

APPLICATION FOR SCHOOL OF ADULT & CONTINUING EDUCATION



OKLAHOMA CITY UNIVERSITY

OKLAHOMA CITY UNIVERSITY

WHERE YOU'RE A NAME, NOT A NUMBER



PERSONAL INFORMATION

Name (last, first, middle) \_\_\_\_\_
First name preference \_\_\_\_\_ Other name(s) by which you have been known \_\_\_\_\_
Social Security number \_\_\_\_\_ (Your Social Security number is required for Internal Revenue Service reporting and financial aid.)

MAILING ADDRESS

Street address \_\_\_\_\_
City, State, Zip \_\_\_\_\_
County \_\_\_\_\_ Country of citizenship \_\_\_\_\_
Home telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Work telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Other telephone ( \_\_\_\_\_ ) \_\_\_\_\_
E-mail address \_\_\_\_\_

PREFERRED METHOD OF CONTACT

[ ] Home [ ] Work Phone [ ] E-mail [ ] Home Address [ ] Other \_\_\_\_\_

DEGREE

- [ ] BA Liberal Studies Major [ ] BS Professional Studies Major - Accounting Concentration
[ ] BA Liberal Studies Major - Mass Communications Concentration [ ] BS Professional Studies Major - Business Concentration
[ ] BA Liberal Studies Major - Organizational Communication Concentration [ ] BS Behavioral Studies Major

Which term do you plan to enter? (check box)

[ ] August [ ] October [ ] January [ ] March [ ] May

PREVIOUS COLLEGES AND UNIVERSITIES

Have you ever attended OCU before? (check boxes) [ ] Yes [ ] No [ ] Undergraduate [ ] Graduate

Please list and provide official credentials from ALL schools or colleges attended, including a current or anticipated enrollment, if applicable.

Table with 6 columns: College or University, Dates Attended, GPA, Major Field of Study, Degree Awarded, Year Awarded. Includes multiple rows for data entry.

EMPLOYMENT

Are you presently employed? [ ] Yes [ ] No Title and/or nature of employment \_\_\_\_\_
Employer \_\_\_\_\_

Dates of employment \_\_\_\_\_ Average hours per week \_\_\_\_\_

Does your employer provide tuition reimbursement? [ ] Yes [ ] No

## EMERGENCY CONTACT INFORMATION (REQUIRED)

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

## POLL

Which of the following most influenced your decision to apply to the Oklahoma City University?

- |  |   |
|--|---|
| <input type="checkbox"/> College Advisor/Professor<br>Who/Where? _____ | <input type="checkbox"/> Oklahoma City University Alumni:<br>Name _____ |
| <input type="checkbox"/> Web Site - www.okcu.edu                       | <input type="checkbox"/> Oklahoma City University Publication _____     |
| <input type="checkbox"/> School Representative                         | <input type="checkbox"/> Visit to Campus                                |
| <input type="checkbox"/> Online Search                                 | <input type="checkbox"/> Other (Please describe) _____                  |

## PERSONAL DATA

\*Church Affiliation \_\_\_\_\_

\*Date of Birth \_\_\_\_\_ \*Sex:  Male  Female

\*Marital Status:  Single  Married  Divorced  Widowed  Separated  Domestic Partner  Other

\*Active / Retired Military  Yes  No

\*Please indicate ethnic background: (Choose one)

Hispanic or Latino  Not Hispanic or Latino

Race (Please mark one or more)

Asian  Black or African American  Native Hawaiian or Other Pacific Islander

American Indian or Alaska Native  White

*\*This information is voluntary and will be used in a non-discriminatory manner, consistent with applicable civil rights laws.*

## APPLICATION PROCESS

1. Application - Complete the application for admission including a statement of purpose of at least 150-200 words.
2. Application Fee - Non-refundable \$25.
3. Transcripts - Official transcripts **must** be mailed directly from your previous colleges/universities to SACE Office of Admissions.

[www.okcu.edu/sace](http://www.okcu.edu/sace)

## ADDITIONAL INFORMATION

Have you ever been suspended or expelled from any **college or university** as a result of a NON-ACADEMIC issue?

YES  NO

Do you have charges pending against you or have you ever been convicted or received a deferred sentence for any violation of the law other than minor traffic offenses? A conviction will not automatically bar admission.  YES  NO

Are you currently on parole or probation?  YES  NO

**If yes to the questions above, please describe, the dates, nature of offense, and circumstances of the parole or probation and attach it to the application.**

If you listed yes to any of the above questions, what county? \_\_\_\_\_ What state? \_\_\_\_\_

An affirmative response to any of the questions above will result in further review of relevant files and records by the Senior Director of Admissions and the Dean of Students. Their recommendations will be brought to the University Admissions Committee for their review. The University Admissions Committee will make a final decision on admission.

## ACKNOWLEDGEMENT

Oklahoma City University recognizes its responsibilities as an educational institution to promote a productive student environment. This responsibility demands implementation of programs and services which facilitate that effort. Federal law requires the establishment of anti-drug and alcohol programs which prohibit the use of illegal drugs and alcohol in or on University owned or operated facilities. In order to meet these responsibilities and federal requirements, the University has established this Student Drug and Alcohol Abuse Policy, which is included in the OCU Student Handbook. I understand that Oklahoma City University has a Student Drug and Alcohol Abuse Policy. I further understand that the Vice President for Student Affairs is authorized to require those students whom he has reasonable grounds to believe are improperly using or possessing controlled substances in violation of the University's drug abuse policy to participate in the drug screening program. 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.

Oklahoma City University, in compliance with federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admission, employment, financial aid and educational services. The Associate Vice President for Administrative Services, located in Room 105 of the Administration Building, telephone (405) 208-5857, serves as the University's compliance officer and coordinates the University's compliance with Title VI, Title VII, Title IX, Sectn 504-Title II, the ADA and the IDEA.

I hereby certify that all information provided in this application is true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For office use only \_\_\_\_\_

CONTACT SCHOOL OF ADULT & CONTINUING EDUCATION:  
(405) 208-SACE • (800) 633-7242 • FAX (405) 208-6082  
EMAIL: SACE@OKCU.EDU  
WWW.OKCU.EDU/SACE



# OKLAHOMA CITY UNIVERSITY

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, sex, age, handicap or disability, sexual orientation, or veteran status.

The Associate Vice President for Administrative Services, located in Room 105 of the Clara E. Jones Administration Building, telephone 405-208-5979, 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 amendments, and the Age Discrimination in Employment Act. AS21511