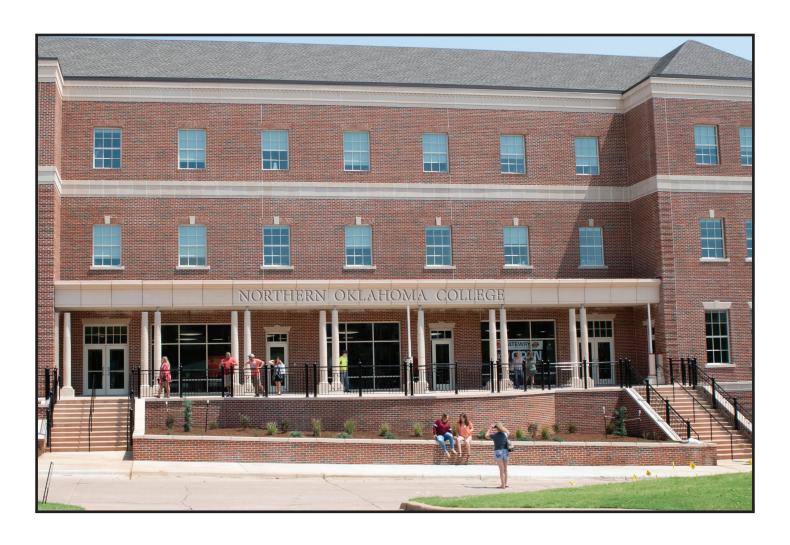


# NOC Stillwater Enrollment Checklist



615 N. Monroe Stillwater 580.628.6900

www.noc.edu



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## Step 1: How to Apply NOC Stillwater

1.	Complete the free online application at <a href="https://www.noc.edu/apply">www.noc.edu/apply</a> . For international students, complete the online application at <a href="https://www.noc.edu/international-students">www.noc.edu/international-students</a> .
2.	Send official high school transcript, official transcripts from other colleges attended and/or GED documentation to: Attn: Registrar Northern Oklahoma College P.O. Box 1869 Stillwater, OK 74076
3.	Send ACT scores (along with AP or CLEP results, if applicable) to NOC Registrar (address listed above). If ACT has not been taken or ACT scores are over three years old, call the Main Office 580.628.6910 to schedule an appointment to take the ACT at a cost of \$60.
4.	<ul> <li>Apply for Free Application for Federal Student Aid (FAFSA) (Pg. 2).</li> <li>Use the link at <a href="www.noc.edu/financial-aid1">www.noc.edu/financial-aid1</a>. NOC's Title IV Institutional Code is 003162. See attachment for further assistance.</li> <li>Contact Financial Aid in NOC Stillwater Classroom Building, or call 580.628.6917 to be sure you have turned in all the required documentation.</li> </ul>
5.	Complete the scholarship application at <a href="https://www.noc.edu/scholarships">www.noc.edu/scholarships</a> . See attached checklist (Pgs. 3-5).
6.	<ul> <li>Contact for additional information:</li> <li>International students, visit www.noc.edu/international-students for more information or call 580.628.6654.</li> <li>Native American students, contact the Native American advisor at 580.628.6654 or gina.conneywerdy@noc.edu for information on tribal assistance.</li> <li>Student Disability Services (SDS), Contact SDS at 405.744.7116 if you believe you have a disability and would like to start the intake process.</li> </ul>

• Veterans or military students, visit <a href="www.noc.edu/military">www.noc.edu/military</a> for the GI Bill checklist

and more information or call 580.628.6227 or 580.628.6906.

#### **Financial Aid**

#### **Steps to Apply for Federal Financial Aid:**

- The Financial Aid Office is located on the second floor of the NOC Stillwater Classroom Building.
   Please sign into the kiosk when you arrive.
- The Financial Aid Office telephone number is 580.628.6917.
- Complete the Free Application for Federal Student Aid (FAFSA) and submit it online by going to www.fafsa.ed.gov.
  - Be sure to sign the application and list NOC as a school to receive the Student Aid Report by using the Institutional Code, 003162.
- When NOC receives the Student Aid Report, you will be notified and asked to complete additional documentation.
  - If you have not been notified by NOC within two weeks of filing a completed FAFSA, please contact the Financial Aid Office at 580.628.6595 to see if additional information is needed.
- If you are requesting student loans, you are required to complete Entrance Counseling and a Master Promissory Note at <a href="https://www.studentloans.gov">www.studentloans.gov</a> **before your loans can be awarded.**
- When all required documents are received, NOC will evaluate your file and send you an award notification email offering the eligible federal aid.
   The email will be sent to the email address that you provide on your file documents.
- Accept or decline the offered awards online by following the step-by-step instructions given in the award email. Financial aid will be accepted through the Campus Connect system through the portal.noc.edu/ICS website.

Remember that continued eligibility for all federal grant and loan programs **depends upon your academic progress**. A summary of requirements will be included with the award email notification.

A detailed explanation of the NOC policy is included in the Student Handbook located at <a href="http://northok.publishpath.com/student-handbook">http://northok.publishpath.com/student-handbook</a>.

## **Scholarship Checklist**

1.	Students planning to apply for scholarships must complete the Online Admissions Application at <a href="https://www.noc.edu/apply">www.noc.edu/apply</a> .
2.	Complete the Institutional Scholarship Application Form at <a href="www.noc.edu/scholarships">www.noc.edu/scholarships</a> .  A 24-hour waiting period is required after the admissions application has been completed before the scholarship application can be accessed.
	<ul> <li>First-time users will "Sign Up" using their personal email address that was submitted on their admissions application.</li> <li>The password must contain a minimum of eight characters and include at least one numeral, one uppercase letter and one lowercase letter.</li> <li>Upon signing up, you will receive a confirmation email to ensure your identity. Please check your spam folder for this email.</li> <li>Once you have confirmed your account, you can begin accessing the system.</li> <li>To be considered for scholarships, applicants must complete the Institutional Scholarship Application Form at <a href="www.noc.edu/scholarships">www.noc.edu/scholarships</a> along with any required additional documentation and submit to the scholarship office by the stated deadline each year.</li> </ul>
3.	Complete the Free Application for Federal Financial Aid (FAFSA) at <a href="www.fafsa.ed.gov">www.fafsa.ed.gov</a> . Northern's Title IV Institutional Code is 003162. Every student who is awarded scholarships is required to complete the FAFSA.

- New filing year opens every October 1 for the next academic year.
- When NOC receives the Student Aid Report, you will be notified and asked to complete additional documentation.
- For applications received prior to January 1, you will receive your documents after the first of the year.
- If you have not been notified by NOC within two weeks of filing a completed FAFSA, with the exception of those who filed prior to January 1, please contact the Financial Aid Office to see if additional information is needed.
- To consider you for scholarships, the Financial Aid Office must have received your FAFSA and all required paperwork submitted, regardless of eligibility.
- Applicants are required to complete the FAFSA within 30 days of accepting a scholarship award. Failure to do so may result in scholarship being revoked. NOTE: All financial aid will be primary source of funding education. Best consideration date for financial aid is December 1.

