program at OCU provides the campus community with opportunities to experience adventure through participation in various outdoor activities. Outdoor clinics and trips are available throughout the year and include activities such as: hiking, bicycling, camping, horseback riding, and sailing. OCU's Outdoor Adventure program provides a resource center and gear checkout program to the campus community. This program promotes wellness through its activities while incorporating exercise and environmental awareness.





- **Intramural Sports:** The Intramural Sports program at OCU offers a full selection of sports. Awards and prizes are given for both placement and participation. The program is designed to accentuate and enhance the interaction that students have with one another, as well as with faculty and staff. The Intramural Sports program offers individuals an opportunity to maintain physical fitness while interacting with friends. OCU has a variety of league and tournament events, including co-ed events, designed for both the competitive and recreational participant.
- **Aduddell Fitness Center:** The Aduddell Fitness Center helps the campus community stay on the cutting edge of fitness. Located at the Northeast corner outside Centennial Hall, the center features a variety of workout equipment including free and machine weights, cardio-equipment, balance balls, steppers, state-of-the-art treadmills, ellipticals, stationary bikes, and jump ropes. Qualified personnel are on hand to assist with weight training needs.

Music

The Bass School of Music encourages participation from non-music majors. All OCU students are eligible to audition for Bass School of Music performing ensembles--Wind Philharmonic, Symphony Orchestra, Choral Ensembles, Jazz Band and Pep Band. Auditions are held at the beginning of each semester. Applied (private) music lessons in all instruments and voice are available for academic credit. Auditions for the Oklahoma Opera and Music Theater Company are also open to all OCU students. Interested students should contact the Bass School of Music Dean's Office for additional information.

American Spirit Dance Company

Full-time OCU students who wish to experience the rewards of working in a professional dance company may audition for the American Spirit Dance Company. This organization is operated along guidelines followed by Actors Equity musical theater companies. Dancers must be available for rehearsal Monday through Thursday from 4 to 6 p.m. Auditions occur at the beginning of each fall and spring semester. Dancers perform in a major Christmas holiday extravaganza, a spring Broadway-style review, and a variety of special events. Exceptional dancers may be selected for national and international performance tours.

Community Dance Center

The Community Dance Center, located in the Edith Kinney Gaylord Center, offers non-credit dance instruction in tap, jazz, ballet, musical theater dance, hip hop, and creative movement for pre-school children. Enrollment in appropriate classes is open to students, faculty, staff, and the public. Registration fees are charged. For additional information about classes offered, registration fees, and schedules, contact the Community Dance center at 208-5508.

X. Annual Activities

A number of events occur annually on the OCU campus and are a part of the traditions of the University:

Prior to the beginning of the fall semester, **New Student Orientation** is held for all entering freshmen and new transfer students. The activities of the orientation period are planned and coordinated by the Office of Student Life and student orientation leaders. **Matriculation Convocation** is a special religious service designed to welcome new students to the institution. The Vice-President of University-Church Relations plans and coordinates this event.

The **Distinguished Speakers Series** enriches the academic community in a Chautauqua experience that is free and open to the public. Nobel Laureates have joined a remarkable line-up of world-class thinkers, writers, and opinion-leaders.



During the academic year, a speaker outstanding in his or her field is obtained to address the student body in the **Willson Lectures**, a series made possible by an endowment given by Mr. and Mrs. J.M. Willson of Floydada, Texas.

The Student Activities Committee of the Student Government Association coordinates a comprehensive array of student activities including **Free Movie Nights, Midnight Breakfast**, and the **Big Event**.

The Office of Multicultural Student Affairs sponsors a variety of cultural events, including **FACES International Showcase, Diwali Festival, Gospel Explosion**, and **Martin Luther King Celebration**.

The Religious Life Office sponsors a number of special convocations, small group meetings, seminars, dramatic presentations, and small group discussions.

A number of groups from off-campus visit OCU each year. Alumni return to their alma mater for **Alumni Weekend** and **Homecoming**. Parents are invited to spend a day with their sons and daughters in the college atmosphere on **Moms' Day** and **Dads' Day**.

Annual events for potential students include **Stars 101, Preview Day, Spotlight Day, Junior Visit Day, United Methodist Youth Day**, and **Native American United Methodist Youth Day**. These events bring groups of future collegians to OCU for campus tours, information, and counseling sessions.

Near the end of the school year, Blue Key National Honor Fraternity sponsors **Spring Sing**. All campus organizations may enter musical ensembles in the competition.

During the last month of the spring semester, each college has an awards assembly at which individuals and organizations receive recognition for accomplishments in scholarship, leadership, and activities.

Baccalaureate and **Commencement** exercises conclude the regular Fall and Spring semesters.

XI. Event Planning

Event Scheduling and Master Calendar

Each April, student leaders from across the campus participate in the Star Summit for Student Leadership for the purpose of planning and coordinating the calendar of student activities for the coming academic year. It is the responsibility of the sponsoring organization to post events not scheduled during Star Summit or re-scheduled after Star Summit on the University master calendar.

Activities scheduled during Star Summit are posted on the University master calendar by the Office of Student Life. Events coordinated through Star Summit will be included in the student planner published annually and distributed each August.

When Social Events May Be Scheduled

On-campus social events must terminate by 1:00 a.m. on Friday and Saturday, and by midnight Sunday through Thursday. Termination times for off-campus events may be set at the discretion of the individual organization.

Number of Events Which May Be Scheduled

It is recommended that no more than one formal dance event per semester per organization be held. It is also recommended that only one formal event per night be scheduled on the calendar of events.



