NOC

NORTHERN
Oklahoma College
TONKAWA | ENID | STILLWATER

2020-2021
Course Catalog and Student Handbook

Life changing.

MESSAGE FROM THE PRESIDENT

The academic and professional programs offered by Northern Oklahoma College provide students with challenging opportunities to earn degrees that are valued in the workplace and are transferable to other universities to fulfill general education requirements. Academic quality is monitored by faculty, administrators, and students, as well as institutional accrediting agencies such as the Higher Learning Commission. In addition, other national accrediting agencies interested in specific program areas such as nursing and business professions review the content and structure of academic courses, academic and professional qualifications of faculty, campus facilities, and other matters relative to achieving and maintaining academic excellence. Importantly, the Oklahoma State Regents for Higher Education have in place a systematic program review process that monitors program quality as well as appropriate course offerings throughout the system of higher education in Oklahoma.

With locations in Tonkawa (established in 1901), Enid (established in 1999), and Stillwater (established in 2003), Northern Oklahoma College serves the academic needs of Oklahomans and others in the north and north central regions of the state. The faculty have earned an outstanding reputation for creating an exemplary learning environment. In addition, they are recognized for their genuine concern for assisting students to achieve their academic goals.

This publication contains regulations which govern student admission, enrollment, and other pertinent information about the College. It should serve as a guide for you in planning a successful academic career at Northern Oklahoma College.

I wish you much success as you complete your education at NOC.

Cheryl Evans, ED.D.,
Pesident, Northern Oklahoma College

Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex, disability, genetic information, or age in its programs, services, and activities.
This notice is provided as required by Age Discrimination Act, Title II of the Amer.s with Disabilities Act Amendments Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Oklahoma Personnel Act, as well as other legislation dealing with discrimination and harassment for categorically protected students and personnel.

Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator:
Jason Johnson, Vice President for Student Affairs
Northern Oklahoma College
1220 East Grand Avenue, P.O. Box 310
Tonkawa, OK 74653-0310
Telephone 580-628-6240 (8 a.m. to 5 p.m. CST Monday through Friday)
jason.johnson@noc.edu
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ABOUT THE CATALOG

This catalog offers information about the academic programs and support services of the College and is as accurate as possible, but the information may not remain current for all of the academic year. Circumstances may prompt changes in courses, course content, credit fees, regulations, semester calendar, curriculum, degrees offered, and other matters (all updates available at the "Academics" webpage: http://www.noc.edu/academics). Such changes authorized by the College apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

For information, call, 580.628.6210 or write to:
Northern Oklahoma College:
Office of Academic Affairs
P.O. Box 310, Tonkawa Oklahoma 74653-0310

Tonkawa
1220 East Grand
P.O. Box 310
Tonkawa, OK 74653-0310
Phone: 580.628.6200
Fax: 580.628.6209
Photo: Central Hall

Enid
100 South University
P.O. Box 2300
Enid, OK 73702-2300
Phone: 580.242.6300
Fax: 580.548.2216
Photo: Marshall Building

Stillwater
615 North Monroe Street
P.O. Box 1869
Stillwater, OK 74076-1869
Phone: 580.628.6900
Fax: 405.744.7965
Photo: NOC Classroom Building

Website: http://www.NOC.edu

NORTHERN Oklahoma College

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NORTHERN OKLAHOMA COLLEGE

INSTITUTIONAL INFORMATION

HISTORY

Through the efforts of the Honorable James H. Wilkin, on March 1, 1901, the Oklahoma Territorial Legislature passed an act appropriating money to establish University Preparatory School at Tonkawa. Wilkin also obtained an endowment of land for the school. Consequently, Central Hall was constructed, a faculty employed, and other essentials of an educational institution provided. In September 1902, the doors of the new school swung open to prospective students. Two hundred and twenty-seven young men and women enrolled; thus opened the colorful history of one of Oklahoma's most important and picturesque educational institutions.

As the curriculum expanded and the enrollment increased, new equipment and other facilities became necessary. An act of Congress dated June 2, 1906, provided for the donation to the school of a section of land adjoining the city of Tonkawa. Proceeds from the sale of this land were to be used to provide additional buildings. A similar act of 1909 granted another tract of land for the same purpose. Harold Hall and Foster-Piper Fieldhouse were erected and paid for with the funds secured from the sale of these lands.

The college department was established in 1921, and the institution became a fully-accredited junior college. By an act of legislature in 1941, the name was changed to Northern Oklahoma Junior College. Further changes were made by the state legislature in 1965 with the passage of the Higher Education Code. This new statement of law changed the institution's official name to Northern Oklahoma College. Its three-man Board of Regents was expanded to five and given added authority and freedom in conducting institutional affairs.

In June 1999, Northern purchased the grounds and buildings of the Phillips University campus in Enid. Phillips University, a private institution established in 1907 by the Disciples of Christ, had closed its doors in August 1998. The purchase of the campus allowed Northern to expand its services to its Enid students and to provide for growth of its academic, student and community programs.

In 2001, Northern Oklahoma College celebrated the centennial anniversary of its founding, and, with the beginning of the fall 2002 semester, entered its second hundred years of providing quality education to students. The history of the institution is unique in the annals of higher education.

In August 2003, Northern joined in a partnership with Oklahoma State University to expand educational opportunities for college-bound students in Oklahoma. The partnership allowed Northern to expand its services to its Stillwater students.

VISION STATEMENT

Northern Oklahoma College will be recognized as a model institution and leader in academic quality and cultural enrichment, promoting student success, collaborative learning, creative and forward thinking, and community responsiveness.

MISSION STATEMENT AND STRATEGIC PLAN

In the 2019-2025 Strategic Plan, Northern Oklahoma College updated its mission statement, maintaining its emphasis on quality education while recognizing its growing presence through multiple locations in Oklahoma:

> *Northern Oklahoma College, the State's first public community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities in a connected, ever-changing world.*

Guided by its mission, NOC has set strategic goals to support the educational experience in the following areas:

- Student Quality of Life (including facility maintenance and renovation)
- Recruitment/Retention/Graduation (including program development and academic partnerships)
- Employee Quality of Life and Professional Development
- Increased Revenue Streams (including financial partnerships/sponsorships, grants)

CORE VALUES

PERSONALIZED EDUCATION:

- We believe in providing individualized services that lead our students to achieving their academic goals in a welcoming and safe environment.
- We believe in providing support to students in and out of the classroom so that they receive a full college experience with diverse opportunities.

COMMUNITY AND CIVIC ENGAGEMENT:

- We believe that educated citizens are necessary for a healthy, democratic society, and that free and open expression and an appreciation for diversity are cornerstones of higher education.
- We believe in economic and environmental sustainability and the importance of enriching the intellectual, artistic, economic, and social resources of our communities.

CONTINUOUS IMPROVEMENT:

- We believe in the inherent value of intellectual pursuit for both personal and professional growth, as well as in the need to prepare students for 21st century professions.
- We believe that a knowledge-centered institution is vital to a knowledge-based economy, and we measure our success against national models and standards of excellence.

DIVERSITY STATEMENT

Northern Oklahoma College is committed to developing an interconnected and globally responsive culture of diversity acceptance that includes, but is not limited to, race, ethnicity, color, socioeconomic status, gender and identity, sexual orientation, religion, disability, national origin, veteran status, genetic information, citizenship, political thought, and age. NOC invites different perspectives and encourages all individuals within the NOC community to listen respectfully, both to consider new viewpoints and broaden one's own perspectives.

AFFIRMATIVE ACTION PROGRAM

Northern's Affirmative Action Program reflects the commitment of the College to equal opportunity and outlines the procedures necessary to fulfill this commitment. Northern is committed by policy of its Board of Regents to promote equal opportunity in all phases of college life for all persons within its constituency. Northern's Affirmative Action Program complies with the legal requirements for federal and state civil rights laws and implements directives. To meet adequately the needs of protected groups, such as the qualified handicapped, self-identification is encouraged on enrollment forms so those eligible can be afforded every opportunity to take advantage of the services offered. All information is protected by privacy laws and used only for affirmative action purposes.

Locations

The site of the original Northern Oklahoma College campus, in Tonkawa, Oklahoma, and Northern's sites in Enid, Ponca City, and Stillwater are depicted in the map below.

From any of Northern's locations, students may easily travel to their homes in almost any part of the state. Tonkawa is conveniently located on U.S. Highway 60, the main east-west highway in northern Oklahoma, and just two miles east of

Interstate Highway 35, the state's north-south traffic artery. Enid is located on a major north-south highway, U.S. 81, and U.S. Highways 412 and 64, major east-west routes. Stillwater is located on a major north-south high¬way, U.S. 177, and U.S. 51, a major east-west route.

The Tonkawa campus, established in 1901, serves as the administrative center for Northern. All program oversight in academic, financial, student service, personnel, development, physical plant, and information technology is housed in Tonkawa. Over 1500 students attend class on site, by ITV, or via online. Offering over 20 distinct degree paths with over 40 degree options and an array of courses, Northern distinguishes itself as a leading community college in Oklahoma.

The Enid site of Northern Oklahoma College was established in 1999 in conjunction with the Oklahoma State Regents for Higher Education (OSRHE) and the City of Enid. This site has grown in offering multiple two-year liberal arts degree programs to some 800 students each semester. The Enid site continues to expand its faculty, curriculum, and numerous clubs and activities.

The Stillwater site, established in 2003, serves multiple missions to area students. Primarily a Gateway Program, the Stillwater site serves students who would otherwise not be admitted to Oklahoma State University. The site, however, also admits students seeking general education courses that transfer to other comprehensive colleges and universities and houses the NOC Stillwater Nursing Program. Northern Stillwater admits approximately 300 new students each fall and spring semester, serving some 1,700 students.

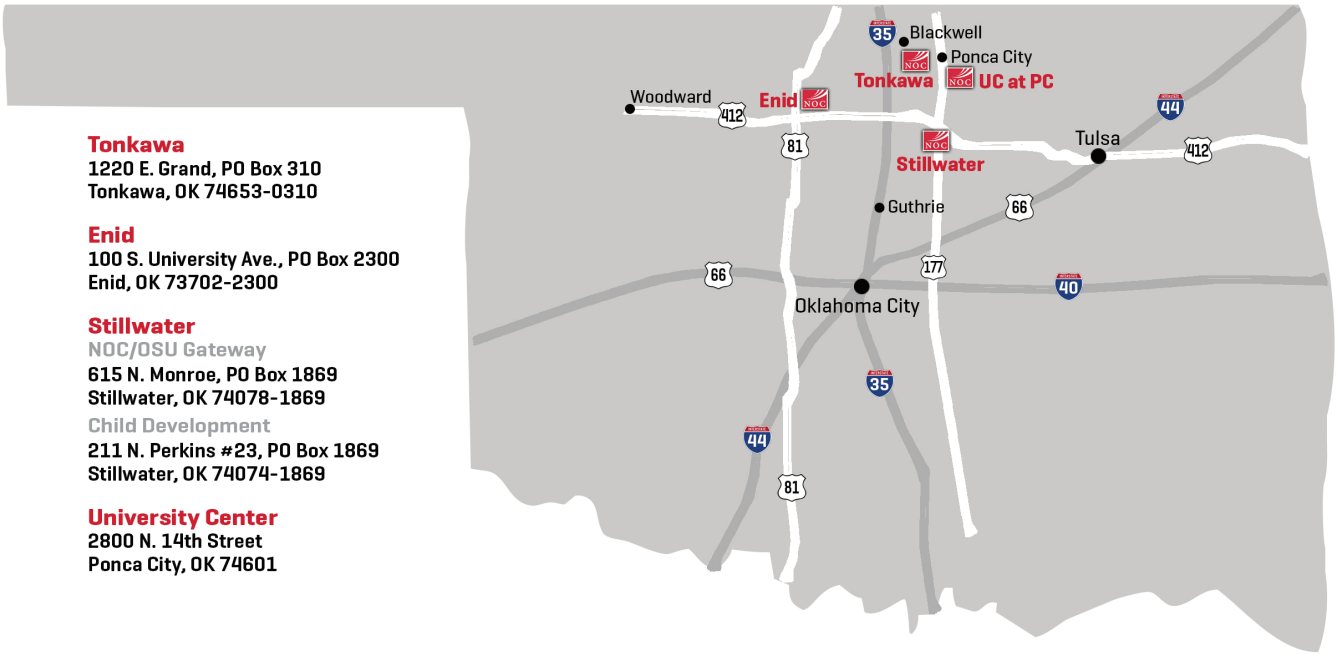
With general education coursework offered at the University Center in Ponca City as a supplement to the bachelor's degrees offered by other institutions that are part of the UC consortium, and program coursework offered in Child Development at Northern's additional location in Stillwater, Northern Oklahoma College serves student needs throughout the Northern Oklahoma region.

Tonkawa
1220 E. Grand, PO Box 310
Tonkawa, OK 74653-0310

Enid
100 S. University Ave., PO Box 2300
Enid, OK 73702-2300

Stillwater
NOC/OSU Gateway
615 N. Monroe, PO Box 1869
Stillwater, OK 74078-1869
Child Development
211 N. Perkins #23, PO Box 1869
Stillwater, OK 74074-1869

University Center
2800 N. 14th Street
Ponca City, OK 74601



ACCREDITATION AND MEMBERSHIP

Northern Oklahoma College is accredited by the Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; telephone (800) 621-7440, NCAHLC website link: http://ncahlc.org/.

The Nursing program at Northern is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia, 30326; telephone (404) 975-5000.

Northern was the first two-year institution in Oklahoma to receive accreditation by the Accreditation Council for Business Schools and Programs and has maintained accreditation through ACBSP, 11520 West 119th Street, Overland Park, Kansas 66213, telephone (913) 339-9356.

The College also enjoys memberships and affiliations with the following: American Association of Collegiate Registrars and Admissions Officers, American Association of Community Colleges, Council for Advancement and Support of Education, Council of North Central Two-year Colleges, Oklahoma Association of Collegiate Registrars and Admissions Officers, Oklahoma Association of Community Colleges, National League of Nursing, Oklahoma Association for Affirmative Action, Oklahoma Association for Institutional Research and Planning, Oklahoma College Public Relations Association, Committee on Accreditation for Respiratory Care, National Association of University and College Business Officers, Southern Association of University and College Business Officers, Southern Association of Collegiate Registrars and Admission Officers, Oklahoma Association of University and College Business Officers, and Oklahoma Department of Career and Technology Education.

Northern Oklahoma College meets the requirements to participate in the State Authorization Reciprocity Agreement (S.A.R.A.) through approval from the Oklahoma State Regents for Higher Education in April 2016. In addition, NOC is an approved institution by the National Council for State Authorization Reciprocity Agreements (NC-S.A.R.A.). More details can be found at the following links:

Oklahoma State Regents of Higher Education website: http://www.okhighered.org/admin-fac/sara/

National Council for State Authorization Reciprocity Agreements website: http://nc-sara.org/sara-states-institutions

NOC representatives are active in the Oklahoma Council of Presidents, Council of Instruction, Council of Business Officers, Council of Student Affairs, Communicators Council, Economic Development Council, and Council for Oklahoma Extended Campus Administrators.

AIR FORCE ROTC

Air Force Reserve Officer Training Corps (AFROTC) AFROTC is a nationwide program that allows students to pursue commissions (become officers) in the United States Air Force (USAF) while simultaneously attending college. AFROTC classes are held on college campuses throughout the United States and Puerto Rico; students can register through normal course registration processes. AFROTC consists of four years of Aerospace Studies classes (Foundations of the USAF, Evolution of USAF and Space Power, Air Force Leadership Studies, and National Security Affairs/Preparation for Active Duty), and a corresponding Leadership Laboratory for each year (where students apply leadership skills, demonstrate command and effective communication, develop physical fitness, and practice military customs and courtesies). College students enrolled in the AFROTC program (known as “cadets”) who successfully complete both AFROTC training and college degree requirements will graduate and simultaneously commission as Second Lieutenants in the Active Duty Air Force. The AFROTC program is currently offered at Oklahoma State University, but they have a crosstown agreement that allows our students to enroll in AFROTC and become full-fledged cadet participants. For more information on AFROTC course descriptions, please review the Oklahoma State Regents of Higher Education: http://registrar.okstate.edu/University-Catalog-College-of-Arts-and-Sciences#aero. For more information on the AFROTC program, please review the OSU Detachment’s website at: http://afrotc.okstate.edu/

COMPARATIVE ANALYSIS ON CAMPUS CRIME

It is an unfortunate fact that criminal incidents of all types occur on college grounds. Most colleges around the nation

investigate and make public the number, nature and investigative procedures of these incidents. Northern Oklahoma College subscribes to that approach and further believes that the public should know how active Northern is in crime prevention and detection. Updated crime reports are available in the Office of Student Affairs, Office of the Registrar, the Library and on the College website at http://www.noc.edu/campus-security6.

GOVERNING BOARDS

The Oklahoma State Regents for Higher Education (OSRHE) is the State's legal structure for providing public education at the collegiate level. The Constitution of Oklahoma and the Oklahoma Higher Education Code as enacted by the 1965 Legislature and as amended during subsequent sessions provide the legal framework for the Oklahoma State Regents for Higher Education to develop and implement policies and procedures necessary to maximize the functioning of this structure.

As noted on the OSRHE website, the establishment of the State Regents is based on State Constitution and calls for both a state governing board and a local governing board with membership appointed by the Governor:

"There is hereby established the Oklahoma State Regents for Higher Education, consisting of nine (9) members appointed by the Governor, confirmed by the Senate, and who shall be removable only for cause, as provided by law for the removal of officers not subject to impeachment. Upon the taking effect of this Article, the Governor shall appoint the said Regents for terms of office as follows: one for a term of one year, one for a term of two years, one for a term of three years, one for a term of four years, one for a term of five years, one for a term of six years, one for a term of seven years, one for a term of eight years, and one for a term of nine years. Any appointment to fill a vacancy shall be for the balance of the term only. Except as above designated, the term of office of said Regents shall be nine years or until their successors are appointed and qualified.

The Regents shall constitute a coordinating board of control for all State institutions described in Section 1 hereof, with the following specific powers: (1) it shall prescribe standards of higher education applicable to each institution; (2) it shall determine the functions and courses of study in each of the institutions to conform to the standards prescribed; (3) it shall grant degrees and other forms of academic recognition for completion of the prescribed courses in all of such institutions; (4) it shall recommend to the State Legislature the budget allocations to each institution, and (5) it shall have the power to recommend to the Legislature proposed fees for all of such institutions, and any such fees shall be effective only within the limits prescribed by the Legislature." (Oklahoma Constitution, Article XIII A, Section 2)

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION WEBSITE:
http://www.okhighered.org/state-system/overview/part1.shtml

2020-2021 OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Glen D. Johnson. Jr., Chancellor, Oklahoma City
Joseph L. Parker Jr., Chair, Tulsa
Ann Holloway, Vice Chair, Ardmore
Jeffrey Hickman, Secretary, Fairview
Michael C. Turpen, Assistant Secretary, Oklahoma City
Dennis Casey, Morrison
Jay Helm, Tulsa
Jack Sherry, Holdenville
Steven W. Taylor, McAlester
Ronald H. White, M.D., Oklahoma City

2020- 2021 NOC BOARD OF REGENTS

Jodi Cline, Chair, Ponca City
Michael Martin, Vice Chair, Stillwater
Stan Brownlee, Secretary, Enid
Dale DeWitt, Braman
Jami Groendyke, Enid

NOC ORGANIZATIONAL CHART AND FACULTY

THE EXECUTIVE COUNCIL SERVING NORTHERN OKLAHOMA COLLEGE

Dr. Cheryl Evans, President
B.A., Northwestern Oklahoma State University; M.A., Wichita State University; Ed.D., Oklahoma State University

Dr. Rick Edgington, Vice President of Enrollment Management and Registrar
A.A., Northern Oklahoma College, 1984; B.A., Wichita State University, 1986;
M.Ed., Wichita State University, 1988; Ed.D., Oklahoma State University, 2005

Jason Johnson, Vice President of Student Affairs
A.A., Northern Oklahoma College, 1994; B.S., University of Central Oklahoma, 1996;
M.Ed., Northwestern Oklahoma State University, 2003

Raydon Leaton, Vice President of the Enid Campus
B.S., Oklahoma State University, 1990; M.Ed., University of Central Oklahoma, 1998

Anita Simpson, Vice President of Financial Affairs
A.S., Northern Oklahoma College, 1986; B.S., Oklahoma State University, 1988; CPA, 1999

Sheri Snyder, Vice President of Development and Community Relations
A.A., Northern Oklahoma College, 1991; B.S., Oklahoma State University, 1993;
M.Ed., Northwestern Oklahoma State University, 2003

Dr. Pam Stinson, Vice President of Academic Affairs
B.A., Northeastern State University, 1987; M.A., Northeastern State University, 1989;
Ph.D., Oklahoma State University, 1997

Diana Watkins, Vice President of the Stillwater Campus
B.S., Oklahoma State University, 1998; M.S., Oklahoma State University, 2007

FULL-TIME FACULTY CREDENTIALS

Full-time faculty and their credentials are listed. Adjunct faculty and contact information for all faculty are found on the NOC website under the "Academic" divisional pages.
(The following designations indicate primary campus location: E-Enid, S-Stillwater, T-Tonkawa.
*Division Chairs, while housed on one campus, supervise full-time faculty for their divisions at all locations.)

Division of Agriculture and Biological Science

Matt Bolz (E)
B.S., Southwestern Oklahoma State University, 2006; M.Ed., Southwestern Oklahoma State University, 2010

Kurt Campbell (T)
B.S., Oklahoma State University, 1998; DVM, Oklahoma State University, 2001

Bart Cardwell (T)
B.S., Oklahoma State University, 1992; M.S., Oklahoma State University, 1997

Crys Davis (S)
B.A., Oklahoma State University, 2008; M.S., Oklahoma State University, 2011
Mary Gard (S)
B.S., Oklahoma State University, 2005; M.S., Oklahoma State University, 2010
Scott Harmon (T)
B.S., Oklahoma State University, 2005; M.Ed., University of Central Oklahoma, 2014
Mary Ann Harris (E)
B.S., Kansas State University, 1994; M.S., West Texas A&M University, 1995; Ph.D., University of Arizona, 2005
Sherrie Martin (S)
B.S., Oklahoma State University, 1998; M.S., Oklahoma State University, 2001
Mary Ann McCoy (E)
B.S., Alcorn State University, 1979; M.S., Alcorn State University, 1998
*Tricia Moore (T)
B.S., Tarleton State University, 1992; M.S., Oklahoma State University, 1995

Division of Business
Bart Allen (T)
A.S. Northeastern Oklahoma College, 1982; B.S., Kansas State University, 1985; MBA, Pittsburgh State University, 1989
Todd Ging (E)
B.S., Southern Nazarene University, 2002; MBA, University of Phoenix, 2005
Jill Harmon (T)
B.S., University Central Oklahoma, 2002; M.Ed., University of Central Oklahoma, 2005
Leslie Johns (S)
A.S., Northern Oklahoma College, 1997; B.S., Oklahoma City University, 2000; MBA, Cameron University, 2004
*Cara Beth Johnson (T)
B.S., University of Central Oklahoma, 1999; MBA, Cameron University, 2001
Shaen McMurtrie (E)
B.S., Phillips University, 1987; J.D., University of Oklahoma, 1990
Randee Sloan (T)
B.S., Oklahoma State University, 2015; Master of Accountancy, Emporia State University, 2016
Stephanie Weckler (S)
B.S., Oral Roberts University, 1983; MTAX, University of Tulsa, 1989

Division of Engineering, Physical Science, and Process Technology
Jack Cnossen (T)
B.S., Worcester Polytechnic Institute, 1983; M.S., Worcester Polytechnic Institute, 1989; Ph.D., Worcester Polytechnic Institute, 1990
Charmaine Munro (E)
B.S., Midwestern State University, 1998; Ph.D., Oklahoma State University, 2014
Christian Samanamu (S)
B.S., Political Catholic University, 2004; Ph.D., Texas Christian University, 2009.
Chris Storm (S)
B.S., University of Southern Mississippi, 2004; M.S. Uniersity of Southern Mississippi, 2006

*Frankie Wood-Black (T)
B.S., University of Central Oklahoma, 1984; MBA, Regis University, 2002; Ph.D., Oklahoma State University, 1989

Division of Fine Arts
Chad Anderson (T)
B.A., Oklahoma Christian University, 1998; M.A., Oklahoma City University, 2000; M.FA, University of Oklahoma, 2012
*Edward Dixon (T)
B.S., Austin Peay State University, 2003; M.Mu, Austin Peay State University, 2005; Ph.D., Boston University, 2019
Brandon Haynes (T)
B.M., Oklahoma City University, 2011; M.M., University of Central Oklahoma, 2018
Jena Kodesh (T)
B.FA, Oklahoma State University, 2000; M.A., University of Phoenix, 2005
Anthony Luetkenhaus (T)
B.FA, Culver-Stockton College, 2006; M.FA, Western Illinois University, 2011
Brad Matson (T)
B.A., University of Oklahoma, 1988
Audrey Schmitz (T)
B.FA, William Woods College, 1979; M.Ed., Northwestern Oklahoma State University, 2004
Shannon Varner (T)
B.Mu., Cameron University, 2000; M.Mu., Oklahoma City University, 2002

Division of Health, Physical Education, and Recreation
Julie Baggett (E)
B.S., University Central Oklahoma, 2000; M.Ed., University Central Oklahoma, 2011
*Suzi Brown (T)
B.S., Oklahoma State University, 2003; M.Ed., Southwestern Oklahoma State University, 2006
Aaron Butcher (E)
B.S., Indian Wesleyan University, 2010; M.A., Ball State University, 2012
Megan Hill (E)
M.S., Emporia State University, 2013
Donnie Jackson (T)
A.S., Allen Community College, 2000; B.S., Sterling College, 2003; M.S., Fort Hays State University, 2005

Division of Language Arts
Paul Bowers (E)
B.A., University of Tulsa, 1985; M.A., Oklahoma State University, 1990; Ph.D., Oklahoma State University, 1996
Stephanie Bundy (S)
B.A., Northeastern State University, 2007; M.A., University of Arkansas, 2009; Ed. D., Education Leadership (Educational Technology emphasis), Morehead State University, 2020
Tammy Davis (S)
B.A., Fort Hayes State University, 1987; M.S., Kansas State University, 1995
Stacey Frazier (S)
B.A., Oklahoma State University, 2001; MBA, University of Phoenix, 2009; Ed. D., Curriculum and Teaching (English emphasis), Northcentral University, 2019

DeLisa Ging (E)
B.A., East Central University, 1994; Ed.D, Oklahoma State University, 2005
Scott Haywood (T)
A.S., Northern Oklahoma College, 1997; B.S., Northeastern State University, 1999; M.A., Northeastern State University, 2001
*Cathy Moore (T)
B.S., Northwestern Oklahoma State University, 1984; M.S., Oklahoma State University, 1989; Ed.D, Oklahoma State University, 1991
Lisa Nordquist (S)
B.S., Southwestern Oklahoma State University, 1995; M.Ed., Southwestern Oklahoma State University, 2006
Dean Pearcy (T)
B.A., Northwestern Oklahoma State University, 1998; M.Ed., Northwestern Oklahoma State University, 2003
Eric Riddle (T)
A.S., Salt Lake Community College, 2010; B.A., Weber State University, 2013; M.A., Weber State University, 2015; Ph.D., Oklahoma State University, (pending 2020).
Alicia Sharp (T/S)
B.A., Oklahoma State University, 2003; M.A., University of North Texas, 2006
Don Stinson (S)
B.A., Northeastern State University, 1987; M.A., Northeastern State University, 1989; Ph.D., Oklahoma State University, 1998
Jeff Tate (E)
B.A., University Central Oklahoma, 1991; M.A., University Central Oklahoma, 1993; Ph.D., Oklahoma State University, 2015

Division of Math
Cathy Ballard (T)
A.S., Northern Oklahoma College, 1998; B.S., Oklahoma State University, 2001; M.Ed., Northwestern Oklahoma State University, 2003
Dee Cooper (T)
A.S., Northern Oklahoma College, 1996; B.S., Oklahoma State University, 1999; M.Ed., Southwestern Oklahoma State University, 2007
Lynn DeMuth (T)
B.S., Oklahoma State University, 1984; M.A., Chadron State College, 2017
*Cassie Firth (S)
B.S., Oklahoma State University, 1999; M.A., University of Phoenix, 2003
Christi Hook (T)
B.S., Northwestern Oklahoma State University, 1992; M.A., Chadron State College, 2015
Lynn Kinzie (S)
B.S., University of Florida, 1995; M.S., Oklahoma State University, 2009
Tim Kruse (S)
B.S., Oklahoma State University, 1997; Ed.D, Oklahoma State University, 2012
Courtney Miller (S)
B.A., University of Oklahoma, 2006; M.S. University of Central Oklahoma, 2011
Karri Morrill (T)
A.A.S., Northern Oklahoma College, 2003; B.S., Northwestern Oklahoma State University, 2004; M.Ed.,

Northwestern Oklahoma State Univrsity, 2019
Paul Nguyen (S)
B.S., California State University, 2009; M.S., California State University, 2010; Ph.D., University of Hawaii, 2014
Wendy O'Neill (E)
B.S., Vanderbilt University, 1991; M.A., University of Texas at Dallas, 2000
Kristi Orr (E)
B.S., University of Nebraska-Lincoln, 1996; M.Ed., University of North Dakota, 2004
Cecil Phibbs (S)
B.S., Palm Beach Atlantic University, 2002; M.S., Florida Atlantic University, 2013
Kathi Shamburg (E)
B.S., East Central University, 1987; M.A., Chadron State College, 2017
Stephani Spurlock (E)
B.S., Northwestern Oklahoma State University, 1993; M.S., Southwestern Oklahoma State University, 1998

Division of Nursing
Brian Baird (S)
BSN, University of Oklahoma, 1986; MSN, Southern Nazarene University, 2009
Amber Chester (E)
BSN, Oklahoma Wesleyan University, 2012; MSN, Oklahoma Wesleyan University, 2016
Lisa Diane Cannon (S)
B.S., University of Oklahoma Health Sciences Center, 2009; M.S., Oklahoma State University, 2003; DNP, Oklahoma City University, 2020
Vickie Crouch (S)
BSN, Langston University, 2002; MSN, University of Phoenix, 2011; DNP, Oklahoma City University, 2020
Sheila Gould (E)
BSN, Northwestern Oklahoma State University, 1999; MSN, University of Phoenix, 2011
Kim Hague (T)
BSN, Northwestern Oklahoma State University, 1996; MSN, University of Oklahoma, 2019
Florence Marie Head (T)
BSN, Kaplan University, 2014; MSN, Kaplan University, 2017; DNP, Oklahoma City University, 2020
April Heitfeld (E)
A.A.S., Northern Oklahoma College, 2007; BSN, Southwestern Oklahoma State University, 2010; M.S., University of Oklahoma, 2012
*Nikole Hicks (T)
BSN, University of Iowa, 1989; MSN, University of Phoenix, 2002; PhD in Nursing Education, University of North Colorado, 2014
Kathy Phillips (S)
BSN, University Central Oklahoma, 2004; MSN, University of Oklahoma, 2013
Deryl Gulliford (E-Respiratory Care Degree Program Director)
B.S., Ohio State University, 1980. MHA, University of Cincinnati, 1985

Division of Social Science
Ryan Bay (T)
B.S., Missouri Valley College, 1999; M.Ed., Northwestern Oklahoma State University, 2002
Troy Cochran (T)

B.S. Central Christian College of Kansas, 2013; M.S., University of Cincinnati, 2015
Jeremy Cook (S)
B.A., Oklahoma State University, 1992; M.S., Oklahoma State University, 1999; Ed.D, Oklahoma State University, 2004
Peggy Emde (S)
B.S., Oklahoma State University, 1980; M.S., Capella University, 2011
*Darrell Frost (T)
B.A., Oklahoma State University, 1999; M.S., University of Phoenix, 2008
Jerry Hawkins (E)
B.A., Southwestern Oklahoma State University, 1985; M.Ed., Southwestern Oklahoma State University, 1990
Marsh Howard (S)
B.A., Northeastern State University, 1997; M.S., University of Oklahoma, 1999; Ph.D., Oklahoma State University, 2014
Greg Krause (T)
B.S., Oklahoma City University, 1978; M.S., Arizona State University, 2017
Luke Kruse (S)
B.S., Oklahoma State University, 2007; M.Ed., Northwestern Oklahoma State University, 2017
Steve McClaren (E)
B.A., Grand Canyon University, 1976; M.Ed., Northwestern Oklahoma State University, 2007
Tiffany Meacham (E)
B.A., University of Oklahoma, 2002; M.Ed., Northwestern Oklahoma State University, 2006
Brenda Pennington (T)
B.A., Northwestern Oklahoma State University, 2001; M.Ed., Northwestern Oklahoma State University, 2006
Ty Shreck (T)
A.A. Northern Oklahoma College, 2006; B.A., University Central Oklahoma, 2008; M.Ed., Southwestern Oklahoma State University, 2013
Wade Watkins (S)
B.S., Oklahoma State University, 1992; M.A., University of Antwerp, 2003
Alyce Webb (T)
B.A., University of Central Oklahoma, 2012; M.A., University of Central Oklahoma, 2013; Ph.D., Oklahoma State University, 2017.

A COMPLETE INSTITUTIONAL ORGANIZATIONAL CHART MAY BE FOUND AT THE FOLLOWING LINK ON NOC's WEBSITE: http://www.noc.edu/organizational-chart.

INSTITUTIONAL POLICIES

CAMPUS SAFETY

Northern Oklahoma College is committed to providing a safe environment for faculty, staff, and students. All employees are expected to follow the guidelines outlined in the Emergency Response Plan. Updated protocols and CDC recommendations specifically related to COVID-19 can be found on our website: http://www.noc.edu/emergency/. These protocols are subject to change based on current conditions and are effective until amended in writing.

When students are not following these guidelines, employees should address these concerns with students. However, if behavior continues after concerns have been addressed, then a referral should be made to Student Conduct: Ryan Paul, Dean of Students; Jason Johnson, Vice President for Student Affairs; Raydon Leaton, Vice President for Enid; or Diana Watkins, Vice President for Stillwater. Student Conduct will have specialized educational sanctions for students found responsible for violating this policy.

When employees are not following these guidelines, supervisors should address these concerns with employees. If behavior continues after concerns have been addressed verbally, concerns should be addressed in writing and the Disciplinary Action procedures outlined in 3.12 will be followed.

CAMPUS SOLICITATIONS

It is the policy of Northern Oklahoma College that no solicitations, dissemination of literature, collection, picketing or drawing of assemblages or meetings for the purpose of promoting either sales or cause may be done by any off-grounds group, organization or person without clearance from and permission of the Dean of Students. All activities of college groups are within the jurisdiction of the Student Senate and the Office of the Vice President for Student Affairs.

