

2016-2017 NORTHERN OKLAHOMA COLLEGE ADVISOR HANDBOOK

(last updated 3-10-2017)

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Advising Checklist

- Ask if student is a first-time college student. If not, are all transcripts on file from other colleges attended? For transfer students with a gpa of 2.0 or higher, review first that all general education requirements have been met. For transfer students with a gpa of 1.99 or lower, review whether students have used all four repeats of college-level courses. Encourage repeats of “F” grades only unless successful program admission (e.g. Nursing) is linked to replacing passing grades with higher grades as well.
- Ask the student if he or she took concurrent classes or AP classes (with related test scores) in high school. For students with 24 or higher in individual ACT test areas, review any honors options available for the current semester. See separate heading in Advisor Handbook for Honors criteria.
- Review students’ testing scores on admission forms to determine any areas of remediation needed. (If there has been time for them to be recorded, ACT and Accuplacer scores are also found under the blue “Scores” tab at the top of the Advising dashboard page for each student.) **Students with remedial needs may not be enrolled if they are unable to take at least one of the courses needed to address remediation needs as part of their overall enrollment each semester until remediation needs are met.**
- Ask what degree program student is following. If general education, why? Refer student to counseling services for career inventory and/or World of Work class, and encourage student to identify broad area of study—e.g. health care, business, STEM (Science, Technology, Engineering, Math), or liberal studies—so math path is clearer while student is determining major. Give student the most up-to-date copy of the chosen degree sheet (**These and course descriptions are found under “Academic” link on NOC website**) and explain the difference between gen ed program requirements, recommended program electives, etc. Enroll all freshmen in the required ORNT 1101 class the first semester if at all possible.
- Counsel students to enroll only in classes required for their specific degree program and in the number of classes/ credit hours best suited for each individual student situation. Ask if student knows which transfer school will be chosen and review how that affects class selection now.
For **in-state transfers**, make students aware of the OSRHE transfer matrix:
<http://www.okhighered.org/transfer-students/course-transfer.shtml>
For transfers to **Northwestern**, make students aware of the Bridge scholarship that is available if they meet g.p.a. requirements and are admitted to NWOSU before their graduation date from NOC:
<http://www.nwosu.edu/bridge-program>
For transfers to **Oklahoma State University**, remind students that if they were not eligible for admission to OSU when they graduated from high school, they can become eligible by completing 24 hours on any of NOC’s campuses and maintaining a 2.25 g.p.a. While this is true for all 3 campuses, students are better served in completing an associate degree and having all of their general education requirements met if they’re attending the Enid or Tonkawa campus and the degree they are interested in is available. Because of the NOC-OSU Gateway Memo of Understanding, students in Stillwater are encouraged to begin taking at least some of their classes at OSU after 24 hours as a transition into full OSU enrollment.
- Explain zero level course vs. college level course if applicable and discuss whether the student is a good candidate for fast-track options. Also inform students about free on-campus tutoring (schedules are available on the website by clicking “Current Students” and then “Tutoring” in the left column), as well as the online tutoring option through tutor.com. For online tutoring, a link will be available through Blackboard.
- Ask if student will be working part-time or full-time while attending or is looking for an on-campus job. Refer to Student Services for employment options.
- Does the student have any special needs (learning disabilities, etc.) the college should be aware of? If so, refer that student to the counseling office to self-identify to request accommodations.

- Ask if student needs help with any tribal educational forms or funding. If so direct student to Gina Conneywerdy, Native American Recruiter/Academic Advisor. Gina is located on the Tonkawa campus but can be reached by email at gina.conneywerdy@noc.edu or by phone at 580-628-6654.
- Ask if student has secured a way to pay for college. FAFSA, loans, etc. Review cost comparison chart to insure students are aware of the difference in price between learning sites and for online courses.
- Ask if student will be living on or off campus. Dorm assignment complete? Commuting from where? Parking Permit (Student Services)? NOC student ID (Registration)? Note the Student ID is needed for access to dorms, buying books, getting parking permit, and accessing other college services.
- Explain full-time status and how it affects Federal Financial Aid. Also explain the time implication of taking only 12 credit hours a semester, particularly with remediation needs. Encourage 15 to Finish. Direct student with specific questions to the Financial Aid Office. Encourage students to complete all classes if possible (required percentage 67%) to remain in good standing and maintain at least a 2.0 cumulative GPA.
- If a student notes proficiency in a particular subject area inform him/her about CLEP test option for college credit. Direct to Testing Center and to the following link explaining how students can take the CLEP test at NOC: <http://northok.publishpath.com/clep>
Areas in which students can test are found at the following link: <http://clep.collegeboard.org/exam>
- Provide each student with an IT brochure and explain the Blackboard system for grades, etc. and explain MyNOC for Usernames and passwords, demographic data, etc. Brochures can be picked up in the IT office or copies can be accessed from the following link: <http://northok.publishpath.com/references-guides>
See also “Technology Resources” in this guide for highlights of that information.
- Emphasize the importance of checking the NOC student email account often as this is where a student will receive messages from the various offices at NOC (financial, registration, bursar, etc.)

After initial meeting with advisees, follow up in the following ways:

When each new enrollment periods open,

- Be pro-active advisors. Contact advisees who have not contacted you to schedule an enrollment time and encourage them to re-enroll before they leave at semester’s end.
- Review the timeline for degree completion with students, identifying what courses will need to be taken in each semester to stay in sequence and graduate sooner, and which courses are best suited to current plans for transfer institution. Warn students relying on late-start classes (seminars and L8) not to rely on those classes for full-time should a class have to be cancelled.
- Ask students if they need to make changes to what is on file—major, address, phone number, email. (This contact information is often used to send notices to students about cancelled classes.) Students or their advisors can make changes to this information by going to the Dashboard page in Advising and clicking on the function in the middle of the Demographic Information box, “Click here to update your demographic data.”

When advisees receive an early alert warning,

- Contact them to identify areas in which they’re struggling and share resources that may help (e.g. tutoring schedules, counseling services, short-term loans, community transit options, etc.)

Advising Timeline

August

Contact advisees to ask if they have logged in to Blackboard and other sites needed for courses. Remind them of tutoring resources on site and through tutor.com and of the importance of having textbooks and other materials purchased early. Also remind first-time students to check that official transcripts are on file—for both high school graduates and transfer students that means replacing the one requested in the spring with one that shows spring semester grades posted.

September

Contact advisees to remind them of the final day to drop E8 classes without evaluation (encourage instructor input). Also remind them of available tutoring for any classes in which they are facing challenges.