Facility Reservations

University facilities are primarily reserved for the use of student organizations and University sponsored programs. All events to be scheduled by campus organizations in University facilities are arranged through the Campus Events Office at 208-6251. The facility utilization forms for some frequently used facilities are available online at <http://www.myschoolbuilding.com>. An email confirmation will be returned to the contact person as the event is entered on the facilities calendar. Scheduled events are subject to review by appropriate University officials.

Though the physical arrangements and security needs will be requested on the form, it is strongly suggested that the contact person confirm these arrangements twenty-four hours prior to the event. All audio/visual requests must be submitted at <http://help.okcu.edu>.



Catering

Oklahoma City University is in contract with Sodexo Campus Dining for the exclusive provision of on-campus catering services. Arrangements for food service must be made by the sponsoring organization through Sodexo Campus Dining Services at least two weeks in advance of the scheduled date. Orders received with less than two weeks notice are subject to additional charges.

All-University Events

Events that bring the campus community together for a common purpose, perpetuating tradition and serving the institutional mission are an important aspect of life at Oklahoma City University. Events or activities in conflict with the following all-University events should not be scheduled without approval from the Dean of Students:

- New Student Orientation (including Matriculation Convocation)
- Admissions/Recruitment events
- Homecoming
- Big Event
- Distinguished Speaker Series
- Commencement
- Finals Week



XII. Student Organizations

Students at Oklahoma City University play a large role in determining and regulating activities. Good student-faculty-administration relations are maintained through cooperative, responsible student leadership. Oklahoma City University offers many opportunities for students to become involved in campus life. Students are encouraged to be involved in any groups in which they have an interest.

Contact the Coordinator of Student Activities at 208-7913 for more information, including a list of current student organizations.

Forming, Registering or Reactivating a Student Organization

Oklahoma City University encourages the formation and perpetuation of campus organizations that enrich the academic experience and are in harmony with the mission and ideals of the University. The following are steps for establishing a student organization:

1. Any student group wishing to become an official organization on the OCU campus must present an electronic written constitution, registration, and member list to the Student Activities Office. Sample constitutions are available in the Student Activities Office.
2. The objectives of the organization (as stated in its constitution) must be in overall harmony with those of the University.
3. The active membership of the proposed organization must be composed entirely of currently enrolled Oklahoma City University students.
4. Upon review of the constitution, the Dean of Students may grant the proposed student organization "organizational status."
5. At the end of each regular spring semester, the Dean of Students may grant full status to organizations that are currently on provisional status. The Dean may require the officers to appear.
6. Any group of a religious nature or background must comply with Guidelines for Forming Student Religious Groups.

Guidelines for Forming Student Religious Groups

All religious activities on campus must be sponsored through the University-Church Relations office or through an officially recognized student religious group on campus.

Those seeking approval as a student religious group must first submit an *Application for Recognition as a Student Religious Group* to the office of the University Chaplain for approval **before** making application to the Office of Student Life. All student religious groups must agree to abide by the following Ethical Framework for Religious Life at OCU.

Collegiality

We recognize the diversity of religious belief present in our society and on our campus. This has the potential to enrich the life of our community and the lives of each individual. A positive environment grows from mutual respect and a common understanding. All student groups and religious organizations recognize that they are guests of the University and that their ability to operate on campus is a privilege. As such, all groups agree to abide by the ethical parameters of the University, partially outlined here. Any group who violates these guidelines, in the opinion of the University-Church Relations (UCR) staff, will forfeit their privilege to continue their ministry on campus.

Accountability

All student religious groups must be associated with an organization with clear lines of accountability. Christian denominations and local houses of worship usually have boards or administrators who oversee such groups. Independent religious organizations may have a board of directors that serve a similar function.



Personal Freedom

All religious groups will respect each person's decision to believe, or not believe, any particular teaching or idea. *A student must be able freely to participate in or to leave a religious group without being subject to harassment or shame. Religious groups will not encourage the alienation of any student from established friends and family.* OCU religious groups should strive for a campus climate that honors the personal independence of each person, encourages open exploration, stimulates intellectual as well as spiritual inquiry, and supports the University's devotion to truthfulness and the search for knowledge.

Inclusiveness and Identity

Student religious groups must be open to general participation by any interested student. They may, however, specify requirements for holding a leadership position and/or participating in a particular religious ritual. OCU will not tolerate abuse of any kind; verbal, written, or physical harassment; intimidation; or the denigration of another person on the basis of race, religion, gender, sexual orientation, national origin, etc.

Support of the University's Mission

All religious groups must promote the academic and program missions of OCU. They will not engage in any action that would place undue financial pressure on students or be demanding of their time so as to compromise their studies.

Solicitation

All publicity distributed by religious groups will conform to the policies of the University, including **bearing the approval stamp from UCR.** General solicitation of students is limited to specific areas and times that must be pre-approved by the University Chaplain and the Office of Student Life. Group members may make themselves available at these events and may respond when approached by interested persons but they may not actively pursue making the initial contact.

Respecting Privacy Within University Residence Halls

When desiring to share their faith commitment with students in residence halls, religious group participants should avoid invading or intruding upon the privacy of those students, whether through personal visit, telephone, email, or mail, unless they have been asked by a student to make contact. They may not canvass, approach, or visit an entire residence hall or floor. They may not randomly visit student rooms where no prior relationship has existed, even when the door to a student's room is left open. They may not place publicity or solicitations on a general, random basis on or under the door of students' rooms.

Student Organization Advisors

All approved student organizations are required to have a University advisor from among the faculty or professional staff. Selection of a University advisor is normally the prerogative of the student organization. Either the organization or the advisor or both may determine the terms of the advisor/ organization relationship. In a limited number of activities, such as Student Government Association and student programming organizations, advisors are appointed in accordance with stated University or organizational requirements. In addition, approval of advisors for sport/recreational approved student organizations (i.e. cheerleaders) may be restricted to those individuals with experience or credentials in the particular activity.

