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 new students who chose Northeastern State University. We hope you had a great summer and are excited for classes to begin. We are always here to help you be successful while at NSU!

That’s 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 opportunities 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 graduate and grow in your career and community.

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

Have an outstanding fall 2019 semester!

Dr. Landry  
Provost/VP  
Academic Affairs

Dr. Freeman  
Vice President Student Affairs
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 Joshua Rader at 918-444-2120, or on the NSU website at the following link: [www.nsuok.edu/titleix](http://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
  - 918-458-2111
- **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

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**3E - THINK ABOUT IT**

NSU will issue the online training 3E Campus Learning to all students via email. 3E will cover sexual harassment, sexual assault, interpersonal violence, stalking and reporting. Additionally, 3E requires students to read valuable information about NSU policies and ways to be an active bystander. If you have not received this email, please call **918-444-2120**.

**STUDY HABITS**

Every student should develop effective study habits. What works may vary from class to class. Here are some valuable resources to help:
- [10 Habits of Highly Effective Students](#)
- [10 Highly Effective Study Habits](#)
- [9 Awesome Study Tips For College Students](#)

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**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:
Michelle Raborn
Violence Prevention Coordinator
raborn@nsuok.edu
918.444.2120
211 Administration Building

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**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](#).

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**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**.
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.

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.
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.studentloans.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.
- 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 notifications initially sent to students are based on full-time enrollment status. If you are not full-time at the time of disbursement, your awards 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.

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.
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:

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

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 918-444-2160.

For more information about student consumer information please visit:
https://www.nsuok.edu/AboutUs/StudentConsumerInformation/InstructionalandFinancialAidInformation.aspx
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 2019 semester will open on July 25 and will close on Aug. 30.

Learn more about Talon Charge online or call the ID Services office at 918-444-2577.

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.

Health Services

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 sdsh@nsuok.edu, 918-444-2042 - Tahlequah campus
or sdsb@nsuok.edu 918-449-6143 - Broken Arrow campus. Those on the Muskogee campus can email and/or call the above numbers.

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. Permits may be purchased at the Tahlequah office in the UC Basement or at the Business Offices on the Broken Arrow and Muskogee campuses. 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 www.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.

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**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](http://WWW.NSUOK.EDU/ADVISING)

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**FIND yourself AT NSU**

Download NSU’s Interactive Map at [www.nsuok.edu/campusmaps](http://www.nsuok.edu/campusmaps)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 1</td>
<td>Masters' applications for spring graduation due</td>
</tr>
<tr>
<td>Aug. 16</td>
<td>Fall sixteen-week classes, all fees are due</td>
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<tr>
<td>Aug. 19</td>
<td>Fall first eight-week and sixteen-week classes begin</td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Last date to drop fall eight-week classes and receive a refund</td>
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<tr>
<td>Aug. 30</td>
<td>Last date to drop fall sixteen-week classes and receive a refund</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Labor Day, campuses closed</td>
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<tr>
<td>Sept. 30</td>
<td>Last day to withdraw from fall eight-week classes with a &quot;W&quot;</td>
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<tr>
<td>Oct. 10</td>
<td>Last day to withdraw from a single class or to withdraw from all first eight-week classes</td>
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<tr>
<td>Oct. 11</td>
<td>Fall first eight-week class finals (last day for eight-week classes)</td>
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<tr>
<td>Oct. 14</td>
<td>Fall second eight-week classes begin</td>
</tr>
<tr>
<td>Oct 17-18</td>
<td>Fall Break, campus closed</td>
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<tr>
<td>Oct. 22</td>
<td>Last date to drop fall second eight-week classes and receive a refund</td>
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<tr>
<td>Nov 26</td>
<td>Last day to withdraw from fall second eight-week classes with a &quot;W&quot;</td>
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<tr>
<td>Nov. 27-29</td>
<td>Thanksgiving Break, campuses closed</td>
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<tr>
<td>Dec 6</td>
<td>Last day to withdraw from fall sixteen-week classes with a &quot;W&quot;</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>Last day to withdraw from a single class or to withdraw from all fall sixteen-week classes</td>
</tr>
<tr>
<td>Dec 12</td>
<td>Last day to withdraw from a single class or to withdraw from all fall second eight-week classes</td>
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<tr>
<td>Dec. 13</td>
<td>Fall semester ends</td>
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<tr>
<td>Dec. 14</td>
<td>Fall commencement</td>
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### NSU is pleased to announce its Fall 2019 COMMON READ

**The Working Poor: Invisible in America** by David K. Shipler makes clear in this powerful, humane study, the invisible poor are engaged in the activity most respected in American ideology—hard, honest work. Their version of the American Dream is a nightmare. Shipler takes us into the sorrowful, infuriating, courageous lives of the poor.

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

For information related to the following:

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

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:

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.
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