TOBACCO-FREE POLICY

The use of tobacco products (including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco including chewing on an unlit cigar, or other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned, leased, rented, maintained, or under the control of the College, including parking lots owned or under the control of the College, facilities leased by the College and in College vehicles. This policy also prohibits the use of e-cigarettes as well as herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products.

This policy applies to all faculty, staff, students, guests, contractors, vendors, visitors or anyone else on Northern Oklahoma College property. NOC will not accept donations, gifts, money or materials intended to promote the use of tobacco. NOC will not participate in any activity that promotes the use of tobacco. The sale of tobacco products or tobacco-related merchandise on NOC property is prohibited.

Northern Oklahoma College will identify the boundaries of its property, post this information for public reference and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The College will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy.

Northern Oklahoma College employees will not use tobacco products while providing services regardless of location.

Northern Oklahoma College is committed to providing support to all College employees and students who wish to stop using tobacco products. The College is committed to ensuring that its employees and students have access to several types of assistance, including cessation options and telephone counseling through the Oklahoma Tobacco Helpline 1.800. QUIT.NOW (1.800.784.8669). Individuals are encouraged to refer employees or students to the Helpline as appropriate or to the NOC Counseling Office at their respective locations.

Noncompliance by an employee will be cause for management or supervisor intervention and may result in corrective or disciplinary action in accordance with Northern Oklahoma College Policies and Procedures. Faculty shall be directed to

and handled by the Office of Academic Affairs. Staff shall be directed to and handled by the Office of Human Resources. Noncompliance by students will be cause for intervention and may result in fines or disciplinary action in accordance with Northern Oklahoma College Policies and Procedures. Students shall be directed to and handled by the Office of Student Affairs. Violations occurring within College housing shall be directed to and handled by the Office of Student Affairs. Noncompliance by guests, contractors, vendors, visitors or anyone else on Northern Oklahoma College property shall be directed to and handled by Campus Security or the Office of Student Affairs.

PARKING POLICY

Operating a motor vehicle on College property is a privilege which is conditioned, in part, by compliance with these rules and regulations;

- Any appropriately licensed driver choosing to park an automobile on campus may do so provided a parking permit is obtained and the driver understands that the permit neither obligates the College to set aside a space for every vehicle nor allows drivers to violate parking regulations. Visitor parking is provided only for persons who are not registered students or employees of the College and temporary parking permits will be issued.
- The College reserves the right to restrict the use of an automobile on College property if the owner or driver has abused the privilege of operating a vehicle on campus.
- The College assumes no responsibility for a vehicle or its contents.
- All vehicles parking on College-owned property must display a VALID Northern parking permit.
- Failure to pay fines will result in refusal to renew permits, withholding of transcripts, delaying of enrollment and/ or collection efforts.
- It is the responsibility of any vehicle operator to request information needed from Campus Security to correct any special circumstances regarding his/her individual needs in a prompt manner and before a citation is issued.
- Any person who persists in repeating violations of the Northern Oklahoma College Parking policies, damages property or commits any act detrimental to the safety of others or to the best interests or needs of the College community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.
- Only parking permits issued or authorized by the Office of Student Affairs are valid and will be honored. Such substitutes as signs or decals issued by others, handwritten notes left on the exterior of the vehicle, etc. are unacceptable and will not be honored by enforcement personnel.
- Parking citations will be issued Monday through Friday from 7:30 a.m. to 4 p.m. unless otherwise stated in this policy.

STUDENT PARKING

Students who park vehicles on College property are required to immediately obtain and display a parking permit. Students must register their vehicles by the first week of class. All parking permits expire on July 31 of the following year. Students must present their Northern ID card at the time of permit registration. Students must pay all outstanding citations before a parking permit may be issued. Students should present to the Office of Student Affairs a completed vehicle registration form to obtain a parking permit. Permits are the responsibility of the student and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only current permits shall be displayed on a vehicle. A permit must not be altered or defaced. Students will be issued a permit that allows parking in any area not designated.

ACCESSIBLE PARKING

Vehicles displaying a state issued Physical Disability Permit, along with a valid Northern parking permit, may park in any student parking space or any handicapped parking space that is identified with a blue sign or paint.

VISITOR PARKING

Northern defines a visitor as any person unaffiliated with the College such as a vendor or community member. Whenever applicable, the host, whether student, staff, faculty or administrator, should obtain visitor parking permits for his/her guests that will be on campus for an extended period of time. Visitor parking is clearly marked and reserved for visitors only.

EMPLOYEE PARKING

Employees are required to obtain and display a parking permit upon receiving employment. Employees must register their vehicles with the Office of Student Affairs at this time.

MOTORCYCLES

Motorcycles will receive a permit to be placed on the front left fork. Permits must be placed where they can be easily seen.

PARKING REGULATIONS

- A copy of this parking policy can be obtained online at www.NOC.edu/Student-affairs.
- Vehicles found parking without displaying the appropriate parking permit will be cited.
- Parking is on a first come, first served basis.
- The issuance of a parking permit is merely authorization to park if space is available.
- The responsibility for finding a legal parking space rests with the vehicle operator.
- Lack of space in a particular lot is not a valid excuse for violating parking regulations.
- The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.
- If there is no sign at entry to the lot, parking is multipurpose.
- Persons may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting their legal parking spaces. Back/pull through parking is prohibited in the areas where one-way drive or angle parking exits exists.
- The owner-of-record or the individual registering a vehicle with the College is responsible for all College parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.
- Any vehicle parked in a fire lane, red zone, driveway, travel lane or any other area not specifically marked as a legal parking space will be subject to citation and may be impounded.
- “Maintenance/Service” and “Loading” zones are enforced 24 hours a day and are painted yellow.

TOWING AND IMPOUNDING OF VEHICLES MAY OCCUR WITH ANY OF THE FOLLOWING:

- Parking in a space reserved for someone else or an accessible space.
- Unsuccessful attempts to contact owners with repeated parking violations and/or five (5) or more unpaid parking violations.
- Parking in drives, on grass, access road/service drives and traffic lanes.
- Creating a traffic hazard, obstructing sidewalks, crosswalks or other vehicles.
- Parking in yellow zones.
- Parking in a designated fire lane or obstructing a fire hydrant.
- Any vehicle that appears to be abandoned.
- Parking on campus after a permit has been revoked.
- Accumulation of five (5) or more violations by an unregistered vehicle.
- (For unregistered vehicles, a tow warning will be placed on the car giving the owner three (3) days to register the vehicle to avoid impoundment.)

- The owner of a disabled vehicle that is blocking right-of-ways, roadways or is improperly parked shall notify Campus Security immediately at 580.628.1947 for Tonkawa students or 580.977.9448 for Enid students. If the disabled vehicle requires removal by a wrecker, it will be towed at the owner's expense. Any person who has had his/her vehicle impounded or towed will be responsible for all accrued expenses, including towing, mileage, hook-up fee, storage, etc.

FINES AND VIOLATIONS

The following are the parking and traffic citation schedules and corresponding fines established by Northern Oklahoma College.

First offense $10
Second offense $25
Third offense $50
Fourth offense $75

APPEALS PROCESS

An appeal for citation must be made in writing to the Dean of Students located in the Student Affairs Office within two working days from the date of the citation. Appeals will not be accepted after 48 hours.

PARKING AT OFF-SITE LOCATIONS

Students and employees parking at off-site locations owned or leased by the College will follow all parking regulations posted on that location.

NOC/OSU GATEWAY PARKING

Students and employees attending the NOC/OSU Gateway Program will follow parking policies set by Oklahoma State University. Parking permits may be purchased at the OSU Parking Office at 1006 W. Hall of Fame in Stillwater. Parking permits may be purchased online at www.parking.okstate.edu. Students must have activated their O-KEY email account to purchase a parking permit. For questions concerning parking in Stillwater, please call 405-744-6525.

SOCIAL NETWORKING AND SOCIAL MEDIA POLICY

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

Northern Oklahoma College is using social media technologies and websites to provide students with information in more places and more ways. All social networking and social media accounts recognized by Northern Oklahoma College are listed on the College website along with the complete policy at http://www.noc.edu/socialmedia.

NOC TAGLINE & STANDARDS

"Life changing" is the official tagline on Northern Oklahoma College and the approved tagline for NOC print and online communications. Do not use the tagline as a headline except if approved by the Office of Development and Community Relations. Instead, as the name implies, it serves as a tag or closing thought for communications.

Whenever possible, use the tagline with the NOC symbol and/or logo: http://www.noc.edu/graphicstandards. Digital files of the symbols and logos with tagline are available online at http://www.noc.edu/graphicstandards. Northern Oklahoma College.

USE OF SCHOOL COLORS & LOGOS

The logo (symbol and wordmark) replaces all older institutional designs. It is the only graphic device approved to identify Northern Oklahoma College. Do not try to alter or recreate the logo and always use an approved logo digital file. Students and student organizations wanting to use the official logo must receive permission from the Vice President for Development and Community Relations and the Dean of Students, and/or the Vice President for Enid or the Vice President for Stillwater. Digital files of all versions of the logos are available online at: http://www.noc.edu/graphicstandards

INFORMATION TECHNOLOGY POLICY STATEMENT

The College provides a wide variety of computer resources and facilities for use by Northern Oklahoma College students, faculty and staff. Students must read the Student Information Technology Policy located at www.noc. edu/it and under Planning and Policies. The College computer resources and facilities are provided to enhance all aspects of the College mission of total education.

It is necessary to establish policy and conditions to insure that equipment is not damaged or illegal acts performed. Policies for utilization of College computers have been developed to conform to state and federal law. State law, under the Oklahoma Computer Crimes Act, makes it a felony to willfully exceed the limits of authorization and damage, modify, alter, destroy, copy, delete, disclose or take possession of a computer, computer system, computer network or any other property; and makes it a misdemeanor to willfully and without authorization provide or assist in providing a means of accessing a computer, computer system or computer network. (Oklahoma Statutes annotated: Title 21 crime and punishments; section 1953).

Federal law concerning copyright is listed as Title 17 of the U.S. code. It states that it is illegal to make or distribute copies of copyrighted material without authorization (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117). It is illegal to make copies of software for any other purpose. For additional information, contact the Office of Information Technology.

INSTITUTIONAL POLICY RELEVANT TO SEXUAL CONDUCT

The Northern Oklahoma College educational mission is promoted by professionalism in personal relationships which is fostered by an atmosphere of mutual trust and respect. Actions of Northern Oklahoma College employees and students that harm this atmosphere undermine professionalism and hinder fulfillment of the College's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the College community. Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment or conferring any other benefits on them. Romantic or sexual relationships between faculty members and their students greatly increase the chances that the faculty member will abuse his/her power and sexually exploit the student. Whether or not the relationship is consensual, Northern Oklahoma College will view a romantic or sexual relationship between faculty members and students enrolled in their classes, participating in campus activities, advising or subject to their supervision as unethical. As with faculty, staff may also be in a position to exert authority and control over others. Those individuals must be conscious of the potential for abuse of power inherent in their relationships. Students rely on staff or assistance and guidance in dealing with issues such as scheduling of classes, financial aid, tutoring, housing, meals, employment, educational programs, social activities and many other aspects of college life. Staff who would deal with students or others over whom they have authority in a romantic or

sexual manner abuse, or appear to abuse, their power and violate their duty to the college community.
As used in this policy, the terms “faculty” or “faculty member” mean all those who teach at the college. The terms “staff” or “staff members” mean all employees who are not faculty and include academic and non-academic administrators as well as supervisory personnel. The term “romantic or sexual relationship” is intended to indicate conduct which goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship.

FACULTY-STUDENT RELATIONSHIPS

Within the Instructional Context: It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a romantic or sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member.
Outside the Instructional Context: Romantic or sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the faculty member may face serious conflicts of interest and should be careful to distance himself/herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had a romantic or sexual relationship will be deemed to have violated his/her ethical obligation to the student, to other students, to colleagues and to the College.

STAFF/SUBORDINATE OR STUDENT RELATIONSHIPS

Romantic or sexual relationships between staff and students or subordinates are prohibited in cases where the staff member has authority or control. A staff member who fails to withdraw from participation in activities or decisions that may reward or penalize a student or subordinate with whom the staff member has or has had a romantic or sexual relationship will be deemed to have violated his/her ethical obligation to the student, to other students, to colleagues and to the College.

PREVIOUS RELATIONSHIPS

Previous relationships of a romantic or sexual nature occurring prior to and ending before the professional/collegial, student/faculty or student/staff relationship would not be subject to these guidelines.

COMPLAINT PROCEDURE

Complaints alleging a violation of the Sexual Conduct Policy will be handled in accordance with the College grievance procedures as outlined below and at the following web link: http://www.noc.edu/title-ix-compliance
Under the authority of the Civil Rights Act of 1991, PL 102-166, Title VII of the Civil Right Act of 1964, as amended, and Title IX of the Education Amendments of 1972, the Board of Regents of Northern Oklahoma College has adopted the following policy concerning sexual harassment:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing.
- Submission to or rejection of such conduct by an individual is used as the basis of academic or employment decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Members of the College community (students or employees) who believe they have been harassed should contact:

- The appropriate administrative personnel for an informal resolution, usually at the level nearest the occurrence;

- The Office of Student Affairs to file a formal written complaint or grievance.
- NOC Gateway students will file a complaint with OSU Student Conduct.

An individual who believes that he/she has been wrongfully accused of sexual harassment may file a complaint.
Bad faith allegations or use of this policy for purposes other than those for which it is intended shall result in disciplinary action against the accuser. Disciplinary actions against employees may include but are not limited to: warning, reprimand, demotion, suspension or dismissal. Disciplinary actions against students include but are not limited to the following: warning, reprimand, probation, suspension or expulsion.

APPLICATION, ADMISSIONS, AND ENROLLMENT

APPLICATION PROCEDURE

The forms needed to apply for general admission to Northern Oklahoma College, whether as a first-time freshmen or transfer student, can be found on the NOC website application page: http://www.noc.edu/apply/
Enrollment checklists to guide students through each step of the enrollment procedure may be found on the NOC website Future Students' page: http://www.noc.edu/future-students.
High school seniors and juniors seeking concurrent admission should complete the application form found on the NOC website admissions' page: http://www.noc.edu/admissions. Videos under the "Concurrent Student" link of the NOC website may be viewed for helpful orientations for first-time students.
International students seeking admission should complete the application form found on the NOC website "International Students" page: http://www.noc.edu/international-students.

ADMISSION GUIDELINES

Students may be admitted to Northern Oklahoma College at the beginning of any semester. Any individual who (1) is a graduate of an accredited high school or whose high school class has graduated or has received a GED cer¬tificate and (2) has participated in the American College Testing (ACT) program or a similar acceptable battery of tests is eligible for admission to Northern Oklahoma College.
Oklahoma Statutes, Title 70 §3244, requires that all students who enroll as a full-time or part-time student in an Oklahoma public or private postsecondary institution provide documentation of vaccinations against hepatitis B, measles, mumps, and rubella (MMR). The statute requires that institutions notify students of the vaccination requirements and provide students with educational information concerning hepatitis B, measles, mumps, and rubella (MMR), including the risks and benefits of the vaccination.

HIGH SCHOOL CURRICULAR ADMISSION

Students wishing to complete an Associate in Science or an Associate in Arts degree must meet state high school curricular requirements. Effective with the Fall 2011 semester, the high school curricular criteria include the following:

- 4 units of English (grammar, composition, literature)
- 3 units of math (from Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, calculus, Advanced Placement Statistics)
- 3 units of lab science (biology, chemistry, physics, or any lab science certified by the school district)
- 3 units of history and citizenship skills (including 1 unit of American history and 2 units from the subjects of history, government, geography, economics, and/or non-Western culture)
- 2 units from any of the subjects above, computer science, foreign language, or any Advanced Placement course
- Total-15 Units

Students lacking curricular requirements are admissible into Associate in Arts or Associate in Science programs but must remove the deficiencies at the earliest possible time within the first 24 hours attempted, not including developmental courses. In addition, students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline. Students may remove curricular deficiencies either by successfully completing a 0-level course or by successfully completing an appropriate examination. Co-curricular opportunities are available as well, allowing students to begin earning college credit while simultaneously enrolled in developmental courses that provide additional support. Placement guidelines for these course options may be found on the NOC website page for Testing: http://www.noc.edu/act.
Courses taken to remove high school curricular deficiencies may not count toward satisfaction of degree program requirements.

HIGH SCHOOL CURRICULAR ADMISSION REQUIREMENTS FOR ASSOCIATE IN APPLIED SCIENCE

Students entering Associate in Applied Science degree programs must remove high school curricular requirement deficiencies before taking courses in the same field as part of an AAS degree. Students admitted under this provision may not transfer into an Associate in Arts, Associate in Science, or baccalaureate program without first completing the high school curricular deficiencies.

ADMISSION TO THE NURSING PROGRAM

Admission to the nursing program involves a selection process. Prospective nursing students should contact the Nursing Division to seek admission (Tonkawa – 580 628-6679; Enid – 580 548-2246; Stillwater – 580 628-6940). A point system is used to determine admittance to the nursing program. 6 areas are awarded points: (1) GPA for college OR high school GPA if a student has no college credits, (2) Biology or Chemistry grade for college OR high school AP biology or chemistry grade OR if no college or AP biology or chemistry grade, then the ACT sub-score for science reasoning, (3) ACT composite score or HESI A2 exam taken within the last 3 years, (4) Health related experience, (5) Previous college degrees, and (6) Writing/essay component. Admission to the nursing program is competitive, and interviews may be employed as a secondary tool to determine admission when numerous students fall within the same point range.

ADMISSION CATEGORIES

CONCURRENT HIGH SCHOOL STUDENTS

High school juniors and seniors seeking admission should bring the completed concurrent application for admission, a current high school transcript, and the results of their ACT to the Registrar's Office to be formally admitted. See the following link for all Concurrent Student forms and policies: http://www.noc.edu/concurrent-students.

FIRST-TIME FRESHMAN

All applicants seeking admission must complete and submit an Application for Admission. Students should also request that their high school counselor or principal send to the Registrar's Office a high school transcript that contains the most current class rank and grade-point average (6th, 7th, or 8th semester). In addition, at the time of application, a request should be made to have the results of the ACT sent to the Registrar's Office, unless such a request was made at the time of testing.

HOME STUDY OR NON-ACCREDITED HIGH SCHOOL STUDENTS

Any applicant who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency and (1) has participated in the American College Testing (ACT) program, (2) whose high school class has graduated, and (3) has satisfied the high school curricular requirements of Northern Oklahoma College as certified by the school, or for home study, the parent, is eligible for admission.

INTERNATIONAL OR ESL STUDENTS

International students are required to complete the international application form and make a $5000 deposit before being permitted to enroll. Additionally, students for whom English is a second language are required to present evidence of proficiency in the English language prior to admission. A minimum score of 500 is required on the TOEFL exam. Provisional admission may be granted if the applicant has scored 460 and has studied at an approved English language school for a minimum of 12 weeks after taking the TOEFL. All international students are required to submit official transcripts to WES (World Education Services) for evaluation and conversion into the American system.

OPPORTUNITY ADMISSION

Students who have not graduated from high school and whose composite standard score on the American College Test (ACT) places them at the 99th percentile of all students using Okla¬homa norms may apply for full enrollment

at Northern Oklahoma College. Northern will determine the admissibility based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of students intellectually and socially.

SPECIAL NON-DEGREE SEEKING STUDENTS

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without declaring a major. After completion of nine credit hours, students must meet institutional admission or transfer requirements. Students must submit ACT scores or take placement tests for any area of remediation and complete designated coursework.

TRANSFER STUDENTS

Students who have enrolled in one or more colleges prior to applying to Northern Oklahoma College must complete and submit an Application for Admission and request that the registrar at each college send an official transcript of all work attempted to the Northern Registrar's Office. An Oklahoma State System student who wishes to transfer to Northern Oklahoma College must have a grade-point average high enough to meet Northern Oklahoma College's retention standards to be admitted as a regular student. An undergraduate student wishing to transfer from an out-of-state college or university must (1) meet Northern Oklahoma College's admission requirements and (2) have made an average grade of C in the institution from which the student is transferring.

TRANSFER PROBATION STUDENTS

Students who do not meet the minimum retention standards for Northern Oklahoma College, but who have not been formally suspended from the institution previously attended, may be admitted as transfer probation students. Students are admitted on probation and must maintain a retention/graduation 2.00 GPA each semester while on probation or raise their retention/graduation GPA to a level as designated in the Academic Regulations section. Any "transfer probation" student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment and are eligible for admission only if admitted and enrolled before the first day of class.

SUSPENDED STUDENTS FROM OTHER SYSTEM INSTITUTIONS

Students who are suspended from other public system institutions may be admitted to Northern Oklahoma College if they follow the Academic Suspension Appeals procedures and agree to participate in appropriate remediation activities. In addition, they must be approved for admission by filing an appeal and having the suspension rescinded by the chief admissions officer, his or her designee, and/or the Academic and Financial Aids Appeals Committee. All students admitted through this procedure are on immediate probation and are eligible for admission only if admitted and enrolled prior to the first day of class.

READMISSION OF SUSPENDED STUDENTS

Students who are academically suspended by Northern Oklahoma College will not be allowed to re-enroll at the institution unless suspension is rescinded by the chief admissions officer, his or her designee, and/or the Academic and Financial Aids Appeals Committee. Details for academic suspension appeals are found in the Academic Regulations section of this catalog. Students may become eligible for readmission only if admitted and enrolled prior to the first day of class. Suspended students who are readmitted must also agree to participate in appropriate remediation sessions in the student's areas of weakness. These areas may be but are not limited to study in reading, written communication skills and mathematics. Should a reinstated or readmitted student be suspended for a second time, the student cannot return to Northern Oklahoma College until he/she has attended another institution and raised his/her retention GPA to the established retention standards.

NON-ACADEMIC ADMISSION CRITERIA

In addition to the academic criteria used by institutions in the Oklahoma State System as the basis for student admission,

Northern Oklahoma College shall consider the following non-academic criteria in deciding whether a first-time applicant or a transfer student shall be granted admission:

- Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
- Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.
- Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

If Northern Oklahoma College finds that an applicant meets any of the above criteria, then Northern Oklahoma College shall deny admission to the applicant if it decides that any of the events described in the Academic Affairs Policy of the Oklahoma State Regents for Higher Education are indicative of the applicant's unfitness, at the time of application, to be a student at Northern Oklahoma College. If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

- Be advised of the grounds for the denial.
- Be informed of the facts which form a basis of the denial.
- Be afforded an opportunity to be heard.

BEGINNING THE ENROLLMENT PROCESS

Instructors will not admit students to a class in which they are not regularly enrolled, and credit will not be given for a subject carried without proper registration. Northern offers pre-enrollment for the following semester several weeks before the end of the current one. Early enrollment is advisable to ensure availability of classes needed. A class closes when the maximum class size is reached.

Registration consists of the following steps:

- The student reports to the College Registrar for assignment of an academic advisor. Although all possible assistance will be given by the advisor, the final responsibility for complying with the required steps in the registration rests with the student.
- If necessary, placement tests will be taken. Students are encouraged to make a testing appointment and are also advised to prepare before testing by reviewing the resources listed on the ACT website. Students who need to test in more than one area might find it beneficial to spread out the testing over more than one test session.
- After any necessary placement testing, the student reports to an academic advisor who assists him/her in constructing a class schedule based upon the declared major and necessary general education courses. If possible, the student should make an appointment with that academic advisor to insure there will be sufficient time for discussing academic and career goals and the best course of study.

While students will have some scheduling options, courses selected must be in conformity with the curriculum decided upon, and a careful check for prerequisites should be made.

A Prerequisite refers to a course that must be completed prior to enrolling in another course—for example, ENGL 1113 Composition I must be taken before enrolling in ENGL 1213 Composition II.

Once a curriculum has been decided upon, the student, with the help of the academic advisor, can plan ahead so that subsequent registrations may be completed before the rush of registration day. Through a priority enrollment process, sophomores can enroll one week prior to general enrollment opening for new students to ensure availability of classes for graduation.

UNDERSTANDING COURSE NUMBER AND COURSE LOAD

NOC operates on a semester schedule with two 16-week semesters and a summer term that typically includes Early

6, Early 4, Late 6, and Late 4 courses. NOC adheres to the Oklahoma State Regents for Higher Education's policy regarding academic calendar standards and the calculation of a semester hour of credit. Those standards are reflected in the chart below:

Time listed represents in-class time only with the expectation that students will spend approximately two hours out of class in reading and completing homework assignments for every hour in class.

For online courses, the expectation is that students will spend approximately 3 hours per week for every credit hour of enrollment, either directly online or completing work for the course.

If the course is	Meeting time will be	Lab hours for most science classes (e.g. Biology, Chemistry, Earth Science, Physical Science, and Physics) will meet for 100 minutes per week with additional work outside expected out of class. Microbiology meets for 160 minutes. Credit for labs and grades for lab participation and assignments are included within the accompanying lecture course.
1 credit	800 minutes	
2 credit	1600 minutes	
3 credit	2400 minutes	
4 credit	3200 minutes	
5 credit	4000 minutes	

Before beginning to plan coursework for a four-semester period, students should be aware of the following facts concerning course numbers, semester course loads, and expected study time. The course number has special meaning. The first of the four-digit numbers represents the level of the offering, whether it is a first-year or a second-year course. Courses numbered in the 1000 group will normally be taken when the student is in his or her first year of college. The middle numbers of the four digits usually indicate the order of a course in its series. The final digit shows the credit hours earned by completing the course. Thus, a course numbered 1113 shows the course to be freshman level, the first in a series and worth three credit hours.

If the final digit is 3, then the student can expect to be in class approximately three hours per week. Some courses may vary slightly from this pattern. If the final digit for the course number is 0, the credit is variable; i.e., one to six hours of credit are determined by the instructor and should be communicated to the student at the time of registration.

If the first digit of the four digit number is 0, this course is a developmental course designed to prepare students for college level course work. College-level credit is not awarded for the completion of developmental courses. Developmental courses are not calculated in the retention graduation or cumulative grade-point average. Depending on the number of 0-level courses needed, a student may require more than two years at Northern to receive an associate degree.

DETERMINING APPROPRIATE COURSE LOAD

The entering student should understand that four 15 credit-hour semesters need to be achieved in order to complete the 60 course hours required for most degrees. In actual practice, many students may take 14 hours one semester and 16 hours another semester in order to complete specific course requirements. Students should note that although only 12 hours are required to be considered full-time for financial aid purposes, an average load of 15 credit hours per semester (above developmental courses and activity courses that do not count toward retention GPA) is needed to complete the associate degree within two years.

A normal course load of 15-18 credit hours means that a student will be in class approximately 15 to 20 hours per week, depending on the number of courses requiring a laboratory period, and approximately 30 additional hours per week may be required for class preparation and studying.

Per State Regents' policy, a maximum credit load in any given term is "limited to a number of semester-credit hours which is 50 percent greater than the total number of weeks in the applicable academic term" [Section 3.12 of the Academic

Affairs Procedures Manual]. Northern policy is that a student may enroll in a maximum of 19 semester hours in a regular 16-week term; requests to enroll in 20-24 hours (the State maximum for a 16-week term) require completing a petitioning card in the Registration Office. In a summer term, students may enroll in a maximum of 12 hours for an 8-week term, with no more than 6 hours taken during any 4-week term.

PROCEDURES FOR ADDING, DROPPING, AND WITHDRAWING FROM CLASS

A student may change his/her class schedule by dropping or adding a course without financial penalty during the Drop or Add Period as specified in the Academic Calendar. The add period is the first two days (actual days, not class periods) of the fall or spring semester. During the summer session the add period varies, and the student should consult the academic calendar for that term. The drop period is the first two weeks of the fall or spring semester. During the summer session the drop period varies; again, consult the academic calendar for that term.

DROPPING

Dropping refers to the dropping of one or more courses while remaining enrolled in at least one course for a given semester. To drop a course a student must obtain his/her advisor's signature and/or his/her instructor's signature on the Add/Drop form. The student must then take this form to the Registrar's Office. Ceasing to attend a class does not constitute a drop. If a class drop occurs during the Drop or Add Period, the dropped class will not appear on the student's permanent record. If a student drops after the drop period through the twelfth week of a regular semester, a grade of W will appear on the student's transcript. A W has no grade-point value and is not used as "hours attempted" in the computation of grade-point averages.

After the twelfth week of the semester, a grade of W or F will appear on the student's transcript, dependent upon grade status at the time the course was dropped. Designation of W does not affect grade-point value. In the fall and spring semesters, no drops will be processed after 5:00 p.m. on Friday before the week of final examinations. During summer sessions, no drops will be processed after 5:00 p.m. on the day before final examinations.

WITHDRAWING

Withdrawing from Northern Oklahoma College refers to withdrawing from all courses in which a student is enrolled for a given semester. To withdraw from all courses a student must go to the Registrar's Office and formally withdraw from all courses or provide notification in writing and signed. Simply to stop attending classes does not constitute withdrawal and the student may receive a mark of "F" in all courses. A student may withdraw from school any time before the week of final examinations. If the withdrawal occurs up through the first ten days of a regular semester, courses do not appear on the student's permanent record. Withdrawal after this period results in designations of W or F as noted in the paragraph above for dropping a course.

Tuition and fees will be refunded to withdrawing students of a regular semester only on the following basis: 100 percent during the Drop Period, zero percent following the drop period. Special consideration is given to students in good academic standing who withdraw to enter military service.

Policy on Prior Learning Assessment or Obtaining Credit by Examination

CREDIT BY PLA

A student whose educational experiences appear to give him/her knowledge or proficiency equivalent to that ordinarily attained by those who have taken a course in regular classes may be allowed to take an examination for credit in the course if approved by the division chair for the academic division in which the credit would be offered. Credits earned by examination will be counted toward meeting the requirements of any degree program of which the course is a part. Credits earned by examination in courses which are not a part of the specific requirements of a certain degree program may be counted as electives within the total credits normally prescribed for a degree.

CREDIT BY EXAM

CLEP Credit: Northern Oklahoma College is a national test site for the College Board's College Level Examination

Program (CLEP). Credits earned through these examinations are normally recognized throughout the nation. Some exceptions apply to examinations that contain an essay component. National CLEP testing centers offer two kinds of examinations: general examinations and subject examinations. NOC only grants college credit for certain subject examinations (see link below). Any CLEP exam may be repeated after a time period of six months. A CLEP exam repeated earlier than six months will be cancelled and all fees will be forfeited. Students are required to submit an official CLEP score report if taken at another institution.

AP Credit: NOC grants credit for acceptable scores in the Advanced Placement Program (AP) as administered by the College Entrance Examination Board in Princeton, New Jersey. AP tests are taken by high school students while in high school. Students are also required to submit official AP score reports for evaluation if the student did not send the report directly to NOC.

A brochure of the CLEP and AP examinations and corresponding scores accepted by NOC can be found on the NOC Testing website: http://www.noc.edu/noctesting.

Military credit: NOC accepts credit as recommended by the American Council on Education (ACE), as published in "The Guide to the Evaluation of Military Experiences in the Armed Services." Please see the Council's website at: http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx for more information on how selected educational experiences gained through the armed forces can translate into college credit. NOC also accepts credit earned through DSST exams (DANTES Subject Standardized Tests) for active, veteran and dependent military personnel. A JST (Joint Services Transcript) and/or a DSST Transcript must be submitted to the NOC Admission Office for evaluation of credit for military training.

Students are encouraged to inquire if they believe they are eligible for additional credit via other means of testing. Inquiries should be made in the NOC Registrar's office.

POLICY ON 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.

Students transferring from Northern Oklahoma College to other in-state institutions should expect all general education courses listed on the state transfer matrix (OSRHE transfer matrix website: http://www.okhighered.org/transfer-students/course-transfer.shtml) to transfer for equivalent courses listed; however, the credit awarded for any degree remains at the discretion of the receiving institution.

Note: Some transfer institutions may set grade requirements for either general education or program courses (e.g. a "C" rather than a "D" is required to "pass"). Students planning to transfer should always review the requirements of the transfer institution as they are completing coursework at NOC.

TECHNICAL TRANSFER CREDIT POLICY

Northern Oklahoma College's policies for evaluating, awarding, and accepting technical credit for transfer are consistent with the College's mission and with the State's focus on aligning coursework to ensure a quality education through common learning outcomes reviewed by faculty experts in the discipline.

Northern Oklahoma College (NOC) may only accept transfer of technical credits from an Oklahoma technology center

towards technical major degree requirements in a college technical certificate, an associate in applied science degree, or a technology baccalaureate degree in which NOC faculty have documented expertise.

Transfer of technical credits from a technology center that is part of the Oklahoma Technology Center System will be evaluated using the Statewide Technical Course Articulation Matrix from the Oklahoma State Regents for Higher Education (OSRHE). Academic credit earned for technical courses appearing on an official transcript from an Oklahoma technology center and listed on the Statewide Technical Course Articulation Matrix will be processed by NOC's Office of Admissions. The Office of Admissions will follow The Undergraduate Transfer and Articulation policy from the OSRHE.

Transfer of technical credits based on a different unit of credit than the one used at NOC is subject to conversion before being transferred. Only official transcript and technical course evaluations based on the OSRHE Statewide Technical Course Articulation Matrix and processed by the NOC's Office of Admissions are official. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.

STUDENT CONSUMER INFORMATION

The Student Consumer Regulations of the U.S. Department of Education requires colleges and universities to provide their students access to certain information to which they are entitled as consumers.

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.