The general purpose of University advisors is to encourage continuity in programming and to assist recognized student organizations to operate in a manner which is consistent with the purpose of the University.

The specific duties of the advisor shall be outlined by Student Life and agreed upon by the individual advisor and the organization's leadership. As a general rule, advisors should be familiar with the organization's constitution and programs and should counsel the organization in the exercise of responsibility. Advisors do not normally have the authority to dictate or control the policies or operation of the organization.



Responsibilities of Student Organization Advisor

The role of advisor varies within organizations, but also during the year as each group develops or as new leadership emerges. There are three main areas with which the advisor is involved:

1. Responsibility to the Recognized Student Organization
 - a. Be familiar with the organization's constitution, by-laws, and objectives.
 - b. Be well informed about all plans and activities of the group.
 - c. Be present at the events or activities sponsored by the group.
 - d. Try to attend at least some of the regularly scheduled meetings and/or executive meetings.
2. Responsibility to the Individual Student Members
 - a. Assist in seeing that the objectives justify the expenditure of student efforts, abilities, energy, and finances.
 - b. Become aware of student goals/desires for the organization and encourage students in these efforts.
3. Responsibility to Oklahoma City University
 - a. Assist organization in obtaining an agency account and maintaining financial records.
 - b. Assist students in obtaining clearance for events/trips and communicating with the Office of Student Life and the campus community.
 - c. Be familiar with University policies regarding student organizations, student travel, and event planning.
 - d. Be familiar with Student Government funding practices and requirements.

Overnight Travel

Overnight student travel to conferences, retreats and other events provides valuable opportunities for students. The following guidelines are applicable:

1. University sponsored and/or funded overnight travel events must comply with student travel policies.
2. A full-time OCU faculty or staff member must accompany student overnight travel that utilizes any form of University funding.
3. Students participating in University sponsored overnight travel are responsible to the Oklahoma City University Student Code of Conduct.

Sponsoring On-Campus Events

A listing of on-campus facilities available for the use of campus organizations is located at <http://www.okcu.edu/students/organizations.aspx>. The following applies to organizations sponsoring events:

1. The event must be sponsored by a recognized student organization.
2. The faculty sponsor, organization officers, and members of the student organization accept full responsibility for sponsoring the function.
3. The sponsoring organization is responsible for adequate security, crowd control, and clean-up.
4. The Dean of Students may ask that the organization provide a faculty sponsor to oversee the event. Failure to comply would subject the organization to sanctions under the OCU Student Code of Conduct.
5. All student organized productions and presentations (e.g. Spring Sing, New Student Talent Show, Lip Sync or Mr. OCU) must be reviewed and approved by the Office of Student Life as to the appropriateness of the content prior to presentation. All productions must be consistent with the mission of a Christian University and devoid of sexually explicit and ethnic reference.
6. The Office of Student Life must be notified seven days in advance of any rehearsals so staff may be present to preview the proposed presentation.
7. Any group presenting material not approved by Student Life staff will jeopardize their status as a recognized student organization and all privileges that recognition allows.
8. Organizations who fail to leave University property as it was found following an event under their responsibility may be fined or billed for damages.



9. The University prohibits any discriminatory harassment (defined as oral, written, graphic, or physical conduct) that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment directed against any person or group.
10. Violations or complaints shall be referred to the Office of Student Life.
11. Violation of the above regulations or any OCU rules and regulations may result in the sponsoring organization being placed on probation and being prohibited from scheduling any events on- or off-campus for a minimum of three calendar months.

University Speaker Policy for Student Organizations

In its pursuit of truth, Oklahoma City University acknowledges the need to examine a variety of ideas and opinions. In order to enable and support the mission of the University, this policy is made in the spirit of providing an open atmosphere for the exchange of ideas, the nurture of crucial inquiry, a commitment to value-conscious education, and a maximization of benefit for the University community.

The concern of this policy relates to activities or programs sponsored by authorized student organizations. This policy will act as a guideline when planning and executing programs.

1. Student organizations that invite speakers to their regularly scheduled meetings will obtain prior approval of their faculty/staff sponsor.
2. Student organizations scheduling speakers for a special meeting in which the entire campus community is invited to participate will obtain the prior approval of the Dean of Students.
3. Student organizations inviting speakers to appear on-campus with an invitation to the general public must have prior approval of the Dean of Students and/or the President of the University.
4. A written request is required for #2 and #3 above. Forms are available in the Office of the President and the Office of Student Life. Request forms will include name(s) of speaker(s), topic of presentation, format of presentation, and a brief statement as to the way in which the event will add to the quality of University life. Introductions and time frame will be at the discretion of the sponsoring group. It is recommended that the format include a question-and-answer period.

Student Government Association

All students at OCU are represented by the Student Government Association. The governing structure of the OCUS-GA is vested in the Student Government Association. This organization shall have the powers as defined in their constitution and bylaws, as approved by the students and the administration.

Greek Life

Oklahoma City University is proud to host three sororities, Alpha Chi Omega, Alpha Phi, and Gamma Phi Beta; and three fraternities, Lambda Chi Alpha, Kappa Sigma, and Phi Gamma Delta. The Greek community is built upon the Four Pillars of Greek Life.

Scholarship

The most important part of coming to Oklahoma City University is attaining a good education. The Greek community strives to maintain a high quality of scholarship and in order to do so, holds the following standards:

- All undergraduate, non-affiliated students with at least a 2.5 GPA are eligible for recruitment, and chapters maintain individual scholarship standards for new members.
- Each Greek community member is expected to maintain a GPA higher than the all-University average.
- Officers of OCU Panhellenic Council and Inter-Fraternity Council must maintain a 3.00 GPA. Order of Omega applicants must rank academically above the all-Greek average.