October

Contact advisees who are listed on D/F midterm reports and counsel them on whether they need to drop or not with instructor input.

Contact advisees to set up appointments for spring enrollment and grad check for those who will be completing coursework in spring.

November

Contact advisees and remind them of final day to drop 16-week course without evaluation. Ask them to visit with instructors to decide.

December

Contact advisees who have not yet enrolled for spring and remind them to do so before needed classes have all closed.

January

Contact advisees to ask if they have logged in to Blackboard and other sites needed for courses. Remind them of tutoring resources on site and through tutor.com and of the importance of having textbooks and other materials purchased early.

February

Contact advisees to remind them of the final day to drop E8 classes without evaluation (encourage instructor input). Also remind them of available tutoring for any classes in which they are facing challenges.

March

Contact advisees who are listed on D/F midterm reports and counsel them on whether they need to drop or not with instructor input.

Contact advisees to set up appointments for summer and fall enrollment and grad check for those who will be completing coursework in fall. Send email to those graduating to remind them to complete graduate application.

April

Contact advisees and remind them of final day to drop 16-week course without evaluation. Ask them to visit with instructors to decide.

May

Contact returning advisees who have not yet enrolled for fall and remind them to do so before needed classes have all closed.

Advising Forms



Northern Oklahoma College
Tonkawa • Enid • Stillwater
Student Request to DROP or ADD

Date _____ / _____ / _____
Month Day Year

Name _____
(Print) (Last, first, middle or maiden)

NOC ID# _____

Enrollment for (circle one)
 Fall Spring Summer

ADD

Dept.	No.	Sec.	Cr	E-L	Course Title	Time	M	T	W	R	F

DROP

needed after final date to withdraw without evaluation

Dept.	No.	Sec.	Cr	E-L	Course Title	Grade W-F	Signature of Inst.	Date

Return to the Registrar's Office

 Advisor Signature

 Financial Aid Signature

 Student Signature

Northern Oklahoma College

Complete Student Withdrawal

Fall _____ Spring _____ Summer _____

- Tonkawa Campus
- Enid Campus
- NOC/OSU Gateway Program
- University Center
- Other

Student ID _____ Date _____

Name _____ Major _____
(Please Print)

Have you finished any short courses this semester? Yes No

Have you attended any class? Yes No

Reason for Withdrawal:
(Check One Below)

- _____ (F) Financial
- _____ (I) Illness
- _____ (E) Employment
- _____ (P) Personal
- _____ (M) Marriage
- _____ (T) Transfer _____

Financial Aid Signature _____

Librarian's Signature _____

Finance Office Signature _____

Registrar's Signature _____

Student's Signature _____

Residential Housing (if applicable) _____

Please return this form to the Registrar's Office to complete your withdrawal.

R-008

Northern Oklahoma College

Student Withdrawal

Fall _____ Spring _____ Summer _____

- Tonkawa Campus
- Enid Campus
- NOC/OSU Gateway Program
- University Center
- Other

Student ID _____ Date _____

Name _____ Major _____
(Please Print)

Have you finished any short courses this semester? Yes No

Have you attended any class? Yes No

Reason for Withdrawal:
(Check One Below)

- _____ (F) Financial
- _____ (I) Illness
- _____ (E) Employment
- _____ (P) Personal
- _____ (M) Marriage
- _____ (T) Transfer _____

Financial Aid Signature _____

Librarian's Signature _____

Finance Office Signature _____

Registrar's Signature _____

Student's Signature _____

Residential Housing (if applicable) _____

Please return this form to the Registrar's Office to complete your withdrawal.

R-008

**NORTHERN OKLAHOMA COLLEGE
STUDENT INFORMATION CHANGE FORM**

ID # _____ Date _____

Name _____

Personal E-Mail Address _____

Home Telephone # _____ Work Telephone # _____

••• ADDRESS CHANGE •••

Permanent Home Address:

School Mailing Address:

Address _____ Address _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

••• NAME CHANGE •••

Previous Name _____ Maiden Name _____

New Name _____

••• CHANGE OF MAJOR •••

Previous Major _____ New Major _____

Student's Signature _____

Advising International Students

All international students require special admission through the Registration Office to insure student VISAs are intact. Some government-sponsored international students are also restricted in which courses they may enroll in. Students whose attendance is sponsored by SACM, for instance, may not enroll in online nor hybrid courses and courses for which students are assigned a “W” must be reimbursed by the student. Students are also limited to 6 semesters of enrollment. Please notify the Registration Office of any international student who is failing a course before dropping the student as it may impact immigration status.

Advising Student-Athletes

There are numerous factors and situations to consider when advising student-athletes. Many things that may not have an impact on a non-athlete student could have a significant impact on a student-athlete’s eligibility on the team. All NJCAA eligibility rules are located in Article V of the NJCAA Handbook and Casebook. Please refer all questions regarding eligibility to the Director of Athletics when you are not certain about an individual situation during enrollment.

- Student-athletes must remain enrolled in a minimum of 12 credit hours to be eligible to compete in athletic competitions.

Please inform the coach and/or the Director of Athletics before dropping a student-athlete from a class to insure the team does not play with an ineligible player. Also, please do not allow a student-athlete to withdraw from a class without the signature of the coach and/or the Director of Athletics. A student-athlete immediately becomes ineligible after dropping below 12 hours and we must know in order to avoid playing an ineligible player and forfeiting games.

- It is strongly recommended that student-athletes carry a course load of 15 credit hours or more to work towards graduation in two years and be NCAA eligible. Student-athletes required to take multiple zero level courses will need to carry a larger course load each semester or take summer coursework in order to graduate in two years.
- There are situations in which a student-athlete may be required to retake a class. They are not allowed to count repeat courses towards hour accumulation when determining eligibility with the NJCAA.
- Student-athletes who are not pursuing a degree in math and/or science should take their science classes during an off-season semester if possible so that game days do not affect lab attendance. (Ex: Baseball players should take their science classes each fall. Soccer players should take their science classes in the spring.)
- Student-athletes should enroll in the varsity sport for credit during their first semester of attendance. They should **not** enroll in a varsity sport for credit more than one time. If the student-athlete has already completed the varsity sport for credit, he or she should be enrolled in the varsity sport lab (0 Credits) in subsequent semesters.
- Student-athletes should enroll in a section of freshman orientation for athletes.

NOTE: Every sport and coach handles scheduling in a different way that may or may not impact what day/s are best for class attendance. Every coach is encouraged to check a schedule after enrollment in order to catch any problems that the advisor may not have been aware of.