#### **Contact Information:**

Institutional Scholarship Coordinator 580.628.6760 scholarships@noc.edu Or visit our website at www.noc.edu/scholarships

#### What to Expect:

- Awarding of Financial Aid and Scholarships begins after Spring Break.
- When all required documents are received, the Financial Aid Office will evaluate your student file and send out award notifications via email, including instructions on how to log in to myNOC and accept your awards through Campus Connect.
- Scholarship award notifications will be sent via email and contain a link to the scholarship website that gives details about the offer and allows the scholarship to be accepted.
   If you are unable to open the link, go to www.noc.edu/scholarships.

#### **Need to Know:**

- Not every scholarship is available for award every year. Funding determines availability.
- PRIORITY DEADLINE: Applications for the Presidential Leadership Scholarship, the NOC/OSU Gateway Ambassadors Scholarship or the State Regents Academic Scholarship must be submitted by February 20. Priority deadline for all other scholarships is February 20 with scholarships awarded to qualified applicants on a first come, first serve basis until August 25. For new or transfer students, spring deadline is January 25.
- The scholarship committees on each campus shall determine the recipients for the scholarship awards. The Institutional Scholarship Office administers the scholarship awards.
- Priority will be given to applicants who are Oklahoma residents, United States citizens or permanent residents.
- Students on institutional academic achievement scholarships, i.e., PLC, academic, valedictorian, salutatorian, freshman or sophomore regents, etc. must be an Oklahoma resident and enrolled full-time.
- Maximum institutional scholarships may not exceed five (5) full-time academic semesters (does not include summer courses) unless otherwise stated.
- Scholarship funds will be applied for fall and spring semesters unless otherwise stated. Students who have a remaining scholarship balance within the current academic year and have maintained scholarship retention criteria may use their remaining balance during the summer semester.
- All students must reapply each academic year. A complete list of scholarships with criteria are available at <a href="https://www.noc.edu/scholarships">www.noc.edu/scholarships</a>.
- To be considered for scholarships, applicants must adhere to the institutional academic standards policies, drug and alcohol policies, student conduct policies, and participation agreements. Failure to comply may result in removal of scholarship award. All policies and procedures may be found in the NOC Student Handbook at www.noc.edu/student-handbook.

- Any student whose scholarship award has been removed from Northern Oklahoma College may appeal the removal by filling out the Scholarship Appeal Form and submitting it along with supporting documentation to the Scholarship Office. The appeals decision will be made by the Scholarship Appeals Board.
- Scholarship appeals are limited to one year from the start of the semester last enrolled in.
- While every effort is taken to ensure that the correct information is presented, current NOC policy, State Regents' policy, NOC Foundation policy, state and federal laws and/or the intent of the donor who established a Foundation scholarship program (as applicable) will override any outdated or erroneous information listed here.

#### **Contact Information:**

Institutional Scholarship Coordinator 580.628.6760 scholarships@noc.edu Or visit our website at www.noc.edu/scholarships



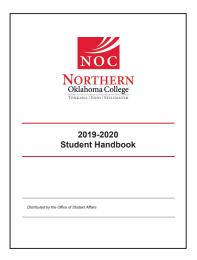
## Step 2: What to Do after Acceptance NOC Stillwater

1.	Watch the 15 to Finish video at <u>www.noc.edu/degreeprograms</u> .
2.	<ul> <li>Call NOC Stillwater Registrar's Office, located in the NOC Stillwater Classroom Building, at 580.628.6910. They can help you: <ul> <li>Set up testing for students who have ACT subscores below 19.</li> <li>Set up an appointment with an advisor to enroll.</li> <li>Students undecided about a major should access the resources provided through OSU Career Services at http://www.hireosugrads.com/StudentsAlumni/ExploreCareers-Assessment.aspx (you will need your okey information to access these resources) or make an appointment with the Coordinator of Student Academic Success Services at 580.628.6258 to discuss degree program options. The coordinator can also connect students with Focus 2, an online career exploration tool, to assist them in choosing a major that aligns with their personal attributes, such as values, interests, skills, and personality type.</li> </ul> </li> </ul>
3.	Visit with an advisor to enroll for classes.
4.	Once enrolled, NOC Stillwater Gateway students are eligible to apply for Residential Life housing at Oklahoma State University. For more information, email reslife@okstate.edu.



## Step 3: What to Do Before Classes Start NOC Stillwater

1.	Get your NOC Username and Password from myNOC at <u>portal.noc.edu/ICS/</u> (Pg. 9). Your NOC Student ID number on your class schedule by your name will be needed for this step.
2.	Add refund option, located within myNOC. Select Financial Refund option located under demographics. <b>You must complete this in order to receive an NOC ID card</b> (Pgs. 10-11) Activate your Student ID card (Pg. 12).
3.	Open Campus Connect to print your schedule. It is recommended to reprint <b>Friday before classes</b> start for any room assignment changes (Pgs. 12-13).
4.	<b>NOC Email/Blackboard.</b> Log in to your Blackboard account to confirm that your user name and password work. Classes will not appear on Blackboard until course start date. Log in to your NOC email. Set up NOC email or forward to personal email (Pgs.13-14).
5.	Contact the Financial Aid Office at 580.628.6917 to verify all necessary paperwork is complete. Set up payment plan online, if needed (Pgs. 14-15).
S.	Know your add/drop dates by visiting <a href="www.noc.edu/academic-calendars">www.noc.edu/academic-calendars</a> (Pgs. 16-18).
7.	Review the NOC social media policy at www.noc.edu/socialmedia (Pg. 19).
	 Read the Emergency Alert Information at www.noc.edu/emergencyalertsystem (Pg. 20).
	Read NOC IT Resource Statement and Helpdesk numbers (Pg. 21).
	Read the Student Handbook at <u>www.noc.edu/student-handbook</u> .





## Step 3: What to Do Before Classes Start (Continued) NOC Stillwater

8.	Get textbooks at <a href="https://www.nocbookstore.com">www.nocbookstore.com</a> or the OSU bookstore in the Student Union one week before school starts (Pg. 22). Books ordered online can be picked up at the NOC Stillwater Bursar Office.
9.	Five-seven days after enrolling, set up an O-Key account at <a href="http://okey.okstate.edu">http://okey.okstate.edu</a> to access your OSU account services. After you have activated your O-Key account, go to the OSU Classroom Building, Room 421 for an OSU ID (Pg. 23-25).
LO.	Purchase a parking permit at <a href="https://www.parking.okstate.edu">www.parking.okstate.edu</a> . For questions concerning parking, please call 405.744.6525 (Pg. 26).
L1.	Apply for Residential Life at <a href="https://www.reslife.okstate.edu">www.reslife.okstate.edu</a> if you plan to live on the OSU campus (Pgs. 27-28)
L2.	Log in to your O-Key account to access your OSU Bursar Account. As a Gateway student at Northern Oklahoma College Stillwater, you have two separate financial accounts, one with NOC and one with OSU (Pg. 29).
L3.	Contact Disability Services, if needed (Pg. 30).
L4.	Locate your classrooms. Maps with classroom building abbreviations can be located at www.noc.edu/campusmaps (Pg. 31).

