AUGUST 2022 Welcome Back!

A MESSAGE FROM...

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



Dr. Landry



Dr. Freeman

Welcome to Northeastern State University! We hope that you had a wonderful summer and are excited for classes to begin. To our returning students, we are thrilled for you to continue your academic journey with us and can't wait to see what great things you accomplish this year. To our newcomers, a special welcome! Congratulations for taking the next step in your education and choosing NSU. We look forward to partnering with you on your personal and academic development. 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. First and foremost, our goal is to help you graduate and prepare you for a successful future. We encourage you to

take part in the many opportunities to be involved on campus and in the community. NSU offers a variety of activities, events and organizations that will play an important part in your personal growth and success in school. Your involvement is a great way to meet new people and make solid connections with fellow students, NSU faculty and staff. We hope your experience at NSU is filled with great memories and intellectual growth. Please do not hesitate to ask anyone from NSU about how we can help you in your journey.

Have an outstanding Fall 2022 semester!



CONTENTS

- 1 Welcome Back!
- 2 Student Handbook & Catalog
- 3 Campus Safety Resources & Student Services
- 4 Financial Information
- 6 Talon Charge, Textbooks, Class Schedule & ID Card
- 7 RiverHawk Wellness
- 8 Career Readiness, Parking Permits & HawkLife
- 9 NSU Emergency Alert System, Omnigo Safety App, Your NSU Advising Team & NSU Interactive Map
- 10 Important Dates & 2022 Common Read
- **11** Students Right to Know & Expressive Activities
- 12 Stay on Track to Graduate & Degree4Me

Important Resource Links:

GONSU	NSU CALENDAR
BLACKBOARD	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, HERE.

UNDERGRADUATE 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
- » Academic information » Admission information
- » Colleges and departments
- » College of Optometry
 - » Courses
- » Bachelor's degree requirements
- » Degree and program requirements
- » Fees, expenses and financial aid
- » General education requirements
- » Graduate college
- » Personnel

- » Programs listed by college and department, alphabetically and by degree type
- » Student life

» Campus facilities

UNDERGRADUATE CATALOG CAN BE ACCESSED ONLINE, HERE.

Progress Towards Your Degree - Advising / How to Declare

Advisors are available throughout your academic journey to help you make progress toward your degree with courses that count toward your program of study.

Advisors help you:

- » Acclimate to campus life and academic / social opportunities
- » Connect with faculty mentors and other campus resources
- » Understand degree requirements and academic policies

» Navigate your degree plan and

assist with enrollment

- » Gain access to testing and tutoring
- » Stay on track for graduation

All undergraduate students are expected to declare a major by the start of their fifth full-time semester (48-60 credit hours earned). Meeting with an advisor to discuss possible majors is encouraged, and is required anytime student wishes to declare or change a major. Students can schedule an appointment by calling the University Advising Center at 918.444.3253 or by VISITING THE ACADEMIC ADVISING WEBPAGE ONLINE, HERE.

Where To Get Help - 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, HERE.

Tutoring

Tutoring services are designed to help students have a competitive edge and reach full academic potential. Tutoring centers are located in Tahlequah and Broken Arrow covering topics such as writing, math, communication and science. Free, live, online tutoring is also available in almost any subject, 24/7.

TUTORING INFORMATION, INCLUDING LOCATIONS AND HOURS, CAN BE FOUND ONLINE, HERE.





CAMPUS SAFETY RESOURCES

Title IX

Title IX states that "no person in the United States shall, on a basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under an 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:

to pregnancy

- » Acts of discrimination because of aender » Discrimination related
- » Gender-based bullying
- » Intimate partner violence
- » Punitive actions following a refusal » Stalking to fulfill a sex-based request
- » Sexual exploitation
- » Sexual violence

 - » Unwelcomed sexual attention

Report a Concern or Incident: Title IX incident reports can be filed by utilizing the **REPORT A CONCERN** link at the bottom of any NSU web page or by calling the Title IX and Compliance Coordinator, Jamie Hall at: 918.444.2120 OR email: titleix@nsuok.edu. Students may also contact Liz Mai, NSU Student Advocate, at: 918.444.2042 OR email: Maiea@nsuok.edu.