Advising Students with Remediation Needs and Reading Deficiencies

State Regents' policies on remediation include the following statement:

3.20.4 Student Demonstration of Competencies, Part F

Students with basic academic skills deficiencies or lacking curricular requirements must remove the basic academic skills deficiencies at the earliest possible time but within the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 hour limit.

“In compliance with state policy, students with remedial needs should enroll in remedial courses every semester until these needs are met. In the semester within which students will have opportunity to accumulate 24 college-level credits, students with remedial needs must be enrolled in at least one remedial class to meet that need or cannot be enrolled in other coursework.”

When students' schedules allow and their scores are closer to the college-level course cutoff, please advise students to take advantage of fast-track, boot camp, and corequisite options so that they can begin earning college credit sooner.

Math Options:

Supplement to Math Applications – Students with a 0-18 ACT can take Supplement to Math Apps. Supplement portion is to help clarify content in the regular course, provide extra practice and begin homework if time allows. Students enroll in specified Math Apps section AS WELL AS Supplement to Math Apps. This allows students to take care of remediation requirement and take college-level course in one semester.

Supplement to College Algebra – Students with a 17-18 ACT (place into intermediate) that need College Algebra can take Supplement to College Algebra. Supplement portion is to help clarify content in the regular course, provide extra practice and begin homework if time allows. Students enroll in specified College Algebra section AS WELL AS Supplement to College Algebra. This allows students to take care of remediation requirement and take college-level course in one semester.

English Options: Basic Comp Corequisite models allow students with a 15-18 ACT score to enroll in designated sections of Comp I, along with the Supplement to Comp I, a 2-credit hour remedial section. Early test-out options may be provided for the Supplement portion so that students who take care of remediation needs can attend the Comp I section only for the remainder of the semester; however, students will remain enrolled in both the Supplement and Comp I section all semester so they continue to have the Supplement as a resource class when needed.

Reading Deficiencies

Critical reading skills are required to be a successful college student, and students who are enrolled in READ 0123 Critical Reading might find it difficult to do well in other college classes until the reading deficiency is addressed.

Acceptable courses to enroll students in with reading deficiencies are listed below:

- Any other remedial course required, including Basic Composition, Concepts of Algebra, or Intermediate Algebra
- Academic Success Strategies
- Critical Thinking
- College-level math if score allows
- Freshmen Orientation
- Oral Communication
- World of Work (if their major is undecided)

Note: If students scored below 19 in their Science subsection but above 19 in their Reading, they may wish to retake the Reading with a residual ACT. The Science subsection is basically a reading test with science as a topic so students should be encouraged to look past the topic and realize that taking time with this test can save them a semester's class. See the guide on page 12 for required courses based on scores.

Cost Comparison for Tuition and Fees at all NOC Sites and Online

2016-2017 Cost Comparison [2017-2018 costs will not be known until July 2017, dependent on state funding levels.]

**Resident Tuition & Fees
Cost per credit hour ***

Tonkawa Campus	
Tuition	83.00
Fees	39.50
TOTAL	122.50
UC - Ponca City	
Tuition	83.00
Fees	81.50
TOTAL	164.50

Enid Campus	
Tuition	83.00
Fees	52.50
TOTAL	135.50
Internet	
Tuition	83.00
Fees	100.20
TOTAL	183.20

Concurrent & Ed Centers	
Tuition	83.00
Fees	55.00
TOTAL	138.00
NOC/OSU Gateway	
Tuition	83.00
Fees	229.75
TOTAL	312.75

**Non-Resident Tuition & Fees
Cost per credit hour ***

Tonkawa Campus	
Tuition	270.50
Fees	39.50
TOTAL	310.00

Enid Campus	
Tuition	270.50
Fees	52.50
TOTAL	323.00

Concurrent & Ed Centers	
Tuition	270.50
Fees	55.00
TOTAL	325.50

UC - Ponca City	
Tuition	270.50
Fees	81.50
TOTAL	352.00

Internet	
Tuition	270.50
Fees	100.20
TOTAL	370.70

NOC/OSU Gateway	
Tuition	270.50
Fees	513.00
TOTAL	783.50

*Additional class fees or program fees are not included. See class schedule for specific information. NOC/OSU Gateway totals do not include one-time ID fee.

Counseling Center Contacts

Enid Campus

Jill Helmer

(580) 548-2256

Stillwater Campus

Paula Lewis

(405) 744-2235

Tonkawa Campus

Milynda Wade

(580) 628-6651

Services Provided

- Academic Counseling
- Transfer Counseling
- Career Counseling
- Personal Counseling Resource Materials
- Referrals
- Consultations
- Disability Services (Note: in Stillwater, contact Teresa Tully at 405-744-1081 to be connected to OSU Services for this area of need.)

Cut Scores for Placement—ACT

Northern Oklahoma College Course Placement Testing

The **National ACT** or the **Residual ACT** is required for course placement of all incoming freshmen. Scores cannot be more than 3 years old. You must be an admitted NOC student to take the Residual ACT once per testing year Nov-Sept. You must bring \$40, pencils, calculator and photo ID. Please allow 4 hours to complete either the National ACT or Residual ACT. *A sub-score lower than 19 may be challenged by taking an Accuplacer test, \$10 per subject for first attempt and \$25 per subject for second attempt* **Transfer students** will be placed into courses according to their transcripts from other educational institutions. **Concurrent students** may take the Residual ACT for summer and fall enrollment only after the April National ACT test date. For spring enrollment, concurrent students may take the Residual ACT only after the December National ACT test date. Residual ACT scores are specific to the institution in which you tested and cannot be sent to other institutions. National ACT scores may be transferred from one institution to another. *SAT scores may be used in place of a National or Residual ACT scores.* All testing is by appointment only.

TO REGISTER FOR THE NATIONAL ACT GO TO WWW.ACTSTUDENT.ORG

TO REGISTER FOR THE **RESIDUAL ACT** CONTACT AN NOC TESTING CENTER LISTED BELOW:

Suzy Stergas Tonkawa Campus-Vineyard-Library Administration Building 580-628-6349

Stacie Leaton Enid Campus-Everest Administration Building 580-548-2265

Teresa Tully Stillwater Campus-Cowboy Mall Rm 156 405-744-1081

Study materials www.act.org/content/act/en/products-and-services/the-act/test-preparation.html

www.actonlineprep.com, www.studyguidezone.com and www.testtakingtips.com

<https://accuplacerpractice.collegeboard.org/login>

Photo ID is required for all testing.