- OCU Panhellenic Council and Inter-Fraternity Council, in conjunction with the Order of Omega, honor outstanding academic achievements. Order of Omega is a national honor fraternity designed to recognize outstanding leadership in the Greek community and to promote fraternity and sorority life on campus. Order of Omega reorganized on campus in the spring of 2007 and promotes the OCU Greek ideals.

Leadership

Oklahoma City University supports our student leaders and presents opportunities for leadership development. The Greek experience provides opportunities for leadership freshman through senior years, as well as both inside and outside the chapter. As a Greek community, we value many qualities in developing leaders: vision, respect, moral, motivation, persistence, cooperation and collaboration, optimism, purpose, communication, self-awareness, and character.

Sisterhood and Brotherhood

Sisterhood and brotherhood are words with deep meaning in the OCU Greek community. Greek women and men form bonds that last a lifetime. Being Greek is not just four years of college... Greek is for life.

Service

OCU Greek Life also believes strongly in community service. Each year, members of the Greek community contribute thousands of hours and dollars to local and national charities. Events such as Relay for Life, provide opportunities to raise funds for charitable organizations. In addition, each Greek chapter supports its national philanthropy as well as local philanthropic projects throughout the year including support of veterans, cardiac care, ovarian cancer awareness, domestic violence awareness, regional food bank and the American Red Cross. Greeks are dedicated to helping others.

Human Dignity Statement

Greek women and men believe in:

- Integrity and dignity of all human beings,
- Respect for ourselves and others through our words and actions, and
- The creation of an environment which fosters human dignity.



Hazing practices are not only harmful, but also have no place in Greek letter organizations. OCU Greeks pledge to not allow themselves to be hazed nor to tolerate the hazing or harassment of any brother or sister. Many activities have been construed as hazing by the courts and/or institutions of higher education. Hazing of any kind violates Article III, B, 6 of the OCU Student Code of Conduct. Questions and complaints regarding hazing or harassment should be directed to the Greek Advisors or the Dean of Students.

The importance of diversity in our society and the promotion of human dignity are ideals upon which our organizations are founded and maintained. The Greek community promotes these ideals through education, communication, and actions.

In compliance with OCU's dry recruitment policy, all events are alcohol-free. This is a prohibition against all alcoholic beverages being served at all recruitment events on or off-campus. This prohibition also includes the use of all illegal drugs. Greek Life operates in accordance with all University policies and the NPC UNANIMOUS AGREEMENTS. Any student found using or distributing alcohol and other drugs on campus, in University approved housing, or during campus sponsored activities can face disciplinary action by the administration. Oklahoma City University is to be a safe environment free from alcohol and other drugs. Alcohol and/or drugs on-campus or during the period of recruitment are violations of Article III, B, 10-11 of the OCU Student Code of Conduct.

Relationship Statement

Oklahoma City University is committed to maintaining a positive relationship with collegians, advisors, alumni, and national offices. The Greek community provides extra-curricular experiences for students, and chapters are guests of the University. A chapter residence is eligible to be classified as University approved housing. All University approved housing units will maintain the same standards of safety and risk management as the University residence halls. Chapters who fail to meet these expectations are at risk of losing their University approved housing status.

Advisors

Advisors are selected by the Greek organizations and registered with the Greek Advisors. Each recognized organization must have a registered advisor in order to participate in University activities and/or to be recognized by the University.

New Member Education

Oklahoma City University encourages cooperative and mutually supportive relationships among the institution, undergraduate students, chapters, advisors, and the inter/national Greek organizations. Organizations must adhere to the standards of discipline established by the inter/national offices and the University. Guidelines for new member education are established in accordance with the policies governing each organization.

For more information concerning Greek Life and recruitment, please contact 405-208-7908.

Facilities

Oklahoma City University occupies a campus of eighty acres in the geographic and population center of Oklahoma City.

The **Tom and Brenda McDaniel University Center** houses the cafeteria; private dining rooms; Alvin's snack bar; faculty and student lounges; Campus Store; Post Office; Student Life, Student Government Association, Campus Technology offices, copy center and conference room.

The **Bass School of Music** is an all-Steinway School, the nation's first Conn-Selmer School, an Apple Digital Campus, and an Apple Training Center. The 113,000-square-foot Bass Music Center and adjoining historic **Kirkpatrick Fine Arts Center** have hosted artists and educators from around the world. The buildings contain classrooms, studios, practice rooms, a workshop, and three auditoriums.



The **Methodist Gold Star Memorial Building**, with its 286-foot tower, houses the Linn-Helms Law Library, offices, and classrooms.

OCU's **Dulaney-Browne Library** is described in another section of this Handbook.

The **Dawson-Loeffler Science and Mathematics Center** houses offices, science laboratories, and classrooms.

The **Bishop W. Angie Smith Chapel** contains a 650-seat sanctuary, a smaller chapel seating sixty, the Office of the University Chaplain and Director of Religious Life, Vivian Wimberly Center for Ethics and Servant Leadership, general purpose meeting rooms, and the Wimberly School of Religion and Graduate Theological Center.

The **Clara E. Jones Administration Building** houses the offices of the President, Provost and Vice President for Academic Affairs, Chief Financial Officer, Vice President for Student Affairs, and Vice President for University-Church Relations. Also located in the building are the offices of Financial Aid, Student Accounts, Registrar, Business Services, Administrative Services, Institutional Research and Assessment and the Oklahoma City University Police Department. East of the Administration Building is the George C. Jones Jr. Memorial Plaza.

