

Welcome Back!

From **Dr. Landry, Provost/VP Academic Affairs**
and **Dr. Freeman, VP Student Affairs**

We want to welcome our returning students back to campus and send a special welcome and congratulations to the new students who chose Northeastern State University. We hope you had a great summer and are excited for classes to begin even though the last six months have been unlike any other. We seek to be a partner in your personal and academic journey while at NSU.

That is why we want to encourage you to take full advantage of the academic and support services offered to help make your time at NSU more meaningful and enriching. Our goal is to help you graduate and prepare you for a successful future.

NSU's campus activities, events, organizations and overall culture provides you endless chances to meet new people and engage in new opportunities. This is a great way to make connections with other students, faculty and staff. Campus and civic engagement also plays a part in your success in school and as you grow in your career and community. We hope your experience at NSU is filled with great memories and intellectual growth, and enhances your skills for the workplace and for the communities you will serve.

Please do not hesitate to ask anyone from NSU about how we can help you in your journey.

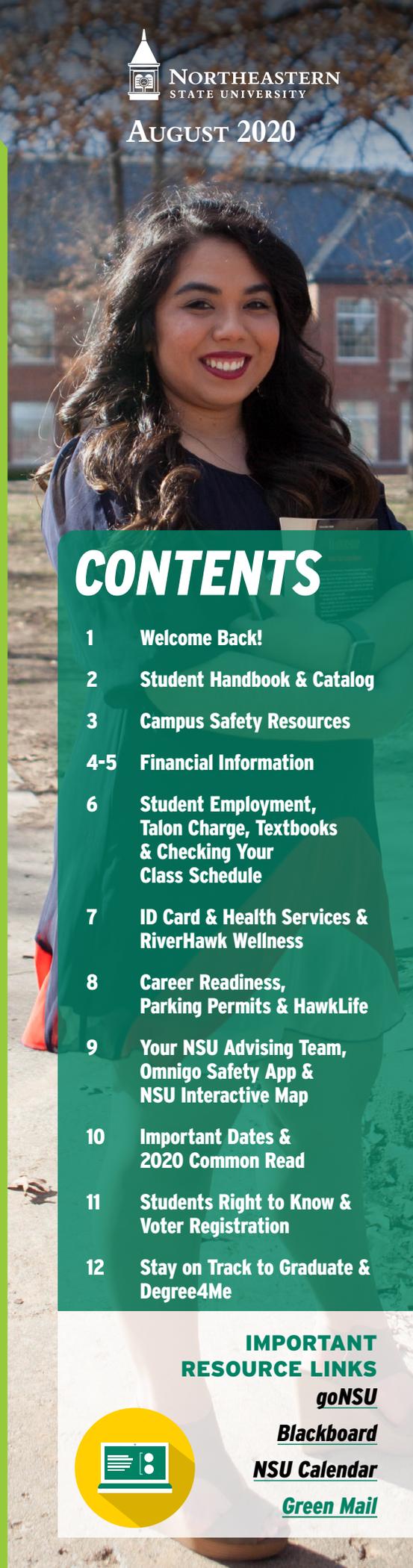
Have an outstanding Fall 2020 semester!



Dr. Landry
Provost/VP
Academic Affairs



Dr. Freeman
Vice President Student Affairs



CONTENTS

- 1 Welcome Back!
- 2 Student Handbook & Catalog
- 3 Campus Safety Resources
- 4-5 Financial Information
- 6 Student Employment, Talon Charge, Textbooks & Checking Your Class Schedule
- 7 ID Card & Health Services & RiverHawk Wellness
- 8 Career Readiness, Parking Permits & HawkLife
- 9 Your NSU Advising Team, Omnigo Safety App & NSU Interactive Map
- 10 Important Dates & 2020 Common Read
- 11 Students Right to Know & Voter Registration
- 12 Stay on Track to Graduate & Degree4Me

**IMPORTANT
RESOURCE LINKS**
goNSU



Blackboard
NSU Calendar
Green Mail

Student Handbook



The student handbook has information about academics, school policies, tuition and fee payments, fitness and sports facilities, parking, housing, involvement and more! The interactive [student handbook](#) can be accessed online.