### **NOC Student ID Number Location**

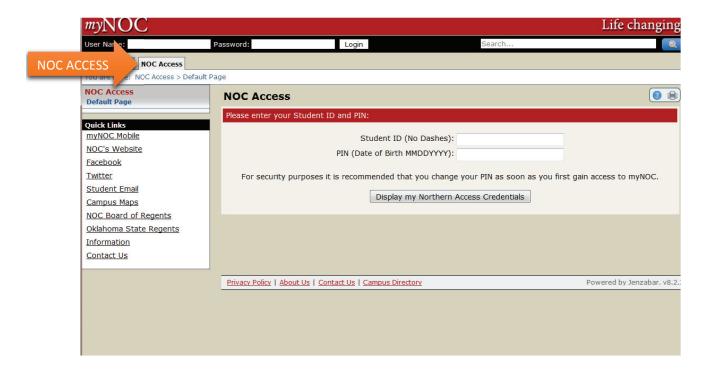
#### NOC Student ID number can be located on:

- Student admissions letter.
- · Schedule printed at initial enrollment.

#### **NOC Username and Password**

#### To access your NOC username and password:

- Go to www.noc.edu.
- Click the myNOC tab located towards the bottom right side of the page under College Resources or go to <u>portal.noc.edu</u>.
- Click the NOC ACCESS tab.



- Enter your 9-digit NOC student ID number (no spaces, slashes or dashes).
- Enter your PIN as your birthdate (MMDDYYYY).
- · Click "Display My Credentials."
- Username and Password will be shown on screen. Keep these in a safe place.
- Username and password are case sensitive.
- It will take approximately 24 hours after enrollment for credentials to be generated.

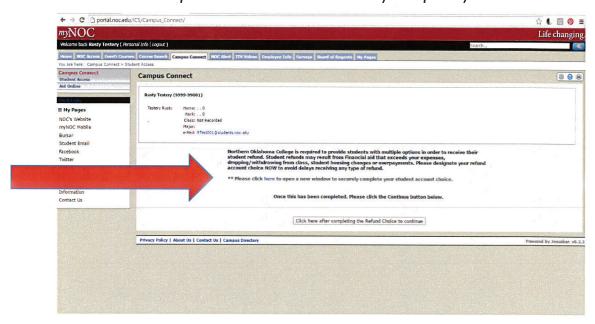
## **Refund Option**

#### In order to obtain a Student ID card, you must first complete the refund option:

- Log in to myNOC.
- · Click the Campus Connect tab.
- Below demographics you will see the following statement:
   Northern Oklahoma College is required to provide students with multiple options in order to receive their student refund. Student refunds may result from:
  - Financial Aid that exceeds your expenses.
  - Dropping/withdrawing from class.
  - Student housing changes or overpayments.

Please designate your refund account choice **now** to avoid delays receiving any type of refund.

- Accept your financial aid awards.
- · Set up payment plan online, if needed.
- Click on the following line:
   "Please click here to open a new window to securely complete your student account choice."



#### New window will open with the following:

Please designate your choice of how you would like to receive any student refund.

O I choose to use my existing bank account.

This section will require you to enter your bank account routing number and bank account number.

- O I choose the student checking account offered by Herring Bank.
  You will receive new account disclosures via email and your account will be established when you are issued your Student ID/Debit Card.
- Click "I Agree" to terms.
- Close and log out of myNOC.
- Proceed to Registrar's Office for Student ID Card.

After refund option is set up, you have to accept the financial responsibility contract before proceeding.

## **Refund Option**

## Frequently Asked Questions Only When Herring Bank Is Chosen for Refund Option

#### 1. Is my card secure?

Yes. Your balance is protected. Never give anyone your card number, expiration date, security number or PIN number unless you are making a purchase. This information is not needed.

#### 2. How do I use my NOC Student ID Card?

You can activate your card by performing a balance inquiry at any ATM, using your PIN number. After activation, you may use your card at most ATMs and at all merchants who accept MasterCard, including merchants on the Internet (fees may apply).

#### 3. How can I view my balance, review my transactions or order checks?

Enroll in Internet Banking by first calling 866.335.4318.

#### 4. How do I put more money on my NOC Card?

Making a deposit to your account is easy:

- Online at www.noccard.com.
- Direct deposit from your employer.
- Call 866.348.3435 to assist you.

#### 5. Whom do I call if I have any questions about my NOC Student ID Card?

For your convenience, call 866.348.3435. Please have your card or account number ready for verification.

Be sure to check your OSU bursar account balance.
NOC financial aid will not pay OSU charges, but you may apply
any NOC refunds to OSU charges. You will receive OSU holds
(academic, enrollment, and charging) if OSU balance is not paid
and the holds will prohibit future enrollment until paid.

### **NOC Student ID Card**

- Go to the NOC Stillwater Classroom Building Main Office to obtain a free NOC ID Card. Nursing students must specify they need a Nursing NOC ID Card.
- Refund options may go to your NOC Student ID card or to your personal bank account.
   The refund option must be completed prior to obtaining your NOC Student ID card.
   See directions on completing the refund option (Pqs. 10-11).
- To get your NOC Student ID card you will need: driver's license (photo ID) and Student ID number (under 18 requires parent's signature).

### **Activate Student ID Card**

You can activate your card by performing a balance inquiry at any ATM, using your PIN number.

## **Campus Connect**



#### Campus Connect can be used to:

- View or print your unofficial transcript.
- Print your schedule.
- Check your NOC account balance. NOC will not mail billing statements. Campus Connect is the only way to view your account balance.
- · Accept your financial aid awards.
- Set up payment plan online, if needed.
- Review your grades before they are put on your transcript. NOC will not mail out grades. Campus Connect is the only way to access your grades.
- · Review your holds.

### Schedule RE-PRINT YOUR SCHEDULE THE FRIDAY BEFORE SCHOOL STARTS

- · Log in to myNOC.
- Click the Campus Connect tab.
- Go to Registration option and a drop-down list will appear.
- Click "Schedule."
- Select "Current Semester."
- · Click "Display Schedule."
- Go to the upper-right corner to the print icon to print schedule.

#### **NOC Email**

You will receive email notifications from Financial Aid, NOC Bookstore and instructors. You will also receive early alerts for cancellations, late-start times or other course changes that may occur.



NOC Email Access:
Go to www.noc.edu
Click student email under
College Resources.
Log in using only your
NOC username and password.
Email format is
username@students.noc.edu

#### To forward an NOC Email account to a personal email:

- Log in.
- Go to the Options tab located at the lower left hand of the screen.
- Click "Local Account."
- Then click "Forwarding."
- In the forwarding box put the email address you want to forward to.
- Log out. Done.

#### **Blackboard**

## NOC course material will NOT show up on Blackboard UNTIL the day classes begin!

- Go to www.noc.edu.
- Click the myNOC tab located towards the bottom right side of the page under College Resources.
- Click the Blackboard box on the right or <a href="https://nocbb.onenet.net/webapps/login/">https://nocbb.onenet.net/webapps/login/</a>.
   Log in using your NOC username and password (do not create your own account).
- Teachers will post current grades, assignments and reminders about class.



## **Financial Aid**

The Financial Aid Office is located on the second floor of the NOC Stillwater Classroom Building. Please sign into the kiosk when you arrive or call 580.628.6917.