ACT SCORE	ACP	COURSE NUMBER AND CONTENT AREA
ACT ENGLISH		
0-14	1-2	ENGL 0123 Basic Composition
15-18	3-4	ENGL 1113 Freshman Composition I with ENGL 0122 Supplement to Freshman Composition I
19+	5-8	ENGL 1113 Freshman Composition I (<i>ACP ESL score 4-6</i>)
ACT MATH		Refer to your specific degree sheet to determine the math courses required for your degree. Contact your advisor if you are not sure.
0-16	0-236	MATH 0023 Concepts of Algebra (16-wk) MATH 0023 Concepts of Alg. & MATH 0123 Intermediate Alg. Fast Track to College Alg.
0-18	0-236	MATH 1493 Math Applications with MATH 0021 Supplement to Math Applications OR MATH 1483 Math Functions w/ MATH 0031 Supplement to Math Functions (OSU Transfer Student)
17-18	237-249	MATH 1513 College Algebra with MATH 0122 Supplement to College Algebra

19+	250-300	MATH 1493 Math Applications or MATH 1483 Math Functions (OSU Transfer Student) OR MATH 1513 College Algebra
26-27		MATH 1613 Trigonometry
28-36		MATH 2145 Calculus I
ACT READING		
0-18	0-263	READ 0123 Critical Read/Science Reasoning
19+	264-300	College level work (<i>ACP ESL score of 92-120</i>)
ACT SCIENCE		
0-18	0-263	READ 0123 Critical Read/Science Reasoning
19+	264-300	College level work

Distance Education

For students interested in taking an online course, make sure they know the following:

- Online courses allow some flexibility in what time of day or day of the week that students do their work, but they should not be considered any less demanding in course objectives or workload, and most courses do require weekly log ins.
- Online courses may require a greater degree of self-discipline and time management than on-site courses to avoid getting behind.
- All online courses at NOC are required to complete one proctored exam with a photo ID as verification of student identification. These exams can be scheduled in one of the three NOC testing centers at no charge, and some evening hours are available during midterm and finals week. (See testing center contact information within this document.) Students should be made aware that testing at a different site might involve a fee of @\$25. Students who are unable to test at an NOC site also should have an alternative site approved before the add/drop period ends to insure the arrangements have an appropriate level of monitoring. Common alternative test sites have been colleges or universities in the student's home town, libraries, military sites, etc.
- Most online courses require students to have a Word processing program that is Word compatible and have Mozilla Firefox for best compatibility with Blackboard. With slower computer processors or poor wifi reception, students may also find it challenging to open material posted online, such as PowerPoint presentations.
- Other skills that students commonly need to succeed in an online class:
 - Strong reading comprehension since virtually all instructions are in writing
 - Strong research skills to navigate websites and find outside sources
 - Ability to attach files, download files, and post to a discussion board

English as a Second Language (ESL)

Students who are struggling in class less because of an understanding of the subject material and more due to ESL problems might find assistance through the following community services:

Enid Community

Enid Public Schools - they offer courses free of charge MW 6-9 and their enrollment opens in January each year. There is a beginner and intermediary class.

Emmanuel Baptist Church also offers second language assistance on Tuesdays at 6:30 p.m.

Financial Aid Advising Issues

When in doubt on any financial aid issue, please send the student to the Financial Aid Office or call the office with questions, but the following information from the Financial Aid Office can be used to address some of the questions students may have.

Satisfactory Academic Progress (SAP)

The Higher Education Act requires that, in order to receive Title IV aid, a student must maintain satisfactory academic progress. NOC standards of satisfactory progress are outlined briefly below. The NOC Financial Aid Office will evaluate satisfactory academic progress at the end of each semester including summer if applicable. Students must maintain the following cumulative completed number of hours and GPA to remain eligible for Title IV aid.

Cumulative completed credit hours = 67%

Cumulative attempted credit hours*

Cumulative GPA = 2.0

(including remedial class GPA)

*Note: For financial aid, *attempted* hours include courses with a grade of F, AW, W, N or I recorded on the transcript even though they may not be included as attempted hours on the academic transcript. Therefore, for transfer students, calculate using the transcripts they have provided from the prior school. **Students are required to have a 2.0 cumulative GPA at the end of the second year of attendance to remain in good standing regardless of their enrollment status (i.e. full time, part time).**

In the event that the student does not meet the above criteria, he or she may be offered one warning semester during which time the student will continue to receive federal financial aid. The student will be expected to bring cumulative hours of completion and cumulative GPA into compliance as indicated above at the end of the warning semester.

Students who fail to meet the requirements during the warning semester will be suspended. A student whose financial aid is suspended will be given an opportunity to appeal that decision in writing and provide pertinent documentation. The appeal must be submitted in writing and include a description of the extenuating circumstances causing failure and what has changed to allow the student to succeed if probation is granted. Circumstances that may warrant an appeal may be death of a family member, other emotional trauma, severe illness or injury, or other circumstances. Documentation of the circumstance must accompany the appeal. The student may obtain an appeal form from the financial aid office.

Financial Aid Appeal Process

Appeals will be evaluated by the Director of Financial Aid, her designated representative, or the campus Financial Aid Committee. If the appeal is approved the student will be offered one semester of financial aid probation. The committee may place certain restrictions or requirements upon the student as a condition of probation such as part time enrollment or requiring an academic plan to be completed with the help of a college advisor. The decision of the committee is final. At the end of the probationary semester the student must be shown to be bringing the hours completed and GPA into compliance with

the requirements. Appeals and documentation must be submitted to the Financial Aid Office by the deadline designated in the suspension letter.

Time Restrictions on Financial Aid

Federal regulations require that a student must complete his program of study within a maximum time frame of no more than 150% of the published length of the educational program. Examples:

Program requires 62 credit hours--maximum allowed attempted credit hours=93

Program requires 70 credit hours (e.g. Nursing)--maximum allowed attempted credit hours=105

A student who exceeds these limits must explain in writing what his/her academic goal is and time frame for completion. The student must also furnish a degree plan completed by an advisor. If the plan is approved, only required courses will be funded with federal aid.

Worksheet for Calculating Percentage of Hours Completed and G.P.A.

Attempted Hours:

	Attempted	Completed
Cumulative undergraduate hours		
Cumulative non-degree hours		
W, AW, I hours*		
Current semester hours		
Total		

*Include any classes from current semester being dropped.