Catalog

The Undergraduate Catalog is published for informational purposes and should not be construed as a contract between a student and Northeastern State University, but rather as a guide for the convenience of students planning their program of study. Every effort is made to ensure that the information is accurate and current at the time this catalog is printed. Courses and degree programs listed in this catalog are intended as a general indication of Northeastern State University curriculum and are subject to modification at any time. The University reserves the right to discontinue, modify or otherwise change its degree programs; to change the fees, rules and calendar for admission, registration, instruction and graduation; and to change other policies and regulations without notice or obligation. Current law, Regent's policies and University policies supersede any information printed in this catalog.

The Undergraduate Catalog includes:

- University calendar
- Admission information
- Fees, expenses and financial aid
- Academic information
- Bachelor's degree requirements
- General education requirements
- Specific degree and program requirements
- Colleges and departments
- Programs listed by college and department, alphabetically and by degree type
- Courses
- Student life
- Personnel
- Campus facilities
- Graduate college
- College of Optometry

The [Undergraduate Catalog](#) can be accessed online.

WHERE TO GET HELP (PROFESSORS), DIRECTORY OF DEPARTMENTS

To meet with your professors, you'll need to check your class syllabus for the best ways to reach them. You can also search our University Directory.

ADVISING (PROGRESS TOWARDS DEGREE) HOW TO DECLARE:

The process to a degree can be difficult, but with the help of your advisor it can be easier.

Advisors help you:

- Know your degree requirements
- Plan your schedule
- Set up testing
- Connect you with faculty and other campus resources
- Stay on track for graduation
- Understand academic policies

As an incoming freshman, you have the opportunity to declare your major after the mid-term of your first semester. It is suggested that students declare a major before earning 45 credit hours. When you are ready, make an appointment with an academic advisor by calling the University Advising Center at **918-444-3253** or visit [Academic Advising](#) online.



TUTORING

Tutoring services are available to help you reach your full success while at NSU. We have tutoring centers on the Tahlequah and Broken Arrow campuses in areas such as communication, math, science, writing and more. Free 24/7 tutoring is also available online in almost any subject. See tutoring center details at the [Learning Assistance & Tutoring](#) page.

Campus Safety Resources

Title IX states that “no person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Education program or activity receiving Federal financial assistance.” Northeastern State University (NSU) does not discriminate on the basis of race, color, sex, national or ethnic origin, religion, disability, age, veteran status, gender identity, gender expression or sexual orientation in its programs or activities. If any violation of this is witnessed, it needs to be reported. If it bothers you, it bothers us.

Please report:

- Acts of discrimination because of gender
- Unwelcomed sexual attention
- Punitive actions following a refusal to fulfill a sex-based request
- Sexual violence
- Sexual exploitation
- Intimate partner violence
- Stalking
- Gender-based bullying

Title IX incident reports can be filed by calling Whitney Arbaugh at **918-444-2120**, or on the NSU website at the following link: www.nsuok.edu/titleix.

Students may also utilize the following people/resources:

- [Any NSU employee](#)
- **Campus police**

Tahlequah Campus
601 N. Grand Ave.
Tahlequah, OK 74464
918-444-2468

Broken Arrow Campus
3100 E. New Orleans St.
Broken Arrow, OK 74014
918-449-6248

Muskogee Campus
2400 W. Shawnee St.
Muskogee, OK 74401
918-444-5000

COVID-19 UPDATES & PROTOCOLS

For the most up-to-date information regarding Covid-19 and NSU protocols, visit www.nsuok.edu/coronavirus.

Please note RiverHawk Response plans and processes will evolve as data drives our decision-making. Documents are fluid and subject to change based on local, state or national conditions or requirements. NSU is committed to the safety of its community, as well as the opportunity for lifelong learning.