University Police

The University Police Department communications center is operated 24-hours a day and is in radio contact with officers on all three campuses. Officers are available on the Tahlequah campus 24-hours a day and on the Broken Arrow and Muskogee campuses when the University is open.

- » Tahlequah Campus | 601 N. Grand Ave., Tahlequah, OK 74464 | 918.444.2468
- » Muskogee Campus | 2400 W. Shawnee St., Muskogee, OK 74401 | 918.444.2468
- » Broken Arrow Campus | 3100 E. New Orleans St., Broken Arrow, OK 74014 | 918.444.2468

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 assisting the potential victim or by confronting the person you think is doing something wrong. 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.

STUDENT SERVICES

Counselina

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, virtual appointments, educational programs and crisis intervention.

HawkReach is located in the Leoser Complex on the Tahlequah Campus. To make an appointment in Tahlequah, Broken Arrow or Muskogee call: 918.444.2042, email hawkreach@nsuok.edu, or use our ONLINE APPOINTMENT SCHEDULER. Office hours in Tahlequah are Monday through Friday, 8 a.m. - 5 p.m., Muskogee and Broken Arrow by appointment. In a mental health emergency call: 918.207.0078. If this is a life-threatening situation, call: 911.

Student Disability Services

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:

- » Tahlequah Campus | 918.444.2042 | sdstah@nsuok.edu
- » Broken Arrow Campus | 918.449.6143 | sdsba@nsuok.edu
- » Muskogee Campus email and/or call the above numbers



FINANCIAL INFORMATION

Financial Literacy - Avoiding Debt:

Steps to keeping student loan debt down

- » Seek out scholarships
- » 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: <u>htps://offices.nsuok.edu/financialaid/</u> <u>FinancialLiteracyCenter/default.aspx</u>.

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 <u>htps://offices.nsuok.edu/financialaid/</u> <u>FinancialLiteracyCenter/default.aspx</u> for budgeting, credit, debt and savings information in the Money Matters section.

» Answers to FAQs:

- » First-time loan borrowers must complete their online master promissory note and entrance counseling session at: <u>StudentAid.gov</u> 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: 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 offer notifications initially sent to students are based on full-time enrollment status. If you are not fulltime 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 <u>Satisfactory Academic Progress Policy</u> 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, HERE.

VISIT THE STUDENT FINANCIAL SERVICES WEB PAGE.

FINANCIAL INFORMATION - continued

Payment Options:

There are three ways to make payments:

1. In person:

NSU cashiers accept checks, cash and cashier's checks/money orders as payment tender. Payments can be made at the Tahlequah, Muskogee, and Broken Arrow campuses.

2. Online:

Online payments can be made with an electronic check, electronic savings account, credit card or debit card (credit and debit card transactions includes a 2.85% fee).

To do this:

- » Log in to My Account through goNSU
- » Click Make a payment
- » Click the green "Make Payment" link
- » Enter amount and click "Add" and "Continue"
- » Select payment method
- » Read payment agreement and check the "terms and conditions" box
- » Submit payment

3. By Mail:

Make sure to include student's NSU ID number on the check or money order. Payments can be mailed to:

Northeastern State University Bursar Services 601 N. Grand Ave. Tahleguah, OK 74464

4. Payment Plans:

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!

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

- » 6-month plan (payments due July, August, September, October, November and December 15)
- » 5-month plan (payments due August, September, October, November and December 15)
- » 4-month plan (payments due September, October, November, and December 15)

The 4-month plan is recommended for students receiving financial aid. This plan allows financial aid to be applied to their account before their first payment is due. Sign up before September 15th. All payments are due monthly on the 15th.

» 3- month plan (payments due October, November and December 15)

*Plans are offered each semester and can be found on the goNSU student portal.