The **Meinders School of Business** is located on the northeast side of the campus. It houses undergraduate and graduate business classes as well as the accelerated MBA program and the Love Entrepreneurial Center. Martha Burger Career Services Center and Multicultural Student Services are also located in the building.

The **Edith Kinney Gaylord Center** houses the Ann Lacy School of American Dance and Arts Management.

The **Ann Lacy Visitor and Admissions Center**, located on Blackwelder Avenue across from the administration building, houses Undergraduate, Graduate, and International Student Admissions as well as the Office of University Advancement and Visitor Services.

The **Norick Art Center**, a state-of-the-art facility, is located at NW 26th and Blackwelder. It houses all art related classes, studio and lab space, a computer center, a climate-controlled storage vault and the Nona Jean Hulsey Gallery.

Residence Halls include **Irminda and Sophia Banning Hall**, a coed dorm which houses students in the OCU Honors Program; **Oklahoma United Methodist Hall**, with amenities including an 18-seat movie theater and an entertainment terrace; **Stanley C. Draper Hall**, used for coed housing; **Vernon Harris Hall**, which provides classroom and residence space for students in the English Language School; **Bess Owen Smith Hall**, a male-only dormitory; and **Walker Hall**, exclusively for female students.

Cokesbury Court and **University Manor** provide on-campus apartments for upperclassmen, graduate and law students, and family living.

Nellie Melton Panhellenic Quadrangle, named in honor of a former Dean of Women, contains meeting space for three Panhellenic sororities and the Campus Health Clinic.

Walker Center for Arts and Sciences houses the Humanities, Education, and Mass Communication divisions of the University, including the KOCU television studio, the Learning Enhancement Center and *The Campus* student newspaper and *Constellation* yearbook offices.

Sarkeys Law Center houses classrooms, moot court rooms, and seminar rooms for the Oklahoma City University School of Law. It is also the location of the Law Admissions Office, the Dean's and Associate Dean's suite and the Native American Legal Resource Center.



Students in all nursing programs attend classes in the **Kramer School of Nursing** building, which was built in 1994. The building houses three classrooms, one skills lab, and faculty and staff offices. The building is named for the parents of LaDonna Kramer Meinders and Ruth Kramer Seideman, a nurse.

The **Henry J. Freede Wellness and Activity Center** houses the Abe Lemons Arena. This building contains a reunion center, multiuse recreational space, jogging track, and locker rooms.

Other buildings include the Children's Center for the Arts, the maintenance plant and the costume storage facilities.

XIII. On-Campus Housing

Oklahoma City University affirms the contributions of on-campus living in enhancing the academic environment and in providing satisfying personal and social experiences. The University offers numerous options for on-campus living, including traditional dormitory-style residences, apartments, and fraternity housing.

There are five residence halls on the OCU campus: Banning, United Methodist, Draper, Smith, and Walker. Each facility is directed by a head resident or graduate assistant. In addition, each hall has a number of resident assistants who are on hand to answer questions and help to solve problems associated with community living. Rules that all residents and their guests must obey are enforced by residence hall staff; violation of any of the regulations may result in termination of enrollment.

Cokesbury Court offers apartment living with the convenience of being on-campus. Amenities include the security of a gated community with card-key entry, activated by your student ID; an outdoor swimming pool with Jacuzzi tub; on-site parking; and a laundry facility within the clubhouse. Apartment options include unfurnished studios and furnished two- and four-bedroom units. All utilities are provided, including basic cable TV, local telephone, and Internet access provided by OCU's Campus Technology.

University Manor Apartments, located directly across NW 23rd Street, South of campus, are owned and managed by Oklahoma City University. These unfurnished, one-bedroom units provide on-site parking patrolled by the OCUPD. Rent includes water, gas, and electricity; there is a laundry facility on the premises.

Both Cokesbury Court and University Manor Apartments are available to upperclassmen, graduate and law students, as well as families. University apartments are governed by all applicable University housing policies.

Fraternity residence facilities are available for members of the Lambda Chi Alpha, and Kappa Sigma chapters. Each facility is operated by the chapter, and complies with University regulations. The amenities offered vary by facility.

Rights of On-Campus Residents

As a resident, you have a right to:

- Read and study in your room free from undue interference.
- Have control over your personal possessions.
- Free access to your room and suite facilities.
- A clean environment in which to live.
- Sleep and relax in your room.
- Entertain guests when it does not infringe upon a roommate's or community's rights.
- Confront another's behavior that infringes on your rights.
- Seek the aid of staff in resolving possible roommate conflicts after unsuccessfully attempting to reach a resolution.



Rights of the University

The University specifically reserves the right to conduct routine or private searches of students and their on-campus premises, including residence halls, University Manor, Cokesbury Court Apartments, and fraternity housing, to ensure health and safety, or if there is reason to suspect a violation of any University policy. Violations include, but are not limited to, possession of stolen property, possession of alcohol or controlled substances, possession of firearms or explosives. The University further reserves the right of entry into quarters for general inspection, cleaning, repairs, or maintenance of order.

The University specifically reserves the right to cancel or change a housing assignment in the interest of the resident group, study conditions in the enforcement of policies governing conduct, health, sanitation, and safety, and in cases of recognized emergency.

The University specifically reserves the right, when necessary or practical, to close on-campus housing (excluding student apartments) during official University vacation periods, for reasons of emergency, extended periods between terms, and summer terms.