Northern Oklahoma College is committed to providing access to information that will allow consumers such as students, parents, counselors, and others to make informed decisions about post-secondary education. The NOC website includes a link to the Consumer Information, which provides a single access point to all federally-mandated reports and disclosures. As new policies and procedures related to Consumer Information and Students' Right to Know are modified and approved, they will be added to the appropriate publications and new website link. www.noc.edu/consumerinformation. The Higher Education Act of 1965 website: https://www.govinfo.gov/content/pkg/STATUTE-79/pdf/STATUTE-79-Pg1219.pdf#page=37 Higher Education Opportunity Act of 2008 website: https://www2.ed.gov/policy/highered/leg/hea08/index.html

All students at Northern Oklahoma College have a right to request and receive information regarding certain Student Consumer Information disclosures. The following chart outlines the types of information available and where to obtain it:

Information	Publication	Where Available
Rights under the Family Education Rights and Privacy Act (FERPA)	College Catalog and Student Handbook	Office of Student Affairs Office of the Registrar / Online at www.noc.edu
Federal Family Education Loan deferments for Peace Corps or volunteer service	Financial Aid Consumer Information	Office of Financial Aid / Online at www.noc.edu
Available financial assistance including federal, state and local financial aid opportunities	Financial Aid Consumer Information	Office of Financial Aid / Online at www.noc.edu Office of Student Affairs
Merit-based and need-based Scholarships	Course Catalog and Student Handbook	Office of the Registrar Scholarship Office
Institutional information including history and philosophy of NOC, accreditation, admissions and enrollment, academic regulations, estimated student expenses, student organizations and College services.	Course Catalog and Student Handbook	Office of the Registrar, Office of Student Affairs, online at www.noc.edu
Completion/graduation/transfer rates	Fact Book	Office of Academic Affairs, online at www.noc.edu

Report on athletic program participation rates and financial support data		Office of the Athletic Director
Campus security report	Clery Report	Office of Student Affairs, online at www.noc.edu
Accessible services, activities and facilities	Student Disability Services Handbook	Office of Student Affairs

STUDENT FILES

PERMANENT ACADEMIC FILES

The contents of a student's permanent academic file will include personal identification data, test scores, enrollment periods, courses and grades, institutional holds, transcripts or educational history, waivers and other individualized items. The following will have access to a student's permanent academic file: the student, faculty advisor(s), counselors, administrative officials, authorized state and HEW officials under law, accreditation officials, parties granted consent by student, parents of dependent students (as defined by IRS guidelines), researchers and officials of a granting agency for financial aid accepted by the student. The Registrar is responsible for maintaining these records.

DISCIPLINARY CASE FILES

Only those cases in which the formal actions of probation or suspension are taken are considered official institutional records. These shall contain data on the charge, the evidence, the action and the outcome of an appeals hearing if held. Most of the content of records is made known to the student (and parents of students under 18 years old) in official communications of charges and actions (other data revealed only in a formal appeal hearing as prescribed by due process procedures), to administrative officers on the basis of their need to know and to officers of other institutions on a student consent basis. Information about a serious infraction of the law may be revealed even if records are not. However, such information may be subpoenaed by law. The Vice President of Student Affairs is responsible for maintaining these records. After a period of two (2) years following an action, a student may petition the Vice President for Student Affairs for destruction of his/her file; if not granted, he/she may appeal to the Student Conduct Committee and/or the President. All files are destroyed after five years.

COUNSELING CASE FILES

Contents of counseling case files may vary and may include notes, diagnostic reports, psychological test data, observations, etc. Counseling case files may be made available to other counselors, psychologists and qualified professional persons on a case consultative basis; referral centers; and a student's own psychologist, physician or other professionals on a student consent basis. The files may be made accessible to administrative personnel charged with the safety of the individual or others. Case files are not accessible to the student. Counseling case files are maintained in the Office of Student Affairs. An appeal may be made to the Vice President for Student Affairs and/or President in special cases. Case files are destroyed after five years.

FINANCIAL AID CASE FILES

Financial aid case files may include family and student financial data, grants or loans advanced collection history, debts outstanding and personal history and identification. A financial aid file, without family financial data, will be made available to the student, authorized agents (collectors) of the College, court officials and others in collection procedures, Department of Health, Education and Welfare authorized officials, College officials, researchers and auditors, parents of dependent students (as defined by IRS guidelines) and officials of a granting agency of financial aid accepted by the student. Financial Aid Case files are maintained by the Director of Financial Aid and Vice

President for Financial Affairs. Appeals are filed with the Financial Aid Appeal Committee, Director of Financial Aid, Vice President for Student Affairs and President if necessary.

INSTRUCTOR GRADE AND ATTENDANCE RECORDS

Instructors' grade and attendance records will include assignments performed, grades, test scores and grades, project evaluation, class attendance, class participation (if factored in grade), laboratory performance and similar records. Individual attendance records of the student will be made available to the student, deans and administrative officers, faculty advisor(s), parents of dependent students (as defined by the IRS guidelines) or others listed in section I, if a part of filed holdings in the central records office. Grades of other students in the class are not open to inspection by an individual student. The order in which a student may appeal a grade is the instructor, Division Chair, Vice President for Academic Affairs and, in special cases, the Academic Standards Committee and/or President. Ordinarily grade books are temporary records maintained by the instructor.

FALSIFICATION OF RECORDS

Any student who knowingly falsifies, or is a party to the falsification of, any official college record (including such records as enrollment records, ID cards, address or residence, motor vehicle regulations, class excuses, etc.), will be subject to suspension from the College.

STUDENTS' RIGHTS TO PRIVACY OF RECORDS-FERPA

All student records are subject to federal guidelines for student privacy under the FERPA regulations as summarized from the FERPA website below with the institutional name inserted:

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AFFORD ELIGIBLE STUDENTS CERTAIN RIGHTS WITH RESPECT TO THEIR EDUCATION RECORDS. (AN "ELIGIBLE STUDENT" UNDER FERPA IS A STUDENT WHO IS 18 YEARS OF AGE OR OLDER OR WHO ATTENDS A POSTSECONDARY INSTITUTION.) THESE RIGHTS INCLUDE:

The right to inspect and review the student's education records within 45 days after the day Northern Oklahoma College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Northern Oklahoma College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or

contractor outside of Northern Oklahoma College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Northern Oklahoma College. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northern Oklahoma College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Northern Oklahoma College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)) *If kept, statistical information not identified with a particular student and directory information shall be open for inspection and

copying. The items below are designated as directory information and may be released for any student for any purpose at the discretion of Northern Oklahoma College unless a written request for non-disclosure is on file: Category I: Student, address, telephone listing, dates of attendance, classification, NOC email; Category II: Most recent previous institution(s) attended, major field of study, awards, honors, degree(s) conferred; Category III: Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight), date and place of birth.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

FERPA website: http://familypolicy.ed.gov/content/model-notifications-rights-under-ferpa-postsecondary-institutions

ACADEMIC GUIDELINES

2020-2021 ACADEMIC CALENDAR

The official calendar of the College is available on the NOC website at the following link, or by clicking on the "Academics" tab of the home page and then clicking on "Academic Calendar": http://www.noc.edu/academic-calendars
In addition, What's Happening at NOC provides calendar updates emailed daily by NOC Public Information Office. Students should review the calendar and check emails frequently for any reminders about important enrollment dates.

STUDENT STATUS AND EVALUATION

CLASSIFICATION OF STUDENTS

Classification is determined at the beginning of each semester. The following minimum requirements are used in determining the classification of students:
College Freshman: 30 or fewer semester hours.
College Sophomore: More than 30 semester hours.
Special Student: Any student not pursuing a degree is classified as a special student.

STUDENT ACADEMIC ASSESSMENT

The Oklahoma State Regents for Higher Education (OSRHE), in efforts to standardize practices in Oklahoma public colleges and universities, mandated that institutions evaluate their students to see if educational objectives are being met to insure future success. The mandate stipulates that students be assessed in four areas or levels: at entry into college; at mid-level of their educational careers; by academic program; and by student satisfaction.

ENTRY-LEVEL EVALUATION

Northern Oklahoma College adheres to the entry-level requirement by evaluating students at entry for placement into either developmental or college-level courses, whichever will lead to the greatest possibility of academic success. Students not meeting state college-preparatory curriculum standards or scoring below the OSRHE established ACT score may challenge their placement by taking secondary placement tests before being enrolled into college-level courses of English, science, math, or those courses with a reading prerequisite.

GENERAL EDUCATION

Students who are at mid-level of their academic careers or who have completed 45 semester credit hours must be tested for competencies in skill areas designated by the state regents, including reading, writing, and mathematics. Northern evaluates general education competencies through embedded assessments in required general education courses. Institutional results for general education competencies are found under the "Academic" link on the website at "Academic" link on the website at http://www.noc.edu/academics.

ACADEMIC PROGRAM

For all academic programs, learner outcomes are also evaluated through embedded assessments in required courses for the program. A review of these and other measures are used to inform recommendations made by program faculty and division chairs for appropriate changes to be made for improvements in instructional methodology.

STUDENT SATISFACTION

Student satisfaction surveys are emailed to all students in the spring semester. In addition, in alternate years, Northern Oklahoma College utilizes a CCSSE student engagement survey to determine what high impact practices are being used most commonly in courses. Additionally, alumni are asked to complete surveys within a year of graduation and again after two years of graduation. Data obtained from survey results will be used to assess and to improve upon institutional programs and services. Faculty and administrators at Northern Oklahoma College will evaluate their institutional assessment studies annually to make improvements in its procedures.

GRADING SYSTEM

The following grade system is used: A, superior; B, good; C, average; D, passing; F, failure; P, passing; I, incomplete; W, withdrawal. If a student fails to complete a prescribed course by missing an examination, or for some other similar reason, his/her grade in the course may be recorded as an incomplete. If a student withdraws from a class after the add/drop period of the semester, designations indicating withdrawal will be placed on the student record.

Grade-point averages are determined by the total number of grade points earned divided by the total number of semester hours taken. A grade of "A" counts as 4 points; "B" counts as 3 points; "C" counts as 2 points; "D" counts as 1 point; and "F" has no numerical value. In order to graduate, a student must maintain a retention/graduation GPA of 2.0 in all courses. Students are classified for honors by grade-point averages. Non-traditional assignments discussed below are P, I, W, and F.

P (Passing): A "P" indicates satisfactory completion of a non-graded course. It does not affect grade-point average.

I (Incomplete): An "I" may be assigned as a grade to allow the student to complete the course within eight weeks from the final date of the semester in which the course is taken. Guidelines for conditions warranting an "I" include:

- Prolonged illness.
- Personal emergencies preventing completion of final work including examinations.
- Extenuating circumstances that have prevented completion of final papers or projects (e.g. military deployment).

The issuance of an "I" is a decision made by the instructor after conferring with the student. Incomplete course work must be completed within eight weeks unless extreme circumstances exist and are documented by the instructor at the time the Incomplete is given. If the work has not been completed by this time, the "I" may become a permanent grade or the student may be assigned the letter grade earned at the discretion of the instructor.

The following key is listed on the back of all NOC transcripts to further explain the grading system as reflected on the transcript:

GRADING SYSTEM DESCRIPTION

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

Students who are doing unsatisfactory work are notified of their deficiencies after mid-semester, and reports are mailed to the student's mailing address. Every student is required to take a final examination or complete a final project in all subjects in which he/she is enrolled, and tests are given at regular intervals in the various subjects to aid in determining student progress. Semester grades are not mailed to each student. To obtain grades, students may access the NOC Website at www.noc.edu. On the NOC main menu, students should click on "Students," then click on "Check your grades online" located in the Campus Connect box. Students must then provide their ID number and PIN to obtain semester grades.

HONOR ROLL CRITERIA

The President's Honor Roll consists of all students who, during the semester, have received an A in all courses attempted, accumulating twelve or more hours during the semester. The Vice President's Honor Roll consists of all students who maintain a B average or above in all courses, accumulating twelve hours or more during the semester. The P grade or 0-level courses are not included in the twelve-hour minimum. The honor roll is published at the close of the semester.

GRADUATION HONORS

Students who file applications for graduation by no later than April 1 will be listed in the commencement program, along with any of the following honors that apply:

Honors:	Required
Cum Laude (with distinction)	3.25 to 3.49
Magna Cum Laude (with high distinction)	3.50 to 3.74
Summa Cum Laude (with very high distinction)	3.75 to 4.00

ACADEMIC STANDARDS

ACADEMIC PROBATION AND ACADEMIC NOTICE

In compliance with policies mandated by the Oklahoma State Regents, Northern Oklahoma College follows the guidelines below for determining what constitutes academic probation and academic notice. The following passage may be found beginning on page 64 of section 3.9.8.A. at this link in the State Regents' Academic Affairs Procedure Manual: http://www.okhighered.org/state-system/policy-procedures/2011/AA%20Procedures%20Handbook%20December%202011.pdf

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:

Credit Hours Attempted	Requirement
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 the language above, "semester GPA" equates to "Term GPA" as indicated on the transcript.

PROCEDURE FOR ACADEMIC SUSPENSION APPEALS

Any student who is academically suspended from Northern Oklahoma College may appeal the suspension by filing a written petition in the Registrar's Office. The suspended student must demonstrate the following:

- Reasonable cause as to unusual reasons for failure and/or extraordinary personal circumstances;
- Evidence of capabilities for success (Satisfactory scores obtained on an aptitude or achievement test may be required); and
- An objective plan balancing proposed enrollment, study time, and a work schedule which will insure a plan of success toward obtaining an educational and/or degree goal.

The appeals decision will be made by the chief admissions officer, his/her designee, and/or the Academic and Financial Aids Appeals Committee.

ACADEMIC FORGIVENESS PROVISIONS

Circumstances may justify a student being able to recover from academic problems in ways which do not forever jeopardize his/her academic standing. Northern Oklahoma College utilizes the following forgiveness policies as recommended by the Oklahoma State Regents for Higher Education.

REPEATED 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.

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
- 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 five (5) years must have elapsed between the 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.

ACADEMIC APPEALS

While Northern instructors are expected to be fair in their grading systems and grading practices, occasionally a student may question whether or not he or she has received a proper grade in a course and may question whether there is an error in the recording, averaging or information transfer process. The first step is to go to the instructor personally and request that the grade be checked for error. If there is no error in processing, the student may ask the instructor to explain how the grade was calculated and to reconsider. The student may courteously present his or her rationale as to why he or she believes a different grade would be more fair or appropriate.

After the conference with the instructor, if a student still feels that the grade is unfair, he or she may go to the instructor's Division Chair and present his or her views. The Division Chair will investigate and attempt to adjudicate the situation with an outcome satisfactory to both the student and the instructor. If the issue cannot be satisfactorily resolved by the Division Chair, it may be referred to the Vice President for Academic Affairs, who will ask the student to present his or her appeal in written form. Official academic appeals must be submitted in writing from the student to the Vice President of Academic Affairs no later than one month following the date the final grade is recorded for the semester in question.

The written appeal will be reviewed by the Vice President for Academic Affairs. If the appeal is determined to have validity, the Vice President will call an advisory or hearing committee including professional staff and one student to consider the matter. Upon receiving the advice and counsel of the group, the Vice President may or may not direct the Registrar to change the grade. In either case, the Vice President will report the findings of the appeal to the student in writing.

CLASSROOM POLICIES

INSTITUTIONAL MINIMUM ATTENDANCE POLICY

Instructors may be authorized by the Office of Academic Affairs to administratively withdraw any student who does not attend a single class within the first two weeks of the semester or who does not attend at least 75% of instructional time within weeks 3-12. Instructors may also establish a more stringent attendance policy that will preempt the minimum of 75% if it is included in the class syllabus; however, students, not instructors, are responsible for safeguarding their transcripts by dropping classes they are no longer attending or withdrawing from the College if needed.

USE OF CELLULAR TELEPHONES & ELECTRONIC DEVICES

The use of cell phones, smart watches, walkie-talkies, pagers, cameras or other electronic communication devices will not be permitted while classes are meeting. Because of safe-campus policies and the text messaging system, cell phones may be allowed by the instructor to be set to “silent” or “vibrate” and used only for emergencies so that the emergency text alert system can be employed if needed. (Alternately, instructors may indicate that they will have a cell phone accessible for any text messaging alerts so that they can require students to have phones turned off and put away.)
In the event a student is caught using an electronic device of any nature during exams, quizzes or other confidential circumstances, the student will receive a zero grade for that portion of the coursework and will be subject to other penalties for academic dishonesty depending upon the nature of the offense.

ACADEMIC INTEGRITY

Northern Oklahoma College’s Academic Integrity Oath (see below) is referenced in every syllabus and is posted on the website under the “Academic” link:
Academic Integrity is valued at Northern Oklahoma College as an integral part of the learning process. It is a measure of individual development pertinent to the goals and purposes of education. Academic dishonesty or misconduct is not tolerated at Northern Oklahoma College. Whether in the form of plagiarism or cheating, it is a serious matter that can result in expulsion from the institution. Representing someone else’s ideas as one’s own or using unauthorized notes, aids or other means to improve scores on an assignment, a project, or an exam will result in disciplinary action.

THE FOLLOWING WILL APPLY IN CONNECTION WITH ACADEMIC DISHONESTY

- Any student who illegally obtains possession of or access to a copy of an examination before the examination is given is subject to suspension from the College.
- The instructor and his/her academic superiors have final authority over the lowering of grades because of cheating or plagiarism.
- If it is established that a preponderance of evidence supports that cheating or plagiarism has occurred:
- The instructor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.
- The instructor may make a report of the incident and of action taken, if any, to his/her own division head and then to the Vice President for Academic Affairs.
- If the academic dishonesty is considered of a serious enough nature to merit such action, the Vice President for Academic Affairs may recommend suspension or expulsion with a notation on the transcript for academic dishonesty. Should this decision be made, the student will be notified in writing and made aware of his/her right to appeal the decision through the Student Conduct Committee.
- Students wishing to appeal a decision of suspension or expulsion must contact the Office of Student Affairs within two (2) weeks of receiving notification and request a hearing with the Student Conduct Committee. After the hearing, this Committee will make a final recommendation to the President, and after reviewing the decision, the President will make the final decision.

- If the offender is not enrolled in the course, b.1 may be omitted.
- If cheating or plagiarism is suspected but not established beyond a preponderance of doubt, the instructor may require the student to take another examination or submit another paper

STUDENT EXPENSES, FINANCIAL AID, AND SCHOLARSHIPS

EXPENSES

Tuition and fees at all institutions of higher education in Oklahoma are approved by the Oklahoma State Regents for Higher Education and are subject to change without notice. In the event that a tuition increase is approved, students will be assessed the additional amount and be given the option of making payment or making a complete withdrawal with a 100% refund (if applicable). The deadline for withdrawal is 5:00 p.m. Friday of the second week of the semester, except in summer. For a complete list of tuition and fees, please contact the Office of Financial Affairs and/or refer to the cost matrix on the following page of the catalog. Check after July 1 for current year expenses.

AUDITORS

A regularly enrolled student may enroll as an auditor in any class at the time of enrollment. Although no credit will be registered for auditors, audit enrollment will show on the student record. The regular fees for the courses will be charged in each instance. Any student enrolled as an auditor is expected to maintain regular class attendance in the course.

ENROLLMENT BILLING

Students will be billed for tuition and fees prior to the beginning of the semester. Statements are available for viewing online at myNOC. For tuition and fees due dates and information about payment and payment options, please visit the NOC Bursar website at: www.noc.edu/bursar.

HOUSING AND FOOD SERVICES

Comfortable and convenient living quarters are available on campus: Easterling and Threlkeld Halls for women; and Markley, Bush-Duvall, and Boehme Halls for men on the Tonkawa campus and one wing each for women and men in EB Hall, Lankard Hall for women, and Elliott-Goulter Apartments on the Enid campus. In 2016, new residence halls opened—Mavericks Hall in Tonkawa and Jets Hall in Enid, both offering wings for men and women residents. A residence hall application must be completed and returned, along with a room deposit, to the Office of Student Affairs. Room assignments are made in the Office of Student Affairs. The room deposit is non-refundable. Students in the NOC/OSU Gateway Program are eligible to reside in OSU housing when space is available. All NOC students, unless 21 years of age or married, are required to live in college housing. Students are not bound by this rule if they are commuting from their parents' or guardians' home. Food services are catered in the Maverick Cafeteria at Tonkawa and in the Jets Cafeteria at Enid. All students living in a residence hall must purchase a 5-day, 7-day, or 200-block meal plan. Students who do not live in the residence halls may purchase meals in the cafeteria on a cash basis daily or pre-purchase meals with a punch-card ticket.

FEE PAYMENT

The total tuition and fees for which the student is responsible will be calculated based on the number of enrolled credit hours at the end of the Drop Period. A student who drops a class after this date must still pay full tuition and fees for the course. The College tuition and fee schedule is authorized by the Oklahoma Legislature and implemented by the policy of The Oklahoma State Regents for Higher Education. The college will accept cash, check or payment by debit card with PIN number, or online with Discover, VISA, or MasterCard for tuition and fee payment. For payment plan options, the College offers an interest-free monthly payment plan through FACTS Management Co. For information on payment deadlines or full online payment or payment plans please visit the NOC payment plan website at: www.mycollegepaymentplan.com/noc.

Students are expected to make satisfactory arrangements for the prompt settling of accounts. Failure to do so by the due date may result in a late payment penalty. Continued failure to settle the College account will result in either the

cancellation of the student's enrollment or the placing of a "hold" on the student's official records. If placing a "hold" on the student's records become necessary, the student may not re-enroll, receive a diploma or obtain a transcript until he/she has (1) cleared the account and (2) paid a service charge to cover the administrative expenses involved in placing the "hold" on his/her record.

All students should verify tuition and fees after July 1 of each year to ensure the most current rates have posted. For the 2020-2021 academic year, the following tuition rates and fees will apply:

2020-2021 COST COMPARISON

RESIDENT TUITION & FEES

Cost per credit hour*

Tonkawa Campus	**Enid Campus**	**Live Online/Other Location**
Tuition $107.50 per hour	Tuition $107.50 per hour	Tuition $107.50 per hour
Fees $44.50 per hour	Fees $57.50 per hour	Fees $60.00 per hour
Total $152.00 per hour	**Total $165.00 per hour**	**Total $167.50 per hour**
University Center-Ponca City	**Internet Courses**	**NOC/OSU Gateway**
Tuition $107.50 per hour	Tuition $107.50 per hour	Tuition $130.55 per hour
Fees $87.83 per hour	Fees $105.20 per hour	Fees $290.55 per hours
Total $195.33 per hour	**Total $212.70 per hour**	**Total $426.10 per hour**

2020-2021 COST COMPARISON

NON-RESIDENT TUITION & FEES

Cost per credit hour*

Tonkawa Campus	**Enid Campus**	**Live Online/Other Location**
Tuition $333.00 per hour	Tuition $333.00 per hour	Tuition $333.00 per hour
Fees $44.50 per hour	Fees $57.50 per hour	Fees $60.00 per hour
Total $377.50 per hour	**Total $390.50 per hour**	**Total $393.00 per hour**
University Center-Ponca	**Internet Courses**	**NOC/OSU Gateway**
Tuition $333.00 per hour	Tuition $333.00 per hour	Tuition $317.90 per hour
Fees $87.83 per hour	Fees $105.20 per hour	Fees $625.55 per hour
Total $420.83 per hour	**Total $438.20 per hour**	**Total $943.45 per hour**

*Additional class fees or program fees are not included in the charts above but are listed on the following pages.

NORTHERN OKLAHOMA COLLEGE TUITION & FEES FOR 2020-2021

TONKAWA CAMPUS

Resident Tuition	$107.50	per credit hour
Student Activity Fee	$14.00	per credit hour
Student Technology Services Fee	$6.30	per credit hour
Student Union Fee	$3.00	per credit hour
Campus Renovation Fee	$4.00	per credit hour

Library Resources Fee	$3.00	per credit hour
Assessment Fee	$2.00	per credit hour
Student Safety, Health, & Wellness Fee	$2.25	per credit hour
Student Government Fee	$0.15	per credit hour
I.D. Fee	$0.80	per credit hour
Records Management Fee	$5.00	per credit hour
Student Accident Shield Fee	$4.00	per credit hour
Total Resident Tuition & Fees	**$152.00**	**per credit hour**
Nonresident Tuition	$225.50	per credit hour
Total Nonresident Tuition & Fees	**$377.50**	**per credit hour**

ENID CAMPUS

Resident Tuition	$107.50	per credit hour
Student Activity Fee	$14.00	per credit hour
Student Technology Services Fee	$6.30	per credit hour
Student Union Fee	$3.00	per credit hour
Campus Renovation Fee	$4.00	per credit hour
Library Resources Fee	$3.00	per credit hour
Enid Campus Fee	$13.00	per credit hour
Assessment Fee	$2.00	per credit hour
Student Safety, Health, & Wellness Fee	$2.25	per credit hour
Student Government Fee	$0.15	per credit hour
I.D. Fee	$0.80	per credit hour
Records Management Fee	$5.00	per credit hour
Student Accident Shield Fee	$4.00	per credit hour
Total Resident Tuition & Fees	**$165.00**	**per credit hour**
Nonresident Tuition	$225.50	per credit hour
Total Nonresident Tuition & Fees	**$390.50**	**per credit hour**

NORTHERN OKLAHOMA COLLEGE
TUITION AND FEES FOR 2020-2021
NOC/OSU GATEWAY PROGRAM -STILLWATER

Resident Tuition	$130.55	per credit hour
Student Technology Services Fee	$10.00	per credit hour
Information Technology Infrastructure Fee	$5.00	per credit hour
Academic Records Fee	$4.35	per credit hour
Advising & Assessment Fee	$10.85	per credit hour
Student Facility Fee #1	$5.45	per credit hour

Academic Facilities	$24.65	per credit hour
Academic Excellence Fee #1	$9.75	per credit hour
Academic Excellence Fee #2	$5.75	per credit hour
Student Activity Fee	$2.50	per credit hour
Student Activity Fee - Athletic	$5.50	per credit hour
Student Facility Fee #2 - Campus Recreation	$3.00	per credit hour
Student Health Fee	$5.00	per credit hour
Parking and/or Transit Fee	$2.50	per credit hour
Student Newspaper Fee	$0.30	per credit hour
Student Technology Service Fee - General	$6.65	per credit hour
Library Automation & Technology Fee	$17.00	per credit hour
Student Development Fee	$2.20	per credit hour
OSU Student Union Fee	$5.15	per credit hour
Life, Safety, & Security Fee	$6.45	per credit hour
Academic Excellence Program Fee	$88.00	per credit hour
Student Success Fee	$11.50	per credit hour
Campus Infrastructure Fee	$16.00	per credit hour
Off Campus Supplemental Fee	$48.00	per credit hour
Total Resident Tuition & Fees	**$426.10**	**per credit hour**
Nonresident Tuition	$187.35	per credit hour
Nonresident Off Campus Supplemental Fee	$330.00	per credit hour
Total Nonresident Tuition & Fees	**$943.45**	**per credit hour**

NORTHERN OKLAHOMA COLLEGE
TUITION AND FEES FOR 2020-2021

INTERNET CLASSES

Resident Tuition	$107.50	per hour
Internet Class Fee	$105.20	per hour
Total Tuition & Fees	**$212.70**	**per hour**
Nonresident Tuition	$225.50	per hour
Total Nonresident Tuition & Fees	**$438.20**	**per hour**

OFF-SITE CONCURRENT AND EDUCATION CENTERS

Resident Tuition	$107.50	per hour
Internet Class Fee	$60.00	per hour
Total Resident Tuition & Fees	**$167.50**	**per hour**
Nonresident Tuition	$225.50	per hour

Total Nonresident Tuition & Fees	**$393.00**	**per hour**

University Center at Ponca City

Resident Tuition	$107.50	per hour
UC Facility Fee	$27.83	per hour
Course Delivery Fee	$60.00	per hour
Total Resident Tuition & Fees	**$195.33**	**per hour**
Nonresident Tuition	$225.50	per hour
Total Nonresident Tuition & Fees	**$420.83**	**per hour**

OTHER FEES	Frequency	Fall 2020	Spring 2021
NOC/OSU I.D. Fee	One Time Fee	$17.00	$17.00
UC Security/Badge Fee	Per Semester	$20.00	$20.00
Remedial Fee-Tonkawa & Enid	Per Credit Hour	$13.00	$13.00
Remedial Fee-NOC/OSU Gateway	Per Credit Hour	$24.00	$24.00
Corequisite Lab Fee	Per Credit Hour	$25.00	$25.00
International Student Maintenance Fee	Per Semester	$50.00	$50.00
Government Sponsored Student Program	Per Semester	$500.00	$500.00

CLASS/LAB FEES TONKAWA

4-Letter Course Code	Course Title	Frequency of Fee	Fall 2020	Spring 2021
ACCT	Accounting II 2203 (including Internet Classes)	Per Course	$20.00	$20.00
AGRI	Introduction to Plant Science Lab	Per Course	$40.00	$40.00
	Introduction to Soil Science Lab	Per Course	$40.00	$40.00
ART	Ceramics I & II & III	Per Course	$70.00	$70.00
	Drawing I & II	Per Course	$70.00	$70.00
	Fundamentals of Two-Dimensional Art	Per Course	$70.00	$70.00
	Fundamentals of Three-Dimensional Art	Per Course	$70.00	$70.00
	Painting I & II	Per Course	$70.00	$70.00
BISI	Science Labs	Per Course	$40.00	$40.00
CD	Child Development	Per Course	$15.00	$15.00
CHEM	Science Labs	Per Course	$40.00	$40.00
DMI	Freshman Classes	Per Course	$100.00	$100.00

	Sophomore Classes	Per Course	$75.00	$75.00
ENGL	Honors English-Background Testing	Per Course	$20.00	$20.00
ENGR	Engineering Mechanics I	Per Course	$45.00	$45.00
ESCI	Science Labs	Per Course	$40.00	$40.00
HPEA	Beginning Golf	Per Course	$30.00	$30.00
	Beginning Bowling	Per Course	$65.00	$65.00
	First Aid Course	Per Course	$45.00	$45.00
HPET	Athletic Training Practicum I	Per Course	$15.00	$15.00
	Athletic Training Practicum II	Per Course	$15.00	$15.00
	Intro to Personal Training II	Per Course	$199.00	$199.00
MUSC	College Choir/ Madrigals Ensemble Fee	Per Course	$160.00	$160.00
	Private Lessons	Per Credit Hour	$110.00	$110.00
	Semi Private Lessons	Per Credit Hour	$55.00	$55.00
	Piano I & II	Per Credit Hour	$40.00	$40.00
NURS	Fundamentals of Nursing-Freshman	Per Course	$150.00	$150.00
	Assessment Technologies Institute	Per Course	$303.50	$303.50
	Adult I-Freshman-Skills Lab	Per Course	$150.00	$150.00
	Nursing Supply Kit-Freshman	One Time (First Fall Semester)	$150.00	$150.00
	Maternal Child-Sophomore	Per Course	$100.00	$100.00
	Nursing Supply Kit-Sophomore	One Time (Second Fall Semester)	$100.00	$100.00
	Adult II-Sophomore-Skills Lab	Per Course	$100.00	$100.00
	Name Tag Fee	One Time Per Academic Year	$3.00	$3.00
	Liability Insurance Fee	One Time Per Academic Year	$15.00	$15.00
	Background Testing Fee	One Time Per Academic Year	$150.00	$150.00
PHSC	Science Labs	Per Course	$40.00	$40.00
PHYS	Science Labs	Per Course	$45.00	$45.00

CLASS/LAB FEES ENID

4-Letter Course Code	Course Title	Frequency of Fee	Fall 2020	Spring 2021
ACCT	Accounting II 2203 (including Internet Classes)	Per Course	$20.00	$20.00
ART	Drawing I & II	Per Course	$70.00	$70.00
	Painting I & II	Per Course	$70.00	$70.00
ASTR	Science Labs	Per Course	$40.00	$40.00
BISI	Science Labs	Per Course	$40.00	$40.00

CD	All Child Develpoment	Per Course	$15.00	$15.00
CHEM	Science Labs	Per Course	$40.00	$40.00
ENGR	Engineering Mechanics I	Per Course	$45.00	$45.00
ESCI	Science Labs	Per Course	$40.00	$40.00
HPEA	Beginning Bowling	Per Course	$65.00	$65.00
	Cheerleading	Per Course	$50.00	$50.00
	Cardio	Per Course	$50.00	$50.00
	First Aid Course	Per Course	$45.00	$45.00
HPET	Athletic Training Practicum I	Per Course	$15.00	$15.00
	Athletic Training Practicum II	Per Course	$15.00	$15.00
	Intro to Personal Training II	Per Course	$199.00	$199.00
MUSC	Private Lessons	Per Course	$110.00	$110.00
	Semi Private Lessons	Per Course	$55.00	$55.00
NURS	Fundamentals of Nursing-Freshman	Per Course	$150.00	$150.00
	Assessment Technologies Institute	Per Course	$303.50	$303.50
	Adult I-Freshman-Skills Lab	Per Course	$150.00	$150.00
	Nursing Supply Kit-Freshman	One Time (First Fall Semester)	$150.00	$150.00
	Maternal Child-Sophomore	Per Course	$100.00	$100.00
	Adult II-Sophomore-Skills Lab	Per Course	$100.00	$100.00
	Nursing Supply Kit-Sophomore	One Time (Second Fall Semester)	$100.00	$100.00
	Name Tag Fee	One Time Per Academic Year	$3.00	$3.00
	Liability Insurance Fee	One Time Per Academic Year	$15.00	$15.00
	Background Testing Fee	One Time Per Academic Year	$150.00	$150.00
PHSC	Science Labs	Per Course	$40.00	$40.00
	Science Labs	Per Course	$45.00	$45.00

FINANCIAL AID

Northern requires financial aid and scholarship applicants to submit the Free Application for Federal Student Aid (FAFSA). Students may access the application on the FAFSA website at: www.fafsa.ed.gov. Application worksheets for financial aid can be secured through the Financial Aid Offices on all campuses. Students may also be requested to submit a federal tax return transcript and verification of untaxed income sources. A package or combination of various financial aid programs can often be secured to meet the needs of the individual student in order that he/she may attend college. Those programs are listed below. Note: The following federal and state programs are subject to continuous change.
Federal Programs

PELL GRANT

The Pell Grant Award is a grant and, unlike a loan, does not have to be repaid. Pell Grants may range from $657 to $6195 per year. Amounts are determined each year by the U.S. Department of Education.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

A limited number of Supplemental Educational Opportunity Grants have been made available by the Higher Education Act of 1965. These grants are awarded through institutions of higher education to qualified students of exceptional financial need who would not be able to attend college without such aid because of lack of financial means of their own or of their families. Grants are combined with other types of financial aid to the extent necessary to enable the student to meet his/her educational expenses.

FEDERAL WORK-STUDY PROGRAM

Northern Oklahoma College participates in the federal college work-study program. One of the basic conditions of student eligibility for this program is that the student show demonstrated financial need as determined by the FAFSA information. He/she must be at least a half-time student and be in good standing. A number of student jobs are available. Some community service jobs such as tutoring elementary students are available. Students who may be eligible are urged to contact the Financial Aid Office. The Office of Student Affairs is responsible for job placement.

FEDERAL DIRECT LOANS

Under this program a student may borrow funds from the U.S. Department of Education. These loans are either Subsidized (interest paid by federal government while the student is enrolled) or Unsubsidized. Under the Subsidized Direct Loan program a dependent freshman student may borrow as much as $3500 per year. Sophomores may borrow $4500. In addition, dependent students may borrow up to $2000 more and independent students may borrow up to $6000 more under the Unsubsidized Direct Loan program. Interest rates are variable and capped at 8.25 percent. Repayment begins six months after the student has terminated his or her course of study. A half-time student enrolled in six (6) or more credit hours may qualify for this program. Parents may borrow Direct Plus Loans on behalf of their dependent children.