Total completed hours divided by total attempted hours x 100 = completion percentage

G.P.A.:

	Points	Divisor
Cumulative undergraduate		
Cumulative non-degree		
Totals		

Total points divided by total divisor = cumulative G.P.A. including remedials

How to use the form above: You will use the transcripts to plug in the numbers in the appropriate box, add up and divide the total attempted credit hours by the total completed credit hours giving you the completion percentage.

EXAMPLE: If after the calculations a student is at an 85% completion percentage and the students G.P.A. is 2.0. and this student is asking you if they should 1) drop a class that they are certainly going to get a D or F in, or 2) should they take the D or F, in this instance the failing grade will affect the student's G.P.A./ in a more negative way than the drop in the percentage as far as the financial satisfactory academic progress policy is concerned. Any questions: always feel free to send the student to the Financial Aid Office or call on the student's behalf!

Honors Courses

Student Criteria for Acceptance into Honors Program

24 composite ACT OR 22 composite ACT and 3.75 GPA

Student Criteria for Taking Individual Honors Class

24 ACT sub-score in subject area

Humanities Options

ANTH 2353 General Anthropology	HUMN 2223 Modern Arts and Culture
ART 1103 Introduction to Film and Video	HUMN 2550 Study Abroad
ART 1113 Art Appreciation	LIT 2113 World Lit Before 1650
ART 1203 Art History Survey I	LIT 2223 World Lit Since 1650
ART 1303 Art History Survey II	LIT 2413 Introduction to Literature
ENGL 2413 Creative Writing	LIT 2543 Survey British Lit. to 1800
GLBL 2113 Global Studies in HUMN	LIT 2653 Survey British Lit. from 1800
GLBL 2123 Global Culture and Society	LIT 2773 Survey American Lit. to 1877
GLBL 2133 Intro to Intl Bus Cultures	LIT 2883 Survey American Lit. from 1877
HIST 1113 Ancient World History	MUSC 1113 Music Appreciation
HIST 1223 Modern World History	MUSC 1513 Music Literature
HIST 1713 History of Eastern Civ	MUSC 2753 History of Music
HIST 2113 History of Latin American Civ	PHIL 1113 Introduction to Philosophy
HIST 2213 History of Native American Civ	PHIL 2213 Ethics
HUMN 1113 World Religions	PHIL 2223 Business Ethics
HUMN 2113 Ancient Arts and Culture	THTR 1223 Introduction to Theatre
HUMN 2123 Development of Science	THTR 2713 History of Theatre

*Education majors taking the OGET benefit most from ART 1113, HUMN 2113, HUMN 2223, LIT 2413, and MUSC 1113 as these courses cover subject areas on the certification test.

In the 2008-2009 academic year, the General Education Assessment Committee, also recommended that each Northern graduate should meet the competency of “awareness of diversity issues in a multicultural society.” This competency can be met if students choose one of their two required 3-credit hour humanities courses from the following list of approved courses.

International Dimension Humanities Options

ART 1113 Art Appreciation	HUMN 1113 World Religions
GLBL 2113 Global Studies in Humanities	HUMN 2113 Ancient Arts and Culture
GLBL 2123 Global Culture and Society	HUMN 2223 Modern Arts and Culture
GLBL 2133 Intro to Intl Business Cultures	HUMN 2550 Study Abroad
GLBL 2143 Intro to Global Political Issues	LIT 2113 World Lit Before 1650
HIST 1113 Ancient World History	LIT 2223 World Lit Since 1650
HIST 1223 Modern World History	MUSC 1113 Music Appreciation
HIST 1713 History of Eastern Civilization	POLI 2113 Comparative Politics
HIST 2113 History of Latin American Civ	

Math Options

When choosing a math track to take, students should be asked about specific degree plans and where they plan to transfer. If they are unsure of either, asking them to narrow down areas of interest (STEM-science/technology/engineering/math, health services, business, liberal arts) can also help in directing them to the appropriate math course. STEM and health services usually require College Algebra; liberal arts fields often do not. Business, Social Science, and Ag may vary with degree option and transfer school--e.g. some options at OSU allow Math Functions. Check the transfer degree sheet to verify.

Math sequence (beginning with remedial courses) for students needing College Algebra:

Concepts of Algebra->Intermediate Algebra->College Algebra OR

Concepts of Algebra->Supplement to College Algebra + College Algebra

Math sequence (beginning with remedial courses) for students **not** needing College Algebra:

Concepts of Algebra->Math Applications or Math Functions OR

Supplement to Math Applications or Math Functions + Math Applications or Math Functions

Policies on Academic Probation/Notice/Suspension, Repeat Courses, Academic Reprieve, Academic Renewal

Academic Probation/Academic Notice/Academic Suspension

In compliance with policies mandated by the OSRHE, NOC follows the guidelines below for determining what constitutes academic probation/notice:

- All students must maintain a 2.0 retention/graduation GPA for the duration of the college experience with the exception of freshmen on academic notice and academic probation. A student will be placed on academic probation if the following requirements are not met:

<u>Credit Hours Attempted</u>	<u>GPA Requirement</u>
0 through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

- Students with 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed as detailed in the State Regents' *Grading* policy, remedial/developmental (pre-college) courses, and physical education activity courses.
- Any student not maintaining satisfactory progress toward the academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (Fall or Spring) has elapsed.
Note: In language above, "semester GPA" equates to "Term GPA" on transcript.

Students can be directed to the Registrar's Office and to the NOC Catalog for procedure for academic suspension appeals.

Repeat Courses

- A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four (4) courses, but not to exceed 18 hours, in the courses in which the original grade earned was a D or F. Students repeating courses above the first four courses or 18 credit hours of Ds or Fs repeated may do so with the original grades and repeated grades averaged.

Note: students who are trying to raise their GPA by repeating courses must be instructed to take the exact course they want replaced—e.g. HIST 1493, Late American History, will not replace the grade made in HIST 1483, Early American History.

Academic Reprieve

A student may request an Academic Reprieve consistent with these guidelines:

- At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
- Prior to requesting Academic reprieve, the student must have earned a GPA of 2.00 or higher with no grade lower than a C in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses.
- The request may be for one semester or term of enrollment or two consecutive semester or terms of enrollments. If the reprieve is awarded, all grades and hours during the enrollment period are included. If a student's request is for two consecutive semesters, Northern may choose to reprieve only one semester.
- The student must petition for consideration of Academic reprieve in writing to the Registrar's Office; and 5) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

Academic Renewal

A student may request an Academic Renewal consistent with these guidelines:

- At least 5 years must have elapsed between last semester being renewed and the renewal request.
- Prior to requesting Academic Renewal, the student must have earned a GPA of 2.00 or higher with no grade lower than a C in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses.
- The request will be for all courses completed before the date specified in the request for renewal.
- The student must petition for consideration of Academic Renewal in writing to the Registrar's Office.
- All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

For more guidance on how to advise a student on academic probation, please refer to the two-page following instructional guide, provided by Paula Lewis:

ENROLLING A STUDENT on Academic Probation

- 1) Look at Ret/Grad GPA to verify GPA. Below 2.0? Consider student to be on probation.