#### Steps to Apply for Federal Financial Aid:

- Complete the Free Application for Federal Student Aid (FAFSA) and submit it online by going to <a href="https://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.
  - Be sure to sign the application and list NOC as a school to receive the Student Aid Report by using the Institutional Code, 003162.
- When NOC receives the Student Aid Report, you will be notified and asked to complete additional documentation.
  - If you have not been notified by NOC within two weeks of filing a completed FAFSA, please contact the Financial Aid Office at 580.628.6595 to see if additional information is needed.
- If you are requesting student loans, you are required to complete Entrance Counseling and a Master Promissory Note at <a href="https://www.studentloans.gov">www.studentloans.gov</a> **before your loans can be awarded.**
- When all required documents are received, NOC will evaluate your file and send you an award notification email offering the eligible federal aid.
   The email will be sent to the email address that you provide on your file documents.
- Accept or decline the offered awards online by following the step-by-step instructions given in the award email. Financial aid will be accepted through the Campus Connect system through the <u>portal.noc.edu/ICS</u> website. Instructions for obtaining a username and password can be found on page 9.

Remember that continued eligibility for all federal grant and loan programs depends upon your academic progress. A summary of requirements will be included with the award email notification. A detailed explanation of the NOC policy is included in the Student Handbook located at http://northok.publishpath.com/student-handbook.

## **Payment Plan**

- If you do not receive financial aid and you do not have enough money to pay for your school expenses right now, you may apply for a payment plan.
- Payment plan benefits include easy online enrollment, flexible payment options and **no** interest.
- Start with a \$25 nonrefundable enrollment fee per term.

#### Simple Steps to Enroll for Payment Plan:

- Go to www.noc.edu.
- Log in to myNOC. If you have never logged in before, click the NOC Access tab to get your login credentials.
- Click "Campus Connect."
- Click "Account Info."
- Choose "Review/Pay Account."
- Choose "Semester to Pay."
- Click on "Sign up for Payment or Pay Bill."

For more information about an NOC Bursar account, go to <a href="https://www.noc.edu/bursar">www.noc.edu/bursar</a> or call 580.628.6903.

## 2019-2020 Academic Calendar

S	M	т	w	т	F	S	S	M	T	w	T	F	S
		AU	IGUST 20	19					SEP	EMBER :	2019		
L6/Online wk 6	Fall Tuition & Fees due by July 25	30	31	1 End L4/ L6/Online Classes	No Classes Offices Closed	3	1 Week 3	Labor Day No Classes	3	4	5	6	7
4 week/ wk 4	5 Begin Regular Hours	6 Stillwater Faculty Report	7	& Finals	9	10	8 Week 4	Offices Closed  9	10	11	12	13	14
11	12 In-Service  New FTE Faculty & Adjunct	13 Tonk/Enid Faculty Report T-E-S Faculty In-service	Faculty In-service	15	16	17	<b>15</b> Week 5	16	17	18	19	20	21
<b>18</b> Week 1	19 Semester Begins	20 Last Day to Add Courses and Log On to Online Courses		22	23	24	<b>22</b> Week 6	23	24	25	26	27 Final Day to Drop E8 w/o Evaluation	
<b>25</b> Week 2	26	27	28	29	Last Day to Drop with Full Refund	31	<b>29</b> Week 7	30	1	2	3	4 Faculty OACC Conference Final Day to Withdraw E8	5
		OC.	TOBER 2	019					NOV	EMBER 2	2019		
<b>29</b> Week 7	30	1	2	3	4 Faculty OACC Conference Final Day to Withdraw E8		<b>27</b> Week 11/3	28 Begin Freshman Spring/Summer Enrollment	29	30	31	1	2
6 Week 8	7	8	9	10	<b>11</b> End 1st - 8 Wks	12	<b>3</b> Week 12/4	4	5	6	7	Final Day to Drop 16 wk w/o Evaluation	9
13 Week 9/1	14  Begin 2nd  8 Weeks	15 Final Day to Add & Log Online for L8 Midterm Grades due by noon	Last Day to Drop L8 with Full Refund	17	Fall Break No Classes Offices Closed	19	<b>10</b> Week 13/5	11	12	13	14	15	16
20 Week 10/2 10/21 Last Day to Drop L8> w/Full Refund			23	24	25	26	<b>17</b> Week 14/6	18	19	20	21	22	23
<b>27</b> Week 11/3	28 Begin Freshman Spring/Summer Enrollment	29 DEG	30 EMBER 2	31	1	2	<b>24</b> Week 15/7		26No CI	asses/ Offices 0	ak	>	30
<b>1</b> Week 16/8	Final Day to Drop L8 w/o Evaluation	3	4	5	6 Final Day to Withdraw from all courses	7	29		Offices Closed	1 i> New Year's Day	2 Admin. Offices Open STW Faculty Report	l	4
8	9	10	11  kaminations	12	13	14	5	6 Tuition & Fees Due by 5 pm	7	Faculty In-service	9 Academic Bowl	10	11
15	Grades Due by Noon	17	18 ent Winter Brea	19	20 Offices Closer	<b>21</b>	<b>12</b> Week 1	13 Semester Begins	14 Final Day to Add Courses and Log On to Online Courses	15	16	17	18
22	23 <	<b>24</b>	25 Offices Closed .	26	27	28	<b>19</b> Week 2	MLK Day No Classes/	21	22	23	24 Final Day to Drop with Full Refund No Shows Due by Noon	25
29	<	31 .Offices Close	1	2	3	4	<b>26</b> Week 3	Offices Closed 27	28	29	30	<b>31</b>	1