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 the green "Select refund method" 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 the Bursar Services office on the 1st floor of the Administration Building in Tahlequah or call: 918.444.2160.

TO LEARN MORE ABOUT INSTRUCTIONAL AND FINANCIAL AID INFO, CLICK HERE.





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 2022 semester will open on July 25 and will close Aug. 26.

TO LEARN MORE ABOUT TALON CHARGE, CLICK HERE, or call the Bursar 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 online 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 website or call:

- » The RiverHawk Shoppe | Tahlequah campus bookstore: 918.444.2510
- » The RiverHawk Shoppe | Broken Arrow campus bookstore: 918.449.6150





CLASS SCHEDULE

Checking your class schedule:

- 1. Use your NSU ID and password to login to GoNSU.
- 2. Click on the "Students" tab

3. 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 second 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.

Student Affairs covers co-pays for student office visits. Show your valid NSU Student ID at time of your visit.

- » NEO Health NSU Tahlequah | located on the east end of the RiverHawks Wellness Center
- » NEO Health Muskogee | 1328 S. York Street, Muskogee OK, 74401

To learn more, call: 918.444.2126 or VISIT THE STUDENT HEALTH SERVICES WEBSITE, HERE.

The FIT

The FIT, located in the RiverHawks Wellness Center is located on the Tahlequah campus.

» Basketball courts

- » Volleyball courts
- » Cardio equipment

- » Group fitness classes
- » Weight machines

» Indoor walking track» Heated indoor pool



<image>

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, HERE. Immunizations are required for all NSU students. For more information: Phone: **918.444.4735** Email: **immunizations@nsuok.edu** Fax: **918.458.2340**





CAREER READINESS

NSU's purpose is to not only help you get your degree but to help prepare you for your career from start to finish. Career Services has resources available to students and alum to guide you in the steps of Career Readiness and provide you with the skills and professional connections to prepare you for success in the workplace and career choice.

What is career readiness?

Career Readiness is defined as a foundation from which students demonstrate requisite core competencies (soft-skills) that broadly prepare the college educated for success in the workplace and lifelong career management.

»

Resources Provided:

- Resume building »
- Free student business cards
- Job searches » Salarv tools

»

- Job fairs and career » development events
- Career assessments »
- Major and career exploration »

Make an appointment with a Career Counselor through Handshake to find out ways you can become Career Ready!

Career Services

Career Services is located in the lower level of the CASE Building on the Tahleguah campus and in the Administrative Services Building Suite 211, RM 219 on the Broken Arrow campus.

TO LEARN MORE, VISIT THE CAREER SERVICES PAGE HERE

OR call:

- Tahlequah Campus | 918.444.3110 »
- Broken Arrow Campus | 918.449.6168 »
- Muskogee Campus call either numbers » above for assistance

Student Employment

All on campus student employment positions can be found on Handshake. Information regarding work-study and eligibility can be found by contacting Student Financial Services at: 918.444.3401.



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 2021-2022. 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 more information, VISIT THE PARKING SERVICES PAGE HERE or call: 918.444.2444.

HAWKLIFE

NSU's premier student organization management portal. FOR MORE INFO, VISIT: HTTPS://NSUOK.PRESENCE.IO/

Find Organization

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



Attend Events

Learn about upcoming events on campus or in your area.



Track Involvement

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







IMPORTANT DATES

- Aug. 15Sixteen-week classes, First seven-week classes, First eight-week classes BEGIN
- Aug. 15-19Late Enrollment, \$10 fee
- Aug. 16Last date to Add first seven-week classes
- Aug. 17Last Date to Add first eight-week classes
- Aug. 18Last Date to Drop first seven-week classes and receive a refund
- Aug. 19Last Date to Enroll and Add sixteen-week classes
- Aug. 19Last date to Drop first eight-week classes and receive a refund
- Aug. 26.....Last date to Drop sixteen-week classes and receive a refund
- Sept. 5Labor Day Holiday, campuses closed
- Sept. 20Last Day to Withdraw from first seven-week classes with a "W"
- Sept. 26Last Day to Withdraw from first eight-week classes with a "W"
- Sept. 29Last Day to Withdraw from a single class or to withdraw from all first seven-week classes
- Sept. 30First seven-week classes, Finals; All seven-week classes End
- Oct. 6Last day to Withdraw from a single class or to Withdraw from all first eight-week classes
- Oct. 7First eight-week classes Finals; First eight-week classes END
- Oct. 10Second seven-week classes & second eight-week classes BEGIN
- Oct. 11Last date to add second seven-week classes