VOCATIONAL REHABILITATION SCHOLARSHIP

The State Board of Education through the Vocational Rehabilitation Division offers payment of tuition and other services to students who have substantial employment handicaps, provided the vocational objective selected by the student has been approved by a representative of the division. Applications for Vocational Rehabilitation from this area should be made to the Vocational Rehabilitation Office through the local Department of Human Services.

OKLAHOMA TUITION AND GRANT PROGRAM

The OTAG Program is operated by the Oklahoma State Regents for Higher Education. Tuition Grant awards are currently $1,000 to eligible Oklahoma students who are enrolled full time and $1000 for eligible Oklahoma students who are part time. All applicants are required to submit the FAFSA and meet the OTAG priority deadline of Dec. 1 (2019 for the 2020-2021 year.)

BUREAU OF INDIAN AFFAIRS

The Bureau of Indian Affairs (B.I.A.) administers a scholarship grant program to Native Americans whose tribal membership records are maintained. Recipients must have a certificate of degree of Indian blood and have membership in a tribal group served by the BIA. The grants are made for educational purposes. Both financial need and scholastic ability are considered in determining eligibility. To apply for a college grant, one should contact the specific tribal higher education office.

SHORT TERM LOANS

Short term loans are available to students attending the Tonkawa and Enid campuses through the Northern Oklahoma College Foundation. These loans can be made to students who are enrolled at least half time (six or more credit hours) and who need short term assistance with tuition, books, fees, or room and board. A student may borrow as much as $350

for 30 days. Application may be made at the Scholarship Office.

EMPLOYMENT

CAMPUS EMPLOYMENT

These jobs, limited in number, require the performance of certain duties on the campus. Applications may be made at the Office of Student Affairs. Student employment applications can also be found at the "Student Employment" website: http://northok.publishpath.com/student-employee.

OFF-CAMPUS EMPLOYMENT

Students interested in off-campus employment should inquire at the Office of Student Affairs.

OTHER AWARDS

Other awards are available through:

- War Orphans Education Assistance
- Social Security Benefits
- Veteran Aid

A booklet containing current information about student rights and privileges in the student financial aid area is available from the Office of Financial Aid in the Vineyard Library-Administration Building on the Tonkawa campus, the Everest Administration Building on the Enid campus, and in the Administration area of the NOC/OSU Gateway Program on the Stillwater campus. Information includes types of financial help and how to obtain that help. The booklet also provides information on applying for and maintaining financial aid, and appealing decisions made in this area. This information is also available in the NOC Student Handbook, posted online at http://northok.publishpath.com/student-handbook.

INSTITUTIONAL/PRIVATE SCHOLARSHIPS

A Northern Oklahoma College education is an excellent investment in your future. The faculty and staff are here to help you understand the various financial aid and scholarship programs that are available and to work individually with those who face financial difficulty during their time at Northern. Overall, sixty-five percent (65%) of our students receive some type of financial assistance – which includes state, federal and college grants and awards. We are committed to providing the highest level of support to our students possible.

The Northern Oklahoma College institutional scholarship program is divided into two areas: 50% merit-based and 50% need-based. Merit-based scholarship awards recognize and reward excellence to students who have demonstrated exceptional academic achievement or who have demonstrated talent in a participation program, i.e., athletics, fine arts, agriculture/livestock judging and journalism. The following scholarships are funded by the Oklahoma State Regents for Higher Education, the generosity of the Northern Oklahoma College faculty, staff, alumni and friends, local businesses and civic organizations, and by the Northern Oklahoma College Foundation. These awards are offered each year to qualified students whose participation, academic achievement, and/or leadership efforts merit recognition. For more information about scholarships, scholarship checklist, dates and deadlines, please contact the Institutional Scholarship Office at 580.628.6760, email address: scholarships@noc.edu or visit our "Scholarships" website at www.noc.edu/scholarships.

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

East Grand Avenue, PO Box 310, Tonkawa, OK 74653-0310; telephone 580.628.6240 8 a.m. to 5 p.m. Monday through Friday.

Scholarship Policy and Procedures:

- Not every scholarship is available for award every year. Funding determines availability.
- While every effort is taken to ensure that the correct information is presented, current NOC policy, State Regents' policy, NOC Foundation policy, state and federal laws, and/or the intent of the donor who established a Foundation scholarship program (as applicable) will override any outdated or erroneous information listed here.
- To be considered for scholarships, applicants are required to complete the Free Application for Federal Financial Aid (FAFSA) at the FAFSA website: www.fafsa.ed.gov (Northern's Title IV Institutional Code is 003162) within 30 days of accepting a scholarship award. Failure to do so may result in the scholarship being revoked. NOTE: All financial aid will be the primary source of funding education. Best consideration date for financial aid is December 1.
- **PRIORITY DEADLINE.** Applicants applying for the Presidential Leadership Scholarship, the NOC/OSU Gateway Ambassadors Scholarship or the State Regents Academic Scholarship must submit an application by February 20. Priority deadline for all other scholarships is February 20 with scholarships awarded to qualified applicants on a first- come, first-serve basis until August 25. For new or transfer students, the spring deadline is January 25.
- To be considered for scholarships, applicants must complete the Institutional Scholarship Application Form at www.noc.edu/scholarships along with any required additional documentation and submit to the Scholarship Office by the stated deadline each year.
- The scholarship committees on each campus shall determine the recipients for the scholarship awards. The Institutional Scholarship Office shall administer the scholarship awards.
- Priority will be given to applicants who are an Oklahoma resident, United States citizen or permanent resident.
- Students on institutional academic achievement scholarships, i.e., PLC, academic, valedictorian/salutarorian, freshman/sophomore regents, etc. must be an Oklahoma resident and enrolled full-time.
- To align with Complete College America and the 15 to Finish model, students are encouraged to take 15 credit hours each semester/30 hours per year to graduate on time and start earning faster.
- Maximum institutional scholarships may not exceed five (5) full-time academic semesters. This does not include summer courses.
- To be considered for scholarships, applicants must adhere to the institutional academic standards policies, drug and alcohol policies, student conduct policies, and participation agreements. Failure to comply may result in removal of scholarship award.
- Scholarship funds will be applied for fall and spring semesters unless otherwise stated. Students who have a remaining scholarship balance within the current academic year and have maintained scholarship retention criteria may use their remaining balance during the summer semester.
- All students must reapply each academic year. A complete list of scholarships with criteria is available at www.noc.edu/scholarships.
- Any student whose scholarship award has been removed from Northern Oklahoma College may appeal the removal by filling out the Scholarship Appeal Form and submitting it along with supporting documentation to the Scholarship Office.
- Variation from any scholarship policies or procedures requires an appeal to the Scholarship Appeals Board. This subcommittee acts as a hearing body on scholarship appeals for students or programs that are not in compliance with the institutional policies affecting their scholarship awards. Members shall consist of the Vice President for Development and Community Relations, Vice President for Financial Affairs, Vice President for Student Affairs, and the Scholarship Coordinator. The Appeals Board will evaluate information related to each appeal and solicit any additional documentation from the appropriate department/program representative and/or campus scholarship

committee chair when necessary. Final decisions shall be submitted in writing to the President for approval.

- Scholarship appeals are limited to one year from the start of the semester last enrolled.
- Recipients of participation scholarships are required to reside in campus housing in accordance with the Statement of College Housing Policy outlined in the NOC Course Catalog and Student Handbook available at www.noc.edu/course-catalog-student-handbook.
- Showing gratitude is an essential part of receiving a private scholarship. It is important that recipients thank our donors. Upon accepting your private scholarship from the NOC Foundation, students are asked to acknowledge it with a thank you letter submitted to the Institutional Scholarship Office. The NOC Foundation hosts various events to connect scholarship recipients with donors. It is expected that recipients will attend these events.

ADMINISTRATION OF SCHOLARSHIP AWARDS:

- Financial Aid: As a condition of this award, the student agrees to apply for federal financial aid within 30 days of signing this form at the FAFSA website: https://fafsa.ed.gov/. Failure to apply within 30 days could lead to the loss of this scholarship. State and federal financial aid grants will be the primary source of funding education.
- Scholarship awards will be reviewed after the Financial Aid Office has determined the student's Cost of Attendance* budget. If a student receives state and federal financial aid grants, i.e., Pell, SEOG, OTAG, OHLAP, etc., his or her scholarship award will be applied secondary and cannot exceed $1,000 of the actual student bill for the current semester. Scholarships sent to the College from outside sources will be refunded up to, but not to exceed the Cost of Attendance budget. Loans will be reduced before any other aid sources.
- Participation sponsors must collaborate with the Scholarship Office prior to making awards to students to assure maximization of resources and to avoid over-award situations resulting in post-notification adjustments. This guideline is intended to maximize the use of all college resources for scholarship and grants, as well as to assure clear and accurate communication with students.

*Cost of Attendance means the aggregate cost to a student to enroll in a degree program, including tuition, the cost of books, fees, and other related educational expenses, as well as the cost of on- or off-campus room and board. See current tuition costs at the website link http://www.noc.edu/tuition.

DEGREE OPTIONS/GENERAL EDUCATION REQUIREMENTS

Northern Oklahoma College's curricula are organized into three general areas: the Arts, the Sciences, and the Applied Sciences. Many of the programs in each area are designed to lead the student toward an associate degree while fulfilling the lower-division course work which is applicable toward a bachelor's degree.

DEGREE OPTIONS PHILOSOPHY

The Associate in Arts and the Associate in Science degrees include programs which constitute the first two years of traditional baccalaureate degree programs. The general education requirements for these degrees are explained below. These requirements are in broad fields, and several different courses within each field will satisfy the requirements. Following the explanation of general education is a listing of the program requirements leading to the degree and a suggested course sequence. The philosophy of the Arts and Sciences is reflected in their curricula which are organized and structured to provide the essential post-high school education needed to better prepare the student to function in society. The course sequences are structured to allow a student to sample different areas of knowledge for a general education and to explore more deeply a single academic discipline.

The Associate in Applied Science degree includes programs that are designed to prepare a student for employment upon completion of the degree requirements. Applied science programs have some courses that simultaneously meet both traditional goals and new career goals. All of the courses are college courses and the general education courses, as well as many program courses, will transfer to other colleges should the student decide to change his/her objective and pursue a bachelor's degree. However, many of the individual courses in the career-oriented programs are specially designed to meet occupational goals. While these courses are transferable, they may be considered elective courses by the receiving institution. The philosophy of the Applied Sciences is (1) practical, in the sense that a student is immediately employable upon completion of his/her course work; and (2) fundamental, in that a student has an understanding of the basic concepts of his/her field, enabling the graduate to grow in the chosen profession.

In the Arts and Sciences areas, pre-professional patterns are designed to prepare the student for more advanced work at the four-year college or university. Programs in occupational fields lead to degrees in Associate in Applied Science. These occupational programs are designed to prepare a student for immediate employment upon completion of his/her course work. The majority of these programs lead toward an associate degree upon successful completion of the requirements.

CURRENT DEGREE PROGRAMS

Listed below by area and discipline are the current degree programs offered at Northern Oklahoma College:

ASSOCIATE IN ARTS DEGREES

Art
Child Development
Communications--Mass Communications Option
Criminal Justice Administration
Education—Elementary Option
English
English—Creative Writing Option
Music
Music—Music Theatre Option
Social Science
Social Science—Behavioral Science Option

ASSOCIATE IN SCIENCE DEGREES

Agricultural Sciences
Agricultural Sciences—Agriculture Business Option
Agricultural Sciences—Agriculture Communication Option
Agricultural Sciences—Plant and Soil Science Option
Agricultural Sciences—Pre-Vet Option
Arts and Sciences—General Studies
Arts and Sciences—International Studies Option
Biological Sciences
Biological Sciences—Pre-Medicine Option
Biological Sciences—Pre-Pharmacy Option
Business Administration
Business Administration—International Business Option
Business Administration—Management Information Systems Option
Computer Science, Pre-Professional
Enterprise Development—Business Administration Option
Enterprise Development—General Studies Option
Health, Physical Education, & Recreation
Health, Physical Education, & Recreation—Athletic Training Option
Health, Physical Education, & Recreation—Personal Trainer Option
Mathematics and Physical Science
Mathematics and Physical Science—Astronomy Option
Mathematics and Physical Science—Chemistry/Physics Option
Mathematics and Physical Science—Mathematics Option
Mathematics and Physical Science--Mathematics Technology Option
Mathematics and Physical Science--Meteorology Option
Mathematics and Physical Science—Pre-Engineering Option
Nursing, Pre-Professional, Pre-Baccalaureate

ASSOCIATES IN APPLIED SCIENCE DEGREES

Applied Technology—Military Services Option
Business Management
Business Management—Accounting Option
Business Management—Entrepreneurship Option
Business Management—Hospitality Option
Digital Media Animation and Design (DMAD)
Engineering and Industrial Technology—Power Generation Option
Engineering and Industrial Technology—Process Technology Option
Nursing—Registered Nurse (RN) Option
Office Management
Respiratory Care

CERTIFICATES

Certificate in Administration and Management of Child Care Programs
Certificate of Mastery in Child Development
Certificate in Practical Nursing

Note: In some instances, students may earn credit through Prior Learning Assessments (e.g. ACE credit for military experience) for programs not fully available at Northern but for which there is faculty expertise to evaluate licensures, certificates, and other measures in which competencies are equivalent to coursework.

DEGREE REQUIREMENTS

Students will be graduated from the College upon having completed 60 credit hours of college courses with a retention/graduation grade-point average of C (2.00); physical activity courses and zero-level courses do not count toward the minimum 60. Per State Regents' policy (3.14.3.E), all students must complete a minimum of 15 hours of residence credit of their associate degree at the institution that awards the degree, exclusive of transfer credit (For complete explanation, please go to the OSHRE website at: http://www.okhighered.org/state-system/policy-procedures/2016/Chapter%203-2016.pdf).

Students graduating from Northern will receive one of the following degrees: Associate in Arts, Associate in Science, or Associate in Applied Science.

To earn a degree, students must complete all of the requirements listed on the degree sheet in the catalog for the year in which they were admitted. Students may change to the requirements of a later version of the degree sheet only if they meet all requirements of the later version.

Degrees will be conferred at regular commencement exercises. Students who expect to graduate in a given semester should request a final degree check from their advisors before that semester begins to ensure all requirements have been met. Application for graduation (no charge) should be made at the Registrar's Office at the time of enrollment for the final semester; filings after April 1 may not be recognized for academic recognitions and publication in the commencement program due to publishing deadlines.

GENERAL EDUCATION REQUIREMENTS

In December 1975, the Oklahoma State Regents for Higher Education adopted a policy which guarantees the community college Associate in Arts or Science graduate acceptance of the lower division courses as meeting lower division general education requirements of bachelor degree programs at state system universities.

Policy standards for associate degrees in Arts and Science include the following:

The completion of 60 semester credit hours, exclusive of physical education activity courses or military science courses, with a retention/graduation grade-point average of 2.00.

The completion, as a portion of the overall 60 semester credit hours of a basic general education core, of a minimum of 37 semester credit hours which shall include the following:

Subject Area:	Total Hours:
English Composition	6 hours
American History and American National Government	6 hours
Science	7-8 hours
(Note: Two science courses, one of which must have a lab)	
Humanities	6 hours
(*Note: Humanities courses chosen from non-perfromance course defined as humanities by the institution granting the associate degree.)*	
Mathematics	3 hours
ORNT 1101 Orientation	1 hours
BSAD 1113 Digital/Financial Literacy or other computer course	3 hours

(Note: Candidates for the Associate in Arts and Associate in Sciences degrees must either pass one of these two courses or demonstrate proficiency in computer applications.)

Other 4-5 hours

One course from: Psychology, Social Sciences, Humanities, Foreign Languages, and Natural Sciences. Additional courses may be selected from the above or complete additional hours in Language Arts and Mathematics.

The remaining minimum of 23 semester credit hours of academic work shall be applicable to the student's major objective, including any prerequisite courses necessary for his/her anticipated upper-division program. A majority of such student credit hours should be taken in courses classified as liberal arts and sciences.

The associate degree general education core of 37 semester credit hours listed in item 2 above shall be considered minimal, and each two-year college may, with the approval of the State Regents, develop additional lower-division general education requirements for its own students.

Additional liberal arts and science courses are needed to meet the minimum total of 37 credit hours required in this policy. (The Oklahoma State Regents' policies require a minimum of 40 semester hours of general education for the baccalaureate degree.) Credits earned consistent with the Oklahoma State Regents' Policy "Standards of Education Relating to Advanced Standing Credit" may be used to satisfy the given requirements.

GENERAL EDUCATION ELECTIVES

The following courses may be counted as general education electives in their respective areas (note: the course code precedes each title):

BIOLOGICAL SCIENCE

BISI 1114 General Biology
BISI 1214 Environmental Science
BISI 1314 General Botany
BISI 1414 General Zoology
BISI 2104 Human Anatomy
BISI 2124 Microbiology
BISI 2204 Human Physiology
BISI 2214 Human Anatomy and Physiology
NUTR 2123 Intro to Human Nutrition

PHYSICAL SCIENCE

ASTR 1014 Astronomy
CHEM 1014 Concepts in Chemistry
CHEM 1315 General Chemistry I
CHEM 1515 General Chemistry I for Engineers
CHEM 1414 General Chemistry II
CHEM 2014 Process Organic Chemistry
ESCI 1214 Earth Science
NUTR 2123 Intro to Human Nutrition
PHSC 1114 General Physical Science
PHYS 1114 General Physics I
PHYS 1214 General Physics II
PHYS 2014 Engineering Physics I

PHYS 2104 Concepts in Physics
PHYS 2114 Engineering Physics II

HUMANITIES

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

Note: 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.

Courses with GLBL prefix are designed primarily for Study Abroad/Military Science options.

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.

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 (note: the course code precedes each title).

ART 1113 Art Appreciation
GLBL 2113 Global Studies in Humanities
GLBL 2123 Global Culture and Society
GLBL 2133 Intro to Intl Business Cultures

GLBL 2143 Intro to Global Political Issues
HIST 1113 History of Ancient World Civilization
HIST 1223 History of Modern World Civilization
HIST 1713 History of Eastern Civilization
HUMN 1113 World Religions
HUMN 2113 Ancient Arts and Culture
HUMN 2223 Modern Arts and Culture
HUMN 2550 Study Abroad
LIT 2113 World Lit Before 1650
LIT 2223 World Lit Since 1650
MUSC 1113 Music Appreciation

COURSE FORMATS

The following definitions describe existing modes of delivery for courses offered at Northern Oklahoma College:

Traditional: A class is considered "traditional" when instruction relies solely upon face-to-face instruction with 800 minutes of seat time per credit hour issued—e.g. 50 minutes of a class meeting 3 times a week for 16 weeks, 75 minutes of a class meeting 2 times a week for 16 weeks, or 150 minutes of a class meeting 1 time a week for 16 weeks. Unless otherwise listed, all courses in the class schedule are traditional.

Hybrid (designated in comment line of schedule): A hybrid class represents a mixture of traditional and online elements with a minimum of 65% face-to-face instructional time and the use of a Learning Management System (e.g. Blackboard) as a supplement for either synchronous or asynchronous learning with the expectation of student interaction with other students and the teacher.

Online (designated as "N" in schedule): An online class is one in which 75% or more of the instruction occurs through the use of a Learning Management System such as Blackboard. Learning in an online course may be both synchronous and asynchronous but with internal deadlines requiring students to log in a minimum average of once a week.
Note: All online courses at Northern require students to take one proctored exam to authenticate identity of students enrolled in distance education. Students may test at any Northern campus testing site—the Enid location, the Stillwater location, or the Tonkawa campus—or at another official testing site (e.g. a university in another community) if pre-approved by the instructor. Testing fees may apply for testing sites other than the three Northern locations listed--normally averaging $20-30 per test session.

Interactive television courses (ITV - designated as "I" in schedule)—delivery might be traditional, web-enhanced, or hybrid.

Live online courses (designated as "O" in schedule)--delivery is synchronous with students logging in at designated, posted time for class.

Supervised Study: Project-based courses allowing students opportunity to investigate topics in depth not covered in other coursework. All supervised study courses must have prior approval from the Division Chair and Academic Affairs with submission of a syllabus to clarify meeting times required, whether face-to-face or online, and assignments.

Arranged: Individualized instruction used to meet program requirements for graduation—i.e. a private voice or music lesson or program course out of sequence for the student's timely completion of degree. Any course taught by arrangement must be approved by the instructor, division chair, and Vice President for Academic Affairs. Only courses required for the degree program and not scheduled in the current year will be considered for arrangement. No course being repeated may be taken by arrangement. A student may appeal to the Office of Academic Affairs in the event of a special situation not covered by the preceding guidelines.

ASSOCIATE IN ARTS DEGREES

(Individual degree sheets follow listing below)

ART

CHILD DEVELOPMENT

COMMUNICATIONS—MASS COMMUNICATIONS OPTION

CRIMINAL JUSTICE ADMINISTRATION

EDUCATION—ELEMENTARY EDUCATION OPTION

ENGLISH

ENGLISH—CREATIVE WRITING OPTION

MUSIC

MUSIC—MUSIC THEATRE OPTION

SOCIAL SCIENCE

SOCIAL SCIENCE—BEHAVIORAL SCIENCE OPTION

CERTIFICATES

(Individual degree sheet follows listing below)

CERTIFICATE IN ADMINISTRATION AND MANAGEMENT OF CHILD CARE PROGRAMS

CERTIFICATE OF MASTERY IN CHILD DEVELOPMENT

ART

(Note: Program requirements for this degree are offered on NOC Tonkawa Campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicated the course code used for enrollment. The total course hour value follow each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 18 Total Hours

ART 1193 Ceramics I	3 hours
ART 1313 Drawing I	3 hours
ART 1433 Fund of Two-Dimensional Art	3 hours
ART 2333 Sculpture I	3 hours
ART 2563 Fund of Three-Dimensional Art	3 hours
ART 1203 Art History Survey I	3 hours
(or) ART 1303 Art History Survey II	

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 5-6 Total Hours

ART 2853 Painting I	3 hours
ART 1323 Drawing II	3 hours
ART 2193 Ceramics II	3 hours
ART 2863 Painting II	3 hours
ART 2951 Portfolio/Gallery Seminar	1 hour

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
ORNT 1101 Freshman Orientation	1 hour
ART 1113 Art Appreciation (Humanities elective)	3 hours
ART 1433 Fund of Two-Dimensional Art	3 hours
ART 2563 Fund of Three-Dimensional Art	3 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BSAD 1113 Digital/Financial Literacy	3 hours
ART 2333 Sculpture I	3 hours
ART 1313 Drawing I	3 hours

Third Semester 16 Total Credit Hours

POLI 1113 American Government	3 hours
Science Elective	4 hours
Recommended Program Elective	3 hours
ART 1193 Ceramics I	3 hours
ART 1203 Art History Survey I	3 hours
(or) ART 1303 Art History Survey II	

Fourth Semester 13 Total Credit Hours

Humanities Elective	3 hours
Science Elective	4 hours
*Program/Gen Ed Electives (2 courses)	6 hours

*Hours from recommended program electives and general education electives in Fine Arts may be combined for final 6 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

The degree requirements listed are designed for easy transfer into a four-year university. It would be in the interest of the student to consult with the college or university catalog curriculum to ensure an easy transfer. Careful selection of courses that will meet all requirements for both the Associate and Baccalaureate degree programs will benefit the student.

Professional faculty and spacious, well-equipped art studios enable the student to purse a career in the visual arts. Students will study painting, sculpture, drawing, ceramics, design, color theory, and art history.

Career Opportunities

- Art Business
- Art Education
- Art Historian
- Art Preservation
- Art Therapy
- Book Illustration
- Commercial Artist
- Gallery Owner
- Studio Artist

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

CHILD DEVELOPMENT

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses	4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 15 Total Hours

CD 1023* Introduction to Early Childhood Ed	3 hours
CD 1053* Child Health, Safety, & Nutrition	3 hours
CD 2243 Infant/Toddler Programming	3 hours
CD 2143 Preschool Programming	3 hours
CD 2013 Behavior, Development, and Guidance of Children	3 hours

*A valid CDA credential may replace CD 1023 and CD 1053 in program requirements.

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 9 Total Hours

CD 1043 Music, Movement, & Creative Arts	3 hours
CD 2023 Children with Special Needs	3 hours
CD 2033 Children's Language Arts & Lit	3 hours
CD 2043 Child & Family in Society	3 hours
CD 2113 Child Development in the Human Lifespan	3 hours
CD 2313 Administration and Management of Child Care Programs	3 hours
PSYC 2213 Developmental Psychology	3 hours

Total Credit Hours	**61 hours**

Suggested Course Sequence:

First Semester	**16 Total Credit Hours**
ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
CD 1023 Introduction to Early Childhood Education	3 hours
CD 1053 Child Health, Safety, & Nutrition	3 hours

Second Semester	**15 Total Credit Hours**
ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(OR) HIST 1493 Amer. History Since 1877	
Humanities Electives	3 hours
CD 2243 Infant/Toddler Programming	3 hours
CD 2013 Behavior, Development and Guidance of Children	3 hours

Third Semester	**16 Total Credit Hours**
POLI 1113 American Government	3 hours
Science Elective	4 hours
Recommended Program Electives (2 courses)	6 hours
CD 2143 Preschool Programming	3 hours

Fourth Semester	**14 Total Credit Hours**
Humanities Elective	3 hours
Science Elective	4 hours
*Program/Gen Ed Electives (2-3 courses)	7 hours

*Hours from recommended program electives and general education electives may be combined for final 7 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

The Associate in Arts degree program in Child Development has been developed to prepare a person to work in the childcare field. A CDA certificate must be submitted to the Registrar in order to receive six hours of college credit from NOC (replacing CD 1023 and 1053 in program requirements). The CDA Certificate, the Certificate of Mastery, and the Certificate of Administration and Management of Child Care Programs can be acquired prior to obtaining the Associate degree or as one obtains the Associate degree.

The program provides the understanding of the emotional, cognitive, physical, and social development of infants through pre-school age, preparing students in the design and implementation of developmentally appropriate curriculum as well as communication, teaching, and guidance.

Career Opportunities

- Child Care Center Director
- Child Care Center Master Teacher
- Headstart Staff
- Public School Teacher's Aide

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

COMMUNICATION - MASS COMMUNICATION OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campuses only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 18 Total Hours

JOUR 1013 Intro to Mass Communication	3 hours
JOUR 1113 Writing for Mass Media	3 hours
JOUR 1123 News Reporting and Writing	3 hours
JOUR 2013 Principles of Advertising	3 hours
JOUR 2033 Principles of Public Relations	3 hours
SPCH 1653 Radio Broadcasting	3 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 5 Hours

JOUR 2023 Photojournalism	3 hours
JOUR 1133 Beginning Photography	3 hours
JOUR 2223 Broadcast Journalism	3 hours
JOUR 2240 Publications Practicum	3 hours
SPCH 2123 Television Production	3 hours
SPCH 1713 Intro to Oral Communication	3 hours
SPCH 2010 Speech Activity Participation	2 hours

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
JOUR 1013 Intro to Mass Comm	3 hours
JOUR 1123 News Reporting & Writing	3 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
JOUR 2013 Principles of Advertising	3 hours
JOUR 1113 Writing for Mass Media	3 hours
Humanities Electives	3 hours

Third Semester 15 Total Credit Hours

POLI 1113 American Government	3 hours
Science Elective	4 hours
Humanities Elective	3 hours
SPCH 1653 Radio Broadcasting	3 hours
JOUR 2240 Publications Practicum	2 hours
(recommended elective)	

Fourth Semester 14 Total Credit Hours

JOUR 2033 Principles of Public Relations	3 hours
Science Elective	4 hours
Gen Ed/Program Electives	4 hours
SPCH 1713 Intro to Oral Communication	3 hours
(recommended elective)	

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

The Associate in Arts degree in Mass Communications prepares students to transfer to four-year colleges to pursue the bachelor's degree. The degree is designed to give valuable knowledge and experience in the various fields of the modern media, from radio and television broadcasting to journalism and advertising, offering several real-life opportunities for students to hone their skills. Students have the opportunity to work on the school newspaper, school radio station, or local television studios.

Career Opportunities

- Editor
- Information Specialist
- Media/Public Relations
- News Reporter/Writer
- On-Air Broadcast Talent
- Photojournalist
- Sports Reporter
- Teacher
- Technical Writer

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

CRIMINAL JUSTICE ADMINISTRATION

(Note: (Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campuses only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.
Recommended: PHIL 2213 Ethics

Mathematics Courses

MATH 2023 Elementary Statistics (or other college-level math)	3 hours

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy (or other approved computer course)	3 hours

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 15 Total Hours

CRMJ 1113 Intro to Criminal Justice	3 hours
CRMJ 1223 Criminal Law – Admin of Justice	3 hours
SOCI 1113 Principles of Sociology	3 hours
CRMJ 1523 Intro to Corrections	3 hours
CRMJ 2113 Criminal Investigation	3 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 8 Total Hours

CRMJ 1333 Criminal Evidence	3 hours
CRMJ 2233 Juvenile Delinquency	3 hours
CRMJ 2450 Supervised Studies in Criminal Justice	3 hours
SPCH 1713 Intro to Oral Communication	3 hours
PSYC 1113 General Psychology	3 hours
PSYC 2213 Intro to Addictive Behaviors	3 hours
SOCI 2223 Social Problems	3 hours
HPET 1113 Nutrition (or)	3 hours
1223 Health, Education, and Wellness (or) 2212 First Aid	2-3 hours

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 2023 Elementary Statistics	3 hours
ORNT 1101 Freshman Orientation	1 hour
CRMJ 1113 Intro to Criminal Justice	3 hours
POLI 1113 American Government	3 hours
SOCI 1113 Principles of Sociology	3 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BSAD 1113 Digital/Financial Literacy	3 hours
CRMJ 1333 Criminal Evidence	3 hours
Recommended Program Elective	3 hours

Third Semester 16 Total Credit Hours

CRMJ 1223 Criminal Law-Admin of Justice	3 hours
Science Elective	4 hours
Humanities Elective (Ethics recommended)	3 hours
CRMJ 2233 Juvenile Delinquency	3 hours
Recommended Program Elective	3 hours

Fourth Semester 13 Total Credit Hours

Humanities Elective	3 hours
Science Elective	4 hours
*Program/Gen Ed Electives (2 courses)	6 hours

*Hours from recommended program electives and general education electives in Social Sciences may be combined for final 6 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

This suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum. Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both the Associate and Baccalaureate degree program.

Career Opportunities

- Business
- Crime Scene Photographer
- Education
- Forensics
- Law Enforcement

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

EDUCATION - ELEMENTARY OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campuses only; selected courses at NOC Stillwater. At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Recommended ART 1113 Art Appreciation and MUSC 1113 Music Appreciation	6 hours

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) MATH 1513 Algebra for STEM	

Science Courses

Biological Science	4 hours
Course chosen from the following options:	4-5 hours
CHEM 1014 Concepts of Chemistry	
(or) CHEM 1315 General Chemistry I	
(or) PHSC 1114 General Physical Science	
(or) ESCI 1214 Earth Science	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Students are directed to use these elective hours to meet the state-required 12 hours in science for elementary education majors by taking one additional science course from the list above.

Program Requirement Courses - 18 Total Hours

PSYC 1113 General Psychology	3 hours
SPCH 1713 Intro to Oral Communications	3 hours
GEOG 2253 World Regional Geography	3 hours
HPET 1223 Health and Wellness	3 hours
LIT 2413 Intro to Literature	3 hours
MATH 2233 Elementary Math Structures	3 hours

Recommended Program Elective Courses - 5 Total Hours

HPET 2212 First Aid	2 hours
Foreign Language	3 hours
ENGL 2233 Eng. Grammar for Educators	3 hours
MATH 1233 Probability and Statistics	3 hours
(or) MATH 2023 Elementary Statistics	
MATH 2243 Geometric Structures	3 hours

Substitutions may be made with prior approval.

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 17 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
(or) MATH 1513 Algebra for STEM	
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
Biological Science	4 hours
HPET 1223 Health and Wellness	3 hours

Second Semester 13 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
ESCI 1214 Earth Science	4 hours
SPCH 1713 Intro to Oral Communication	3 hours

Third Semester 16 Total Credit Hours

POLI 1113 American Government	3 hours
Science Elective	4 hours
PSYC 1113 General Psychology	3 hours
MATH 2233 Elementary Math Structures	3 hours
LIT 2413 Intro to Literature	3 hours

Fourth Semester 14 Total Credit Hours

ART 1113 Art Appreciation (Humanities Elective)	3 hours
MUSC 1113 Music Appreciation	3 hours
GEOG 2253 World Regional Geography	3 hours
*Program/Gen Ed Electives (2 courses)	5 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

Note: Bachelor's degrees in elementary education in Oklahoma require 12 hours in four key areas (science, math, social sciences, and English/communications). Students may wish to take extra classes in these areas before transfer; however, courses for transfer, including the RECOMMENDED PROGRAM ELECTIVES are highly dependent upon the program requirements of the institution where the student will be transferring. Not all courses listed are applicable at all institutions.

This suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum. Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both the Associate and Baccalaureate degree programs.

The Elementary Education program provides the core courses that develop the foundation for a major field of study, plus general education courses.

Career Opportunities

Teacher
Day Care Employment

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

ENGLISH

(Note: (Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campuses only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 15 Total Hours

LIT 2413 Intro to Literature	3 hours
**LIT 2543 Survey to Brit. Lit. to 1800	3 hours
**LIT 2653 Survey to Brit. Lit. from 1800	3 hours
**LIT 2773 Survey Am. Lit. to 1877	3 hours
**LIT 2883 Survey Am. Lit. from 1877	3 hours

Recommended Program Elective Courses - 8 Total Hours

ENGL 2233 Eng. Grammar for Educators	3 hours
SPCH 1713 Intro to Oral Communications	3 hours
JOUR 2240 Publications Practicum	1-2 hours
ENGL 2413 Creative Writing	3 hours
ENGL 2423 Intro to Fiction Writing	3 hours
ENGL 2433 Intro to Poetry Writing	3 hours
ENGL 2453 Intro to Creative Nonfiction	3 hours
LIT 2113 Survey World Lit Before 1650	3 hours
LIT 2223 Survey World Lit Since 1650	3 hours
Foreign Language Electives	5 hours

Substitutions may be made with prior approval.

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
SPCH 1713 Intro to Oral Communication	3 hours
LIT 2413 Intro to Literature	3 hours

Second Semester 16 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
Humanities Elective	3 hours
LIT 2543 Survey British Lit to 1800	3 hours
Science Elective	4 hours

Third Semester 15 Total Credit Hours

ENGL 2413 Creative Writing	3 hours
Humanities Elective	3 hours
LIT 2653 Survey British Lit. from 1800	3 hours
LIT 2773 Survey American Lit to 1877	3 hours
POLI 1113 American Government	3 hours

Fourth Semester 13 Total Credit Hours

LIT 2883 Survey American Lit from 1877	3 hours
Science Elective	4 hours
*Program/Gen Ed Electives (2 courses)	6 hours

*Hours from recommended program electives and general education electives in Language Arts may be combined for final 6 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

** These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

This suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum. Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both the Associate and Baccalaureate degree programs.