Spring Semester 2016					
	Attempt	Earned	Points	Divisor	GPA
CRMJ1113 Criminal Justice	**	In Progress	**		
ESCI1214 Earth Science	**	In Progress	**		
HIST1483 American Hist-Early	**	In Progress	**		
SOCI1113 Prin of Sociology	**	In Progress	**		
Sem Undergrad	0.00	0.00	0.00	0.00	0.00
Ret/Graduation	44.00	29.00	69.00	44.00	1.57
Cum Undergrad	47.00	29.00	69.00	47.00	1.47

The conversation that is needed at this point:

- *What happened last semester that caused your low GPA?*
 - *Were you working?*
 - *Were there other things going on?*
 - *AND how can this semester be different?*
 - *Do you need to use tutoring?*
 - *Do you need to go to Disability services?*
 - *Do you need to cut back on working?*
 - *Other resources? Counseling?*

THE MOST IMPORTANT 2 THINGS TO TELL A PROBATION STUDENT:

- “This semester you will be required to make a **2.0 semester GPA** (all C’s in all your classes or averaged to be 2.0) or you will be SUSPENDED.

If you are suspended:

You will be required to “appeal” your suspension and provide documentation of extenuating circumstances that led to your suspension AND your financial aid will be affected.”

- “**Until your ret/grad GPA gets to 2.0 GPA** you will need to make a 2.0 semester GPA.
You are always in danger of suspension until that ret/grad GPA gets to 2.0.”

- 2) **Talk to student about taking FEWER credit hours this semester in an effort to focus on fewer classes and to raise his or her GPA.**

The *quickest way* to raise GPA is to **repeat classes with “F” or “D.”** The preference is to choose classes with “F” (more impact to GPA) and not use classes with “D” unless necessary for a certain major.

3) To check to see if a class taken at OSU is same as NOC class (course codes are different) then go to the following website for OSU transfer guide:

<https://admissions.okstate.edu/admission-requirements/transfer-credit-guides>

Note: One example is: Survey of American History can NOT be repeated by NOC History 1483 or 1493.

4) To check on course at another college other than OSU use the following website: (use “drop down” boxes to locate semester and year and course)

<http://www.okhighered.org/transfer-students/course-transfer.shtml>

5) After checking for repeats the next step is to advise the student about what grades for the upcoming semester are needed to get student off probation. Use the following website to calculate what grades are needed.

<http://www.back2college.com/raisegpa.htm>

Example: Using numbers from above under #1

- Enter Current Cumulative GPA: (Get Cumulative GPA)
- Total Number of Attempted Credit Hours Completed to Date:

(Do not include current hours)

Enter the credit hours and expected grade for (up to six) courses that you are presently taking below and press CALCULATE to find your predicted new cumulative GPA at the end of this term.	
Course 1:	
Credit Hours <input type="text" value="0"/>	And your anticipated grade: <input type="text" value="A"/>
Course 2:	
Credit Hours <input type="text" value="0"/>	And your anticipated grade: <input type="text" value="A"/>

I would like to raise my cumulative GPA to .

If I can maintain a average from now on,
(e.g. 3.5, 2.5,...)

Credit hours will it take to raise my GPA to this new level?

Science Options

BIOLOGICAL SCIENCE

BISI 1114 General Biology
BISI 1314 General Botany
BISI 2104 Human Anatomy
BISI 2204 Human Physiology

BISI 1214 Environmental Science
BISI 1414 General Zoology
BISI 2124 Microbiology
BISI 2214 Human Anat and Phys

PHYSICAL SCIENCE

ASTR 1014 Astronomy
ASTR 1533 Search for Life
AVIA 1113 Theory of Flight
CHEM 1314 General Chemistry I
CHEM 2014 Process Organic Chemistry
PHSC 1114 General Physical Science
PHYS 1214 General Physics II
PHYS 2104 Concepts in Physics

ASTR 1523 Planetary Science
ASTR 2563 Galaxies and Cosmology
CHEM 1014 Concepts in Chemistry
CHEM 1414 General Chemistry II
ESCI 1214 Earth Science
PHYS 1114 General Physics I
PHYS 2014 Engineering Physics I
PHYS 2114 Engineering Physics

Note: As of March 2016, the Curriculum Committee voted to change the general education requirement that students take one each of a biological and physical science and state that students needed 8 hours of science with at least one lab. Students may be required to take specific science courses based on degree needs but not due to a general education requirement.

Seminar Hours

Only THREE HOURS of Seminars (ALL DIVISIONS INCLUDED) may be counted for Graduation; for the purpose of this policy, a “seminar” is defined as a class in which a pass/fail grade is issued rather than a letter grade of A-F.

Special Advising Needs per Major or Department

Athletic Training

Athletic training requires a separate application for admission (available on the NOC website). Send interested students to either Suzi Brown or Summer McClure with questions. Four science courses are required to complete the Athletic Training degree from NOC (Biology, General Chemistry I, Human Anatomy and Human Physiology). Please make sure that first time freshmen are enrolled in Biology (if they qualify); Athletic Training majors DO NOT need Earth Science or General Physical Science.

Business

General Information:

Students must have a C or better in all Business Core courses (Accounting, Economics, Computer Science, Management, Marketing, Statistics, and Calculus) in order to transfer to NWOSU, OSU and UCO, our top three transfer schools.

Specifically for the Stillwater campus, CS 1113 Computer Concepts is a prerequisite for CS 2103 Business Technologies & Applications for Northern, but OSU does not have the same prerequisite. If students do not wish to complete an AS degree, they do not need to enroll in CS 1113 Computer Concepts. However, please remind students of the advantages of either completing an associate degree or reverse transfer as a means of eliminating general education requirements at the next level.

BSAD 1103 Introduction to Business is not a required business course for NWOSU, OSU or UCO. However, the course is a requirement for Business degrees at Northern and will transfer as a business elective to all three.

Business Administration and Options:

Know where the student is going to transfer as soon as possible; NWOSU, OSU and UCO—our top three transfer schools—have similar course requirements, but NWOSU requires SPCH 1713 Speech and Personal Finance (Northern's BSAD 1113 Digital and Financial Literacy meets the Personal Finance requirement) and UCO requires MATH 2103 Elementary Calculus.