BYSTANDER INTERVENTION

Your first semester of college could potentially be a risky time for you and your peers. But the good news is that there are many things you can do to mitigate that risk for yourself and others. By being an active and engaged bystander, you can either directly intervene by confronting the potential victim or the person you think is about to abuse, if you do not feel comfortable or safe intervening you can delegate the intervention to someone else, or you can simply do anything that distracts someone long enough to discontinue the abusive behavior. The most critical step, however, is recognizing the need to intervene in the first place. Don't be a passive bystander.

CAMPUS SAFETY

NSU's Violence Prevention Program is excited to continue some of their programming from last year, as well as introduce many new and inspiring events. This office is responsible for reducing the rates of interpersonal violence, sexual assault, and stalking within the campus community through prevention education and programming. Funding for the program is provided through a federal grant from the Office of Violence Against Women. Should you wish to get involved with the Violence Prevention Team, please reach out to the Violence Prevention Coordination.

Contact Info:
918-444-2120
violence_prevention@nsuok.edu
Suite 209, Administration Building

COUNSELING

HawkReach provides confidential on campus counseling services for all students for a variety of matters, such as adjusting to college life, stress, depression, alcohol and drug issues and more.

You have access to one-on-one counseling, referrals to campus and community resources, educational programs and crisis intervention.

HawkReach is located in the Leoser Housing Complex. Office hours are Monday through Friday from 8 a.m. to 5 p.m. For more information about [HawkReach](#) in Tahlequah or Muskogee, go [online](#) or call **918-444-2042**. For the Broken Arrow campus, contact Braden Cary at **918-449-6131**.





NSU EMERGENCY ALERT SYSTEM (EAS)
TEXT MESSAGE ALERTS TO YOUR PHONE

eas.nsuok.edu



OPT-IN TODAY AND STAY SAFE
Northeastern State University Police: 918-444-2468

Financial Information

The Answers to Common Financial FAQs:

- First-time loan borrowers must complete their online master promissory note and entrance counseling session at www.studentaid.gov before their loan will be disbursed to the school.
- Students must complete a FAFSA every year. You can complete the FAFSA Oct. 1 of each year at www.FAFSA.gov or using myStudentaid mobile app.
- The Office of Student Financial Services corresponds with all students via their NSU greenmail account, it's important that students check this account regularly.
- Any outside aid/resources that a student may receive, i.e. scholarships, grants, waivers etc... may affect the amount of aid you received through the Federal Student Aid programs. It's very important that you inform the Office of Student Financial Services of any outside resources you may be receiving.
- All award offer notifications initially sent to students are based on full-time enrollment status. If you are not full-time at the time of disbursement, your award offer will be decreased accordingly to correspond with your actual enrollment. (Note 12+ hours is considered full time for undergraduate students and 9+ hours is considered full time for graduate students).
- Students are required to continuously meet three general requirements to retain eligibility for federal student aid.
- Minimum cumulative GPA requirement (Undergraduates who earned less than 30 credit hours requires a 1.7 GPA, those who earned greater than 30 credit hours requires a 2.0 GPA) (Graduates must maintain a 3.0 GPA).
- All students must successfully complete 67 percent of all courses they attempt.
- All students must complete their degree within a timely manner (150% Rule).
- Please read the full [Satisfactory Academic Progress Policy](#) located on the NSU Student Financial Services website.
- Financial Aid is typically disbursed to students' NSU Bursar accounts during the third week of classes.
- Connect via social media to keep up with important financial aid deadlines: [Facebook.com - Northeastern State University - Student Financial Services](https://www.facebook.com/NortheasternStateUniversityStudentFinancialServices).

Financial Literacy (Avoiding Debt):

Steps to keeping student loan debt down

- Seek out scholarships
- www.oklahomamoneymatters.com
- Does your employer offer a tuition reimbursement program?
- Do your parents' employers offer a tuition reimbursement program?
- Many organizations have scholarship programs such as churches, tribes, veterans organizations, etc.
- Visit Financial Literacy – HawkCents for budgeting, credit, debt and savings information: www.nsuok.edu/hawkcents.