Career Opportunities

- Proofing
- Publishing
- Editing
- Teaching
- Writing
- Law School
- Graduate School

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

ENGLISH - CREATIVE WRITING OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campuses only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 18 Total Hours

ENGL 2413 Creative Writing	3 hours
LIT 2413 Intro to Literature	3 hours
Creative Writing Electives	6 hours
American, British, or World Lit survey courses	6 hours

Recommended Program Elective Courses - 5 Total Hours

SPCH 1713 Intro to Oral Communications	3 hours
JOUR 2240 Publications Practicum	2 hours
Foreign Language Electives	5 hours

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
SPCH 1713 Intro to Oral Communication	3 hours
ENGL 2413 Creative Writing	3 hours

Second Semester 16 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
LIT 2413 Intro to Literature	3 hours
ENGL 2423 Intro to Fiction Writing	3 hours
Science Elective	4 hours

Third Semester 16 Total Credit Hours

POLI 1113 American Government	3 hours
Science Elective	4 hours
Humanities Elective	3 hours
ENGL 2433 Intro to Poetry Writing	3 hours
American, British, or World Lit Survey	3 hours

Fourth Semester 12 Total Credit Hours

Humanities Elective	3 hours
American, British, or World Lit Survey	3 hours
*Program/Gen Ed Electives (2 courses)	6 hours

*Hours from recommended program electives and general education electives in Language Arts may be combined for final 6 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

This suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum. Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both the Associate and Baccalaureate degree programs.

Career Opportunities

- Proofing
- Publishing
- Editing
- Teaching
- Writing
- Law School
- Graduate School

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

MUSIC

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

CS 1113 Computer Concepts	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 16 Total Hours

MUSC 1131 Ear Training/Sight Singing I	1 hour
MUSC 1133 Music Theory I	3 hours
MUSC 1141 Ear Training/Sight Singing II	1 hour
MUSC 1143 Music Theory II	3 hours
MUSC 2131 Ear Training/Sight Singing III	1 hour
MUSC 2133 Music Theory III	3 hours
MUSC 2141 Ear Training/Sight Singing IV	1 hour
MUSC 2143 Music Theory IV	3 hours
MUSC 1110 Recital Attendance	0 hour

Recommended Program Elective Courses - 7 Total Hours

MUSC 1513 Music Literature	3 hours
Area of Concentration-Private Voice or Instrument	4-8 hours

(Senior institutions will require 8 hours of lower division private instruction)

Applied Piano Class*, Concert Band**, Vocal Ensemble/College Choir **, Applied Instrument Class (WW/Br/Per).

*Most Senior institutions require music majors to enroll in Piano Class until a proficiency test is passed.

*Ensemble may be repeated, but each ensemble will only count once towards graduation.

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 17 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
ORNT 1101 Freshman Orientation	1 hour
MUSC 1113 Music Appreciation (Humanities Elective)	3 hours
MUSC 1110 Recital Attendance	0 hours
MUSC 1131 Ear Training/Sight Singing I	1 hour
MUSC 1133 Music Theory I	3 hours
Program Electives -- recommended:	3 hours

MUSC 2631 Vocal Ensemble
(or) MUSC 2611 Instrumental Ensemble
Private Area of Study
MUSC 1711 Applied Piano-Class I

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
CS 1113 Computer Concepts	3 hours
MUSC 1110 Recital Attendance	0 hours
MUSC 1141 Ear Training/Sight Singing II	1 hour
MUSC 1143 Music Theory II	3 hours
Program Electives -- recommended:	2 hours

Private Area of Study
MUSC 1721 Applied Piano-Class II
(Also recommended but does not count as a repeat toward graduation: MUSC 2631 Vocal Ensemble or MUSC 2611 Instrumental Ensemble)

Third Semester 16 Total Credit Hours

POLI 1113 American Government	3 hours
Science Elective	4 hours
Humanities Elective	3 hours
MUSC 1110 Recital Attendance	0 hours
MUSC 2131 Ear Training/Sight Singing III	1 hour
MUSC 2133 Music Theory III	3 hours
Program Electives -- recommended:	2 hours

Private Area of Study
MUSC 1731 Applied Piano Class III
(Also recommended but does not count as a repeat toward graduation: MUSC 2631 Vocal Ensemble or MUSC 2611 Instrumental Ensemble)

Fourth Semester 12 Total Credit Hours

Science Elective	4 hours
MUSC 1110 Recital Attendance	0 hours
MUSC 2131 Ear Training/Sight Singing IV	1 hour
MUSC 2133 Music Theory IV	3 hours
General Education Electives	4 hours

Music majors advised to choose from program electives needed for proficiences (e.g. Private Area of Study, MUSC 2631, Applied Piano IV)

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

This suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum. Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both the Associate and Baccalaureate degree programs.

With the general education requirements and the nature of the study of music, the student may want to attend summer school between the freshman and sophomore years to relieve the amount of credit hours taken during the school year.

Career Opportunities

- Composition
- Entertainment
- Instrumental Repair
- Music Education
- Music Performance
- Music Store Owner
- Music Therapy
- Piano Tuning
- Studio Arts

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

MUSIC - MUSIC THEATRE OPTION

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.
Recommended: THTR 1223 Intro to Theatre

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 19 Total Hours

MUSC 1131 Ear Training/Sight Singing I	1 hour
MUSC 1133 Music Theory I	3 hours
MUSC 1141 Ear Training/Sight Singing II	1 hour
MUSC 1143 Music Theory II	3 hours
THTR 1213 Beginning Acting	3 hours
THTR 1243 Stagecraft I	3 hours
THTR 1262 Stage Makeup	2 hours
THTR 2213 Intermediate Acting	3 hours

Recommended Program Elective Courses - 4 Total Hours

THTR 1223 Intro to Theatre	3 hours
THTR 2963 Stage Lighting	3 hours
THTR 2973 Stage Lighting II	3 hours
MUSC/THTR Activity*	1 hour
THTR 2243 Stagecraft II	3 hours
MUSC 1003 Fundamentals of Music	3 hours
MUSC 1513 Music Literature	3 hours

*Concert Band, Vocal Ensemble, College Choir, Applied Instrument Class
Ensembles may be repeated but each emsemble will only count once towards graduation.

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
ORNT 1101 Freshman Orientation	1 hour
THTR 1213 Beginning Acting	3 hours
MUSC 1110 Recital Attendance	0 hours
MUSC 1131 Ear Training/Sight Singing I	1 hour
MUSC 1133 Music Theory I	3 hours
Program Elective -- recommended	1 hour
MUSC 1711 Applied Piano-Class I	
Private Area of Study	
MUSC 2631 Vocal Ensemble (or)	
MUSC 2611 Instrumental Ensemble	

Second Semester 16 Total Credit Hours

ENGL 1213 English Composition II	3 hours
CS 1113 Computer Concepts	3 hours
THTR 2213 Intermediate Acting	3 hours
MUSC 1110 Recital Attendance	0 hours
MUSC 1141 Ear Training/Sight Singing II	1 hour
MUSC 1143 Music Theory II	3 hours
Program Elective -- recommended	3 hours
MUSC 1721 Applied Piano-Class II	
Private Area of Study	

(Also recommended but does not count as a repeat toward graduation: MUSC 2631 Vocal Ensemble or MUSC 2611 Instrumental Ensemble)

Third Semester 15 Total Credit Hours

POLI 1113 American Government	3 hours
Science Elective	4 hours
Humanities Elective	3 hours
THTR 1262 Stage Makeup	2 hours
THTR 1243 Stagecraft I	3 hours
MUSC 1110 Recital Attendance	0 hours

Most music theatre majors will also need additional ensemble and private areas of study for proficiency upon transfer but note that ensemble hours count only once toward hours needed to graduate.

Fourth Semester 14 Total Credit Hours

Humanities Elective	3 hours
Science Elective	4 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
MUSC 1110 Recital Attendance	0 hours
General Education Electives	4 hours

Most music theatre majors will also need additional ensemble and private areas of study for proficiency upon transfer but note that ensemble hours count only once toward hours needed to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

This suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum. Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both the Associate and Baccalaureate degree programs.

The Music Theatre degree is designed for those interested in a career in the ever expanding music and entertainment industry.

Career Opportunities

- Actor
- Costume Designer
- Entertainer
- Lighting Designer
- Makeup Artist
- Music Education
- Music Teacher
- Stagecraft
- Voice Coach

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SOCIAL SCIENCE

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 2023 Elementary Statistics	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses	4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 12 Total Hours

PSYC 1113 General Psychology	3 hours
SOCI 1113 Principles of Sociology	3 hours
HIST 1483 Am. History to 1877	3 hours
(or) HIST 1493 Am. History Since 1877	
(with other taken as part of Gen Ed Courses above)	
GEOG 2253 World Regional Geography	3 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 11-12 Total Hours

CRMJ 1113 Criminal Justice	3 hours
ECON 2113 Macroeconomic Principles	3 hours
ECON 2123 Microeconomic Principles	3 hours
HIST Any Additional History	3 hours
POLI 2113 Comparative Political Issues	3 hours
SOCI 2223 Social Problems	3 hours
SOCI 2013 Marriage/Family	3 hours
SPCH1713 Intro to Oral Communication	3 hours
HPET 1113 Nutrition	2-3 hours
(or)1223 Health, Education, and Wellness	
(or) 2212 First Aid	

Note: Consideration should be given to foreign language and additional humanities to meet the requirements of many baccalaureate degrees.

Total Credit Hours	**60 hours**

Suggested Course Sequence:

First Semester	**16 Total Credit Hours**
ENGL 1113 English Composition I	3 hours
MATH 2023 Elementary Statistics	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
POLI 1113 American Government	3 hours
PSYC 1113 General Psychology	3 hours

Second Semester	**15 Total Credit Hours**
ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
SOCI 1113 Principles of Sociology	3 hours
Recommended Program Elective	3 hours
History designated as humanities elective	3 hours

Third Semester	**16 Total Credit Hours**
GEOG 2253 World Regional Geog.	3 hours
Science Elective	4 hours
Recommended Program Elective	3 hours
Humanities elective	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	

Fourth Semester	**13 Total Credit Hours**
Science Elective	3 hours
*Program/Gen Ed Electives 9 hours (3 courses)	9 hours

*Hours from recommended program electives and general education electives in Social Sciences may be combined for final 9 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

This suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum. Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both the Associate and Baccalaureate degree programs.

The social sciences, in general, are concerned with the behavior of people under varying circumstances. For example, history examines the behavior of societies through time, geography studies behavior in space, and psychology considers individual behavior.

Career Opportunities

- Business
- Counselor
- Social Services
- Teacher
- Researcher

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

SOCIAL SCIENCE - BEHAVIORAL SCIENCE OPTION

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 2023 Elementary Statistics	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses	4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral Science, or Social Sciences.

Program Requirement Courses - 12 Total Hours

PSYC 1113 General Psychology	3 hours
SOCI 1113 Principles of Sociology	3 hours
PSYC 2233 Social Psychology	3 hours
SOCI 2223 Social Problems	3 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 11-12 Total Hours

MATH 2023 Elementary Statistics	3 hours
PSYC 2213 Development Psychology	3 hours
SOCI 2013 Marriage and Family	3 hours
PSYC 2333 Intro to Addictive Behaviors	3 hours
CRMJ 1113 Intro to Criminal Justice	3 hours
CRMJ 2233 Juvenile Delinquency	3 hours
SPCH 1713 Intro to Oral Communications	3 hours

Note: Consideration should be given to foreign language and additional humanities to meet the requirements of many baccalaureate degrees.

Total Credit Hours	**60 hours**

Suggested Course Sequence:

First Semester	**16 Total Credit Hours**
ENGL 1113 English Composition I	3 hours
MATH 2023 Elementary Statistics	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
PSYC 1113 General Psychology	3 hours
POLI 1113 American Government	3 hours

Second Semester	**16 Total Credit Hours**
ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
Science Elective	4 hours
SOCI 1113 Principles of Sociology	3 hours
Recommended Program Elective	3 hours

Third Semester	**13 Total Credit Hours**
SOCI 2223 Social Problems	3 hours
Science Elective	4 hours
PHIL 2213 Ethics (Humanities Elective)	3 hours
Recommended Program Elective	3 hours

Fourth Semester	**15 Total Credit Hours**
Humanities Elective	3 hours
PSYC 2233 Social Psychology	3 hours
*Program/Gen Ed Electives	9 hours
(2 courses)	

Directed Electives for Psychology
Emphasis: PSYC 2213, PSYC 2333

Directed Electives for Sociology
Emphasis: SOCI 2013

Directed Electives for Criminal Justice
Emphasis: CRMJ 1113, CRMJ 2233

*Hours from recommended program electives and general education electives in Social Sciences may be combined for final 7 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

This suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum. Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both the Associate and Baccalaureate degree programs.

The social sciences, in general, are concerned use varying perspectives to discuss the behavior of people. Behavioral scientists seek to understand why people do what they do. This degree program will prepare students to pursue any of the degrees within the field of Behavioral Sciences—Psychology, Sociology, Social Psychology, or Social Work.

Career Opportunities

- Business
- Counselor
- Social Services
- Psychologist
- Forensies
- Community Health
- Education Psychology
- Research

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines

ADMINISTRATION AND MANAGEMENT OF CHILD CARE PROGRAMS CERTIFICATE

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 3 Total Credit Hours
English Composition Courses

ENGL 1113 English Composition I	3 hours

Program Requirement Courses -18 total Hours

CD 1023 Introduction to Early Childhood Education	3 hours
CD 1053 Child Health, Safety, & Nutrition	3 hours
CD 2013 Behavior, Development, & Guidance of Children	3 hours
CD 2143 Preschool Programming	3 hours
CD 2243 Infant/Toddler Programming	3 hours
CD 2313 Administration and Management of Child Care Programs	3 hours

Recommended Child Development Elective Courses - 3 Total Hours
(Choose one of the following)

CD 1043 Children's Music, Movement, & Arts	3 hours
CD 2023 Children with Special Needs	3 hours
CD 2033 Children Language Arts & Literature	3 hours
CD 2043 Child & Family in Society	3 hours

Recommended Business Elective Courses - 3 Total Hours
(Choose one of the following)

ACCT 1203 Fundamentals of Accounting	3 hours
BMGT 2233 Human Resource Dev	3 hours
BMGT 2263 Principles of Management	3 hours
BSAD 1103 Introduction to Business	3 hours
BSAD 1113 Digital & Financial Literacy	3 hours
CS 1113 Computer Concepts	3 hours

Note: BSAD 1113 & CS 1113 are general education requirements toward an Associate degree so have an added advantage for students planning to complete that degree.

Total Credit Hours 27 hours

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition I	3 hours
Business Elective	3 hours
CD 1023 Introduction to Early Childhood Education	3 hours
CD 1053 Child Health, Safety & Nutrition	3 hours
CD 2143 Preschool Programming	3 hours

Second Semester 12 Total Credit Hours

CD 2013 Behavior, Development, & Guidance of Children	3 hours
CD 2243 Infant/Toddler Programming	3 hours
CD 2313 Administration and Management of Child Care Programs	3 hours
Child Development Elective	3 hours

This is a suggested sequence timeline only. A student may require more than two semesters to complete the certificate depending upon enrollment status and remediation coursework that may be required as prerequisites.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: ACT | Northern Oklahoma College (http://www.noc.edu/act) for placement guidelines.

The Certificate in Administration and Management of Child Care Programs has been developed to prepare a person to work in the childcare field by completing hours required for the Oklahoma Director's Certificate (ODC). As an embedded certificate within the Associate Degree in Child Development, the program provides the understanding of the emotional, cognitive, physical, & social development of infants through pre-school age, preparing students in the design and implementation of developmentally appropriate curriculum, as well as communication, teaching, and guidance.

A CDA Certificate must be submitted to the Registrar in order to receive six hours of college credit (CD 1023 and CD 1053) from NOC within the CD program requirements. The CDA Certificate, the Certificate of Mastery, and the Certificate of Administration and Management of Child Care Programs can be acquired prior to obtaining the Associate degree or as one obtains the Associate degree.

Career Opportunities

Child Care Center Director
Child Care Center Master Teacher
Headstart Staff
Public School Teacher's Aide

MASTERY IN CHILD DEVELOPMENT CERTIFICATE

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 3 Total Credit Hours
English Composition Courses

ENGL 1113 English Composition I	3 hours

Program Requirement Courses -18 total Hours

CD 1023 Intro to Early Childhood Education	3 hours
CD 1053 Child Health, Safety, & Nutrition	3 hours
CD 2013 Behavior, Development, & Guidance of Children	3 hours
CD 2143 Preschool Programming (or) CD 2243 Infant/Toddler Programming	3 hours

Recommended Child Development Elective Courses - 3 Total Hours
(Choose one of the following)

CD 1043 Children's Music, Movement, & Arts	3 hours
CD 2023 Children with Special Needs	3 hours
CD 2033 Children Language Arts & Literature	3 hours
CD 2313 Administration and Management of Child Care Programs	3 hours
Total Credit Hours	**18 hours**

Suggested Course Sequence:

First Semester 9 Total Credit Hours

ENGL 1113 English Composition I	3 hours
CD 1023 Introduction to Early Childhood Education	3 hours
CD 1053 Child Health, Safety & Nutrition	3 hours

Second Semester 9 Total Credit Hours

CD 2013 Behavior, Development, & Guidance of Children	3 hours
CD 2143 Preschool Programming (or) CD 2243 Infant/Toddler Programming	3 hours
Child Development Elective	3 hours

This is a suggested sequence timeline only. A student may require more than two semesters to complete the certificate depending upon enrollment status and remediation coursework that may be required as prerequisites.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: ACT | Northern Oklahoma College (http://www.noc.edu/act) for placement guidelines.

The Certificate in Administration and Management of Child Care Programs has been developed to prepare a person to work in the childcare field by completing hours required for the Oklahoma Director's Certificate (ODC). As an embedded certificate within the Associate Degree in Child Development, the program provides the understanding of the emotional, cognitive, physical, & social development of infants through pre-school age, preparing students in the design and implementation of developmentally appropriate curriculum, as well as communication, teaching, and guidance.

A CDA Certificate must be submitted to the Registrar in order to receive six hours of college credit (CD 1023 and CD 1053) from NOC within the CD program requirements. The CDA Certificate, the Certificate of Mastery, and the Certificate of Administration and Management of Child Care Programs can be acquired prior to obtaining the Associate degree or as one obtains the Associate degree.

Career Opportunities

Child Care Center Director
Child Care Center Master Teacher
Headstart Staff
Public School Teacher's Aide

ASSOCIATE IN SCIENCE DEGREES

(Individual degree sheets follow listing below)

AGRICULTURAL SCIENCES

AGRICULTURAL SCIENCES-AGRICULTURE BUSINESS OPTION

AGRICULTURAL SCIENCES-AGRICULTURE COMMUNICATIONS OPTION

AGRICULTURAL SCIENCES-PLANT AND SOIL SCIENCES OPTION

AGRICULTURAL SCIENCES-PRE-VET OPTION

ARTS AND SCIENCES—GENERAL STUDIES OPTION

ARTS AND SCIENCES—INTERNATIONAL STUDIES OPTION

BIOLOGICAL SCIENCES

BIOLOGICAL SCIENCES-PRE-MEDICINE OPTION

BIOLOGICAL SCIENCES-PRE-PHARMACY OPTION

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION—INTERNATIONAL BUSINESS OPTION

BUSINESS ADMINISTRATION—MIS OPTION

COMPUTER SCIENCE, PRE-PROFESSIONAL

ENTERPRISE DEVELOPMENT—BUSINESS ADMINISTRATION OPTION

ENTERPRISE DEVELOPMENT—GENERAL STUDIES OPTION

HEALTH, PHYSICAL EDUCATION, AND RECREATION

HEALTH, PHYSICAL EDUCATION, AND RECREATION—ATHLETIC TRAINING OPTION

HEALTH, PHYSICAL EDUCATION, AND RECREATION—PERSONAL TRAINER OPTION

MATHEMATICS AND PHYSICAL SCIENCE

MATHEMATICS AND PHYSICAL SCIENCE-ASTRONOMY OPTION

MATHEMATICS AND PHYSICAL SCIENCE-CHEMISTRY/PHYSICS OPTION

MATHEMATICS AND PHYSICAL SCIENCE-MATHEMATICS OPTION

MATHEMATICS AND PHYSICAL SCIENCE-MATHEMATICS TECHNOLOGY OPTION

MATHEMATICS AND PHYSICAL SCIENCE-METEOROLOGY OPTION

MATHEMATICS AND PHYSICAL SCIENCE-PRE-ENGINEERING OPTION

NURSING, PRE-BACCALAUREATE, PRE-PROFESSIONAL OPTION

AGRICULTURAL SCIENCES

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	

Science Courses

BISI 1114 General Biology	4 hours
(or) BISI 1124 Gen Bio for Majors	
CHEM 1014 Concepts of Chemistry	4-5 hours
(or) CHEM 1315 General Chemistry I	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3-4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.
It is advised that if a student takes a three credit hour course to apply to this requirement, the fourth credit hour may be counted from the overage hours taken from the Recommended Program electives below.

Program Requirement Courses - 16 Total Hours

**AGRI 1113 Agriculture Economics	3 hours
**AGRI 1124 Intro to Animal Science	4 hours
**AGRI 1223 Intro to Plant/Soil Science	3 hours
**AGRI 2124 Fund of Soil Science	4 hours
**AGRI 2222 Live Animal Evaluation	2 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 7 Total Hrs

**BISI 1314 General Botany	4 hours
**BISI 2024 Entomology	4 hours
PRVD 1101 Intro to Research	1 hour
PRVD 2321 Prof. Development	1 hour
SPCH 1713 Intro to Oral Communication	3 hours
ACCT 2103 Accounting I-Financial	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
AGRI 1013 Introduction to Horticulture	3 hours
**AGRI 2103 Agriculture Leadership	3 hours
**AGRI 2123 Livestock Feeding	3 hours
AGRI 2523 Intro to Sheep Prod. & Mgmt	3 hours
BISI 2403 Intro to Wildlife Conservation	3 hours
MATH 2023 Elementary Statistics	3 hours
Total Credit Hours	**60 hours**

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	
ORNT 1101 Freshman Orientation	1 hour
AGRI 1124 Intro to Animal Sciences	4 hours
BISI 1114 General Biology	4 hours
(or) BISI 1124 Gen Bio for Majors	

Second Semester 15-16 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BSAD 1113 Digital/Financial Literacy	3 hours
CHEM 1014 Concepts in Chemistry	4-5 hours
(or) CHEM 1315 General Chemistry I	
AGRI 2222 Live Animal Evaluation	2 hours

Third Semester 15 Total Credit Hours

Humanities Elective	3 hours
POLI 1113 American Government	3 hours
AGRI 1113 Agricultural Economics	3 hours
AGRI 1223 Intro to Plant/Soil Science	3 hours
SPCH 1713 Intro to Oral Communications (program elective)	3 hours

Fourth Semester 14-15 Total Credit Hours

Humanities Elective	3 hours
AGRI 2124 Fundamentals of Soil Science	4 hours
*Program/Gen Ed Electives (2-3 courses)	7-8 hours

*Hours from recommended program electives and general education electives in Science may be combined for final 8 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Arts degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

This Associate in Science degree program in Agricultural Sciences consists of 60 hours designed to provide the student with the first two years of general requirements.
The program is designed for seamless transfer to the Bachelor in Science degree in Agriculture Education, Animal Science, Animal Production, or Agriculture Ecology and includes courses generally completed in the first two years of a baccalaureate degree program.
Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses which will meet requirements for both associate and bachelor's degree programs.
The agricultural sciences program prepares students interested in animal science, animal production, agribusiness, food science, and agriculture education for transfer to four-year institutions. The foundations of scientific- and business-based agricultural practices are explored.

Career Opportunities

- Animal Production
- Agriculture Pharmaceutical Sales
- Animal Science
- Agriculture Education
- Animal Nutrition
- Research

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

AGRICULTURAL SCIENCES - AGRICULTURE BUSINESS OPTION

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	

Science Courses

BISI 1114 General Biology	4 hours
(pr) BISI 1124 Gen Bio for Majors	
CHEM 1014 Concepts of Chemistry	4-5 hours
(or) CHEM 1315 General Chemistry 1	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses	4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.
It is advised that if a student takes a three credit hour course to apply to this requirement, the fourth credit hour may be counted from the overage hours taken from the Recommended Program electives below.

Program Requirement Courses - 16 Total Hours

**AGRI 1113 Agriculture Economics	3 hours
**AGRI 1124 Intro to Animal Science	4 hours
**AGRI 1223 Intro to Plant/Soil Science	3 hours
ACCT 2103 Accounting 1-Financial	3 hours
ACCT 2203 Accounting II-Managerial	3 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 7 Total Hours

BSAD 1103 Intro to Business	3 hours
BMGT 2263 Management Principles	4 hours
ECON 2113 Macroeconomics	3 hours
SPCH 1713 Intro to Oral Communication	3 hours
PRDV 2321 Professional Development	1 hour
**AGRI 2103 Agriculture Leadership	3 hours
**AGRI 2123 Livestock Feeding	3 hours
**AGRI 2124 Soil Science	3 hours
**AGRI 2222 Live Animal Evaluation	2 hours
AGRI 2523 Intro to Sheep Prod. & Mgmt	3 hours
MATH 2023 Elementary Statistics	3 hours
Total Credit Hours	**60 hours**

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
ORNT 1101 Freshman Orientation	1 hour
AGRI 1124 Intro to Animal Sciences	4 hours
BISI 1114 General Biology	4 hours
(or) BISI 1124 Gen Bio for Majors	

Second Semester 16-17 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BSAD 1113 Digital/Financial Literacy	3 hours
CHEM 1014 Concepts in Chemistry	4-5 hours
(or) CHEM 1315 General Chemistry I	
SPCH 1713 Intro to Oral Communications (program elective)	3 hours

Third Semester 15 Total Credit Hours

Humanities Elective	3 hours
POLI 1113 American Government	3 hours
AGRI 1113 Agricultural Economics	3 hours
AGRI 1223 Intro to Plant/Soil Science	3 hours
ACCT 2103 Accounting I-Financial	3 hours

Fourth Semester 14 Total Credit Hours

Humanities Elective	3 hours
(Recommend PHIL 2223 Business Ethics)	
ACCT 2203 Accounting II-Managerial	3 hours
*Program/Gen Ed Electives (2-3 courses)	7-8 hours

*Hours from recommended program electives and general education electives in Science may be combined for final 8 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

This Associate in Science degree program in Agricultural Sciences consists of 60 hours designed to provide the student with the first two years of general requirements.
The program is designed for seamless transfer to the Bachelor in Science degree in Agriculture Education, Animal Science, Animal Production, or Agriculture Ecology and includes courses generally completed in the first two years of a baccalaureate degree program.

Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses which will meet requirements for both associate and bachelor's degree programs.
The agricultural sciences program prepares students interested in animal science, animal production, agribusiness, food science, and agriculture education for transfer to four-year institutions. The foundations of scientific- and business-based agricultural practices are explored.

Career Opportunities

- Agriculture Sales
- Banking
- Agriculture Loan Officer
- Agriculture Management
- Private Business Ownership
- Marketing

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AGRICULTURAL SCIENCES - AGRICULTURE COMMUNICATIONS OPTION

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	

Science Courses

BISI 1114 General Biology	4 hours
(or) BISI 1124 Gen Bio for Majors	
CHEM 1014 Concepts of Chemistry	4-5 hours
(or) CHEM 1315 General Chemistry I	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

If a student takes a three credit hour course to apply to this requirement, the fourth credit hour may combine with hours for the Recommended Program electives below.

Program Requirement Courses - 16 Total Hours

**AGRI 1113 Agriculture Economics	3 hours
**AGRI 1124 Intro to Animal Science	4 hours
**AGRI 1223 Intro to Plant/Soil Science	3 hours
ACCT 2103 Accounting I-Financial	3 hours
SPCH 1713 Intro to Oral Communications	3 hours

Recommended Program Elective Courses 7 total Hours

JOUR 1013 Mass Comm.	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
**AGRI 2103 Agriculture Leadership	3 hours
**AGRI 2123 Livestock Feeding	3 hours
**AGRI 2124 Soil Science	4 hours
**AGRI 2222 Live Animal Evaluation	2 hours
AGRI 2523 Intro to Sheep Prod. & Mgmt	3 hours
JOUR 1113 Writing/Mass Media	3 hours
JOUR 1123 News Report/Writing	3 hours
JOUR 2013 Princ. of Advertising	3 hours
MATH 2023 Elementary Statistics	3 hours
PRVD 2321 Prof. Development	1 hour

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
ORNT 1101 Freshman Orientation	1 hour
AGRI 1124 Intro to Animal Sciences	4 hours
BISI 1114 General Biology	4 hours
(or) BISI 1124 Gen Bio for Majors	

Second Semester 16 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BSAD 1113 Digital/Financial Literacy	3 hours
CHEM 1014 Concepts in Chemistry	4-5 hours
(or) CHEM 1315 General Chemistry I	
*Program/Gen Ed Electives	3 hours

Third Semester 15 Total Credit Hours

Humanities Elective	3 hours
POLI 1113 American Government	3 hours
AGRI 1113 Agricultural Economics	3 hours
AGRI 1223 Intro to Plant/Soil Science	3 hours
SPCH 1713 Intro to Oral Communication	3 hours

Fourth Semester 14 Total Credit Hours

Humanities Elective	3 hours
ACCT 2103 Accounting 1-Financial	3 hours
*Program/Gen Ed Electives (2-3 courses)	8 hours

*Hours from recommended program electives and general education electives in Science may be combined for final 8 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

This Associate in Science degree program in Agricultural Sciences consists of 60 hours designed to provide the student with the first two years of general requirements. The program is designed for seamless transfer to the Bachelor in Science degree in Agriculture Education, Animal Science, Animal Production, or Agriculture Ecology and includes courses generally completed in the first two years of a baccalaureate degree program. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses which will meet requirements for both associate and bachelor's degree programs.

The agricultural sciences program prepares students interested in animal science, animal production, agribusiness, food science, and agriculture education for transfer to four-year institutions. The foundations of scientific- and business-based agricultural practices are explored.

Career Opportunities

Marketing
Journalism
Agriculture Pharmeceutical Sales

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AGRICULTURAL SCIENCES - PLANT AND SOIL SCIENCES OPTION

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	

Science Courses

BISI 1114 General Biology	4 hours
(or) BISI 1124 Gen Bio for Majors	
CHEM 1315 General Chemistry I	5 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses	3 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.
It is advised that if a student takes a three credit hour course to apply to this requirement, the fourth credit hour may be counted from the overage hours taken from the Recommended Program electives below.

Program Requirement Courses - 18 Total Hours

**AGRI 1113 Agriculture Economics	3 hours
**AGRI 1124 Intro to Animal Science	4 hours
**AGRI 1223 Intro to Plant/Soil Science	3 hours
**AGRI 2124 Fundamentals of Soil Science	4 hours
**BISI 1314 General Botany	4 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 5 Total Hours

**CHEM 1414 General Chemistry II	4 hours
**BISI 2024 Entomology	4 hours
SPCH 1713 Intro to Oral Communication	3 hours
ACCT 2103 Accounting I-Financial	3 hours
PRVD 1101 Intro to Research	1 hour
PRVD 2321 Prof. Development	1 hours
AGRI 1013 Introduction to Horticulture	3 hours
**AGRI 2103 Agriculture Leadership	3 hours
**AGRI 2123 Livestock Feeding	3 hours
**AGRI 2222 Live Animal Evaluation	2 hours
AGRI 2523 Intro to Sheep Prod. & Mgmt	3 hours
MATH 2023 Elementary Statistics	3 hours
Total Credit Hours	**60 hours**

Suggested Course Sequence:

First Semester	**15 Total Credit Hours**
ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
ORNT 1101 Freshman Orientation	1 hour
AGRI 1124 Intro to Animal Sciences	4 hours
BISI 1114 General Biology	4 hours
(or) BISI 1124 Gen Bio for Majors	

Second Semester	**17 Total Credit Hours**
ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BSAD 1113 Digital/Financial Literac	3 hours
CHEM 1315 General Chemistry I	5 hours
SPCH 1713 Intro to Oral Communication (program elective)	3 hours

Third Semester	**16 Total Credit Hours**
Humanities Elective	3 hours
POLI 1113 American Government	3 hours
AGRI 1113 Agricultural Economics	3 hours
AGRI 1223 Intro to Plant/Soil Science	3 hours
BISI 1314 General Botany	4 hours

Fourth Semester	**12 Total Credit Hours**
Humanities Elective	3 hours
AGRI 2124 Fund. of Soil Science	4 hours
*Program/Gen Ed Electives (2 courses)	5 hours

*Hours from recommended program electives and general education electives in Science may be combined for final 8 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

This Associate in Science degree program in Agricultural Sciences consists of 60 hours designed to provide the student with the first two years of general requirements.
The program is designed for seamless transfer to the Bachelor in Science degree in Agriculture Education, Animal Science, Animal Production, or Agriculture Ecology and includes courses generally completed in the first two years of a baccalaureate degree program.

Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses which will meet requirements for both associate and bachelor's degree programs.

The agricultural sciences program prepares students interested in animal science, animal production, agribusiness, food science, and agriculture education for transfer to four-year institutions. The foundations of scientific- and business-based agricultural practices are explored.