- Oct. 12Last date to add second eight-week classes
- Oct. 13-14 Fall Break, campuses closed
- Oct. 17.....Last date to Drop second sevenweek classes and receive a refund
- Oct. 18Last date to Drop second eight-week classes and receive a refund
- Nov. 9Last day to Withdraw from sixteen-week classes with a "W"
- Nov. 17Last day to Withdraw from seven-week classes with a "W"
- Nov. 22.....Last day to Withdraw from second eight-week classes with a "W"
- Nov. 23-27...... Thanksgiving Break, campuses closed
- Dec. 1Last day to Withdraw from a Single Class or to Withdraw from all second seven-week classes
- Dec. 2.....Last Day to Withdraw from a Single Class or Withdraw from all sixteen-week classes
- Dec. 2Second seven-week classes, Finals; Second seven-week classes, END
- Dec. 5-9Sixteen-week classes, Finals
- **Dec. 8**.....Last Day to Withdraw from a Single Class or to Withdraw from all Second Eight Week Classes
- Dec. 10Commencement at NSU Tahlequah
- Dec. 13Faculty Grade Entry Closes (3 p.m.)
- Dec. 14Grades Available via goNSU
- **Dec. 16**Earliest Date that Official Transcripts Will Be Available

COMMON READ

Rebekah Taussig will challenge everything you think you know about disability as she invites us into her experience of living in a body that looks and moves differently than most. "What would it mean for disabled folks if society saw us as acceptable, equal, valuable parts of the whole?" she writes in her memoir, "Sitting Pretty: The View From My Ordinary Resilient Disabled Body" (HarperOne). A storyteller at heart with a great sense of humor, Taussig invites us to think bigger and more critically about who has a seat at the table and the barriers that bar others from inclusion. Taussig is the recipient of the Hefner Heitz Kansas Book Award in Literary Nonfiction for "Sitting Pretty."

https://academicaffairs.nsuok.edu/CommonRead.aspx



STUDENT'S RIGHT TO KNOW

Visit: https://www.nsuok.edu/AboutUs/StudentConsumerInformation/ 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 THE OFFICE OF STUDENT CONDUCT & DEVELOPMENT WEBSITE HERE, FOR MORE INFORMATION ON THE STUDENT HANDBOOK AND THE STUDENT'S RIGHT TO KNOW.

For information related to Racial Discrimination, please visit: <u>https://offices.nsuok.edu/studentaffairs/compliance/racialharassment.aspx</u>.

EXPRESSIVE ACTIVITIES

Northeastern State University encourages the free exchange of ideas. The university will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution. For more information on Expressive Activities, please visit: <u>https://offices.nsuok.edu/studentaffairs/compliance/expressiveactivities.aspx</u>.

The Fine Print

NSU encourages the free exchange of ideas. The university will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution. NSU maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent.

NSU does not have "free speech zones;" all outdoor areas are open for use as public forums, when reserved by students or non-students and as long as the said area is not reserved by another member of the campus community for an event or activity.

Any acts that are disruptive to the normal operations of the university, including classes and university business, or that invade the rights of others will not be tolerated.

To review our campus expression policy visit: https://policies.nsuok.edu/GeneralCounsel/FreedomofSpeech(ExpressiveActivities).aspx

To reserve space on campus: Contact the Office of Auxiliary Services at 918.444.2500 or *auxiliaryservices@nsuok.edu*

For emergencies: Contact the University Police Department at 918.444.2468



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