## 2019-2020 Academic Calendar

S	м	T	w	T	F	S	S	М	т	w	T	F	S
		FEB	RUARY	2020					M	ARCH 20	20		
26	27	28	29	30	31	1	1	2	3	4	5	6	7
												End 1st	
Week 3							Week 8					8 Weeks	
0	2	4	-		7	0	0	0	40 =	44	40	40	44
2	3	4	5	6	<b>'</b>	8	8	9	10 Final Day to Add & Log	11	12	13	14
								Begin 2nd	Online for L8			Last Day to	
Week 4							Week 9/1	8 Weeks	Midterm Grades due by noon	S .		Drop L8 with Full Refund	
9	10	11	12	13	14	15	15	16	17	18	19	20	21
3	10	l''	12	13	' '	13	13	10	''	10	'	20	21
Week 5								<		Spring Break		>	
									No		s Closed		
16	17	18	19	20	21	22	22	23 Begin	24	25	26	27	28
14/ 1 0					Final Day		144 1 40/0	Sophomore					
Week 6					to Drop E8 w/o Evaluation		Week 10/2	Fall Enrollment					
23	24	25	26	27	28	29	29	30 Begin	31	1	2	3	4
							Week 11/3	Freshman					
Week 7					Final Day			Fall					
					to Withdraw E8			Enrollment					
		A	PRIL 20	20						MAY 202	20		
29	30 Begin	31	1	2	3	4	26	27	28	29	30	1 Final Day	2
Week 11/3	Freshman		Interscholastic									to Withdraw	NOC
	Fall		Contest				Week 15/7					from All	Commencemen
	Enrollment	_			4.0	4.4		4	<u> </u>		_	Courses	
5	6	7	8	9	10	11	3	4	5	6	7	8	9
Week 12/4					Final Day to Drop 16 wk w/o Eval		Week 16/8						
WGGK 12/4							Week 10/0	<	I Final E≻	l aminations	l >		
12	13	14	15	16	17	18	10	11 Grades	12 Final Day	13 Final Day	14	15	16
	OSU						E6/Online	Due by Noon	to Add	to Drop			
Week 13/5	Enrollment						wk 1	Begin E6/Online	E6/Online	E6/Online			
	Begins							Classes	Classes	Classes		No Classes	
19	20	21	22	23	24	25	17	18	19	20	21	22	23
NA 1 44/0					Final Day to Drop L8 w/o Evaluation		E6/Online	D : 0					
Week 14/6					Lo w/o Evaluation		wk 2	Begin Summer Office Hours				No Classes Offices Closed	
26	27	28	29	30	1 Final Day	2	<b>24</b> E6/Online		26	27	28	29	30
					to Withdraw	NOC	wk 3	Memorial Day					
Week 15/7					from All	Commencemen	31	No Classes				No Classes	
					Courses			Offices Closed				Offices Closed	
		J	<b>UNE 20</b>	20					ا	<b>IULY 202</b>	20		
31	1	2	3	4	5	6	28	29	30	1	2	3	4
E6/Online wk 4					No Classes		L6/Online wk 2				End 4 Week Classes	No Classes	Independence Day
WK 4					Offices Closed		4 week/ wk 4				& Finals	Offices Closed	Day
7	8	9 Final Day	10 Final Day	11	12	13	5	6	<b>7</b> Final Day	8 Final Day	9	10	11
E6/Online	Begin June	to Add	to Drop				L6/Online	Begin July	to Add	to Drop			
wk 5	4 Week	4 Week	4 Week		No Classes		wk 3	4 Week	4 Week	4 Week		No Classes	
4 week/ wk 1	Classes 15	Classes 16	Classes	18 End E6/	Offices Closed	20	4 week/ wk 1	Classes	Classes 14	Classes 15	16	Offices Closed	18
E6/Online	."		l	Online			L6/Online				."	l''	
wk 6	1			Classes	No Classes		wk 4					No Classes	
4 week/ wk 2				& Finals	Offices Closed		4 week/ wk 2					Offices Closed	
21	22 Pagin 1.6/	23 Final Day	24 Final Day	25	26	27	19	20	21	22	23	24	25
L6/Online wk 1	Begin L6/ Online	to Add L6/Online	to Drop L6/Online		No Classes		L6/Online wk 5				Fall Tuition and Fees	No Classes	
4 week/ wk 3	Classes	Classes	Classes		Offices Closed		4 week/ wk 3				Due by 5 pm	Offices Closed	
28	29	30	1	2	3	4	26	27	28	29	30 End L6 / Onlin		1
L6/Online	1			End 4 Week		Independence	L6/Online				and 4 week		
wk 2 4 week/ wk 4				Classes & Finals	No Classes Offices Closed	Day	wk 6 4 week/ wk 4				Classes & Finals	No Classes Offices Closed	
- week/ WK 4	1	1	1	or Finals	Offices Closed		- week/ wk 4	I .	<u> </u>	1	ox Filidis	Onices Closed	

### **Dates to Remember**

#### **SPRING 2020**

Enrollment is now open and ends January 14, 2020.

Courses begin January 13, 2020.

The last day to drop a course with a full refund is January 24, 2020.

A 10% penalty will be assessed to any tuition or fees not paid by March 13, 2020

#### **SUMMER 2020**

#### E6 (Early 6-week course)

Begins May 11, 2020 and ends June 18, 2020 Last Day to Add is May 12, 2020 and last day to drop is May 13, 2020

#### L6 (Late 6-week course)

Begins June 22, 2020 and ends July 30, 2020 Last day to add is June 23, 2020 and last day to drop is June 24, 2020

#### **June 4-Week Course**

Begins June 8, 2020 and ends July 2, 2020 Last day to add is June 9, 2020 and the last day to drop is June 10, 2020

#### **July 4-Week Course**

Begins July 6, 2020 and ends July 30, 2020

For further questions please contact the main office at 580.628.6900

### **Social Media**

## www.noc.edu/socialmedia

#### NOC SOCIAL NETWORKING AND SOCIAL MEDIA POLICY

Northern Oklahoma College recognizes the need for a strong presence in the social media realm. The use of social networking and social media websites is increasingly common for departments, students and employees. These communication tools have the potential to create a significant impact on organizational and professional reputations. Northern Oklahoma College has developed a social network, a social media policy and an application process to ensure that any and all interactions on behalf of Northern represent the College's best interests. The intent of the policy is to properly portray, promote and protect the institution and to assist Northern entities in creating and managing their social media accounts. The policy also provides suggestions on how to protect personal and professional reputations while using social media.

Northern Oklahoma College is using social networking, Web 2.0 and social media technologies and websites to provide you with information in more places and more ways.

All social networking and social media accounts recognized by Northern Oklahoma College will be listed at the following sites. Check often to see who is on Facebook, Twitter and YouTube, etc.



Facebook- northernoklahomacollege www.facebook.com/northernoklahomacollege



Twitter- N\_O\_C (#N\_O\_C) www.twitter.com/N\_O\_C



Instagram - northernoklahomacollege www.instagram.com/northernoklahomacollege



Find other NOC officially recognized social media accounts at: <a href="https://www.noc.edu/officially-recognized-accounts">www.noc.edu/officially-recognized-accounts</a>



Northern Oklahoma College Social Media Policy www.noc.edu/socialmedia

## **Emergency Alert**



## NOC Emergency Information <a href="https://www.noc.edu/emergency">www.noc.edu/emergency</a>

#### **TODAY:**

All NOC locations are operating at normal business hours.

• Visit the college's academic calendar for dates of scheduled NOC closings.



## **About this site:**

This website is your resource for up-to-date information about NOC alerts, closures and openings during emergencies or unfavorable weather situations. The updates from this site are available via telephone by calling the College's general information number at 580.628.6677.

As a situation progresses, updates will also be available through local news media, the College's webpage, group emails, text messages and social media updates. In the event of an emergency, the College community may also receive communications via phone, voicemail, the siren system, fire-panel systems and flat-screen televisions in public gathering places.

For emergency information about specific NOC services and facilities, check the campus links or contacts sections of this website.

### **Emergency Alert System:**

Northern Oklahoma College uses an emergency alert system to help insure the safety of students and employees during an emergency situation, e.g., impending severe weather, intruder, etc. The NOC Alert System uses text, voice and email messages to alert the NOC community in these events. To confirm your number, add numbers (home, parents, family members, a second line, etc.), make changes to your account or opt out: log in to myNOC and click on the "NOC Alert" tab from the top navigation bar.

## **Proper Use of NOC IT Resources**

The intent of computing at Northern is to promote administrative, educational and research efforts. In order to achieve this, computing ethics must be promoted at all times and the following terms and conditions must be adhered to:

- The transmission of any information which would be abusive, profane or sexually
  offensive to the average person is prohibited. Northern reserves the right to monitor
  electronic transmissions on the Internet.
- Use of the Internet to conduct any business or activity or solicit the performance of any activity which is unlawful is prohibited.
- Users are expected to follow normal standards of ethics and polite conduct in their use of computing resources
- The institution reserves the right to limit access to web sites that allow or display abusive, obscene or profane language, degrade performance of resources or circumvent computer security measures.
- · Full NOC Student IT Policy can be found at www.noc.edu/IT

When misuse is discovered, disciplinary measures will be taken against the misuse. The NOC Office of Student Affairs or its designee will review violations on a case-by-case basis.