Career Opportunities

Nursery or Landscape
Crop Production
Farming
Horticulture

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AGRICULTURAL SCIENCES - PRE-VET OPTION

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours

Science Courses

BISI 1124 General Biology for Majors	4 hours
CHEM 1315 General Chemistry I	5 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 18 Total Hours

**AGRI 1113 Agriculture Economics	3 hours
**AGRI 1124 Intro to Animal Science	4 hours
**AGRI 1223 Intro to Plant/Soil Science	3 hours
BISI 2124 Microbiology	4 hours
CHEM 1414 General Chemistry II	4 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 5 Total Hours

**BISI 1414 General Zoology	4 hours
**BISI 2024 Entomology	4 hours
SPCH 1713 Intro to Oral Communications	3 hours
**AGRI 2123 Livestock Feeding	3 hours
**AGRI 2222 Live Animal Evaluation	2 hours
AGRI 2523 Intro to Sheep Prod. & Mgmt	3 hours
MATH 2023 Elementary Statistics	3 hours
PRDV 1101 Intro to Research	1 hour
PRDV 2321 Professional Development	1 hour
PHYS 1114 General Physics I	4 hours
PHYS 1214 General Physics II	4 hours
Total Credit Hours	**60 hours**

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1513 Algebra for STEM	3 hours
ORNT 1101 Freshman Orientation	1 hour
AGRI 1124 Intro to Animal Sciences	4 hours
BISI 1124 General Biology for Majors	4 hours

Second Semester 17 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BSAD 1113 Digital/Financial Literacy	3 hours
CHEM 1315 General Chemistry I	5 hours
Program elective	3 hours

Third Semester 16 Total Credit Hours

Humanities Elective	3 hours
POLI 1113 American Government	3 hours
AGRI 1113 Agricultural Economics	3 hours
AGRI 1223 Intro to Plant/Soil Science	3 hours
BISI 2124 Microbiology	4 hours

Fourth Semester 12 Total Credit Hours

Humanities Elective	3 hours
CHEM 1414 General Chemistry II	4 hours
*Program/Gen Ed Electives (2 courses)	5 hours

*Hours from recommended program electives and general education electives in Science may be combined for final 8 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

This Associate in Science degree program in Agricultural Sciences consists of 60 hours designed to provide the student with the first two years of general requirements. The program is designed for seamless transfer to the Bachelor in Science degree in Agriculture Education, Animal Science, Animal Production, or Agriculture Ecology and includes courses generally completed in the first two years of a baccalaureate degree program.

Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses which will meet requirements for both associate and bachelor's degree programs.

The agricultural sciences program prepares students interested in animal science, animal production, agribusiness, food science, and agriculture education for transfer to four-year institutions. The foundations of scientific- and business-based agricultural practices are explored.

Career Opportunities

Animal Genetics
Animal Pharmaceuticals
Biotechnology
Veterinary Medicine

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

ARTS AND SCIENCES

(Note: : Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) MATH 1513 Algebra for STEM	

Science Courses

One Biological Science with Lab	4 hours
One Physical Science with Lab	4 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 23 Total Hours

This degree program must be completed with the assistance of the graduation advisor to suit the individual student's needs. The credit hour requirements must be selected from the following academic divisions: Agricultural Sciences; Business; Fine Arts; Health, Physical Education, and Recreation; Language Arts; Nursing; Science, Math and Engineering; and Social Sciences.

Recommended: DEVS 1112 World of Work

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester	**15 Total Credit Hours**
ENGL 1113 English Composition I	3 hours
BSAD 1113 Digital/Financial Literacy	3 hours
MATH 1493 Math Applications	3 hours
(or) MATH 1513 Algebra for STEM	
ORNT 1101 Freshman Orientation	1 hour
Humanities Elective	3 hours
DEVS 1112 World of Work	2 hours

Second Semester	**15 Total Credit Hours**
ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
General Education/Program Courses	9 hours

Third Semester	**16 Total Credit Hours**
POLI 1113 American Government	3 hours
Science Elective	4 hours
Program Requirement Courses	9 hours

Fourth Semester	**14 Total Credit Hours**
General Education Elective	4 hours
Humanities Elective	3 hours
Science Elective	4 hours
Program Requirement Course	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

The suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum.

Students should consult the university or college of choice and its catalog curriculum as they make plans on where to transfer. Care should be taken to select the courses that will meet all requirements for both the Associate and Baccalaureate degree programs.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

ARTS AND SCIENCES - INTERNATIONAL STUDIES OPTION

(Note: Program requirements for this degree are offered on NOC Stillwater campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

HUMN 2113 Ancient Arts & Culture	3 hours
(or) HUMN 2223 Modern Arts & Culture	
Humanities elective	3 hours

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Science Courses

One Biological Science with Lab	4 hours
One Physical Science with Lab	4 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 12 Total Hours

GEOG 2253 World Regional Geography	3 hours
HUMN 1113 World Religions	3 hours
HIST 1223 History of Modern World Civilization	3 hours
LIT 2113 World Literature to 1650	3 hours
(or) LIT 2223 World Lit since 1650	

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 11 Total Hours

Any GLBL (Global Studies) course*	3 hours
Courses offered on NOC Study Abroad*	3 hours
ANTH 2253 General Anthropology	3 hours
ECON 2113 Macroeconomic Principles	3 hours
HIST 1113 History of Ancient World Civ	3 hours
HIST 1223 History of Modern World Civ	3 hours
SOCI 1113 Principles of Sociology	3 hours
SOCI 2223 Social Problems	3 hours
Foreign Language	5-10 hours

Participation in a study abroad program and a Foreign Language are highly recommended

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
(or) Other college-level math	
ORNT 1101 Freshman Orientation	1 hour
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
Foreign Language I	5 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
POLI 1113 American Government	3 hours
Foreign Language II	5 hours
Science Elective	4 hours

Third Semester 16 Total Credit Hours

HUMN 1113 World Religions	3 hours
HIST 1713 History of Eastern Civ	3 hours
Science Elective	4 hours
BSAD 1113 Digital/Financial Literacy	3 hours
HUMN 2113 Ancient Arts & Culture	3 hours
(or) HUMN 2223 Modern Arts & Culture	

Fourth Semester 14 Total Credit Hours

Humanities Elective	3 hours
GEOG 2253 World Regional Geography	3 hours
LIT 2113 World Literature to 1650	3 hours
(or) LIT 2223 World Lit since 1650	
*Program/Gen Ed Electives (2 courses)	5 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

The suggested curriculum includes degree requirements and courses that are usually completed in the first two years of a four-year curriculum.

Consult with the university or college of your choice and its catalog curriculum as you make plans on where to transfer. Be careful to select the courses that will meet all requirements for both Associate and bachelor's degree programs.

The International studies degree, in general, provides students with a broad understanding of today's complex global environment. Many graduates are entering careers that are global in perspective and scope and employers have a strong desire to hire students that possess a historic and contemporary understanding of global culture, history, and behaviors.

Career Opportunities

- Business
- Government
- Non-Governmental Organization
- Teacher
- Researcher

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BIOLOGICAL SCIENCES

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campuses only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours

Science Courses

BISI 1124 Biology for Majors	4 hours
CHEM 1315 General Chemistry I	5 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 20 Total Hours

**BISI 1314 General Botany	4 hours
**BISI 1414 General Zoology	4 hours
BISI 2124 Microbiology	4 hours
CHEM 1414 General Chemistry II	4 hours
**PHYS 1114 General Physics I	4 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 3 Total Hours

BISI 1214 Environmental Science	4 hours
**BISI 2024 Entomology	4 hours
BISI 2324 Comp Vertebrate Anatomy	4 hours
**BISI 2403 Intro to Wildlife Conservation	3 hours
MATH 1613 Plane Trigonometry	3 hours
MATH 2023 Elementary Statistics	3 hours
**PHYS 1214 General Physics II	4 hours
NUTR 2123 Intro to Human Nutrition	3 hours
HPET 2212 First Aid	2 hours

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 17 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1513 Algebra for STEM	3 hours
ORNT 1101 Freshman Orientation	1 hour
BISI 1124 Biology for Majors	4 hours
BSAD 1113 Digital/Financial Literacy	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	

Second Semester 14 Total Credit Hours

ENGL 1213 English Composition II	3 hours
CHEM 1315 General Chemistry I	5 hours
MATH 2023 Elementary Statistics (recommended program elective)	3 hours
General Education Elective	3 hours

Third Semester 15 Total Credit Hours

CHEM 1414 General Chemistry II	4 hours
Humanities Elective	3 hours
BISI 1314 General Botany	4 hours
PHYS 1114 General Physics I	4 hours

Fourth Semester 14 Total Credit Hours

Humanities Elective	3 hours
BISI 1414 General Zoology	4 hours
BISI 2124 Microbiology	4 hours
POLI 1113 American Government	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Science degree program in Biological Sciences prepares students to transfer to a four-year university to pursue a bachelor's degree or entry into the field of life science.

Students transferring should consult catalog from the institution to which they are planning to transfer to and carefully select courses that will meet the requirements to complete their bachelor's degree.

Career Opportunities

- Animal/Plant Production
- Pre-Veterinary
- Medical Assistant
- Veterinary Assistant
- Research Lab Assistant
- Pharmaceutical Sales
- Wildlife Technician
- Wildlife Production

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BIOLOGICAL SCIENCES - PRE-MEDICINE OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

*MATH 1513 Algebra for STEM	3 hours

Science Courses

BISI 1124 Biology for Majors	4 hours
CHEM 1315 General Chemistry I	5 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 20 Total Hours

BISI 2124 Microbiology	4 hours
BISI 2104 Human Anatomy	4 hours
CHEM 1414 General Chemistry II	4 hours
**PHYS 1414 General Physics I	4 hours
**PHYS 1214 General Physics II	4 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 3 Total Hours

SOCI 1113 General Sociology	3 hours
SPCH 1713 Intro to Oral Communications	3 hours
PSYC 1113 General Psychology	3 hours
MATH 1613 Plane Trigonometry	3 hours
BISI 2204 Human Physiology	4 hours
HPET 2212 First Aid	2 hours
NUTR 2123 Intro to Human Nutrition	3 hours
PRDV 1101 Intro to Research	1 hour
PRDV 2321 Professional Development	1 hour

Total Credit Hours **60 hours**

Suggested Course Sequence:

First Semester **17 Total Credit Hours**

ENGL 1113 English Composition I	3 hours
MATH 1513 Algebra for STEM	3 hours
ORNT 1101 Freshman Orientation	1 hour
POLI 1113 American Government	3 hours
BISI 1124 Biology for Majors	4 hours
Humanities elective	3 hours

Second Semester **15 Total Credit Hours**

ENGL 1213 English Composition II	3 hours
BSAD 1113 Digital/Financial Literacy	3 hours
CHEM 1315 General Chemistry I	5 hours
BISI 2104 Human Anatomy	4 hours

Third Semester **15 Total Credit Hours**

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BISI 2124 Microbiology	4 hours
PHYS 1114 General Physics I	4 hours
CHEM 1414 General Chemistry II	4 hours

Fourth Semester **13 Total Credit Hours**

Humanities Elective	3 hours
PHYS 1214 General Physics	4 hours
General Education Elective	3 hours
*Program Elective	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science Degree.

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Pre-Medicine degree option is designed for the student whose goal is to be a medical doctor. Students wishing to go into a different medical field such as physical therapy should consult an academic advisor in pre-medicine about specific requirements.

Students transferring should consult catalog from the institution to which they are planning to transfer to and carefully select courses that will meet the requirements to complete their bachelor's degree.

Career Opportunities

- Chiropractor
- Dental Hygiene
- Medical Doctor
- Funeral Science
- Nutrition
- Occupational Therapist
- Optometry
- Osteopathic Medical
- Research
- Physical Therapist
- Wellness
- Radiology/ Medical Imaging

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BIOLOGICAL SCIENCES - PRE-PHARMACY OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours

Science Courses

BISI 1124 Biology for Majors	4 hours
(or) BISI 1114 General Biology	
CHEM 1315 General Chemistry I	5 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.
It is advised that if a student takes a three credit hour course to apply to this requirement, the fourth credit hour may be counted from the overage hours taken from the Recommended Program electives below.

Program Requirement Courses - 19 Total Hours

BISI 2104 Human Anatomy	4 hours
BISI 2124 Microbiology	4 hours
CHEM 1414 General Chemistry II	4 hours
**MATH 2103 Elementary Calculus	3 hours
**PHYS 1114 General Physics 1	4 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 4 Total Hours

ECON 2113 Macroeconomics	3 hours
MATH 2023 Elementary Statistics	3 hours
PRVD 2321 Professional Development	1 hour
SPCH 1713 Intro to Oral Communications	3 hours
PSYC 1113 General Psychology	3 hours
PRVD 1101 Intro to Research	1 hour
Total Credit Hours	**60 hours**

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1513 Algebra for STEM	3 hours
ORNT 1101 Freshman Orientation	1 hour
BISI 1124 Biology for Majors	4 hours
CHEM 1315 General Chemistry I	5 hours

Second Semester 16 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BSAD 1113 Digital/Financial Literacy	3 hours
CHEM 1414 General Chemistry II	4 hours
MATH 2103 Elementary Calculus	3 hours

Third Semester 14 Total Credit Hours

POLI 1113 American Government	3 hours
Humanities Elective	3 hours
PHYS 1114 General Physics I	4 hours
BISI 2104 Human Anatomy	4 hours

Fourth Semester 14 Total Credit Hours

Humanities Elective	3 hours
BISI 2124 Microbiology	4 hours
*Program/Gen Ed Electives (2 courses)	4 hours
SPCH 1713 Intro to Oral Communication (recommended elective)	3 hours

*Hours from recommended program electives and general education electives in Science may be combined for final 6 hours required to graduate.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science Degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

This Associate in Science degree program prepares students to transfer to a four-year university to pursue the Bachelor's degree in Pharmacy.

Students transferring should consult catalog from the institution to which they are planning to transfer to and carefully select courses that will meet the requirements to complete their bachelor's degree.

Career Opportunities

Pharmaceutical Research
Pharmacy
Pharmaceutical Sales

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BUSINESS ADMINISTRATION

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses, as well as online. At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

PHIL 2213 Ethics	3 hours
(or) PHIL 2223 Business Ethics	
One course to be chosen from those listed with the International Dimension.	3 hours

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 22 Total Hours

ACCT 2103 Accounting I-Financial	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
BSAD 1103 Introduction to Business	3 hours
CS 2123 Business Tech & Applications	3 hours
ECON 2113 Macroeconomic Principles	3 hours
ECON 2123 Microeconomic Principles	3 hours
MATH 2023 Elementary Statistics	3 hours
PRDV 2321 Professional Development	1 hour

Recommended Program Elective Courses - 2 Total Hours (with 1 hour from Gen Ed electives)

BMGT 2240 Business Internship	3 hours
MATH 2103 Elementary Calculus	3 hours
SPCH 1713 Intro to Oral Communications	3 hours

Total Credit Hours 61 hours

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM and may take MATH 2023 Elem. Statistics or MATH 2103 Elem. Calculus. Students may use 1 gen ed elective hour in program elective.

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	
ORNT 1101 Freshman Orientation	1 hour
BSAD 1103 Introduction to Business	3 hours
Computer Science Elective	3 hours
Gen Ed/Program Elective	3 hours

Second Semester 16 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
CS 2123 Business Tech & Applications	3 hours
MATH 2023 Elementary Statistics	3 hours
Science Elective	4 hours

Third Semester 16 Total Credit Hours

POLI 1113 American Government	3 hours
PHIL 2213 Ethics	3 hours
(or) PHIL 2223 Business Ethics	
ACCT 2103 Accounting I-Financial	3 hours
ECON 2123 Microeconomic Principles	3 hours
Science Elective (Biological or Physical)	4 hours

Fourth Semester 13 Total Credit Hours

International Humanities Elective	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
ECON 2113 Macroeconomic Principles	3 hours
Gen Ed/Program Elective	3 hours
PRDV 2321 Professional Development	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

The Associate in Science degree in Business Administration is designed to provide the student with the first two years of general requirements for transfer to a four-year institution. The suggested curriculum is outlined to the left. Alternate courses and electives should be selected carefully only after the student and the major faculty academic advisor have consulted the catalog of the selected transfer college.

The Business Division and this degree program are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP.

Career Opportunities

Accounting
Business Administrator
Finance
Management

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS OPTION

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

PHIL 2213 Ethics	3 hours
(or) PHIL 2223 Business Ethics	
GLBL 2133 Intro to Int'l Business Culture	3 hours

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) *MATH 1513 Algebra for STEM	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

CS 1113 Computer Concepts	3 hours
(or) BSAD 1113 Digital/Financial Literacy	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

(A foreign language course may be taken to meet the requirement below with fewer overall degree hours.)

Program Requirement Courses - 22 Total Hours

ACCT 2103 Accounting I-Financial	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
CS 2123 Business Tech & Applications	3 hours
ECON 2113 Macroeconomic Principles	3 hours
ECON 2123 Microeconomic Principles	3 hours
SPCH 1713 Intro to Oral Communications	3 hours
GEOG 2253 World Regional Geography	3 hours
PRDV 2321 Professional Development	1 hour

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 3 Total Hours

Hours for recommended program electives may be combined with general education hours above. Students are advised to take foreign language course and/or business communication courses to meet this requirement.

Total Credit Hours 62 hours

Suggested Course Sequence:

First Semester 14 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	
ORNT 1101 Freshman Orientation	1 hour
Computer Science Elective	3 hours
Science Elective	4 hours

Second Semester 16 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
SPCH 1713 Intro to Oral Communication	3 hours
CS 2123 Business Tech & Applications	3 hours
Program/Gen Ed Elective	4 hours

Third Semester 16 Total Credit Hours

POLI 1113 American Government	3 hours
PHIL 2213 Ethics	3 hours
(or) PHIL 2223 Business Ethics	
ACCT 2103 Accounting I-Financial	3 hours
ECON 2113 Macroeconomic Principles	3 hours
Science Elective	4 hours

Fourth Semester 16 Total Credit Hours

GLBL 2133 Intro to Int'l Business Culture	3 hours
ECON 2123 Microeconomic Principles	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
GEOG 2253 World Regional Geography	3 hours
Program/Gen Ed Electives	3 hours
PRDV 2321 Professional Development	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM and may take MATH 2023 Elementary Statistics or MATH 2103 Elementary Calculus.

The Associate in Science degree program in Business Administration with an International Business Option is designed to provide the student with the first two years of general requirements to transfer to a four-year institution. The suggested curriculum is outlined to the left. Alternate courses and electives should be selected carefully only after the student and the major faculty academic advisor have consulted the catalog of the selected transfer college.

The Business Division and this degree program are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP.

Career Opportunities

- Accounting
- Business Administrator
- Finance
- Management
- International Business

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BUSINESS ADMINISTRATION - MANAGEMENT INFORMATION SYSTEMS (MIS) OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses
ENGL 1113 English Composition I 3 hours
ENGL 1213 English Composition II 3 hours
History & Government Courses
HIST 1483 Amer. History to 1877 3 hours
(or) HIST 1493 Amer. History Since 1877
POLI 1113 American Government 3 hours
Humanities Courses
PHIL 2213 Ethics 3 hours
(or) PHIL 2223 Business Ethics
One course to be chosen from those listed with the International Dimension. 3 hours
Mathematics Courses
MATH 1483 Math Functions 3 hours
(or) *MATH 1513 Algebra for STEM
Science Courses
Two Sciences with Lab 8 hours
Computer Science Courses
CS 1113 Computer Concepts 3 hours
(or) BSAD 1113 Digital/Financial Literacy
Orientation Courses
ORNT 1101 Freshman Orientation 1 hour
General Education Elective Courses 4 hours
The additional math course in program requirements allows students to meet this requirement and graduate with 61 hours.

Program Requirement Courses - 28 Total Hours
ACCT 2103 Accounting I-Financial 3 hours
ACCT 2203 Accounting II-Managerial 3 hours
CS 2123 Business Tech & Applications 3 hours
**CS 2203 Python Programming 3 hours
**CS 2303 Java Programming 3 hours
ECON 2113 Macroeconomic Principles 3 hours
ECON 2123 Microeconomic Principles 3 hours
MATH 2023 Elementary Statistics 3 hours
**MATH 2103 Elementary Calculus 3 hours
(or) higher level MATH course
PRDV 2321 Professional Development 1 hour

Total Credit Hours 61 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours
ENGL 1113 English Composition I 3 hours
MATH 1483 Math Functions 3 hours
(or) MATH 1513 Algebra for STEM
ORNT 1101 Freshman Orientation 1 hour
HIST 1483 Amer. History to 1877 3 hours
(or) HIST 1493 Amer. History Since 1877
CS 2203 Python Programming 3 hours
Computer Science Elective 3 hours

Second Semester 13 Total Credit Hours
ENGL 1213 English Composition II 3 hours
**MATH 2103 Elementary Calculus 3 hours
(or) higher level MATH course
CS 2303 Java Programming 3 hours
Science Elective 4 hours

Third Semester 16 Total Credit Hours
POLI 1113 American Government 3 hours
Science Elective (Biological or Physical) 4 hours
ACCT 2103 Accounting I-Financial 3 hours
ECON 2123 Microeconomic Principles 3 hours
CS 2123 Business Tech & Applications 3 hours

Fourth Semester 16 Total Credit Hours
International Humanities Elective 3 hours
PHIL 2213 Ethics 3 hours
(or) PHIL 2223 Business Ethics
MATH 2023 Elementary Statistics 3 hours
ACCT 2203 Accounting II-Managerial 3 hours
ECON 2113 Macroeconomic Principles 3 hours
PRDV 2321 Professional Development 1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM and may take MATH 2023 Elementary Statistics or MATH 2103 Elementary Calculus.

The Associate in Science degree in Business Administration with a Management Information Systems Option is designed to provide the student with the first two years of general requirements for transfer to a four-year institution. The suggested curriculum is outlined to the left. Alternate courses and electives should be selected carefully only after the student and the major faculty academic advisor have consulted the catalog of the selected transfer college.

The Business Division and this degree program are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP.

Career Opportunities
Business Information System Analyst
Information Systems Specialist

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

COMPUTER SCIENCE, PRE-PROFESSIONAL

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

PHIL 2213 Ethics	3 hours
(or) PHIL 2223 Business Ethics	
One course to be chosen from those listed with the International Dimension.	3 hours

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours
(or) MATH 1613 Plane Trigonometry	

(Note: Plane Trigonometry is strongly recommended because it must be taken as a pre-requisite before taking Calculus 1.)

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

CS 1113 Computer Concepts	3 hours
(or) BSAD 1113 Digital/Financial Literacy	
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour
***General Education Elective Courses**	4 hours

Program Requirement Courses - 19 Total Hours

**MATH 2144 Calculus I	4 hours
**MATH 2154 Calculus II	4 hours
**MATH 2164 Calculus III	4 hours
PRDV 2321 Professional Development	1 hour
(6) hours of programming language chosen from the following or other pre-approved substitutions: CS 1013 Visual Basic, CS 2203 Python, CS 2303 Java, CS 2313 Programming with C++	6 hours

Recommended Program Elective Courses - 5 Total Hours (Add to Gen Ed hours above to take two courses)

ACCT 2103 Accounting I-Financial	3 hours
(or) ACCT 2203 Accounting II-Managerial	
CS 2123 Business Tech & Applications	3 hours
MATH 2023 Elementary Statistics	3 hours

Total Credit Hours	**61 hours**

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1613 Plane Trigonometry (fast-track if needed for placement)	3 hours
ORNT 1101 Freshman Orientation	1 hour
POLI 1113 American Government	3 hours
CS 1113 Computer Concepts	3 hours
General Education/Program Elective (may be used for MATH 1513 if needed for placement)	3 hours

Second Semester 14 Total Credit Hours

ENGL 1213 English Composition II	3 hours
MATH 2144 Calculus I	4 hours
Computer Programming Language	3 hours
Science Elective	4 hours

Third Semester 17 Total Credit Hours

Science Elective	4 hours
MATH 2154 Calculus II	4 hours
ACCT 2103 Accounting I-Financial (or other Gen Ed/Program elective)	3 hours
Computer Programming Language	3 hours
PHIL 2213 Ethics (or) PHIL 2223 Business Ethics	3 hours

Fourth Semester 14 Total Credit Hours

HIST 1483 Amer. History to 1877 (or) HIST 1493 Amer. History Since 1877	3 hours
International Humanities Elective	3 hours
MATH 2164 Calculus III	4 hours
*Program/Gen Ed Electives	3 hours
PRDV 2321 Professional Development	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

*Taking math class from recommended program electives can reduce hours here to graduate with 61 credits, or gen ed can be selected from courses in: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral Science, or Social Sciences.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Science degree in Computer Science is designed to provide the basic requirements for the first two years of the bachelor's degree in the area of computer science or information systems. The suggested curriculum is outlined to the left. Alternate courses and electives should be selected carefully only after the student and the major faculty academic advisor have consulted the catalog of the selected transfer college.

The Business Division and this degree program are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP.

Career Opportunities

Programer
Systems Analyst

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

ENTERPRISE DEVELOPMENT - BUSINESS ADMINISTRATION AREA OF EMPHASIS

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses, as well as online. At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses	
ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours
SPCH 1713 Inro to Oral Communications	3 hours
History & Government Courses	
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours
Humanities Courses	
Electives	6 hours
Mathematics Courses	
MATH 1493 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	
Science Courses (1 lab Science req.)	
One Biological Science	3-4 Hours
One Physical Science	3-4 Hours
Technology and Language Courses	
CS 1113 Computer Concepts	3 hours
(or) BSAD 1113 Digital/Finance Literacy	
World Language elective	3 hours

Program Requirement Courses - 23 Total Hours

ACCT 2103 Accounting 1-Financial	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
BMGT 2240 Business Internship	3 hours
**BMGT 2143 Marketing	3 hours
BSAD 2002 Business Seminar	2 hours
ECON 2113 Macroeconomic Principles	3 hours
ECON 2123 Microeconomic Principles	3 hours
MATH 2023 Elementary Statistics	3 hours

Total Credit Hours 60 hours

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM and may take MATH 2023 Elementary Statistics or MATH 2103 Elementary Calculus.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

Suggested Course Sequence:

First Semester	**15 Total Credit Hours**
ENGL 1113 English Composition 1	3 hours
MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
Humanities Elective	3 hours
Computer Science Elective	3 hours

Second Semester	**15 Total Credit Hours**
ENGL 1213 English Composition II	3 hours
POLI 1113 American Government	3 hours
ACCT 2103 Accounting 1-Financial	3 hours
ECON 2113 Macroeconomic Principles	3 hours
BMGT 2143 Marketing	3 hours

Third Semester	**15 Total Credit Hours**
Humanities Elective	3 hours
Science Elective	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
ECON 2123 Microeconomic Principle	3 hours
SPCH 1713 Intro to Oral Communications	3 hours

Fourth Semester	**15 Total Credit Hours**
Language Elective	3 hours
Science Elective	4 hours
BMGT 2240 Business Internship	3 hours
BSAD 2002 Business Seminar	2 hours
MATH 2023 Elementary Statistics	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: ACT | Northern Oklahoma College (http://www.noc.edu/act) for placement guidelines.

The Enterprise Development Business Administration Area of Emphasis is a flexible two-year degree in business that includes the most desirable core competencies requested by employers and provides a degree completion framework that matches student aspirations with the needs of all industry sectors. The number of expected openings for accounting and billing clerks alone, according to OESC, exceeds the projected number of Oklahoma two-year business graduates during the same period. This degree completion program provides a well-rounded degree program while allowing the student to focus on the knowledge, skills, and attributes needed in his or her chosen field. Offering undergraduates the opportunity to learn and practice core skills for business growth, become leaders in an organization, master key technology processed, and continually upgrade those skills throughout their working years is the central theme of the degree completion program.

This program is made possible by a consortium initiative between community colleges within the state of Oklahoma. The course in the general education core will be available “every semester in every format” from one or more of the community colleges participating in this consortium. The community colleges participating with Northern Oklahoma College in this degree completion initiative include: Carl Albert State College, Connors State College, Eastern Oklahoma State College, Murray State College, Northeastern Oklahoma A&M College, Oklahoma City Community College, Redlands Community College, Rose State College, Seminole State College, Tulsa Community College, and Western Oklahoma State College. The general education core has a transfer guarantee between the community colleges and is also transferable to the research and regional Universities through the Course Equivalency Project.

The Business Division is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP. This degree program is not accredited by ACBSP.

ENTERPRISE DEVELOPMENT - GENERAL STUDIES AREA OF EMPHASIS

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses, as well as online. At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours
SPCH 1713 Intro To Oral Communication	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) *MATH 1513 Algebra for STEM	

Science Courses (1 lab Science req.)

One Biological Science	3-4 hours
One Physical Science	3-4 hours

Technp;pgy And Language Courses

CS 1113 Computer Concepts	6 hours
(or) BSAD 113 Digital/ Financial Literacy	
Conversational Spanish	
(or) other world language elective	

Program Requirement Courses - 23 Total Hours

ACCT 2103 Accounting 1-Financial	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
BMGT 2240 Business Internship	3 hours
**BMGT 2143 Marketing	3 hours
BSAD 2002 Business Seminar	2 hours
ECON 2113 Macroeconomic Principles	3 hours
ECON 2123 Microeconomic Principles	3 hours
MATH 2023 Elementary Statistics	3 hours

Total Credit Hours 60 hours

* Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM and may take MATH 2023 Elementary Statistics or MATH 2103 Elementary Calculus.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition 1	3 hours
MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
Humanities Elective	3 hours
Computer Science Elective	3 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
POLI 1113 American Government	3 hours
ACCT 2103 Accounting 1-Financial	3 hours
ECON 2113 Macroeconomic Principles	3 hours
BMGT 2143 Marketing	3 hours

Third Semester 15 Total Credit Hours

Humanities Elective	3 hours
Science Elective	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
ECON 2123 Microeconomic Principles	3 hours
SPCH 1713 Intro to Oral Communications	3 hours

Fourth Semester 15 Total Credit Hours

Language Elective	3 hours
Science Elective	4 hours
BMGT 2240 Business Internship	3 hours
BSAD 2002 Business Seminar	2 hours
MATH 2023 Elementary Statistics	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

The Enterprise Development Arts and Sciences Area of Emphasis is a flexible two-year degree in general studies that includes the most desirable core competencies requested by employers and provides a degree completion framework that builds on the core competencies to provide a well-educated and well-rounded citizen in the workplace. This degree completion program allows the students to focus on the knowledge, skills, and attributes needed in his or her chosen field. This option is also designed to transfer directly to the "Reach Higher" Initiative offered by Oklahoma's Regional Colleges and Universities (Bachelor of Science in Organizational Leadership).

This program is made possible by a consortium initiative between community colleges within the state of Oklahoma. The course in the general education core will be available "every semester in every format" from one or more of the community colleges participating in this consortium. The community colleges participating with Northern Oklahoma College in this degree completion initiative include: Carl Albert State College, Connors State College, Eastern Oklahoma State College, Murray State College, Northeastern Oklahoma A&M College, Oklahoma City Community College, Redlands Community College, Rose State College, Seminole State College, Tulsa Community College, and Western Oklahoma State College. The general education core has a transfer guarantee between the community colleges and is also transferable to the research and regional Universities through the Course Equivalency Project.The Business Division is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). This degree program is not accredited by ACBSP.

Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP.

HEALTH, PHYSICAL EDUCATION, AND RECREATION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Science Courses

Two Sciences with Lab	8 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 19 Total Hours

HPET 1113 Nutrition	3 hours
HPET 1132 Sports Officiating I	3 hours
(or) HPET 1142 Sports Officiating II	
**HPET 2053 Introduction to Coaching	3 hours
HPET 1223 Health Education & Wellness	3 hours
HPET 1950 Physical Ed. Field Experience	1 hour
**HPET 1952 Intro to HPE&R	2 hours
HPET 2212 First Aid	2 hours
HPET 2633 Care and Prevention of Athletic Injuries	3 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 4-5 Total Hours

BISI 2214 Human Anatomy & Physiology	3 hours
(or) BISI 2104 Human Anatomy	
(or) PSYC 1113 General Psychology	

AND course not taken above in program requirement choice:

HPET 1132 Sports Officiating I	3 hours
(or) HPET 1142 Sports Officiating II	

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
HPET 1132 Sports Officiating I	2 hours
(or) HPET 1142 Sports Officiating II	
HPET 1952 Intro to HPE&R	2 hours
HPET 2212 First Aid	2 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
HPET 1223 Health Education & Wellness	3 hours
HPET 1113 Nutrition	3 hours
Humanities Elective	3 hours

Third Semester 15-16 Total Credit Hours

General Education Electives	3 hours
Science Elective	4 hours
POLI 1113 American Government	3 hours
HPET 1950 Physical Ed. Field Experience	1 hour
Recommended Program Elective	4-5 hours

Fourth Semester 14 Total Credit Hours

HPET 2053 Introduction to Coaching	3 hours
HPET 2633 Care and Prevention of Athletic Injuries	3 hours
General Education Electives	1 hour
Science Elective	4 hours
Humanities Elective	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Science degree in Health, Physical Education, and Recreation is designed to prepare students to transfer to a four-year university to pursue a bachelor's degree.

Students should consult the catalog from the institution to which they are planning to transfer to carefully select courses that will meet requirements to complete their bachelor's degree.

Career Opportunities

Coach
Personal Trainer
Physical Education
Instructor

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

HEALTH, PHYSICAL EDUCATION, AND RECREATION - ATHLETIC TRAINING OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours

Science Courses

BISI 1114 General Biology	4 hours
CHEM 1315 General Chemistry	5 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 23 Total Hours

**BISI 2104 Human Anatomy	4 hours
**BISI 2204 Human Physiology	4 hours
HPET 1113 Nutrition	3 hours
HPET 1223 Health Education & Wellness	3 hours
HPET 2212 First Aid	2 hours
**HPET 2382 Athletic Training-Practicum I	2 hours
**HPET 2482 Athletic Training-Practicum II	2 hours
HPET 2633 Care & Prevention of Athletic Injuries	3 hours

The first year will involve 75 to 85 hours of observation. The second year will involve 500 hours of clinical work.

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1513 Algebra for STEM	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
HPET 2212 First Aid	2 hours
BISI 1114 General Biology	4 hours

Second Semester 14 Total Credit Hours

ENGL 1213 English Composition II	3 hours
CHEM 1315 General Chemistry I	5 hours
HPET 2633 Care & Prevention of Athletic Injuries	3 hours
General Education Electives	3 hours

Third Semester 15 Total Credit Hours

POLI 1113 American Government	3 hours
BISI 2104 Human Anatomy	4 hours
HPET 1113 Nutrition	3 hours
HPET 2382 Athletic Training-Practicum I	2 hours
Humanities Elective	3 hours

Fourth Semester 15 Total Credit Hours

Humanities Elective	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BISI 2204 Human Physiology	4 hours
HPET 1223 Health Education & Wellness	3 hours
HPET 2482 Athletic Training-Practicum II	2 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Science degree in Athletic Training is designed to prepare students to pursue a bachelor's degree at a four-year institution.

Under the supervision of a licensed physician, the athletic trainer serves an important role in the health care system of recognizing, preventing, evaluating, managing, and rehabilitating sports injuries. Athletic Training is recognized by the American Medical Association as an allied health care profession. Specifically, the Athletic Trainer specializes in five practice areas: Prevention of athletic injuries; Recognition, evaluation, and immediate care of athletic injuries; Rehabilitation and reconditioning of athletic injuries; Health care administration; Education and counseling.

Students who desire to become candidates in Athletic Training are required to make a formal application to the Athletic Training department for admission to the program. This application must be submitted on or before April 15th and formal approval is required.

GPA and ACT composite scores are weighed heavily as acceptance is highly competitive.