Financial Information

Budgeting 101 - Tips to make your refund last:

- Pay your rent for the semester in advance. Talk to your landlord about paying your rent for the entire semester and ask if they will give you a discount for doing so.
- Utility companies will also let you pay in advance and they will pay your bill from your credits each month until the funds are depleted. Take \$500 of your refund and credit your utility bill up front.
- Set aside a gas fund. Estimate how much per week you use in gas and purchase a gas card.
- Visit the NSU Financial Aid website for budgeting, credit, debt and savings information in the Money Matters section.

Payment Options:

Enrolled students with a balance over \$200 can pay for their semester as they go, dividing their balance into monthly payments. By enrolling you can avoid late charges and the registration hold!

There are three ways to make payments:

In person: NSU cashiers accept checks, cash and cashier's checks/money orders as payment tender.

Online: Online payments can be made with an electronic check or with a credit card (credit card includes a 2.85% convenience fee).

To do this:

- Log in to My Account through [goNSU](#)
- Click Make Payment
- Enter amount and click Continue
- Select Payment Method

By mail: Make sure to include student's NSU ID number on the check or money order.

These payments can also be made with NSU's payment plan options, which include:

- 5-month plan (payments due August, September, October, November and December 15th)
- 4-month plan (payments due September, October, November and December 15th)
- 3-month plan (payments due October, November and December 15th)

Available during
Spring 2021 only

NOTE: The 3-month plan is recommended for students receiving financial aid because it allows financial aid to be applied to their account before the first payment is due.

If you have any questions, please visit the Bursar Services office on the 1st floor of the Administration Building in Tahlequah or give them a call at **918-444-2160**.

Refund Process:

- To set up your refund method, log in to My Account through [goNSU](#), click on Refunds and select Direct Deposit. You will need your bank's routing number and your bank account number to complete this process. If a direct deposit account is not set up, a paper check will be mailed.

Or, visit Bursar Services on the 1st floor of the Administration Building or call at 918-444-2160.

For more information about student consumer information please visit:

<https://www.nsuok.edu/AboutUs/StudentConsumerInformation/InstructionalandFinancialAidInformation.aspx>

Student Employment

Did you know there are many ways to work on campus throughout your time at NSU? These jobs include a variety of tasks and are conveniently located on the Tahlequah, Broken Arrow and Muskogee campuses. NSU posts jobs for on-campus work-study, on-campus institutional, graduate assistantships and off-campus job location and development. View and learn more about available [students jobs](#) by logging into your Handshake account and use the filter 'On-Campus.' For questions about your Handshake account contact Career Services at **918-444-3110** or email careerservices@nsuok.edu. Information regarding work-study and eligibility can be found by on their website Student Financial Services or by calling **918-444-3401**.

Talon Charge



All students are automatically opted in to the Talon Charge program. It allows students to charge books and school supplies from the RiverHawk Shoppe to their NSU account. Full-time students have an \$800 limit per semester (except for the summer: \$400) and part-time students have a \$400 limit per semester (except for the summer: \$200). Also, tax is charged on all Talon Charge purchases. The Talon Charge program for the Fall 2020 semester will open on July 29 and will close on Aug. 28.

Learn more about [Talon Charge](#) online or call the ID Services office at **918-444-2160**.

Textbooks

Students have the opportunity to buy or rent textbooks new, used or in digital format. Textbooks can be purchased at the RiverHawk Shoppe on either the Tahlequah or Broken Arrow campus. When you bring in your schedule, we will help you find your textbooks. RENT or BUY, the RiverHawk Shoppe will PRICE MATCH Amazon, bn.com and local competitors.

Students can also order their books at our [virtual bookstore](#).

Fill in your class information to find your textbooks, then have them shipped to one of the campuses or your house.

Learn more about [buying your books](#) on our site, or call Tahlequah campus bookstore: **918-444-2510**.

Broken Arrow campus bookstore: **918-449-6150**.

Class Schedule

Checking your class schedule: First, use your NSU ID and password to login to [goNSU](#). Then, click on the “Students” tab, find the “Registration Information” section and click “Concise Student Schedule.” You will be directed to a Group to select a term. Select the correct term, click submit, and your schedule will open.