On-Campus Housing Regulations

The following regulations apply to all students residing in on-campus housing, including the residence halls, fraternity houses, Cokesbury Court Apartments, and University Manor Apartments:





A. Residency Requirements

1. All single, full-time undergraduate students under the age of twenty-one not residing at home with a parent or legal guardian must live in on-campus housing. First-time freshmen will reside in the residence halls. All other students may opt to reside in any on-campus housing facility including the residence halls, fraternity houses (for fraternity members), Cokesbury Court Apartments and University Manor Apartments. Requests by special needs students under the age of twenty-one to live off-campus, even with parents, must have permission from the Director of Residence Life. Requests must be submitted in writing to the Office of Student Life each fall or upon arrival.
2. Individuals living in residence halls, University Manor Apartments, Cokesbury Courts Apartments and fraternity houses must be enrolled, full-time students at Oklahoma City University. Approval to reside in these facilities while enrolled less than full-time must be granted by the Director of Residence Life. Part-time students may reside in the other on-campus facilities without special approval.
3. All residents of on-campus housing must participate in a meal plan. Residents of residence halls must participate in a full board plan, while all other on-campus residents must participate in a partial plan. Full details about University dining services are available from Student Accounts, the Office of Student Life, and Campus Dining. Commuter meal plans are also available.

B. General Policies for On-Campus Living

1. Residence in on-campus housing automatically confers the privilege of participation in the Residence Hall Association. Established by the residents, the association is responsible for cooperating with the staff and other officials on activities and policies for the benefit of the group.
2. On-campus residents are required to attend all regularly scheduled hall and/or floor meetings.
3. A resident who is suspended or expelled from the University or is removed from any on-campus residence facility for reason of improper conduct or for violation of University regulations is not entitled to a refund.
4. The University firearms and hazardous materials policy located in this handbook applies to all on-campus housing.
5. Sexual relations are not permitted.
6. All fines will be applied to students' accounts. Grades and transcripts will not be released if any account is not cleared in accordance with the records of the Student Accounts Office.

C. Drugs and Alcohol

1. The manufacture, presence, sale, or consumption of alcoholic beverages or illegal narcotics is prohibited on the Oklahoma City University campus, its facilities and its property, and at University activities. Violations of this policy may result in suspension or expulsion from the University. The Dean of Students or designee is authorized to require a student who he or she has reasonable grounds to believe is improperly using or possessing a controlled substance, to participate in a drug screening program. The University reserves the right to inspect a dorm resident's room if that individual is suspected of being in possession of a controlled substance.
2. The possession of empty alcohol containers will be considered a violation of the alcohol policy.

D. Check-in and Check-out Procedures

The following guidelines and regulations pertain to all students residing in campus housing:

1. Each resident will be required to complete a room inventory form when checking in. This includes transfer from one room to another during a term. The form indicates the condition of the room and allows for notation of any existing damage. Charges will be assessed based on damages reported.
2. Check-in must be completed prior to 10:00 p.m. on the day before classes begin, unless the student provides the Office of Student Life advance written notice of late arrival.



3. Upon check-out, rooms must be left in the same condition they were when initially occupied. Students will be charged for any damages in the rooms
4. All furnishings which are not property of the University must be removed by the resident prior to check-out.
5. Residence hall rooms must be thoroughly cleaned and inspected by the Head Resident or Resident Assistant prior to vacating quarters or transferring to another room.
6. Rent payment covers occupancy of the assigned space from the official opening to twelve hours after the official withdrawal from the University, or twenty-four hours after a student's last final examination. Residents vacating the residence halls prior to the completion of their contract will be charged their total residence hall fee if vacating after mid-semester. Residents vacating before mid-semester but prior to the completion of their contract will be billed for the length of their residence. Rent payment does not cover occupancy during official University vacation periods or extended periods between terms. The University reserves the right, when necessary or practical, to close the residence halls during these periods. Special arrangements are available for residents who must remain during such periods. Residents will incur an additional charge. Official opening and closing times will be listed in the academic calendar, and will be posted in residence halls.

E. General Rules and Regulation

1. Students must supply bedding, including deep-pocket or extra long sheets, pillows, pillow cases, blankets, towels, and bedspread. Bed sizes vary by facility.
2. Stereos may not be played loudly enough to be heard outside individual rooms during quiet hours.
3. No pictures or articles that would leave permanent damage may be tacked or fastened in any way to the walls, woodwork, furniture, or electrical fixtures.
4. Sexist, racist, or sexually explicit posters, pictures, articles or videos are not permitted in the residence halls.
5. Possession of incense and candles is strictly prohibited.
6. Residents are allowed one small artificial Christmas tree. Real or live trees and boughs are prohibited. Christmas lights are allowed in the windows if they are placed safely and do not overload the circuits. Head residents have final approval on all Christmas decorations.

F. Appliances and Cooking

1. Automatic shut-off appliances are allowed in residence halls. Hot pots or hot plates, even those equipped with





auto-shut off, are prohibited from all residence facilities. Microwave ovens and toaster ovens are available in the residence hall lobbies for preparing snacks.

2. Mini-refrigerators up to 4.1-cubic feet, are permitted in residence hall rooms.
3. Combination microwave/mini-refrigerators (Microfridge) approved by the Office of Student Life are permitted in residence hall rooms. No other microwave is permitted.
4. The possession or use of space heaters is prohibited.

G. Laundry

1. Coin-operated washers and dryers are available in all facilities.
2. Ironing must be done in the area provided for that purpose. Irons are not allowed or to be used in any residence hall room.