The College Algebra and / or Math Functions requirement should be met as soon as possible because these are prerequisites for all Accounting, Economics and Statistics courses that are required for Business degrees. Also, please ensure that all prerequisites are followed (i.e. ACCT 2103 Accounting I - Financial is a prerequisite for ACCT 2203 Accounting II – Managerial).

Business Administration majors have specific humanities requirements. Each Business Administration student should complete an International Humanities course as outlined in the General Education requirements. The other humanities course must be either PHIL 2213 Ethics or PHIL 2223 Business Ethics.

Business Management and Options:

Pay close attention to when the courses are offered for the Business Management degrees as noted in our catalog course descriptions. ACCT 1203 Fundamentals of Accounting, ACCT 2123 Computer

Accounting I and BMGT 2263 Principles of Management are only offered in the fall semesters. BMGT 2233 Human Resource Management and BMGT 2143 Principles of Marketing are only offered in the spring semesters. BSAD 1203 Introduction to Entrepreneurship is offered in the fall semesters of the even numbered years.

Child Development

Prior Learning Assessment credit is to be given when a student has a valid CDA (Child Development Associate) certificate if the training hours for the certificate were not awarded college credit hours. The certificate validation date is located at the bottom right corner. The advisor should:

1. Review the certificate presented by the student. Make a copy and send to the Registrar's office.
2. Ask the student where the training hours were received.
3. If the student indicates hours were from a college, the advisor should review the student's transcript to confirm the hours are college credits. On occasion these hours are from a continuing Education program and not considered credited hours.
4. If training was awarded college credit, all courses should be transcribed based on course descriptions.
5. If training was not awarded college credit, a valid certificate will substitute for CD 1023 & CD 1053.

Contact Peggy Emde, 405-372-2487, with any questions or refer the student to her for advisement.

Computer Science:

In order to stay on schedule and graduate on time, CS 1013 Visual Basic should be taken in the first semester. Students should avoid taking two programming languages in the same semester. CS 1113 Computer Concepts is NOT a prerequisite for programming courses.

The College Algebra and / or Math Functions requirement should be met as soon as possible because these are prerequisites for all Accounting, Economics, Calculus and Statistics courses that are required for Business degrees.

Computer Science majors have specific humanities requirements. Each Computer Science student should complete an International Humanities course as outlined in the General Education requirements. The other humanities course must be either PHIL 2213 Ethics or PHIL 2223 Business Ethics.

Elementary Education

Know where the student is going to transfer as early as possible—NWOSU, OSU, and UCO, our top three transfer schools for this major, all have different requirements for foreign language. Three 4-hour science courses are needed for all and will be served by one Biology, one Physical Science, and a third in either category.

Four math courses are also needed to meet 12 by 12 to apply for Teacher Education programs. NWOSU accepts MATH 1233 Probability and Statistics, MATH 2233 Elementary Math Structures, and MATH 2243 Geometric Structures to meet education program requirements. OSU accepts MATH 2233 but will count the other classes only as electives, so it is better for students to take the courses after transfer. ENGL 2233 English Grammar for Educators assists students transferring to NWOSU to meet another 4 by 4 program need but is not currently accepted at other schools except as an elective.

Direct students into humanities courses that will prepare them for the required OGET exam. Any of our humanities courses will meet the NOC requirement but Intro to Lit, Art Appreciation, and Music Appreciation are the classes that best cover OGET material. For students transferring to OSU without completing Associate, MUSC 1113 is required.

Math Advising

Fast Track Option:

For E8/L8 Concepts of Algebra/Intermediate Algebra or E8/L8 Intermediate Algebra/College Algebra Fast Track, students MUST enroll in BOTH linked sections. For students needing College Algebra, please enroll in 15 hours – just in case they need to drop the L8, they are still enrolled in 12 hours.

Supplement to Math Apps – designed for anyone needing Math Apps but who did not place directly into Math Apps with ACT. Allows students to clear remediation and get college-level credit in one semester. Students MUST enroll in specified Math Apps section AS WELL AS Supplement to Math Apps. If a student is dropped from one of the sections, they will also be dropped from the other section.

Supplement to College Algebra – designed for anyone that would have placed into Intermediate Algebra. Allows students to clear remediation and get college-level credit in one semester. Students MUST enroll in specified College Algebra section AS WELL AS Supplement to College Algebra. If a student is dropped from one of the sections, they will be dropped from the other section. Students can enroll in College Algebra and the Supplement section if they passed Concepts of Algebra.

Nursing

Students who wish to apply for the AAS (RN) degree should be advised to review all application materials posted on the Nursing Division web page. If students have not yet been accepted into the A.A.S. program, they must follow the degree sheet requirements listed for the pre-BSN (A.S.) program.

Process Technology

After Fall 2014, this program requires a separate application for admission. Send interested students to Frankie Wood-Black, the PTEC Director, with questions.

Technology Resources

Information Technology Contact Information

Campus Connect:	580.628.6344	Blackboard:	580.628.6339
Portal:	580.628.6330	Email:	580.628.6339
IT Help Desk	580.628.6291	Wireless:	580.628.6291

The offices of the IT Dept. are located in the Wilkin Hall Building (Tonkawa) and Zollars Memorial Building (Enid).

ACCESS myNOC & OBTAIN YOUR NORTHERN ACCESS USERNAME & PASSWORD

Current Students

Obtain Your Northern Access Username and Password

- Go to myNOC (Portal)
- Select the "NOC Access" Tab
- Enter Student ID (**don't use SSN**)
- Enter PIN (Date of Birth MMDDYYYY)
- Click on "Display my Northern Access Credentials"
- Write down your Northern Access username and password and keep in a safe place

NOTE: The Northern Access username and password are case sensitive.

Your Northern Access username and password should be used to log on to myNOC, Blackboard, Wireless Access, NOC computer labs and your NOC Email account.

Access your NOC Email Account at: <http://webmail.students.noc.edu>

Student Email Address: "Northern Access Username"@students.noc.edu

TIPS TO REMEMBER

- NOC ID Cards can be obtained at the Registrar's Office. ID Cards can also serve as your meal card at the campus cafeteria. There is a fee for replacement of a missing ID card.
- Report a lost ID Card: Tonkawa: (580) 628.6240 Enid: (580) 548.2321 Stillwater: (405) 744.2246
- Campus Connect can be accessed within NOC's homepage (noc.edu) and can be used to view or print your unofficial transcript or schedule, complete enrollment, set up payments and much more.
- Any holds placed on your student record will limit your access in Campus Connect until the hold(s) are cleared. Please contact the Registrar's Office for assistance.
- Blackboard (for Northern Online Classes) is located at <http://nocbb.noc.edu>
- For dorm residents, please do not access more than one Ethernet port in your assigned dorm room.