ID Card

All students are required to have an NSU identification card. The card is essential for you to have during your entire NSU career. Cards can be used on campus for:

- Meals
- Access to campus buildings
- Entrance to NSU events
- And more

NOTE: University officials can ask for proper identification so have your NSU ID on you at all times.

Your ID also gives you access to purchasing books and supplies in the RiverHawk Shoppe and are free the first time you get yours made. Replacement cards are \$10. To receive an ID, go to the ID services desk on the Tahlequah campus (University Center) or the first floor of the Administration Building on the Broken Arrow Campus. For more information, call ID Services at **918-444-2577**.

RiverHawk Wellness

Through a partnership with NEO Health, NSU students, faculty, staff and dependents have convenient access to high quality, affordable health care.

NEO Health at NSU Tahlequah is located on the east end of the RiverHawks Wellness Center.

NEO Health in Muskogee is located at 1328 S. York Street.

Student office visit co-pays are covered by Student Affairs. Just show your valid NSU Student ID at time of your visit.

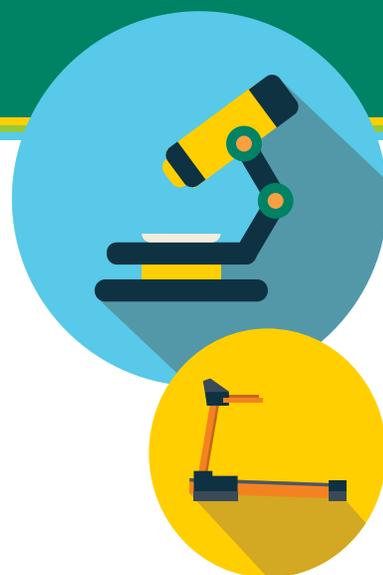
Learn more online at [Student Health Services](#) or by calling **918-444-2126**.

RiverHawks Wellness Center: The RiverHawks Wellness Center is the newly renovated fitness center on the Tahlequah campus. The FIT includes:

- Basketball courts
- Indoor walking track
- Heated indoor pool
- Volleyball courts
- Cardio equipment
- Free weights
- Group fitness center
- Weight machines

If you are chronically ill; had an IEP or 504 in high school and need accommodations, Student Disability Services arranges reasonable accommodations and services for registered disabled students by collaborating with the campus community to promote equal access to educational and enrichment experiences. Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of a disability. To obtain more detailed information or to make an appointment, please contact:

Student Disability Services sdstah@nsuok.edu, **918-444-2042** - Tahlequah campus or sdsba@nsuok.edu **918-449-6143** - Broken Arrow campus. Those on the Muskogee campus can email and/or call the above numbers.



The FIT provides personal trainers and a variety of fitness classes like dance, boxing and yoga. The FIT is open to students, faculty, staff and the community. Full-time students attend for free! To learn more, visit [The Fit](#) page online.

Immunizations are required for all NSU students. More information can be found by phone: **918-444-4735** or email: immunizations@nsuok.edu or fax: **918-458-2340**.

Career Readiness

NSU's purpose is to not only help you get your degree, but help you use it after graduation. Career Services has resources for students, alumni, employers and faculty to give students the opportunity to make professional connections.

SERVICES INCLUDE:

- Resume building
- Job searches
- Salary tools
- Career assessments
- Free student business cards
- Job fairs
- Major and career exploration

Career Services is located in the lower level of the CASE Building on the Tahlequah campus and in the Administrative Services Building Suite 130 on the Broken Arrow campus. To learn more, visit the [Career Services](#) page or call **918-444-3110** for the Tahlequah campus and **918-449-6168** for the Broken Arrow campus. Muskogee students can call either number for assistance.



Parking Permits

All students, faculty, staff and visitors are required to have a valid NSU parking permit for their car or motorcycle when parking on campus. The price of the permit depends on the type of permit purchased. Your permit will determine which parking spaces you can use. If you are parked in an NSU parking spot without a current permit or if you are parked in an unauthorized area, then you will be ticketed. All students, faculty, staff and visitors are required to have a valid NSU parking permit for their car or motorcycle when parking on campus. The price of the permit depends on the type of permit purchased. Your permit will determine which parking spaces you can use. If you are parked in an NSU parking spot without a current permit or if you are parked in an unauthorized area, then you will be ticketed. Students may request permits online for 2020-2021. Once the form has been submitted, students will receive a confirmation email. Students may pick up their decal at the locations listed in their confirmation email. You must show your NSU ID to pick up your parking decal. All visitors may receive a one-day parking permit at no cost.