For More Information on NOC IT Services:

Campus Connect 580.628.6344
Blackboard 580.628.6339
MyNOC 580.628.6330
Email 580.628.6291
General IT Helpdesk 580.628.6291

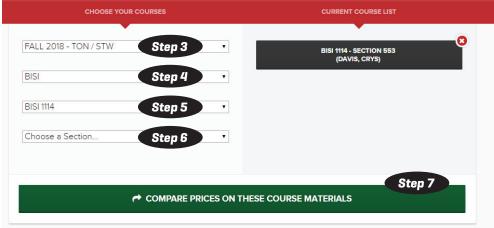
### **NOC Bookstore Online**

#### Go to www.nocbookstore.com

- 1. Click on the Textbooks column.
- 2. Select "Buy/Reserve/Rent."
- 3. Select the current term and location of classes.

## **NOC** Bookstore

Proudly Serving Northern Oklahoma College



- 4. Select the department (example: Biology, Accounting, English).
- 5. Select the course number. This will be found on your schedule (example: BISI 1114-551).
- 6. Select the section number, also on your schedule (example: BISI 1141-551).
- 7. To select additional courses, repeat steps 4-6.

  Once all courses have been added. Click the "Compare prices on these course materials" button.

Textbooks A

Buy / Reserve / Rem
Wholesale BuyBack
Tonkawa E-Books
Enid E-Books
Tonkawa BuyBack
Enid BuyBack
Inclusive Access
Inclusive Access Price



Books that have Inclusive Access are directly billed to student's NOC Account. Each student will receive an access code through their NOC student email OR the book will be accessed through their Blackboard account. If the student wants to opt-out of the inclusive access, he/she can, but will not be able to get the printed version.

The QS Charts are QUICK STUDY guides. They are not required, but recommended by the instructor.

STEP 1

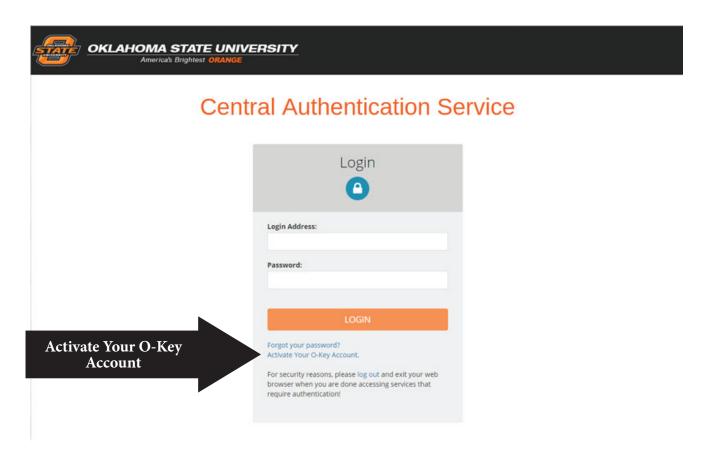
- 8. Proceed to checkout. **C**reate an account with your NOC email and password or sign in with a current account.
- 9. Select a shipping method (mailed for a fee, couriered at no cost to The University Center or NOC Stillwater Classroom Building, or picked up at Enid or Tonkawa bookstore).
- 10. If you have selected to rent a book, make sure to read the directions for payment in the rental guarantee pop-up window.
- 11. Do not forget to click "place my order". Your order will not be processed until this step is done.

Books not billed directly may be picked up at the NOC Stillwater Classroom Building Bursar Office, located at 615 N. Monroe in Stillwater, 2-3 business days after ordering.

## Oklahoma State University Accounts: O-Key Account & OSU Email

Through the NOC/OSU Gateway Program, students will have an NOC ID, Campus Connect and NOC email, as well as an OSU student ID, OSU email and OSU bursar account. To access the OSU campus you will need to get your OSU ID.

To get your OSU ID, start by activating your O-Key account. Go to https://apps.okstate.edu/okey/index.php



## What is 0-Key?

O-Key is Oklahoma State University's centralized web-based account management and service provisioning system. One of O-Key's core functions is to provide a single secure user ID and password that can be used to access OSU services. After completing your student enrollment or filling out your employment paperwork, you will be eligible for an O-Key account (visit http://okey.okstate.edu). By activating your account, you can set up your email address, create an e-mail account to the OSU-provided Exchange/Outlook services and set up your emergency and directory contact information.

## **Activate O-Key Account**

- 1. Go to okey.okstate.edu
- 2. Click on the O-Key Account Activation button on the main page.
- 3. Enter the first two letters of your last name, the last five digits of your Social Security Number (or OSU Identification Number) and your date of birth in the appropriate fields.

**Attention International Students**: If you do not have a social security number, please enter the last 5 digits of your temporary student identification number.

- 4. You will be asked to enter a PIN # that will be **emailed to you at the personal email address you listed on your application.**
- 5. Once all information has been entered successfully, you will be guided through an activation wizard that will help you obtain an O-Key username, password and email address. Upon completion of the activation wizard, it may take 24 hours before your new account is ready to use.

#### **POINTS OF INTEREST IN O-KEY**

**Campus Alerts:** You will be asked to provide emergency contact information that will be used for the Campus Alert system. You can enter your phone number to receive text messages and/or voicemail alerts. The Campus Alert system will notify you via text message and/or voicemail regarding emergencies on campus. This information is confidential and will not be used for communicating anything other than actual emergencies.

**Email Forwarding**: You have the option of using the OSU Outlook/Exchange email system, or you can opt to have your email forwarded to another e-mail address. You may change your email destination any time by logging into your O-Key account and click on "Email Destination."

**Note:** If you forward your email to another account, it will not be accessible from the OSU Outlook/Exchange system. Also, all previously received email messages will be deleted.

**Password Expiration**: O-Key passwords expire every 120 days to ensure the security of your account. You will receive an e-mail notifying you of your password expiration 30 days before it is set to expire, or you can monitor this on the first page of your O-Key account.

For questions about your O-Key account, please contact the IT Help Desk at <a href="mailto:helpdesk@okstate.edu">helpdesk@okstate.edu</a> or 405.744.HELP (4357)

### **OSU Student ID**

After you have activated your O-Key account, you will need to have your OSU ID made.

Students obtain their ID cards primarily through the ID Services Office at OSU Classroom Building, Room 421.

Walk-in location: Classroom Building, Room 421 110 N. Hester Street, Stillwater, OK 74078 Phone: 405.744.8434 e-mail: id.services@okstate.edu Hours: Monday-Friday, 8 am to 5 pm

#### Your OSU ID Card can be used for:

- Photo identification.
- Access to certain buildings and facilities on campus.
- · Charges to your OSU Bursar account.
- Access to a variety of campus events and services.