NOC COMPUTERS

IT provides computing lab facilities in various locations around our campuses. Your Northern Access username must be entered in the following format: "username"@students.noc.edu

WIRELESS ACCESS

Northern has over twenty hotspots through-out our campuses. Use any connections labeled "NOC" to gain wireless access. Open your Internet Explorer and log on using your Northern Access username and password.

DORM ROOM IT RESOURCES

All campus dorm facilities are wired with high-speed Internet access. Your NOC ID card is required for access to campus dorms.

Testing Center Contact Information

Enid Testing Coordinator—Stacie Leaton (580) 548-2265
Enid fill-in coordinator-Sandy Jensen (580) 548-2382

Stillwater Testing Coordinator—Teresa Tully (405) 744-1081
Stillwater fill-in coordinator-call main number (405) 744-2246

Tonkawa Testing Coordinator, Academic Advisor—Suzy Stergas (580) 628-6349
Tonkawa fill-in coordinator-Kathy Riley (580) 628-6224

Hours of Operation:

Fall & Spring Semesters:

Mon-Fri 8am - 5pm (except for NOC holidays)

Summer Semester:

Mon-Thu 7am - 5:30pm (except for NOC holidays)

Extended testing hours are available during midterm and finals week.

Testing Center Guidelines for Makeup Exams

NOC Testing Centers are allowed to proctor makeup exams for full time faculty only when an

1. Instructor is unable to proctor during his/her scheduled office hours.
2. Instructor has first asked all other faculty members in that specific division to proctor, but no one is available.
3. Instructor and student are on different campuses, i.e. ITV courses.

NOC Testing Centers will proctor all makeup exams for adjunct faculty since they do not necessarily have office hours or other faculty available to proctor.

Proctoring during the absence of the Testing Coordinator

Each Testing Coordinator on each campus does have a fill-in person in case of the absence of the Testing Coordinator, but this is strictly limited to

1. Placement Testing
2. Emergency situations, not standard makeup exams unless prior arrangements have been approved by the testing coordinator, instructor and the fill-in person.

NOC Testing Centers have only 1 staff member per campus; therefore all proctoring services must be by appointment only and all exams/assignments, etc. must be accompanied by a completed Proctor Request Form.

All online class students will take their proctored exams at an NOC Testing Center or other controlled environment approved by the instructor of the course, not the Testing Coordinator.

Transcript Coding

Grading System

Quality Points are assigned as follows: A=4 Superior B=3 Good C=2 Average D=1 Passing F=0 Failure P=0 Pass @ Course credit not counted for graduation () Course credit not counted in EARNED # Course forgiven in an academic reprieve	No Quality Points are assigned as follows: W Withdrawal AW Administrative Withdrawal AU Audit N No Grade AS Advanced Standing/CLEP I Incomplete % Course forgiven, not counted in RET/GRAD [] Remedial course, counted in NON-DEG only * Repeat of a course
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Transfer Credit

When a student is admitted to NOC, his or her transcripts are evaluated for transfer credit. NOC recognizes transfer credit from U.S. regionally-accredited associations. Students must provide official transcripts from every school they have attended. Failure to acknowledge and submit transcripts from all schools attending may be considered academic fraud and might result in a student's expulsion from the institution.

A student's academic advisor, in consultation with the division chair, will determine how and if transfer credits can count toward degree requirements and which hours do count. For in-state institutions contributing to the state transfer matrix, course equivalency is determined by that matrix. Courses taken at a non-accredited school, or one whose accreditation is not recognized, will require submission of course descriptions and syllabi for possible credit. These documents might also be required for other in-state transfer decisions when a course is not listed on the state transfer matrix nor on internal transfer guides for partner institutions.

All international students are required to submit official transcripts to WES (World Education Services) for evaluation and conversion into the American system.

Tutoring Center Resources

In addition to tutoring available through faculty office hours, Northern offers a broad range of tutoring services on each of the three campuses, including instructor-led study sessions in nursing as well as peer tutoring in math, science, writing, and other subject areas as needed. In the Fall 2014 semester, Northern also subscribed to tutor.com, a 24-hour tutoring service available as a link on every course through the Blackboard page. Students can work with tutors on tutor.com by using a screen shot of a math or accounting problem they're working through, sending in a draft of an essay they're working on and having a tutor comment on areas that need to be revised, or getting assistance in any of 35 subject areas. Tutors are trained to work with students on what questions they should be asking to solve the problems, not to answer the problem for them, and instructors can get feedback on what content areas NOC students most frequently ask for help in to make curriculum adjustments.

For on-site tutoring schedules, students may go to the tutoring page on the website:

<http://northok.publishpath.com/tutoringservices>

Note: Schedules for individual campuses are posted shortly after each semester begins as strong peer tutors are identified. For online tutoring assistance, students should log in to their class Blackboard page and click on the link for tutor.com.

Veteran Affairs' Guidelines

The most important things to know about GI Bill benefits when you are advising:

- The VA won't pay for classes that are not required for the student's major at NOC. Adherence to the requirements on their degree sheet is very important although substitutions can be made if signed off on by the department.
- The VA doesn't recognize double majors at most schools. They will only pay for pursuit of one degree at a time.
- The VA won't pay for a student to repeat a class that the student has already received a passing grade for previously. At NOC, "passing grade" usually means a "D" or better unless we have specific guidelines saying a "D" is not passing. Examples: Nursing courses, Remedial courses.
- Anytime a student receives a "non-punitive" grade of W, AW, or I, the VA will usually make the student pay back at least some of the money he or she has been paid for the class.
- Students who receive GI Bill benefits only get paid for the actual dates of a class. An example: If a student is enrolled in 12 hours (four 3-hour classes) in the fall semester, but one of the classes is an 8-week short term class, they would be considered by the VA as being a $\frac{3}{4}$ time student for the part of the semester they are not pursuing that class. This would lower the student's monthly living stipend for that time period. So, use caution when enrolling a GI Bill recipient into short term classes.

For further details about Veterans' Guidelines, contact:

Brad Gordon,
Assistant Registrar and Coordinator for Veterans Affairs

Brad.gordon@noc.edu

580-628-6227