Career Opportunities

Atheletic Trainer
Physical Therapist
Strength & Conditioning

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: ACT | Northern Oklahoma College (http://www.noc.edu/act) for placement guidelines.

HEALTH, PHYSICAL EDUCATION, AND RECREATION - PERSONAL TRAINING OPTION

(Note: : Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Science Courses

BISI 1114 General Biology	4 hours
BISI 2104 Human Anatomy	4 hours

Computer Science Courses

CS 1113 Computer Concepts	3 hours
(or) BSAD 1113 Digital/Financial Literacy	
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Program Requirement Courses - 21 Total Hours

HPET 1113 Nutrition	3 hours
**HPET 1233 Intro to Personal Training I	3 hours
**HPET 1243 Intro to Personal Training II	3 hours
HPET 1223 Health Education & Wellness	3 hours
**HPET 1232 Personal Training-Practicum I	2 hours
**HPET 1242 Personal Training-Practicum II	2 hours
HPET 2212 First Aid	2 hours
HPET 2633 Care & Prevention of Athletic Injuries	3 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 2 Total Hours

**HPET 1952 Intro to HPER	2 hours

Students may replace this class with an additional two hours of general education electives.

Total Credit Hours **60 hours**

Suggested Course Sequence:

First Semester **16 Total Credit Hours**

ENGL 1113 English Composition I	3 hours
CS 1113 Computer Concepts	3 hours
(or) BSAD 1113 Digital/Financial Literacy	
ORNT 1101 Freshman Orientation	1 hour
HPET 1233 Intro to Personal Training I	3 hours
HPET 1233 Personal Training-Practicum I	2 hours
HPET 2212 First Aid	2 hours
HPET 1952 Intro to HPER	2 hours

Second Semester **15 Total Credit Hours**

ENGL 1213 English Composition II	3 hours
MATH 1493 Math Applications	3 hours
BISI 1114 General Biology	4 hours
HPET 1243 Intro to Personal Training II	3 hours
HPET 1242 Personal Training-Practicum II	2 hours

Third Semester **16 Total Credit Hours**

HIST 1483 American History to 1877	3 hours
(or) HIST 1493 American History Since 1877	
BISI 2104 Human Anatomy	4 hours
HPET 1113 Nutrition	3 hours
Humanities Elective	3 hours
General Education Electives	3 hours

Fourth Semester **13 Total Credit Hours**

HPET 1223 Health Education & Wellness	3 hours
HPET 2633 Care & Prevention of Athletic Injuries	3 hours
POLI 1113 American Government	3 hours
Humanities Elective	3 hours
General Education Elective	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Science degree in Health, Physical, Education, and Recreation is designed to prepare students to transfer to a four-year university to pursue a bachelor's degree.

Students should consult the catalog from the institution to which they are planning to transfer to carefully select courses that will meet requirements to complete their bachelor's degree.
Career Opportunities

Career Opportunities

Coach
Personal Trainer
Physical Education Instructor

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

MATHEMATICS AND PHYSICAL SCIENCE

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1493 Algebra for STEM	3 hours

Science Courses

CHEM 1315 General Chemistry I	5 hours
One Additional Science with Lab	4 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

(To avoid additional coursework, the general ed elective is designated for MATH 1613 Plane Trigonometry.)

Program Requirement Courses - 19 Total Hours

**MATH 2144 Calculus I	4 hours
**MATH 2154 Calculus II	4 hours
**MATH 2164 Calculus III	4 hours
**MATH 2613 Differential Equations	3 hours
**PHYS 2014 Engineering Physics	4 hours
(or) PHYS 1114 General Physics I	

Recommended Program Elective Courses -4Total Hours

Select course from: Computer science, Physics, and Statistics.

Other courses may be substituted with approval.

Total Credit Hours **60 hours**

Suggested Course Sequence:

First Semester **17 Total Credit Hours**

ENGL 1113 English Composition I	3 hours
MATH 1513 Algebra for STEM	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
*MATH 1613 Plane Trigonometry	3 hours
Program/Gen Ed Elective	4 hours

Second Semester **15 Total Credit Hours**

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
MATH 2144 Calculus I	4 hours
CHEM 1315 General Chemistry I	5 hours

Third Semester **14 Total Credit Hours**

POLI 1113 American Government	3 hours
PHYS 2014 Engineering Physics	4 hours
(or) PHYS 1114 General Physics I	
Humanities Elective	3 hours
MATH 2154 Calculus II	4 hours

Fourth Semester **14 Total Credit Hours**

MATH 2164 Calculus III	4 hours
MATH 2613 Differential Equations	3 hours
Science Elective	4 hours
Humanities Elective	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM. Students scoring 28 or above on the math subsection of the ACT do not have to take MATH 1613 Plane Trigonometry. Students not taking Algebra & Trigonometry because of ACT scores or CLEP exam results are required to substitute 3-6 hours of credit in appropriate General Education Electives or RECOMMENDED PROGRAM ELECTIVES to complete 60 hours at NOC and maximize their transfer hours to the four-year institution.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Science degree in Mathematics and Physical Science is designed to prepare students to transfer to a four-year university to pursue a bachelor's degree. Students should consult the catalog from the institution to which they are planning to transfer to complete the bachelor's degree.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

MATHEMATICS AND PHYSICAL SCIENCE - ASTRONOMY OPTION

(Note: Program requirements for this degree are offered on NOC Enid campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algbra for STEM	3 hours

Science Courses

ESCI 1214 Earth Science	4 hours
CHEM 1315 Chemistry I	5 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

(To avoid additional coursework, the general ed elective is designated for MATH 1613 Plane Trigonometry.)

Program Requirement Courses - 16 Total Hours

ASTR 1014 Survey of Astronomy	4 hours
**MATH 2144 Calculus I	4 hours
**MATH 2154 Calculus II	4 hours
**MATH 2164 Calculus III	4 hours

Recommended Program Elective Courses - 7-8 Total Hours

**ASTR 2513 Observatory Methods	3 hours
**PHYS 1114 Physics I	4 hours
**PHYS 1214 Physics II	4 hours
(or) ENGR 2114 Engineering Physics II	

Total Credit Hours **60 hours**

Suggested Course Sequence:

First Semester **15 Total Credit Hours**

ENGL 1113 English Composition I	3 hours
ORNT 1101 Freshman Orientation	1 hour
MATH 1513 Algebra for STEM	3 hours
MATH 1613 Plane Trigonometry	3 hours
CHEM 1315 Chemistry I	5 hours

Second Semester **15 Total Credit Hours**

ENGL 1213 English Composition II	3 hours
MATH 2144 Calculus I	4 hours
ENGR 1114 Engineering Physics I (recommended elective)	4 hours
ESCI 1214 Earth Science	4 hours

Third Semester **18 Total Credit Hours**

POLI 1113 American Government	3 hours
BSAD 1113 Digital/Financial Literacy	3 hours
ENGR 2114 Engineering Physics II (recommended elective)	4 hours
MATH 2154 Calculus II	4 hours
ASTR 1014 Survey of Astronomy	4 hours

Fourth Semester **13 Total Credit Hours**

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
MATH 2164 Calculus III	4 hours
Humanities Elective	6 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Science degree in Mathematics and Physical Science is designed to prepare students to transfer to a four-year university to pursue a bachelor's degree. Students should consult the catalog from the institution to which they are planning to transfer to complete the bachelor's degree.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

MATHEMATICS AND PHYSICAL SCIENCE – CHEMISTRY/PHYSICS OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours

Science Courses

CHEM 1315 Chemistry I	5 hours
CHEM 1414 General Chemistry II	4 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

(To avoid additional coursework, the general ed elective is designated for MATH 1613 Plane Trigonometry.)

Program Requirement Courses - 17 Total Hours

**PHYS 2014 Engineering Physics I	4 hours
**MATH 2144 Calculus I	4 hours
**MATH 2154 Calculus II	4 hours
**MATH 2164 Calculus III	4 hours
PRDV 2321 Professional Development	1 hour

Recommended Program Elective Courses - 6 Total Hours

BISI 1114 General Biology	4 hours
BISI 1314 General Botany	4 hours
BISI 2124 Microbiology	4 hours
BISI 1214 Environmental Science	4 hours
ENGL 1223 Technical Writing	3 hours
**MATH 2613 Differential Equations	3 hours
**PHYS 2114 Engineering Physics II	4 hours
Programming Language Course(s)	3 hours

Total Credit Hours **60 hours**

Suggested Course Sequence:

First Semester **18 Total Credit Hours**

ENGL 1113 English Composition I	3 hours
ORNT 1101 Freshman Orientation	1 hour
MATH 1513 Algebra for STEM	3 hours
MATH 1613 Plane Trigonometry	3 hours
CHEM 1315 General Chemistry I	5 hours
Humanities Electives	3 hours

Second Semester **14 Total Credit Hours**

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
CHEM 1414 General Chemistry II	4 hours
MATH 2144 Calculus I	4 hours

Third Semester **13-14 Total Credit Hours**

BSAD 1113 Digital/Financial Literacy	3 hours
MATH 2154 Calculus II	4 hours
Program Elective: MATH 2613 (or) PHYS 2114 Recommended	3-4 hours
Humanities Electives	3 hours

Fourth Semester **15 Total Credit Hours**

POLI 1113 American Government	3 hours
PHYS 2014 Engineering Physics I	4 hours
MATH 2164 Calculus III	4 hours
Program Elective	3 hours
PRDV 2321 Professional Development	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly. Some degrees allow General Physics to substitute for Engineering Physics; check with your advisor.

The Chemistry/Physics degree option prepares students to transfer to a four-year university to pursue a bachelor's degree. The program is an excellent starting place for students considering careers in research, medicine, or academia.

Students transferring should consult the catalog from the institution to which they are planning to transfer to carefully select courses that will meet requirements to complete their bachelor's degree.

Career Opportunities

- Entry-Level Scientist
- Biotechnology
- High School Science
- Teacher
- Meteorologist
- Geologist
- Labratory Chemist

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

MATHEMATICS AND PHYSICAL SCIENCE - MATHEMATICS OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours

Science Courses

One Biological Science with Lab	4 hours
One Physical or Bio Science with Lab	4 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 4 hours

(To avoid additional coursework, the general ed elective is designated for MATH 1613 Plane Trigonometry with additional general education hour to be added to program elective hours.)

Program Requirement Courses - 15 Total Hours

**MATH 2144 Calculus I	4 hours
**MATH 2154 Calculus II	4 hours
**MATH 2164 Calculus III	4 hours
**MATH 2613 Differential Equations	3 hours

Recommended Program Elective Courses - 8 Total Hours

Select course from Computer Science, Physics, and Statistics.

Other course may be substituted with approval.

Total Credit Hours **60 hours**

Suggested Course Sequence:

First Semester **16 Total Credit Hours**

ENGL 1113 English Composition I	3 hours
BSAD 1113 Digital/Financial Literacy	3 hours
ORNT 1101 Freshman Orientation	1 hour
*MATH 1513 Algebra for STEM	3 hours
*MATH 1613 Plane Trigonometry	3 hours
Humanities Elective	3 hours

Second Semester **14 Total Credit Hours**

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
MATH 2144 Calculus 1	4 hours
Science Elective (Biological or Physical)	4 hours

Third Semester **17 Total Credit Hours**

POLI 1113 American Government	3 hours
Science Elective (Biological or Physical)	4 hours
Humanities Elective	3 hours
MATH 2154 Calculus II	4 hours
Program Elective	3 hours

Fourth Semester **13 Total Credit Hours**

MATH 2164 Calculus III	4 hours
MATH 2613 Differential Equations	3 hours
General Education/Program Electives	6 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM. Students scoring 28 or above on the math subsection of the ACT o not have to take MATH 1613 Plane Trigonometry. Students not taking Algebra & Trigonometry because of ACT scores or CLEP exam results are required to substitute 3-6 hours of credit in appropriate General Education Electives or RECOMMENDED PROGRAM ELECTIVES to complete 60 hours at NOC and maximize their transfer hours to the four-year institution.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Mathematics degree option is designed to prepare students to transfer to a four-university to pursue a bachelor's degree.

Students should consult the catalog from the institution to which they are planning to transfer to complete the bachelor's degree.

Career Opportunities

Math Education
Mathmatician
Scientist

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

MATHEMATICS AND PHYSICAL SCIENCE– MATHEMATICS TECHNOLOGY OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours

Science Courses

CHEM 1515 Chemistry for Engineers	5 hours
PHYS 2014 Engineering Physics I	4 hour
(or) PHYS 1114 General Physics I	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses	3 hours

(To avoid additional coursework, the general ed elective is designated for MATH 1613 Plane Trigonometry.)

Program Requirement Courses - 17 Total Hours

**MATH 2144 Calculus I	4 hours
**MATH 2154 Calculus II	4 hours
**MATH 2164 Calculus III	4 hours
**ENGR 1111 Intro to Engineering	1 hour
PHYS 2114 Engineering Physics II	4 hours
(or) PHYS 1214 General Physics II	

Recommended Program Elective Courses - 6-9 Total Hours

**MATH 2163 Differential Equations	3 hours
BISI 1114 General Biology	4 hours
BISI 2124 Microbiology	4 hours
ENGL 1223 Technical Writing	3 hours
SPCH 1713 Intro to Oral Communication	3 hours

Other course may be substituted with approval.

Total Credit Hours	**60 hours**

Suggested Course Sequence:

First Semester	**16 Total Credit Hours**
ENGL 1113 English Composition I	3 hours
ORNT 1101 Freshman Orientation	1 hour
*MATH 1613 Plane Trigonometry	3 hours
CHEM 1515 Chemistry for Engineers	5 hours
ENGR 1111 Intro to Engineering	1 hour
*MATH 1513 Algebra for STEM	3 hours
(if ACT score requires it) (or)	
Additional Program Elective	

Second Semester	**17 Total Credit Hours**
ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
MATH 2144 Calculus I	4 hours
BSAD 1113 Digital/Financial Literacy	3 hours
PHYS 2014 Engineering Physics I	4 hours

Third Semester	**14 Total Credit Hours**
POLI 1113 American Government	3 hours
PHYS 2114 Engineering Physics II	4 hours
(or) PHYS 1214 General Physics II	
Humanities Elective	3 hours
MATH 2154 Calculus II	4 hours

Fourth Semester	**13 Total Credit Hours**
MATH 2164 Calculus III	4 hours
Humanities Elective	3 hours
Program Electives	6 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM. Students scoring 28 or above on the math subsection of the ACT o not have to take MATH 1613 Plane Trigonometry. Students not taking Algebra & Trigonometry because of ACT scores or CLEP exam results are required to substitute 3-6 hours of credit in appropriate General Education Electives or RECOMMENDED PROGRAM ELECTIVES to complete 60 hours at NOC and maximize their transfer hours to the four-year institution.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Mathematics degree option is designed to prepare students to transfer to a four-university to pursue a bachelor's degree.

Students should consult the catalog from the institution to which they are planning to transfer to complete the bachelor's degree.

Career Opportunities

Math Education
Mathmatician
Scientist

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

MATHEMATICS AND PHYSICAL SCIENCE - METEOROLOGY OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours

Science Courses

CHEM 1515 Chemistry for Engineers	5 hours
PHYS 2014 Engineering Physics I	4 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

(To avoid additional coursework, the general ed elective is designated for MATH 1613 Plane Trigonometry.)

Program Requirement Courses - 17 Total Hours

**MATH 2144 Calculus I	4 hours
**MATH 2154 Calculus II	4 hours
**MATH 2164 Calculus III	4 hours
PRDV 2321 Professional Development	1 hour
PHYS 2114 Engineering Physics II	4 hours

Recommended Program Elective Courses - 6 Total Hours

ESCI 1214 Earth Science	4 hours
BISI 1314 General Botany	4 hours
BISI 1414 General Zoology	4 hours
SPCH 1713 Intro to Oral Communication	3 hours
ENGL 1223 Technical Writing	3 hours
JOUR 1113 Writing for Mass Media	3 hours
Additional Programming Language	3 hours
BISI 1114 General Biology	4 hours
BISI 2124 Microbiology	4 hours

Other course may be substituted with approval.

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition I	3 hours
ORNT 1101 Freshman Orientation	1 hour
*MATH 1613 Plane Trigonometry	3 hours
CHEM 1515 Chemistry for Engineers	5 hours
*MATH 1513 Algebra for STEM	3 hours
(if ACT score requires it) (or)	
Additional Program Elective	

Second Semester 18 Total Credit Hours

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
MATH 2144 Calculus I	4 hours
BSAD 1113 Digital/Financial Literacy	3 hours
PHYS 2014 Engineering Physics I	4 hours
PRDV 2321 Professional Development	1 hour

Third Semester 14 Total Credit Hours

POLI 1113 American Government	3 hours
PHYS 2114 Engineering Physics II	4 hours
Humanities Elective	3 hours
MATH 2154 Calculus II	4 hours

Fourth Semester 13 Total Credit Hours

MATH 2164 Calculus III	4 hours
Humanities Elective	3 hours
Program Electives	6 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM. Students scoring 28 or above on the math subsection of the ACT o not have to take MATH 1613 Plane Trigonometry. Students not taking Algebra & Trigonometry because of ACT scores or CLEP exam results are required to substitute 3-6 hours of credit in appropriate General Education Electives or RECOMMENDED PROGRAM ELECTIVES to complete 60 hours at NOC and maximize their transfer hours to the four-year institution.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Mathematics degree option is designed to prepare students to transfer to a four-university to pursue a bachelor's degree.

Students should consult the catalog from the institution to which they are planning to transfer to complete the bachelor's degree.

Career Opportunities

Meteorology
Math Education
Mathmatician
Scientist

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

MATHEMATICS AND PHYSICAL SCIENCE - PRE-ENGINEERING OPTION

(Note: Program requirements for this degree are offered on NOC Enid and Tonkawa campuses only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.

Mathematics Courses

MATH 1513 Algrebra for STEM	3 hours

Science Courses

CHEM 1515 Chemistry for Engineers	5 hours
PHYS 2014 Engineering Physics I	4 hours

Computer Science Courses

CS 1013 Visual BASIC	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses	3 hours

(To avoid additional coursework, the general ed elective is designated for MATH 1613 Plane Trigonometry.)

Program Requirement Courses - 16 Total Hours

**MATH 2144 Calculus I	4 hours
**MATH 2154 Calculus II	4 hours
**MATH 2164 Calculus III	4 hours
**PHYS 2114 Engineering Physics II	4 hours

Recommended Program Elective Courses - 7 Total Hours

**ENGR 2113 Statics	3 hours
**ENGR 2443 Thermodynamics	3 hours
**MATH 2163 Differential Equations	3 hours
BISI 1114 General Biology	4 hours
PHIL 2223 Business Ethics	3 hours

Total Credit Hours	**60 hours**

*Students scoring 26 or above on the math subsection of the ACT do not have to take MATH 1513 Algebra for STEM. Students scoring 28 or above on the math subsection of the ACT o not have to take MATH 1613 Plane Trigonometry. Students not taking Algebra & Trigonometry because of ACT scores or CLEP exam results are required to substitute 3-6 hours of credit in appropriate General Education Electives or RECOMMENDED PROGRAM ELECTIVES to complete 60 hours at NOC and maximize their transfer hours to the four-year institution.

Suggested Course Sequence:

First Semester	**16 Total Credit Hours**
ENGL 1113 English Composition I	3 hours
CHEM 1515 Chemistry for Engineers	5 hours
ORNT 1101 Freshman Orientation	1 hour
*MATH 1513 Algebra for STEM (if score requires) (or) Program Elective	3-4 hours
*MATH 1613 Plane Trigonometry	3 hours

Second Semester	**17 Total Credit Hours**
ENGL 1213 English Composition II	3 hours
MATH 2144 Calculus I	4 hours
PHYS 2014 Engineering Physics	4 hours
Computer Science Course	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	

Third Semester	**14 Total Credit Hours**
ENGR 2443 Thermodynamics	3 hours
MATH 2154 Calculus II	4 hours
PHYS 2114 Engineering Physics II	4 hours
Humanities Elective	3 hours

Fourth Semester	**13 Total Credit Hours**
POLI 1113 American Government	3 hours
MATH 2164 Calculus III	4 hours
Program Elective Recommended: ENGR 2113 Statics (or) MATH 2613 Differential Equations	3-4 hours
Humanities Elective	3 hours

Suggested NOC courses for specific engineering disciplines:

ENGR 2123 Dynamics	3 hours
BIOSYSTEMS AGRICULTURAL:	
BISI 2124 Microbiology	4 hours
BISI 1414 General Zoology	4 hours

Students need to consult with the engineering school of interest for Chemistry and Biology requirements.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

The Pre-Engineering degree option is designed to transfer into all disciplines of engineering. It is important to secure a catalog from the engineering school to transfer so you may select the courses to meet the requirements needed to obtain the bachelor's degree your choose. The program features small class size and individual attention for this challenging degree.

Career Opportunities

- Architect/Designer
- Aerospace
- Agriculture
- Biosystems Engineer
- Chemical Engineer
- Construction Technology
- Civil Engineer
- Electrical Engineer
- Environmental Engineer
- Mechanical Engineer
- Meteorology
- Metallurgical Engineer
- Petroleum Engineer

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

NURSING, PRE-BACCALAUREATE, PRE-PROFESSIONAL

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 37 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives	6 hours

One 3 hour course to be chosen from those listed with the International Dimension and 3 hours of humanities electives.
Recommended: PHIL 2213 Ethics

Mathematics Courses

MATH 1483 Math Functions	3 hours

Science Courses

**BISI 2104 Human Anatomy	4 hours
CHEM 1315 General Chemistry I	5 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses	3 hours

Program Requirement Courses - 14 Total Hours

**BISI 2204 Human Physiology	4 hours
BISI 2124 Microbiology	4 hours
PSYC 1113 General Psychology	3 hours
SOCI 1113 Principles of Sociology	3 hours

Substitutions may be made with prior approval.

Recommended Program Elective Courses - 9 Total Hours

NUTR 2123 Introduction to Human Nutrition	3 hours
MATH 2023 Elementary Statistics	3 hours
HLST 1113 Medical Terminology	3 hours

Consult transfer guidelines for specific institutions to identify other recommended electives.

Total Credit Hours	**60 hours**

Note: Students are directed to use general education elective hours to meet a prerequisite for program classes with BISI 114 General Biology or BISI 1124 Biology for Majors. General Biology and/or Chemistry are prerequisites for some sophomore-level science courses.

Suggested Course Sequence:

First Semester	**16 Total Credit Hours**
ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
ORNT 1101 Freshman Orientation	1 hour
CHEM 1315 General Chemistry I	5 hours
BISI 1114 General Biology	4 hours
(or) BISI 1124 Biology for Majors	

Second Semester	**16 Total Credit Hours**
ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BISI 2124 Microbiology	4 hours
PSYC 1113 General Psychology	3 hours
MATH 2023 Elementary Statistics	3 hours

Third Semester	**16 Total Credit Hours**
POLI 1113 American Government	3 hours
PHIL 2213 Ethics	3 hours
BISI 2104 Human Anatomy	4 hours
PSYC 1113 Principles of Sociology	3 hours
BSAD 1113 Digital/Financial Literacy	3 hours

Fourth Semester	**13 Total Credit Hours**
Humanities Elective	3 hours
HLST 1113 Medical Terminology	3 hours
BISI 2204 Human Physiology	4 hours
NUTR 2123 Intro to Human Nutrition	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

This Associate in Science degree program prepares students to transfer to a four-year university to pursue the Bachelor's degree in Nursing.

Graduates of this program may not be able to transfer directly to a junior year Bachelor's degree in Nursing. Students should consult the catalog from the institution to which they are planning to transfer to carefully select courses that will meet requirements to complete their bachelor's degree. Any student interested in nursing can join the Student Nurses Association, both local and national.

Career Opportunities

Nursing

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

ASSOCIATE IN APPLIED SCIENCE DEGREES

(Individual degree sheets follow listing below)

APPLIED TECHNOLOGY—MILITARY SERVICES OPTION

BUSINESS MANAGEMENT

BUSINESS MANAGEMENT, ACCOUNTING OPTION

BUSINESS MANAGEMENT—ENTREPRENEURSHIP OPTION

BUSINESS MANAGEMENT—HOSPITALITY OPTION

DIGITAL MEDIA ANIMATION AND DESIGN

ENGINEERING AND INDUSTRIAL TECHNOLOGY—POWER GENERATION OPTION

ENGINEERING AND INDUSTRIAL TECHNOLOGY—PROCESS TECHNOLOGY OPTION

NURSING, REGISTERED NURSE (RN)

OFFICE MANAGEMENT

RESPIRATORY CARE

CERTIFICATES

(Individual degree sheet follows listing below)

PRACTICAL NURSE ELIGIBILITY CERTIFICATE

APPLIED TECHNOLOGY - MILITARY SERVICES OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 18 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours
(or) ENGL 1223 Technical Writing	

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) MATH 1513 Algebra for STEM	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Guided Elective Courses **12 total hours**

World Culture Courses **3 Total Hours**

(Choose one of the following)
- ART 1113 World Art
- HUMN 1133 World Religions
- HUMN 2113 Ancient Arts & Culture
- HUMN 2223 Modern Arts & Culture
- LIT 2113 World Literature to 1650
- LIT 2223 World Literature since 1650
- MUSC 1113 Appreciation of International
- GLBL 2243 International Internship in World Cultures
- Any course with GLBL (Global Studies) prefix

World Geography Courses **3 Total Hours**

(Choose one of the following)
- GEOG 2253 World Regional Geography
- HIST 1223 History of Modern World Civilizations
- HIST 1713 History of Eastern Civilization
- HIST 2113 History of Latin American Civilization
- GLBL International Internship in World Geography

World Value and Choices Courses **3 Total hours**

(Choose one of the following)
- PHIL 2213 Ethics
- PHIL 2223 Business Ethics
- PSYC 1113 General Psychology
- SOCI 1113 Principles of Sociology
- SOCI 2223 Social Problems
- GLBL 2443 International Internship in World Values and Choices

Select one additonal course from any of the guided electives above **3 hours**

*Substitutions allowed upon approval

Expereintial technical training accepted from the military **30 Total Hours**

Total Credit Hours **60 hours**

The purpose of the Associate in Applied Science in Applied Technology – Military Services Option is to provide an avenue through which members of the Armed Forces may apply experiential training earned while on active duty within one of the branches of the U.S. Military toward degree completion.

Students will be requested to provide an official transcript from their respective branch of service.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BUSINESS MANAGEMENT

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 22 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours
(or) BSAD 2113 Business Communications	

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) Higher level math	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(OR) CS 1113 Computer Concepts	
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses 3 hours

Select courses from: Language Arts, Natural Sciences, Foreign Languages, Fine Arts, Humanities, Mathematics, Behavioral or Social Sciences.

Business Core Requirement Courses 18 total hours

ACCT 2103 Accounting I-Financial	3 hours
**BMGT 2263 Principles of Management	3 hours
**BMGT 2233 Human Resource Management	3 hours
BSAD 1103 Introduction to Business	3 hours
CS 2123 Business Technology & Applications	3 hours
ECON 2123 Microeconomic Principles	3 hours

Program Requirement Courses 19 total hours

**ACCT 2123 Computer Accounting I	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
**BMGT 2143 Marketing	3 hours
**BSAD 2313 Business Law	3 hours
ECON 2113 Macroeconomic Principles	3 hours
PHIL 2223 Business Ethics	3 hours
PRDV 2321 Professional Development	1 hour

Recommended Program Elective Courses 3 total hours

MATH 2023 Elementary Statistics	3 hours
BMGT 2240 Business Internship	3 hours
PSYC 1113 Psychology	3 hours
(or) SOCI 1113 Sociology	
SPCH 1713 Intro to Oral Communication	3 hours

Total Credit Hours 62 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
(or) Higher level math	
ORNT 1101 Freshman Orientation	1 hour
POLI 1113 American Government	3 hours
BSAD 1103 Introduction to Business	3 hours
Computer Science Elective	3 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
(or) BSAD 2113 Business Communications	
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
ACCT 2103 Accounting 1-Financial	3 hours
ECON 2123 Microeconomic Principles	3 hours
CS 2123 Bus. Tech. & Applications	3 hours

Third Semester 15 Total Credit Hours

ACCT 2123 Computer Accounting I	3 hours
BMGT 2263 Principles of Management	3 hours
ECON 2113 Macroeconomic Principles	3 hours
PHIL 2223 Business Ethics	3 hours
Recommended Gen Ed Elective	3 hours

Fourth Semester 16 Total Credit Hours

ACCT 2203 Accounting II-Managerial	3 hours
BMGT 2143 Marketing	3 hours
BMGT 2233 Human Resource Mgmt	3 hours
BSAD 2313 Business Law	3 hours
Recommended Business Electives	3 hours
PRDV 2321 Professional Development	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applies Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Applied Science degree program in Business Management provides basic coursework to allow a student to enter the workforce with an entry level management track position. This degree can be completed in conjunction with the Associate in Science degree in Business Administration, allowing a student to graduate from Northern holding two degrees.

The Business Division and this degree program are accredited by the Accreditation Council of Business Schools and Programs (ACBSP). Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP.

Career Opportunities

Basic Entrepneurial Activities
Entry-Level Managment

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BUSINESS MANAGEMENT - ACCOUNTING OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 22 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours
(or) BSAD 2113 Business Communications	

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) Higher Level Math	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or) CS 1113 Computer Concepts	
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Courses

PHIL 2223 Business Ethics	3 hours

Business Core Requirement Courses - 18 Total Hours

ACCT 2103 Accounting I-Financial	3 hours
**BMGT 2263 Principles of Management	3 hours
**BMGT 2233 Human Resource Management	3 hours
BSAD 1103 Introduction to Business	3 hours
CS 2123 Business Technology & Applications	3 hours
ECON 2113 Macroeconomics	3 hours
(or) ECON 2123 Microeconomic Principles	

Program Requirement Courses - 22 Total Hours

**ACCT 1133 Payroll Accounting	3 hours
**ACCT 1203 Fundamentals of Accounting	3 hours
**ACCT 2123 Computer Accounting I	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
BMGT 2240 Business/Acct. Internship	3 hours
**BSAD 2313 Business Law	3 hours
MATH 2023 Elementary Statistics	3 hours
PRDV 2321 Professional Development	1 hour

Total Credit Hours	**62 hours**

Suggested Course Sequence:

First Semester	**16 Total Credit Hours**
ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
(or) Higher level math	
ORNT 1101 Freshman Orientation	1 hour
BSAD 1103 Introduction to Business	3 hours
ACCT 1203 Fundamentals of Acct	3 hours
Computer Science Elective	3 hours

Second Semester	**15 Total Credit Hours**
ENGL 1213 English Comp. II	3 hours
(or) BSAD 2113 Business Communications	
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
ECON 2113 Macroeconomics	3 hours
(or) ECON 2123 Microeconomics	
ACCT 2103 Accounting I-Financial	3 hours
CS 2123 Business Technology & Applications	3 hours

Third Semester	**15 Total Credit Hours**
ACCT 2123 Computer Accounting 1	3 hours
ACCT 1133 Payroll Accounting	3 hours
BMGT 2263 Principles of Mgmt	3 hours
PHIL 2223 Business Ethics	3 hours
POLI 1113 American Government	3 hours

Fourth Semester	**16 Total Credit Hours**
ACCT 2203 Accounting II-Managerial	3 hours
BMGT 2240 Business/Accounting Internship	3 hours
BMGT 2233 Human Resource Management	3 hours
BSAD 2313 Business Law	3 hours
MATH 2023 Elementary Statistics	3 hours
PRDV 2321 Professional Development	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Applied Science degree program in Business Management-Accounting Option provides basic accounting coursework to allow a student to enter the workforce with an entry-level bookkeeping or clerk position. This degree can be completed in conjunction with the Associate in Science degree in Business Administration, allowing a student to graduate from Northern holding two degrees.

The Business Division and this degree program are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP.

Career Opportunities

- Basic Entrepreneurial Activities
- Bookkeeping/Accounting Clerk
- Entry-Level Management
- Payroll Clerk

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BUSINESS MANAGEMENT - ENTREPRENEURSHIP OPTION

(Note: Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 22 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours
(or) BSAD 2113 Business Communications	

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) higher level math	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(OR) 1113 Computer Concepts	
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Course

Phil 223 Business Ethics	3 hours

Business Core Requirement Courses - 18 Total Hours

ACCT 2103 Accounting I-Financial	3 hours
**BMGT 2263 Principles of Management	3 hours
**BMGT 2233 Human Resource Management	3 hours
**BSAD 1203 Intro to Entrepreneurship	3 hours
CS 2123 Business Technology & Applications	3 hours
ECON 2123 Microeconomic Principles	3 hours
(or) ECON 2113 Macroeconomic Principles	

Program Requirement Courses - 10 Total Hours

**ACCT 2123 Computer Accounting I	3 hours
ACCT 2203 Accounting II-Managerial	3 hours
**BMGT 2143 Marketing	3 hours
PRDV 2321 Professional Development	1 hour

Technical Occupational Specialty or Courses - 12 total Hours

Option 1: Credit for Prior Learning Assessment OR
Option 2: Coursework-12 credit hours selected from the following:

BMGT 2240 Business Internship	3 hours
BMGT 1103 Introduction to Business	3 hours
**BSAD 2313 Business Law	3 hours
ECON 2123 Microeconomic Principles	3 hours
(or) ECON 2113 Macroeconomic Principles	
GLBL 2133 Intro to Internl Business Cultures	3 hours
MATH 2023 Elementary Statistics	3 hours
SPCH 1713 Intro to Oral Communication	3 hours
Total Credit Hours	**62 hours**

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1483 Math Functions	3 hours
(or) Higher level math	
ORNT 1101 Freshman Orientation	1 hour
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
BSAD 1203 Intro to Entrepreneurship	3 hours
Computer Science Elective	3 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
(or) BSAD 2113 Business Communications	
POLI 1113 American Government	3 hours
ACCT 2103 Accounting I-Financial	3 hours
CS 2123 Business Technology & Applications	3 hours
Technical Specialty/Coursework Electives	3 hours

Third Semester 15 Total Credit Hours

ACCT 2123 Computer Accounting I	3 hours
BMGT 2263 Principles of Mgmt	3 hours
ECON 2123 Microeconomic Principles	3 hours
(or) ECON 2113 Macroeconomic Principles	
Technical Specialty/Coursework Electives	6 hours

Fourth Semester 16 Total Credit Hours

ACCT 2203 Accounting II-Managerial	3 hours
BMGT 2143 Marketing	3 hours
BMGT 2233 Human Resource Mgmt	3 hours
Technical Specialty/Coursework Electives	3 hours
PHIL 2223 Business Ethics	3 hours
PRDV 2321 Professional Development	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Business Management-Entrepreneurship Option prepares the graduate with skills to create innovative ventures, recognize opportunities, evaluate alternative courses of action, and formulate a plan to successfully achieve organizational objectives.