## **Parking Permit & Transit**

To purchase a parking permit go to <a href="https://www.parking.okstate.edu">www.parking.okstate.edu</a>

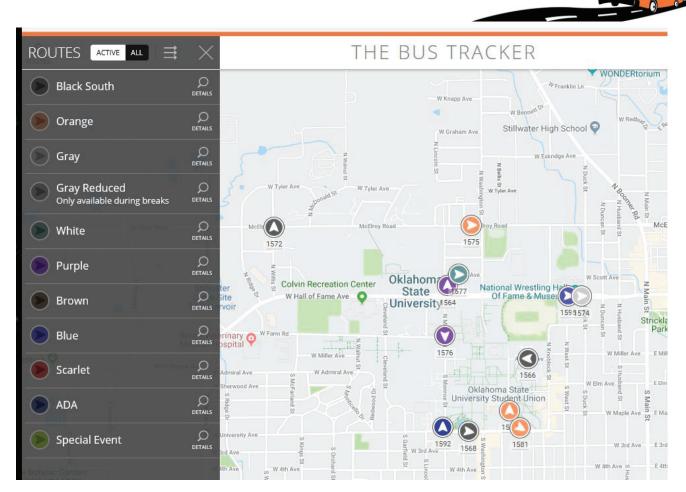
1. Click "Purchase a Permit"

2. Log in using your O-KEY account - You must have an O-KEY email account to purchase a parking permit. For questions concerning parking, please call: 405.744.6525

Vehicles parked on the OSU campus must purchase and display a parking permit annually, unless the vehicle is parked in a pay facility (i.e., garage or metered space). Any motor vehicle parked on university property between the hours of 5 am to 5 pm, Monday through Friday, must display a valid OSU paid parking permit. All OSU parking permits and registration decals, regardless of when they are issued, expire on July 31 of each year, with the exception of bicycle permits that expire on May 31 of each year. Updated permits and decals are required for each new academic year. Hang or cling parking permits are transferable only between vehicles, not individuals. You are required to park in the designated areas determined by your permit. To view the bus routes, schedules and maps go to www.transit.okstate.edu. For questions concerning transit, please call 405.744.2832.

### THE CLOSEST LOTS TO NOC STILLWATER ARE MONROE PARKING GARAGE AND SILVER LOTS.

View bus route online: thebus.okstate.edu



## **VIEW A BROCHURE OF COMPLETE BUS SCHEDULES AND ROUTES ONLINE:**

https://parking.okstate.edu/sites/default/files/BusRouteBrochure6625Map\_v5.pdf

**OSU Contact:** 





### **Residential Life**



## Housing and Residential Life



## NOC STILLWATER STUDENTS MAY CHOOSE HOUSING OPTIONS IN OSU RESIDENCE HALLS THROUGH THE FOLLOWING STEPS:

- 1) Complete enrollment with an advisor at NOC Stillwater.
- 2) Wait 5-7 days to receive your O-Key information through the email address indicated on NOC application.
- 3) Activate your O-Key account.
- 4) After your O-Key account is activated, contact OSU Residential Life for a temporary ID and password in order to login and apply for housing online.
- 5) Email OSU Residential Life at reslife@okstate.edu with your name, birth date and Banner ID Number.
- 6) Use your temporary ID and password to login and complete the housing application online. Go to <a href="https://reslife.okstate.edu">https://reslife.okstate.edu</a> and click on the **Apply for Housing** button at the top of the page.

The sooner a student is enrolled at NOC Stillwater, the faster OSU will be able to process their information and activate an accepted O-Key account. After O-Key account is activated, the student can set up their OSU bursar account. All Residential Life charges will be on the bursar account.

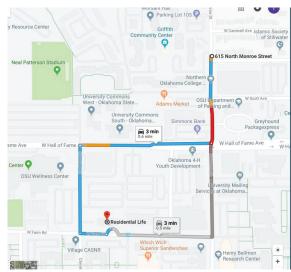
For further questions concerning OSU Residential Life: call 405.744.5592 or email reslife@okstate.edu. Please include full name and question.

## Housing and Residential Life

100 Iba Hall Stillwater, OK 74078

View housing options online: <a href="https://reslife.okstate.edu/housing">https://reslife.okstate.edu/housing</a>

To schedule a tour, email housingtours@okstate.edu





## OSU Housing and Residential Life 2019-2020 Rates

Monthly

Semester

#### **Single Student Housing**

All housing rates are quoted per person and inloude all utilities: electricity, water, sewer, expanded basic cable television, Ethernet and WiFi In free laundry for Single Student Housing. Monthly rates are provided for calculation purposes of contract buy-outs and late cancellation charges

•	Monthly	Semester
Bost, Davis*, Kamm, Morrison, Morsani-Smith*, Peterson-Friend, and Young* Halls	Rate	Rate
Bedroom/2 Bath (Bost, Davis*, Kamm, Morsani-Smith*, Peterson-Friend)	\$760	\$3,425
2 Bedroom/2 Bath (Morsani-Smith*, Peterson-Friend, and Young*)	\$920	\$4,135
2 Bedroom/1 Bath Large Private Bedroom (Carreker East and West, McPherson, Payne-Ellis)	\$810	\$3,635
2 Bedroom/1 Bath Medium Private Bedroom (Carreker East and West, McPherson, Payne-Ellis)	\$760	\$3,425
Unfurnished Apartments		
Bost, Davis*,Kamm, and Sitlington* Halls		
4 Bedroom/2 Bath (Bost, Davis*, and Kamm)	\$720	\$3,230
2 Bedroom/2 Bath (Davis*, Sitlington*)	\$875	\$3,940
Furnished Deluxe Suites – Living Room in Unit		
Allen, Bennett, Booker, Jones, Patchin, Stinchcomb, and Zink Halls  4 Bedroom/2 Bath – private bedroom (Patchin-Jones, Zink-Allen)	\$750	\$3,365
, ,		
2 Bedroom/1 Bath – private bedroom (Booker, Stinchcomb)	\$805	\$3,630
2 Bedroom/2 Bath – shared bedroom (Patchin-Jones, Zink-Allen)	\$570	\$2,570
1 Bedroom/1 Bath – shared bedroom (Booker, Stinchcomb)	\$585	\$2,625
2 or 3 Bed/2 Bath – shared bedroom (Bennett)	\$570	\$2,570
2 Bed/2 Bath – large private bedroom (Bennett Hall)	\$805	\$3,620
2 Bed/2 Bath – x-large private bedroom (Bennett Hall)	\$850	\$3,825
2 Bed/1 Bath or 3/4 Bed/2 Bath – large private bedroom (Bennett Hall)	\$750	\$3,365
2 Bed/1 Bath or 3/4 Bed/2 Bath – medium private bedroom (Bennett Hall)	\$695	\$3,130
2 Bed/1 Bath or 3/4 Bed/2 Bath – small private bedroom (Bennett Hall)	\$655	\$2,955
I Bed/1 Bath – large private bedroom (Bennett Hall)	\$850	\$3,825
Furnished Suites – No Living Room in Unit		
Bennett Hall, Village Halls CASNR, HS, C, D, E, F		
2 Bedroom/1 Bath – private bedrooms (Villages Halls CASNR, HS, Village C, D, E or F)	\$770	\$3,470
, , , , , , , , , , , , , , , , , , , ,	·	
1 Bedroom/1 Bath – private bedroom (Village Halls CASNR, HS, Village C, D, E, or F)	\$810	\$3,650
2 Bed/1 Bath – medium private bedroom (Bennett Hall)	\$690	\$3,110
1 Bed/1 Bath – large private bedroom (Bennett Hall)	\$790	\$3,565
I Bed/1 Bath – medium private bedroom (Bennett Hall)	\$730	\$3,295
Community Living		
University Commons North (all female), University Commons South, University Commons West		
Shared Room	\$630	\$2,840
Private Room: Limited Availability, Please Contact Housing and Residential Life Office		
Stout Hall		
Shared Room	\$530	\$2,385
Private Room	\$735	\$3,305
ba*, Parker, and Wentz Halls		
Shared Room - Iba, Parker or Wentz Hall	\$515	\$2,325

<sup>\*</sup>Denotes communities that are available for summer contracts.