For questions, go to the [Parking Services](#) page, or call the Tahlequah Parking Services at **918-444-2444**.

HawkLife

NSU's premier student organization management portal

Find Organizations
Join a new organization and utilize discussion, news posts and group messaging.



Attend Events
Discover events happening on campus or in your area.



Track Involvement
Record your activities and memberships on campus to showcase your involvement.



For more information, visit nsuok.campuslabs.com/engage/.

BE ALERT

WITH OMNIGO COMMUNITY

Organization ID:
RiverHawks
PIN: 2468



Omnigo Community
the campus safety app
is now on campus!

Report Suspicious activity Directly to
University Police.



GET TO KNOW YOUR NSU ADVISING SUCCESS TEAM!

ACADEMIC ADVISORS

- Student Life Questions
- Enrollment Information
- Degree & Academic Requirements

FACULTY MENTORS

- Degree & Career Information
- Internship Opportunities
- Research Opportunities

For more information, visit:
WWW.NSUOK.EDU/ADVISING

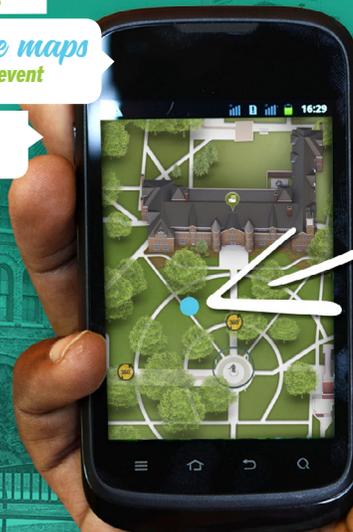
FIND yourself AT NSU

Download NSU's Interactive Map at
www.nsuok.edu/campusmaps

Explore
your campus

*Create maps
for your event

Share
with others



YOU



NORTHEASTERN
STATE UNIVERSITY

* For information on how to create maps for your event, call 918.444.2010.

Important Dates

- **Aug. 1** Application for Fall 2020 graduation due
- **Aug. 14** Fall sixteen-week classes, All fees are due
- **Aug. 17** Fall first seven-week, eight-week and sixteen-week classes begin
- **Aug. 20** Fall first seven-week classes - last date to drop and receive a refund
- **Aug. 21** Fall first eight-week classes - last date to drop and receive a refund
- **Aug. 28** Fall sixteen-week classes - last date to drop and receive a refund
- **Sept. 7** Labor Day, campuses closed
- **Sept. 22** Last day to withdraw from fall first seven-week classes with a "W"
- **Sept. 28** Last day to withdraw from fall first eight-week classes with a "W"
- **Oct. 2** Fall first seven-week class finals
- **Oct 9** Fall first eight-week class finals
- **Oct. 12** Fall second seven-week classes begin
- **Oct. 12** Fall second eight-week classes begin
- **Oct. 12** Spring 2021 enrollment opens
- **Oct. 19** Fall second seven-week classes - last date to drop and receive a refund
- **Oct. 20** Fall second eight-week classes - last date to drop and receive a refund
- **Nov. 11** Last day to withdraw from fall sixteen-week classes with a "W"
- **Nov. 19** Last day to withdraw from fall second seven-week classes with a "W"
- **Nov. 23-27** Thanksgiving Break, campuses closed
- **Nov. 24** Last day to withdraw from fall first eight-week classes with a "W"
- **Dec. 4** Fall second seven-week class finals
- **Dec. 4** Last day to withdraw from a single class or to withdraw from all fall sixteen-week classes
- **Dec. 7-11** Fall sixteen-week class finals week
- **Dec. 11** Fall second eight-week class finals
- **Dec. 12** Fall commencement