H. Computers

1. Only residents are allowed to use computers provided in the residence hall lobbies.

I. Quiet Hours and Visitation

1. Quiet hours are between 8 p.m. and 9 a.m.
2. Lobbies are subject to closure for campus activities at the discretion of the Office of Student Life. Every attempt will be made to provide advance notice of lobby closings.
3. Lobby hours are 8:00 a.m. – 12:00 p.m. (Sunday – Thursday) and 8:00 a.m. - 2:00 a.m. (Friday and Saturday). These hours may be adjusted at the discretion of the Director of Residence Life or Head Resident.
4. Unaccompanied guests are not allowed to play games in the residence hall lobbies.
5. Opposite sex visitation in male and female residence halls is limited to during authorized visitation hours. Sunday – Thursday 11:00 a.m. – midnight.; Friday and Saturday 11:00 a.m. – 2:00 a.m.
6. Residents must register and escort guests while in the residence halls.

J. Overnight Guests

1. Charges will be made for nonresident guests to remain in the residence halls overnight. Overnight guests must be approved by and registered with the Head Resident.
2. Charges for unauthorized guests will be placed on the hosting student's University billing account.
3. Overnight guests are not allowed during Christmas and spring breaks.
4. Overnight guests may not sleep on the floors in the residence halls due to fire codes. A bed must be used by all guests.

K. Doors and Windows

1. Residents and guests are prohibited from being on or using the ledges outside windows in Smith and Banning halls. This includes drying clothes, sunbathing, and storage.
2. Placing objects in dormitory doors to prop them open is forbidden.
3. The windows at Walker Hall must remain closed at all times. Any damage to the windows will be posted to the student account. Windows may not be covered with foil, paper, etc.
4. Residents of Banning, Smith, and Draper halls are advised to keep their windows locked to prevent theft. Windows may not be covered with foil, paper, etc.
5. Items may not be hung from the terraces of Centennial Hall.

L. Solicitation

1. Solicitation in the residence halls is strictly prohibited. This policy includes students hosting parties for Tupperware, Avon, etc.



M. Cleaning and Maintenance

1. The University reserves the right to enter any dormitory room for inspection, cleaning, and repairs by authorized personnel.
2. The University reserves the right to levy and collect, when appropriate, charges for improper conduct, damages to room or equipment, losses of equipment, and failures to observe published policies and procedures.
3. Room inspection will be bi-weekly during the fall, spring, and summer semesters. If rooms and bathrooms are not kept clean, a charge will be placed on the student's account.
4. It is the responsibility of the residents to help maintain the public areas of the residence halls. Residents should clean the lobbies as they use them.

N. Pets

1. Head Residents who permanently reside in the residence halls are permitted one small pet upon approval of the Dean of Students.
2. No pets are allowed, with the exception of a fish in a fish bowl. Filters and aquariums are not allowed.
3. Pets are only allowed in University Manor Apartments. A maximum of two (2) pets: a cat or a dog is allowed. Only domesticated, common household pets will be allowed. The official pet policy and application can be obtained by visiting the Cokesbury Court Apartments Office.

O. Holiday Breaks

1. The residence halls are closed during Christmas and spring break; however, students may remain during holiday recesses with prior approval from the Director of Residence Life. Thanksgiving and fall break are not considered holiday recesses for the purpose of residence hall closure. Students residing in the residence halls during closure periods will be charged a daily rate. Residence hall students may leave their belongings in their rooms during holiday recesses. Students not returning to the University after Christmas, spring or fall breaks must remove all their possessions before leaving for the break.
2. Dorm lobbies will be closed at the discretion of the Head Resident.
3. There will be no visitation during Christmas and spring break.
4. Cokesbury Court Apartments and University Manor Apartments remain open during holiday breaks. Residents who are enrolled in the following semester are allowed to continue residing in their respective apartments during holiday breaks.

P. Roommates and Assignments

1. Assignments are made for the entire academic year, except for students graduating in December.
2. Residents must have approval from the Head Resident before moving to another room.
3. Room and roommate assignments are made in the Office of Student Life. Rooms are assigned on a first-come, first-served basis.

Q. Room Keys

1. Failure to return a room key can result in a forfeit of damage deposit and additional charges to a student's account.
2. Duplicating room keys is prohibited.
3. Room keys must remain in the possession of the resident. Residents who allow others access to their room keys are subject to disciplinary action.
4. Lost keys must be reported immediately. Failure to do so may result in disciplinary action. Charges will be made for lost keys and lock changes.

R. Tobacco

1. Effective May 11, 2008, Oklahoma City University is a tobacco-free campus.
2. Smoking is strictly prohibited in the residence halls, Cokesbury Court and University Manor Apartments.



S. Mail

1. Each student residing in the residence halls will be assigned a mailbox in the Tom & Brenda McDaniel University Center. Dorm residents who fail to request a box will not be allowed to receive mail at the OCU Mail Center. Only residence hall students are assigned a mailbox in the University Center. Students must provide a change of address form for mail to be forwarded during summer breaks or after graduation.
2. Residents of Cokesbury Court and University Manor Apartments are each assigned a mailbox to share with their roommates. A mailbox key is given to each new resident at the time of move-in. Mailbox keys are to be returned at the time of move out.

Residence Hall Amenities

Residence halls are equipped with the following services/amenities (may vary from hall to hall):

- irons and ironing boards
- card activated washers and dryers
- soft drink and candy machines
- currency changers
- ice machines
- microwave ovens
- television/VCR/DVD players
- vacuums, brooms, mops, buckets, and trash bags
- Ping-Pong and pool tables
- sports equipment
- study rooms
- computers

Emergency Procedures for Residence Halls and Fraternity Houses

A. Fire

1. Resident Assistants should go to each room on their assigned floor and instruct residents to evacuate to the designated location.
2. Designated Locations:
 - a. Walker Hall – Watson Lounge
 - b. Banning Hall
South stairwells – Sarkeys Law School Courtyard
North stairwells – West Lawn
 - c. Smith Hall
South stairwells – Sarkeys Law School Courtyard
North stairwells – West Lawn
 - d. Draper Hall/ELS – Parking lot south of residence halls
 - e. Centennial Hall – Baseball field
 - f. Kappa Sigma House – Courtyard south side of ELS
 - g. Lambda Chi Alpha House – Sidewalk on the north side of ELS
3. All residents and staff should remain in designated locations until clearance is given by an authorized University official.