If a resident needs a housing accommodation based on disability or health-related issues, please contact Student Disability Services by phone 405-744-7115, or visit their website at sds.okstate.edu. This includes registering service animals and emotional support animals. Rates are subject to change by approval of the Oklahoma State University Board of Regents. Any changes will be reflected at reslife.okstate.e

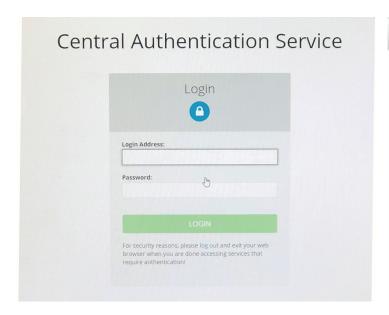
#### Family and Graduate Student Housing

	ivicitally	Ocificator
	Rate	Rate
Williams Neighborhood: Buildings 12-15	\$720	\$3,600
Prosser Neighborhood	\$720	\$3,600
West Neighborhood* (furnished units available for additional \$40/month)	\$730	\$3,655
Stevens Neighborhood	\$730	\$3,655
Demaree Neighborhood	\$730	\$3,655
Williams Neighborhood: Buildings 101-105	\$838	\$4,190
Brumley Neighborhood	\$838	\$4,190
Brumley Neighborhood - co-primary	\$420	\$2,100

#### **OSU Bursar**

Use your OSU email and password to login to O-Key Account Services.

Go to my.okstate.edu to log in, then click on "OSU Stillwater/Tulsa Bursar Account" under Quick Links.



#### Quick Links

- · Dining Services
- Campus Maps
- · Parking and Transit
- Safety Resources
- · Directory
- · Events Calendar
- Academic Calendar
- Hire OSU Grads
- OSU Stillwater/Tulsa Bursar Account
- OSU Stillwater/Tulsa Bursar Account

To access your OSU Bursar account, go to www.okstate.edu and select the Student Life tab, then select the Bursar link. You will need your Banner ID number (this can be found on your OSU Student ID Card) and password to login.

Note: You will not be able to log into your Bursar account until you have activated your O-Key Account.

**Bursar Services** - Connect to Bursar Services to do the following:

- View your bill.
- Enroll in a semester monthly payment plan.
- View your bursar account activity.
- Make payments and store payment profiles.

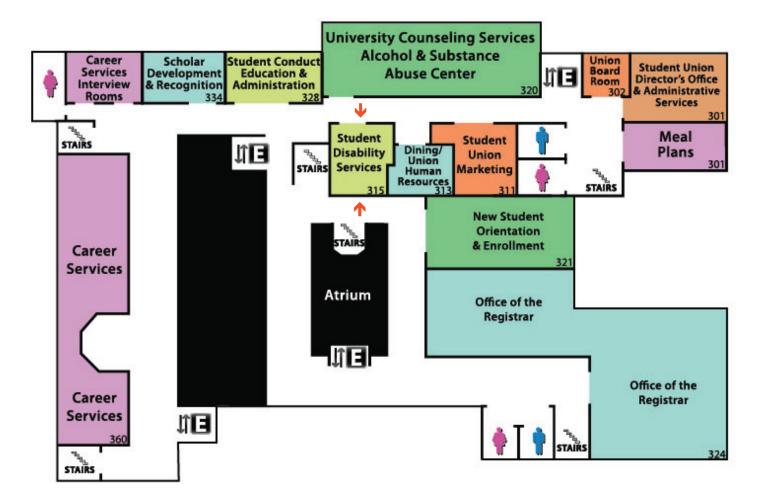
You can authorize others (such as your parents, guardians or spouses) to access your bursar account information, set up a payment option plan and make payments on your account.

#### To view a step-by-step guide for the OSU Bursar

- 1. Go to https://bursar.okstate.edu.
- 2. Click the link under View Bursar Billing Statements "Bursar Online Information Step by Step Guide".

## **Disability Services**

## Oklahoma State University Disability Services is located on the third floor of the Student Union, Room 315



#### http://sds.okstate.edu/

315 Student Union Stillwater, OK 74078-7051 Office Phone: 405.744.7116 Fax: 405.744.8380

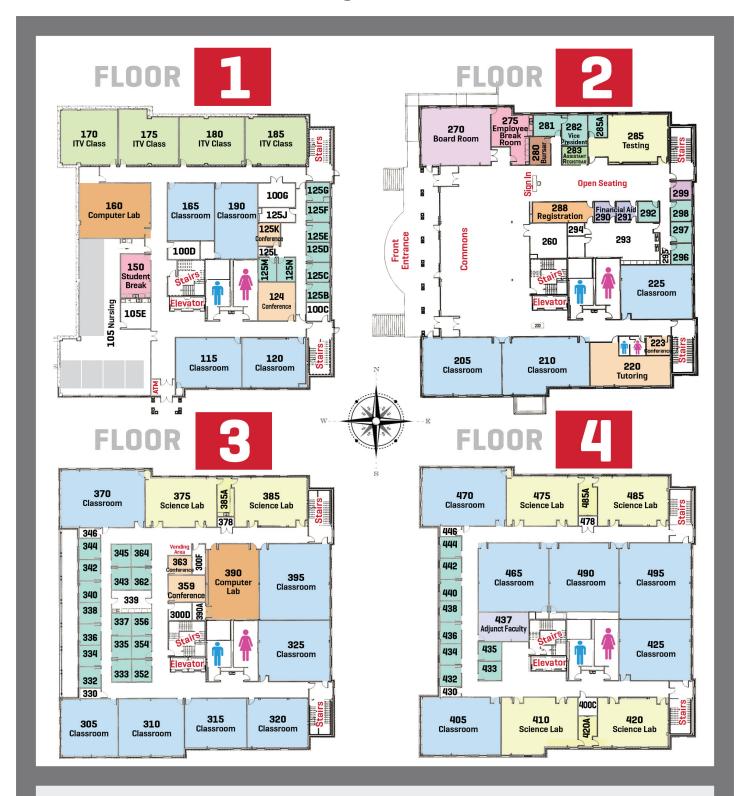
8:00 am-12:00 pm and 1:00 pm-5:00 pm

Student Disability Services (SDS) is committed to providing a community that ensures full participation for students. **SDS provides assistance to students that will facilitate their independence and academic progress.** 

#### Academic support services include:

- · Specialized Testing.
- · Classroom Accommodations.
- · Accessible Textbooks.
- · Access to Assistive Technology (AT).

## **NOC Stillwater Classroom Building**



#### FIRST FLOOR

Classrooms Computer Lab Nursing Offices Nursing Skills Lab Student Break Room SECOND FLOOR Administrative Offices Board Room Classrooms Commons Area Testing

Tutoring



#### Stillwater Floor Directory

615 N. Monroe • PO Box 1869 Stillwater, OK 74078 www.noc.edu

## THIRD FLOOR

Classrooms Computer Lab Science Labs Vending

#### FOURTH FLOOR

Adjunct Faculty Classrooms Science Labs



www.noc.edu

Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, political beliefs or disability in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Northern Oklahoma College also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, PO Box 310, Tonkawa, OK 74653; telephone 580.628.6240 8 a.m. to 5 p.m. Monday through Friday.

Life changing.