NSU is pleased to announce its Fall 2020

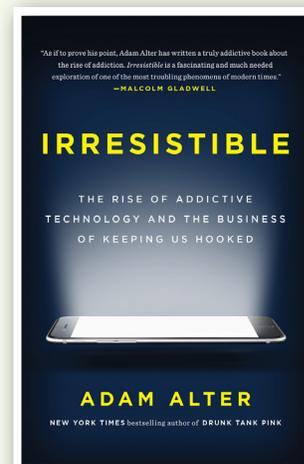
COMMON READ

In his new book on behavioral addiction, *Irresistible*, Adam Alter investigates what separates the irresistible from the forgettable. The answers draw from a broad range of case studies and research—from as far afield as the world of video game design and television script writing to app design and digital advertising. The answers apply broadly to all forms of business, from online and digital product development to consumer sales, packaged goods, services, politics, medicine and law. Why, for example, did Instagram succeed while Hipstamatic, a very similar earlier app, failed? Why do people play the lottery despite losing time and again and facing impossibly long odds? Should you release upbeat products when the economy is thriving or when times are tough? Alter answers these questions and more in a keynote that explains the sharp divide between the instant sensation and the forgotten disaster.

During their time at NSU, students explore and discover new intellectual, cultural and social opportunities that can help them make connections. All first-year freshmen participate in Common Read activities and assignments during UNIV 1003 University Strategies.

It is our hope that this book contributes to their academic journey!

<https://offices.nsuok.edu/academicaffairs/CommonRead.aspx>



Student's Right to Know



Visit <https://www.nsuok.edu/AboutUs/StudentConsumerInformation.aspx> to learn about:

- General Institution Information
- Student Life
- Notice of Availability of Instructional and Financial Aid Information
- Health and Safety
- Academic Programs
- Student Outcomes

For information related to the following:

- Americans with Disabilities Act
- University Statement on Harassment and Discrimination
- Drug-Free Campus and Community
- Crime Awareness/Clery Act
- Gender-Based Sexual Misconduct Discrimination
- FERPA

Please visit:

<https://offices.nsuok.edu/studentaffairs/Student-Services/Conduct-and-Development/Handbook/Students-Right-to-Know>

Visit <https://offices.nsuok.edu/studentaffairs/Student-Services/Conduct-and-Development> for information on NSU's Student Conduct and Development policies.

For information related to Racial Discrimination, please visit:

<https://offices.nsuok.edu/studentaffairs/Compliance/Racial-Harassment>.

Voter Registration

With the new semester starting, we are excited to kick off our voter registration drives! Now is a good time to check your registration, and make sure you are eligible to vote in the upcoming elections!

Below is specific information regarding the voting process in [Oklahoma](#), but we encourage you to look at the specific voting process of your state if you [plan to vote outside of Oklahoma](#).

[Check your Voter Registration](#)

Voter Registration: Below are some ways that you can register to vote, as well as change the name and address on an existing voter registration.

Voter Registration Forms are available in the Student Engagement Office (UC Basement). Once you have filled out the registration form, we will mail them for you!

Email your filled out [Voter Registration Application](#) to commengage@nsuok.edu, and we will print and mail the form for you (super convenient, right?!).

Questions about voter registration can be sent to NSU Community Engagement at commengage@nsuok.edu.



Stay on Track to Graduate & Receive Financial Aid!

Did you know that taking classes **NOT** in your program of study can affect the amount of federal financial aid you receive **AND** increase your time to graduate?

Ensure the classes you take count toward your graduation & for financial aid:

- ✦ Declare your major
- ✦ Work with your academic advisor to stay on track
- ✦ Use Degree Works to make sure that your courses count

For more information about courses used to determine financial aid eligibility, visit www.nsuok.edu/cPos

For additional questions, contact us at 918-444-3456 or financialaid@nsuok.edu

Don't Let Anything **HOLD You Back!**

Take advantage of all NSU services to get **YOUR DEGREE.**

- Tutoring Services
- Academic Office Hours
- Financial Services
- Career Services & More!

www.nsuok.edu/degree4me