B. Violent Crime

1. Determine the severity of the crime.
2. Contact the OCUPD (208-5911).
3. Have witnesses and/or victims remain until the proper authorities arrive.



C. Non-violent Crime (i.e. Theft, Property Damage, etc.)

1. Contact the OCU Police (208-5001).

D. Bomb Threats

1. Remain calm, courteous, and professional. Do not place the caller on hold or attempt to transfer the call.
2. Allow the caller to complete everything he or she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him or her to help you.
3. When possible, have someone responsible quietly listen in on the conversation.
4. Use the prepared form to record important information or take notes as possible.
5. Call the OCU Police (208-5911).

E. Suicide

1. IF AN ATTEMPT IS VERBALIZED:
 - a. Try to assess the individual's potential for committing suicide. (i.e. Do they have a plan for how they are going to do it and do they have the tools mentioned [gun, pills etc.] to follow through with it?)
 - b. Enlist the assistance of others in the immediate area, if available.
 - c. Call the OCU Police (208-5911).
 - d. Ask the individual very open-ended questions, encouraging them to tell you more about their problems.
 - e. Never be judgmental. Look for anything good in what the individual has to say and repeat it in the form of a question or kind statement.
 - f. Never offer advice to the individual unless you have been specifically trained to do so.
 - g. Get the individual to agree not to kill himself or herself. If the individual refuses, professional medical assistance is needed, contact the OCU Police (208-5911).
2. IF AN ATTEMPT IS MADE:
 - a. Call the OCU Police (208-5911).
 - b. Remain calm and try to get the victim to relax.
 - c. Get as much information as possible so you can share with emergency care providers when they arrive.
 - d. If a drug overdose is involved:
 - Try to find out what was taken and how much.
 - Do not induce vomiting unless advised by medical personnel.
 - Someone will need to receive emergency personnel near the entrance of the building and direct them to the location of the suicide attempt.
 - Stay with the victim until the ambulance arrives.

F. Medical Emergencies

1. Remain calm and quickly assess the situation.
2. Call the OCU Police (208-5911).
3. Contact other staff members for additional help.
4. Remain calm and help the victim relax. Try to keep the victim warm and comfortable until experienced medical help arrives.
5. Keep crowds from gathering around the victim, and keep the general area clear for emergency personnel.

G. Tornado

1. As signaled by Oklahoma City community alert horns that continuously sound but are loud and then soft, back and forth.
2. Remain calm. Turn on all available televisions and radios to local weather stations.
3. Notify all staff members that the National Weather Service has issued a tornado warning.



4. Resident Assistants should go to each room on their assigned floor and instruct residents to evacuate to the designated location.
5. All residents and staff should remain in designated locations until clearance is given with repetitive short blasts from the community's alert horns.
6. Designated Locations
 - a. Walker Hall – Walker Hall basement
 - b. Banning Hall – Banning Hall basement
 - c. Smith Hall – Smith Hall basement
 - d. Draper Hall – Draper Hall basement
 - e. ELS – Harris Hall basement
 - f. United Methodist Hall - Lowest level of parking garage
 - g. Kappa Sigma House – Kappa Sigma basement
 - h. Lambda Chi Alpha House – Lambda Chi Alpha basement

H. Electrical Emergencies

1. Assess the emergency.
2. Contact OCU Facilities at (208-5382). After office hours contact the OCU Police (208-5911).
3. Do not use candles or any open flame as a source of light during the emergency.

I. Plumbing Emergencies

1. Assess the immediate situation.
2. Contact OCU Facilities at (208-5382). After office hours, contact the OCU Police (208-5911).

Fraternity House Regulations

1. Fraternity house living is considered on-campus housing, and fraternity house residents and guests must abide by all on-campus housing regulations.
2. The University policies regarding alcohol and substance abuse apply to fraternities. To ensure compliance, the Vice President for Student Affairs, Dean of Students, Greek advisors and University Police officers reserve the right to enter the fraternity common areas and individual rooms for inspection purposes.
3. Only members of Oklahoma City University fraternities who are enrolled full time and have a cumulative grade point average of 2.500 or above are eligible to reside in the fraternity houses.
4. Male students living in fraternity houses may not have female guests in the house after midnight on Sundays through Thursdays, and not later than 2:00 a.m. on Fridays and Saturdays.
5. In compliance with Oklahoma State Statutes, hazing of any individual by fraternity members or their guests will not be tolerated. Fraternities are responsible for the behavior of their guests. Alumni of the fraternities will have restricted visitation in the house if they violate University policies.
6. The fraternities will maintain neat houses, with trash picked up both inside and outside. Lawns and flower beds are to be maintained on a regular basis. The University will have unkempt lawns mowed at the expense of the fraternity.
7. Upholstered furniture or furnishings intended for indoor use are not permitted on the exterior of fraternity house property. Only outdoor furnishings in good repair are permitted outside fraternity houses.
8. Loud music will not be tolerated. The fraternities are expected to be good neighbors. Theft of property, intoxication, and other antisocial behavior will be dealt with promptly and may include suspension of all members living in the fraternity house. It may also result in the termination of the fraternity on the Oklahoma City University campus.



Cokesbury Court Regulations

Guidelines and emergency procedures specific to Cokesbury Courts Apartments are available from Cokesbury Courts management.