Entrepreneurial skills can be utilized in business development and within existing organizations to effect changes necessary to the success and survival of the organization.

The technical occupational specialty areas equip students with current technological skills in their respective field, while the business core requirements provide the essential foundation in entrepreneurial skills, general business accounting and management.

This degree is a program whereby students take their general education courses and business courses from Northern Oklahoma College and may use their technical occupational specialty coursework at an area technology center or from prior learning assessment to satisfy elective credits

The Business Division and this degree program are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP.

Career Opportunities

Basic Entrepreneurial Activities
Entry-Level Management

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

BUSINESS MANAGEMENT - HOSPITALITY OPTION

(Note: : Program requirements for this degree are offered on NOC Enid and NOC Tonkawa campus only. At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 19 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours
(or) BSAD 2113 Businesss Communications	

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) Higher Level math	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

Business Core Requirement Courses - 18 Total Hours

ACCT 2103 Accounting I-Financial	3 hours
**BMGT 2263 Principles of Management	3 hours
**BMGT 2233 Human Resource Mgmt	3 hours
**BSAD 1303 Intro to Hospitality Managment	3 hours
CS 2123 Business Technology & Applications	3 hours
ECON 2123 Microeconomic Principles	3 hours

Program Requirement Courses - 22 Total Hours

ACCT 2203 Accounting II-Managerial	3 hours
** BMGT 2143 Marketing	3 hours
**BSAD 2313 Business Law	3 hours
ECON 2113 Macroeconomic Principles	3 hours
**JOUR 2013 Principles of Advertising	3 hours
PHIL 2223 Business Ethics	3 hours
**SPCH 2213 Interpersonal Communication	3 hours
PRDV 2321 Professional Development	1 hour

Recommended Electives - 3 Total Hours

ACCT 2123 Computer Accounting I	3 hours
GLBL 2133 Introduction to International Business Cultures	3 hours
BMGT 2240 Business Internship	3 hours
PSYC 1113 Psychology	3 hours
(or) SOCI 1113 Sociology	
SPCH 1713 Introduction to Oral Communication	3 hours

Total Credit Hours 62 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ORNT 1101 Freshman Orientation	1 hour
ENGL 1113 English Composition I	3 hours
POLI 1113 American Government	3 hours
BSAD 1303 Intro to Hospitality Management	3 hours
MATH 1483 Math Functions	3 hours
Computer Science Elective	3 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
(or) BSAD 2113 Business Communications	
ECON 2123 Microeconomic Principles	3 hours
ACCT 2103 Accounting I-Financial	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
SPCH 2213 Interpersonal Communications	3 hours

Third Semester 15 Total Credit Hours

ACCT 2203 Accounting II-Managerial	3 hours
BMGT 2263 Principles of Management	3 hours
CS 2123 Bus. Tech.& Applications	3 hours
ECON 2113 Macroeconomic Principles	3 hours
PHIL 2223 Business Ethics	3 hours

Fourth Semester 16 Total Credit Hours

JOUR 2013 Principles of Advertising	3 hours
BMGT 2143 Marketing	3 hours
BMGT 2233 Human Resource Management	3 hours
BSAD 2313 Business Law	3 hours
Recommended Business Electives	3 hours
PRDV 2321 Professional Development	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate in Applied Science Degree program in Business Management—Hospitality Option prepares students for entry level positions within the hospitality industry.

The Business Division and this degree program are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP.

Career Opportunities

Event Planning
Hotel and Restaurant Management
Hospitality Management

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

DIGITAL MEDIA ANIMATION AND DESIGN

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 25 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

Electives to be chosen from the list below	3 hours
PHIL 2213 Ethics, PHIL 2223 Business Ethics, ART 1113 Art Appreciation, ART 1203 Art History Survey 1, or ART 1303 Art History Survey II	

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Speech Courses

SPCH 1713 Intro to Oral Communication	3 hours

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

Technical Core Courses - 12 Total hours

DMAD 1113 Introduction to Digital Video-2D Animation	3 hours
DMAD 1133 Introduction to 3D Animation	3 hours
DMAD 1213 Graphic Design	3 hours
DMAD 1233 Digital Filmmaking	3 hours

Technical Support Courses - 23 Total Hours

DMAD 2313 Motion Graphics I	3 hours
DMAD 2323 3D Animation II	3 hours
DMAD 2333 3D Animation III	3 hours
DMAD 2343 Texturing	3 hours
DMAD 2353 Digital Video II	3 hours
DMAD 2373 Motion Graphics II	3 hours
DMAD 2382 Multimedia Project	2 hours
DMAD 2393 Emerging New Media	3 hours

Total Credit Hours 60 hours

Suggested Course Sequence:

First Semester 16 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1493 Math Applications	3 hours
ORNT 1101 Freshman Orientation	1 hour
BSAD 1113 Digital/Financial Literacy	3 hours
DMAD 1213 Graphic Design	3 hours
DMAD 1113 Introduction to Digital Video – 2D Animation	3 hours

Second Semester 15 Total Credit Hours

ENGL 1213 English Composition II	3 hours
POLI 1113 American Government	3 hours
PHIL 2213 Ethics (or other approved humanities)	3 hours
DMAD 1133 Introduction to 3D Animation	3 hours
DMAD 1233 Digital Filmmaking	3 hours

Third Semester 15 Total Credit Hours

HIST 1483 American History to 1877 (or) HIST 1493 American History Since 1877	3 hours
DMAD 2313 Motion Graphics I	3 hours
DMAD 2323 3D Animation II	3 hours
DMAD 2343 Texturing	3 hours
DMAD 2373 Motion Graphics II	3 hours

Fourth Semester 14 Total Credit Hours

SPCH 1713 Intro to Oral Communication	3 hours
DMAD 2333 3D Animation III	3 hours
DMAD 2353 Digital Video II	3 hours
DMAD 2382 Multimedia Project	2 hours
DMAD 2393 Emerging New Media	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

The Digital Media Animation and Design program is designed to provide new opportunities for creative artists in the growing field of digital media. This direct-to-workforce program will prepare individuals with the knowledge and skills necessary to communicate their ideas through the area of advanced computer graphics.

Career Opportunities

Graphic Designer/Web Designer
Motion Graphics Animator
3D Modeler/Animator
Texture Artist
Game Asset/Level Designer
Post-Production Specialist
Visual Effects Artist
Commercials/Broadcast

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

ENGINEERING AND INDUSTRIAL TECHNOLOGY - POWER GENERATION OPTION

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 18 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours
(or) ENGL 1223 Technical Writing	
(or) SPCH 1713 Introduction to Oral Communication	

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

MATH 1493 Math Applications	3 hours
(or) other college-level math	

Computer Science Courses

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	

Technical Occupational Specialty - 42 total hours

Total Credit Hours 60 hours

Students will be awarded 42 credit hours of extra-institutional credit for certified coursework and job performance demonstration at the OGE Energy Corporation in the areas of Plant Operations, Instrumentation, and Control, Plant Electricians, and Plant Mechanics at the following levels:
Apprenticeship Level C-1, C-2, and C-3:
Safety-PPE and First-aid; Fall Suppression, Worker Right to Know/HAZCOM, Envirochemical, Confined space, Basic Shop Equipment, Prints & Drawings, Clearance Procedures, fuel Systems, SAP Notifications & Confirmation Notes, ash Removal systems, Circulating Water Systems, Steam Cycle, Compressed Air Systems, Turbine Auxiliaries, Generator, Plant Electrical Systems, Water Treatment, Plant Instrumentation, Fire Protection Systems, Hand Signals, Electrical Circuit Basics.
Apprenticeship Level B-1 and B-2:
Coal System, Pulverizes and Feeders, Ash Systems, Closed Cooling Water System, Stator Cooling Water system, MCC Breaker System, Motor Megger, Pump/Motor Rigging & Removal, Small Motor (25 HP or less) Overhaul, Tubing and Fittings, Metal Work and Welding, Main Turbine, Generator and Turbine Lube Oil Systems, Hydrogen Seal Oil system, Pump seal Inspection, Heat Exchanger Inspection and Repair, Calibrate Gauge, Test & Repair Pressure Switches.
Apprenticeship Level A-1 and A-2:
Control Loops, Piping, Condensate system, Feedwater System, Steam System, Closed Cooling Water System, Fuel System-Gas/Oil, Fuel system-Coal, Plant/Service Air System, Instrument/Control Air Systems, Emergency Generator, Waste Water Treatment System, Circulating Water System, Calibrate a Transmitter, Freeze Protection System, Centrifugal Pump, Test & Calibrate Positioners & Actuators, Lube Oil Systems, Generator/Electrical System, Test & Repair Pneumatic & Electronic Solenoid, Small Valve Refurbishment, Troubleshoot and Repair a Piston Actuator, Pump Bearing Inspection.
Students are required to pass the OGE certification examination for each of the above levels and complete 12 credit hours at Northern before credit can be transcripted.

The associate in Applied Science degree program is designed to provide the employees of the OGE Energy Corporation of Oklahoma an opportunity to complete an associate degree specifically designed to prepare them with the knowledge, technical skills, and job-related experiences necessary to make a significant contribution to their corporation. The specific areas of operations, instrumentation and control, electrical, and mechanics form the basis of the degree program. Additional focus of this program is the perpetuation of a quality workforce, a higher quality of life for our citizenry and state-wide economic development.

Career Opportunities

Instrument and Control Operator
Plant Mechanic

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

ENGINEERING AND INDUSTRIAL TECHNOLOGY - PROCESS TECHNOLOGY OPTION

(Note: Program requirements for this degree are offered on NOC Tonkawa campus only.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 27 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
SPCH 1713 Intro to Oral Communication	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	

Science Courses

CHEM 1014 Concepts in Chemistry	4 hours
PHYS 2104 Concepts in Physics	4 hours

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

General Education Elective Courses

BSAD 1103 Introduction to Business	3 hours
(or) ECON 2123 Microeconomics Principles	

Program Requirement Courses - 37 Total Hours

BSAD 1113 Digital/Financial Literacy	3 hours
(or other approved computer course)	
**CHEM 2014 Process Organic Chemistry	4 hours
**PTEC 1113 Intro to Process Technology	3 hours
**PTEC 1313 Safety, Health, & Work Practices	3 hours
**PTEC 2014 Process Tech I-Equipment	4 hours
**PTEC 2024 Industrial Instrumentation	4 hours
**PTEC 2124 Process Tech II- Systems	4 hours
**PTEC 2214 Process Tech III-Operations	4 hours
**PTEC 1124 Process Troubleshooting	4 hours
**PTEC 2243 Principles of Quality	3 hours
**PRDV 2321 Professional Development	1 hour
Total Credit Hours	**64 hours**

Suggested Course Sequence:

First Semester — 15 Total Credit Hours

PHYS 2104 Concepts in Physics	4 hours
MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	
ORNT 1101 Freshman Orientation	1 hour
**PTEC 1113 Introduction to Process Technology	3 hours
**PTEC 2024 Industrial Instrumentation	4 hours

Second Semester — 16 Total Credit Hours

BSAD 1113 Digital/Financial Literacy	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
ENGL 1113 English Composition I	3 hours
PTEC 2014 Process Tech I-Equipment	4 hours
PTEC 1313 Safety, Health, & Work Practices	3 hours

Third Semester — 18 Total Credit Hours

POLI 1113 American Government	3 hours
SPCH 1713 Intro to Oral Communication	3 hours
CHEM 1014 Concepts in Chemistry	4 hours
PTEC 2124 Process Tech II- Systems	4 hours
PTEC 2243 Principles of Quality	3 hours
PRDV 2321 Professional Development	1 hour

Fourth Semester — 15 Total Credit Hours

CHEM 2014 Process Organic Chemistry	4 hours
BSAD 1103 Intro to Business	3 hours
(or) ECON 2123 Microeconomics	
PTEC 2214 Process Tech III-Operations	4 hours
PTEC 1124 Process Troubleshooting	4 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Associate of Applied Science Degree program in Process Technology is developed in partnership with the Conoco/Phillips, British Petroleum, Sunoco, Valero, Sinclair, and other petrochemical corporations. It is designed to provide the student with entry level training to become a Process Technician in the petrochemical industry.

Current partners include:

Phillips 66 Refining, Pipeline, & R&D
Koch Industries
OG&E
Tessenderlo Kerley Industries
Oklahoma Municipal Power Authority
NRCA Refining

Career Opportunities

Industry
Petrochemical Process Technician
Process Technician
Refinery

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

NURSING - REGISTERED NURSE (RN)

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 13 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

MATH 0123 Pre-STEM Algebra	(3) hours
(or) other college-level math	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

Nursing Core Requirement Courses 18 total hours

BISI 1124 General Biology for Majors	4-5 hours
(or) BISI 1114 General Biology	
(or) CHEM 1315 General Chemistry I	
BISI 2124 Microbiology	4 hours
BISI 2224 Human Anatomy & Physiology	4 hours
PSYC 1113 General Psychology	3 hours
SOCI 1113 Principles of Sociology	3 hours
(or) SOCI 2223 Social Problems	

Program Requirement Courses 37 total hours

NURS 1114 Fundamentals of Nursing	4 hours
NURS 1124 Fundamentals of Nursing Practicum	4 hours
NURS 1234 Nursing of Adults I	4 hours
NURS 1244 Nursing of Adults I Practicum	4 hours
NURS 2071 Seminar in Nursing I	1 hour
NURS 2072 Seminar in Nursing II	2 hours
NURS 2334 Maternal Child Nursing	4 hours
NURS 2344 Maternal Child Nursing Practicum	4 hours
NURS 2415 Nursing of Adults II	5 hours
NURS 2425 Nursing of Adults II Practicum	5 hours

Total Credit Hours 68 hours

Note: General Biology and/or Chemistry I must be complete before enrolling in sophomore-level science course. See course descriptions at the back of the catalog for required sequencing of listed science courses. Students who have been formally accepted into the RN Nursing Program may have the option to have certain courses waived.

Suggested Course Sequence:

First Semester 16-17 Total Credit Hours

*BISI 1114 General Biology	4-5 hours
(or) *CHEM 1315 General Chemistry I	
ORNT 1101 Freshman Orientation	1 hour
NURS 1114 Fundamentals of Nursing	4 hours
NURS 1124 Fundamentals of Nursing Practicum	4 hours
*PSYC 1113 General Psychology	3 hours

Second Semester 18 Total Credit Hours

ENGL 1113 English Composition I	3 hours
*BISI 2224 Human Anatomy & Physiology	4 hours
NURS 1234 Nursing of Adults I	4 hours
NURS 1244 Nursing of Adults I Practicum	4 hours
*SOCI 1113 Principles of Sociology	3 hours
(or) SOCI 2223 Social Problems	

Third Semester 16 Total Credit Hours

ENGL 1213 English Composition II	3 hours
*BISI 2124 Microbiology	4 hours
NURS 2334 Maternal Child Nursing	4 hours
NURS 2344 Maternal Child Nursing Practicum	4 hours
NURS 2071 Seminar in Nursing I	1 hour

Fourth Semester 18 Total Credit Hours

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
NURS 2415 Nursing of Adults II	5 hours
NURS 2425 Nursing of Adults II Practicum	5 hours
NURS 2072 Seminar in Nursing II	2 hours
POLI 1113 American Government	3 hours

***Required core courses must have been taken within the last 5 years with a grade of C or above. This can be waived if a student has a degree or is an LPN.**

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

*Students will be required to take MATH 0123 to complete this degree if their ACT score is below 19 in math (or the equivalent on the Accuplacer).

Nursing is offered on NOC Tonkawa, NOC Enid, and NOC Stillwater locations. Any student interested in nursing can join the Student Nurses Association, both local and national. The nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Oklahoma Board of Nursing. Students who desire to become candidates for the Associate degree in Nursing are required to make a formal application to the Division of Nursing for admission. This application must be submitted to the Division of Nursing on or before March 1. Formal approval by the Nursing Division is required before being admitted into actual nursing courses. GPA is heavily weighted since acceptance is highly competitive. Fees for the Nursing program may differ at each NOC location. A Nursing Skills lab fee is charged each semester. Upon completion of this degree a student is eligible to take the NCLEX-RN exam. After successful passage of this exam, the student is an RN prepared to pursue a career in nursing.

Career Opportunities

Registred Nurse (RN)

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

OFFICE MANAGEMENT

(Note: Program requirements for this degree are offered on NOC Enid, Stillwater, and Tonkawa campuses in cooperation with partnering technical schools. At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 22 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Humanities Courses

PHIL 2223 Business Ethics designation	3 hours

Mathematics Courses

MATH 1483 Math Functions	3 hours
(or) MATH 1513 Algebra for STEM	

Computer Science Courses

CS 1113 Computer Concepts	
(or) BSAD 1113 Digital Financial Literacy	3 hours

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

Program Requirement Courses - 16 Total Hours

Choose

ACCT 1203 Fundamentals of Acctg	6 hours
ACCT 2013 Accounting I - Financial	
(or) ACCT 2103 Accounting I - Financial	6 hours
ACCT 2203 Accounting II - Managerial	
BSAD 1103 Introduction to Business	3 hours
CS 2123 Business Tech & Applications	3 hours
ECON 2113 Macroeconomics Principles	3 hours
(or) ECON 2123 Microeconomics Principles	
PRDV 2321 Professional Development	1 hour
Technical Occupational Specialty	15 hours

Students may earn 15 credit hours with completion of the following programs:

Autry Career Technology Center: Executive Administrative Assistant Program

Pioneer Career Technology Center: Accounts Payable/ Receivable Clerk/Office Management (or) Office Information Specialist

Program Electives **9 hours**

ACCT or ECON options listed but not taken under program requirements.	Up to 9 hours
BMGT 2143 Marketing	3 hours
BMGT 2233 Human Resource Mgmt	3 hours
BMGT 2263 Principles of Management	3 hours
BMGT 2313 Business Law	3 hours
BMGT 2240 Business Internship	3 hours

Total Credit Hours **62 hours**

Suggested Course Sequence:

First Semester **15 Total Credit Hours**

Technical Occupational Specialty	15 hours

Second Semester **16 Total Credit Hours**

ENGL 1113 English Composition I	3 hours
Computer Science Elective	3 hours
MATH 1483 Math Functions	3 hours
BSAD 1103 Introduction to Business	3 hours
Program Elective	3 hours
ORNT 1101 Freshman Orientation	1 hour

Third Semester **15 Total Credit Hours**

ENGL 1213 English Composition II	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
ACCT 1203 Fundamentals of Acctg	3 hours
(or) ACCT 2103 Accounting I - Financial	
CS 2123 Business Tech & Applications	3 hours
ECON 2113 Macroeconomic Principles	3 hours
(or) ECON 2123 Microeconomic Principles	

Fourth Semester **16 Total Credit Hours**

POLI 1113 American Government	3 hours
PHIL 2223 Business Ethics	3 hours
ACCT 2103 Accounting I - Financial	3 hours
(or) ACCT 2203 Accounting II-Managerial	
Program Electives	6 hours
PRDV 2321 Professional Development	1 hour

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

**These program courses are typically offered only once a year. See course descriptions for fall or spring designations and plan accordingly.

The Office Management Program is designed to prepare students with the necessary skills for employment as office management personnel. The technical occupational specialty areas equip students with current technological skills while the business core requirements provide the essential foundation in business, accounting and office management. The Office Management degree is a cooperative program whereby students take their general education courses from Northern Oklahoma College and their technical coursework at the Technology Centers of Autry-Enid and Pioneer-Ponca City.

The Business Division is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). Outstanding Business students are invited to join Kappa Beta Delta, the business honor society recognized by ACBSP. This degree is not yet accredited.

Career Opportunities

- Administrative Assistant
- Data Entry Clerk
- Entry-Level Manager
- Office Information Analyst
- Office Manager
- Payroll Clerk
- Receptionist

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: http://www.noc.edu/act for placement guidelines.

RESPIRATORY CARE

(Note: Program requirements for this degree are offered on NOC Enid campus only. At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 23 Total Credit Hours

Communications Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours
(or) ENGL 1223 Technical Writing	

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

MATH 1513 Algebra for STEM	3 hours

Science Courses

BISI 1114 General Biology with Lab	4 hours
BISI 2214 Human Anatomy and Physiology	4 hours

ALLIED HEALTH CORE REQUIREMENTS - 15 Hours

BISI 2124 Microbiology	4 hours
CHEM 1315 General Chemistry I	5 hours
HLST 1113 Medical Terminology	3 hours
PSYC 1113 General Psychology	3 hours

PROFESSIONAL CORE REQUIREMENTS - 34 Hours

RESP 1114 RT Procedures 1	4 hours
RESP 1121 Clinical Applications 1	1 hour
RESP 1214 RT Procedures II	4 hours
RESP 1223 Clinical Applications II	3 hours
RESP 1312 Pulmonary Pathology	2 hours
RESP 1323 Clinical Applications III	3 hours
RESP 2114 RT Procedures III	4 hours
RESP 2123 Advanced Clinical Applications	3 hours
RESP 2324 RT Procedures IV	4 hours
RESP 2223 Advanced Clinical Applications II	3 hours
RESP 2233 Advanced Clinical Applications III	3 hours

Total Credit Hours 72 hours

*Computer proficiency is embedded within the coursework of this program.

Suggested Course Sequence:

First Semester 15 Total Credit Hours

ENGL 1113 English Composition I	3 hours
MATH 1513 Algebra for STEM	3 hours
BISI 1114 General Biology	4 hours
RESP 1114 RT Procedures I	4 hours
RESP 1121 Clinical Applications I	1 hour

Second Semester 17 Total Credit Hours

ENGL 1213 English Composition II	3 hours
(or) ENGL 1223 Technical Writing	
*BISI 2224 Human Anatomy & Physiology	4 hours
HLST 1113 Medical Terminology	3 hours
RESP 1214 RT Procedures II	4 hours
RESP 1223 Clinical Applications II	3 hours

Third Semester (Summer) 8 Total Credit Hours

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
RESP 1312 Pulmonary Pathology	2 hours
RESP 1323 Clinical Applications III	3 hours

Fourth Semester 12 Total Credit Hours

CHEM 1315 General Chemistry	5 hours
RESP 2114 RT Procedures III	4 hours
RESP 2123 Advanced Clinical Applications	3 hours

Fifth Semester 14 Total Credit Hours

POLI 1113 American Government	3 hours
BISI 2124 Microbiology	4 hours
RESP 2323 RT Procedures IV	4 hours
RESP 2223 Advanced Clinical Applications II	3 hours

Sixth Semester (summer) 6 Total credit Hours

RESP 2233 Advanced Clinical Applications III	3 hours
PSYC 1113 General Psychology	3 hours

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

The Respiratory Care program is designed to enable the student to work professionally as a vital member of the health care team. A 24-month curriculum combining academic work, clinical rotations at area hospitals and physician contacts will provide students with the intensive preparation necessary for an exciting, rewarding career as a Respiratory Therapist.

Upon successful completion, students will be eligible for the National Board of Respiratory Care (NBRC) exams, both the entry level exam for a Certified Respiratory Therapist (CRT) and the advanced exam for a Registered Respiratory Therapist (RRT).

Students must complete an application packet with three reference letters and an interview. Usually only ten students are accepted per year. Health form immunizations will be required when the student is accepted.

NOTE: It is recommended that students exhibit math proficiency at the Pre-STEM Algebra level before enrolling in this program.

This Respiratory Care degree program is a cooperative program whereby students complete their general education courses at Northern Oklahoma College and their technical coursework at Autry Technology Center in Enid, OK.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, remediation courses may be required

PRACTICAL NURSE ELIGIBILITY CERTIFICATE

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.
At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

Program Requirements

General Education Courses - 13 Total Credit Hours

English Composition Courses

ENGL 1113 English Composition I	3 hours
ENGL 1213 English Composition II	3 hours

History & Government Courses

HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	
POLI 1113 American Government	3 hours

Mathematics Courses

*MATH 0123 Pre-STEM Algebra	3 hours
(or) other college-level math	

Orientation Courses

ORNT 1101 Freshman Orientation	1 hour

Nursing Core Requirement Courses - 18-19 Total Hours

BISI 1124 General Biology for Majors	5 hours
(or) BISI 1114 General Biology	
(or) CHEM 1315 General Chemistry I	

General Biology or Chemistry 1 must be completed before enrolling in sophomore level science courses.

BISI 2124 Microbiology	4 hours
BISI 2224 Human Anatomy & Physiology	4 hours
PSYC 1113 General Psychology	3 hours
SOCI 1113 Principles of Sociology	3 hours
(or) SOCI 2223 Social Problems	

Program Requirement Courses - 25 Total Hours

NURS 1114 Fundamentals of Nursing	4 hours
NURS 1124 Fundamentals of Nursing Practicum	4 hours
NURS 1234 Nursing of Adults 1	4 hours
NURS 1244 Nursing of Adults 1 Practicum	4 hours
NURS 2071 Seminar in Nursing 1	1 hour
NURS 2334 Maternal Child Nursing	4 hours
NURS 2344 Maternal Child Nursing Practicum	4 hours

Total Credit Hours 56-57 hours

*Students will be required to take MATH 0123 to complete this degree if their ACT score is below 19 in math (or the equivalent on the Accuplacer).

Suggested Course Sequence:

First Semester 19-20 Total Credit Hours

**BISI 1114 General Biology	4-5 hours
(or) *CHEM 1315 General Chemistry I	
ORNT 1101 Freshman Orientation	1 hour
NURS 1114 Fundamentals of Nursing	4 hours
NURS 1124 Fundamentals of Nursing Practicum	4 hours
**PSYC 1113 General Psychology	3 hours
HIST 1483 Amer. History to 1877	3 hours
(or) HIST 1493 Amer. History Since 1877	

Second Semester 18 Total Credit Hours

ENGL 1113 English Composition 1	3 hours
**BISI 2224 Human Anatomy & Physiology	4 hours
NURS 1234 Nursing of Adults	4 hours
NURS 1244 Nursing of Adults 1 Practicum	4 hours
**SOCI 1113 Principles of Sociology	3 hours
(or) SOCI 2223 Social Problems	

Third Semester 19 Total Credit Hours

POLI 1113 American Government	3 hours
ENGL 1213 English Composition II	3 hours
**BISI 2124 Microbiology	4 hours
NURS 2334 Maternal Child Nursing	4 hours
NURS 2344 Maternal Child Nursing Practicum	4 hours
NURS 2071 Seminar in Nursing 1	1 hour

**Required core courses must have been taken within the last 5 years with a grade of C or above. This can be waived if a student has a degree or is an LPN.

This is a suggested sequence timeline only. A student may require more than four semesters to complete an Associate in Applied Science degree.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: ACT | Northern Oklahoma College (http://www.noc.edu/act) for placement guidelines.

Nursing is offered on NOC Tonkawa, NOC Enid, and NOC Stillwater locations. This practical nurse eligibility certificate will be issued to generic nursing students who have successfully completed their third semester in the Associate of Applied Science-RN degree. They will be eligible to apply to the State Board of Nursing for the practical nurse licensure examination. Earning this certificate will allow the student to increase their earning potential and gain valuable clinical experience as a Licensed Practical Nurse (LPN) before they complete the AAS-RN program. The nursing students can participate in the Student Nurses Association, both local and national. The nursing program is accredited by Accreditation Commission for Education in Nursing (ACEN) and approved by the Oklahoma Board of Nursing.

Students who desire to become candidates for Associate degree in Nursing are required to make a formal application to the Division of Nursing for admission. This application must be submitted to the Division of Nursing on or before March 1. Formal approval by the Nursing Division is required before being admitted into actual nursing courses. GPA is heavily weighed since acceptance is highly competitive. Fees for the Nursing program may differ at each NOC location. A Nursing Skills lab fee is charged each semester.

Career Opportunities

Licensed Practical Nurse (LPN)

2020-2021 NOC COURSE DESCRIPTIONS

ACCOUNTING

ACCT 1113 BASIC BUSINESS RECORDS I

The basic principles and practices of record keeping for businesses.

ACCT 1123 BASIC BUSINESS RECORDS II

The basic principles of record keeping for small businesses designed primarily for secretarial or occupational students. Prerequisite: ACCT 1113 Basic Business Records I.

ACCT 1133 PAYROLL ACCOUNTING

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Prerequisite: ACCT 1203 Fundamentals of Accounting or ACCT 2103 Accounting I Financial. Traditionally offered every odd year fall semester only.

ACCT 1203 FUNDAMENTALS OF ACCOUNTING

An introduction to the fundamental principles of double entry accounting as applied to practical business situations. Emphasis is given to development of financial statements, debit and credit rules of accounting, the accounting cycle, special journals and payroll accounting. Traditionally offered every even year fall semester only.

ACCT 2003 SURVEY OF ACCOUNTING

Introduction to financial and managerial accounting concepts and objectives. This course provides a survey of accounting concepts and procedures that will enable students to be informed users of financial information in a business setting. May not be used for degree credit with ACCT 2103 and ACCT 2203.

ACCT 2103 ACCOUNTING I—FINANCIAL

An introduction to financial accounting concepts, principles and development of financial information. Course work includes the accounting processes and principles of accrual accounting. Prerequisite: MATH 1483 Math Functions or MATH 1513 Algebra for STEM or concurrent enrollment with instructor permission.

ACCT 2123 MICROCOMPUTER ACCOUNTING I

An introduction to microcomputer applications related to accounting systems. Topics include general ledger; accounts receivable; accounts payable; inventory; payroll; and correcting, adjusting, and closing entries. Students will use a computer accounting software package to complete the financial accounting cycle for a sole proprietorship. Prerequisite: ACCT 1203 Fundamentals of Accounting or ACCT 2103 Accounting I-Financial. Traditionally offered in the fall semester only.

ACCT 2203 ACCOUNTING II—MANAGERIAL

An introduction to managerial accounting concepts and objectives, cost system designs, planning and control of sales and costs, analysis of costs and profits and accounting for managerial decision making. Prerequisite: ACCT 2103 Accounting I-Financial.

AGRICULTURE

AGRI 1113 INTRODUCTION TO AGRICULTURAL ECONOMICS

An introduction to the role of agriculture within the U.S. economy. Topics will include economic analysis of the relationships between resources, production, income and consumption; discussion of economic systems; and economic applications for production and marketing. Prerequisite: math proficiency through MATH 1483 Math Functions. Offered fall semester only.

AGRI 1124 INTRODUCTION TO ANIMAL SCIENCES

An introduction to production systems for the meat animal species: cattle, sheep, and swine. This course will examine global animal production, end-products and grading standards, an overview of the different breeds of livestock, biological aspects of production, and an introduction to management practices for each of the various species. Offered fall semester only.

AGRI 1223 INTRODUCTION TO PLANT AND SOILS SCIENCE
An introduction to plant and soil systems and the interactions necessary to produce the food and fiber to feed the world. Historical aspects, plant growth, nutrition and function, soil classification, analysis and fertility, crop production systems, and utilization will all be discussed. Offered fall semester only.

AGRI 2123 LIVESTOCK FEEDING
Nutrients, their functions and the nutrient composition of feedstuffs; feed classification; nutrient requirements of the various classes of livestock; balancing rations for different kinds of production. Prerequisite: math proficiency through MATH 1483 Math Functions.

AGRI 2124 FUNDAMENTAL OF SOIL SCIENCE
Formation and classification of soils, principal chemical, biological and physical properties of soils in relation to plant growth; soil fertility, productivity, and land use. Prerequisite: CHEM 1014 Concepts of Chemistry or CHEM 1315 Chemistry I or concurrent enrollment. Offered spring semester only.

AGRI 2222 LIVE ANIMAL EVALUATION
Modern tools for livestock selection including performance records, pedigree information, visual appraisal, and the principles of using these tools to evaluate critically cattle, sheep, swine, and horses. Prerequisite: AGRI 1124 Introduction to Animal Science.

AGRI 2253 MEAT ANIMAL AND CARCASS EVALUATION
Evaluation of livestock animals, carcasses and whoesale cuts of beef, pork, and lamb. The course will also include factors determining grades, yeilds, and values in the three primary livestock species: cattle, swine, and sheep. Meat quality and general principles of meat science will also be discussed.

AGRI 2303 DEVELOPMENT OF AGRICULTURAL LEADERSHIP
This course focuses on the development of leadership skills used in the agricultural industry and career fields. The course emphasis will be on enabling students to identify the key attributes of leadership by exploring their unique values system, vision, self-awareness, personal strengths and team building skills. Students will also learn valuable skills in resume writing, job interview and portfolio building.

AGRI 2431 LIVESTOCK JUDGING
Principles of live animal evaluation and the techniques for communicating the ideal concepts of selection for both market and animal breeding. Participation in competitive livestock judging contests is required and is subject to academic eligibility.

AGRI 2450 SUPERVISED STUDY-AGRICULTURE
Course addresses special problems in agriculture through research and study.

AGRI 2460 AGRICULTURAL INTERNSHIP
Internship of various disciplines of agriculture for career determination. Experiences with actual businesses in agriculture allow the student to investigate the specific job requirements and work environment involved with a particular sector of agriculture. Report must be completed at end of internship.

AGRI 2523 INTRODUCTION TO SHEEP PRODUCTION AND MANAGEMENT
A study of all aspects of sheep production including, but not limited to, managing nutrition, production, selection, reproduction, lambing, health, shearing, exhibition preparation, and showmanship. Students will have hands-on training throughout the course and will have opportunity to exhibit sheep as members of the NOC Sheep Show team at various national exhibitions. Prerequisite: AGRI 1124 Introduction to Animal Science.

ART
(NOTE: **ART** CLASSES TO BE LISTED WITH **ARTS** PREFIX AFTER SYSTEM UPGRADE **11/20**)

ART 1113 ART APPRECIATION
The study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgment

making in evaluation of art from different times and places is stressed. (Meets requirement for humanities elective and International Dimension)

ART 1193 CERAMICS I

Ceramics I covers a variety of building techniques, glazing and ceramics terminology, including surface decoration and firing processes.

ART 1203 ART HISTORY SURVEY I

This course covers a study of the arts, artists and their cultures from Prehistoric Man through the Early Renaissance. (Meets requirement for humanities elective)

ART 1303 ART HISTORY SURVEY II

This course covers a study of arts, artists and their cultures from the Early Renaissance to the present. (Meets requirement for humanities elective)

ART 1313 DRAWING I

Drawing I will develop the students' understanding of the basic concepts of drawing and their powers of observation. Students will work with various media, exploring the basic elements of shape, line, proportion, value and space while utilizing a variety of sources and environments.

ART 1323 DRAWING II

A continuation of Drawing I with emphasis on composition, color, development of ideas and the complex use of drawing mediums and materials. Prerequisite: ART 1313 Drawing I.

ART 1433 FUNDAMENTALS OF TWO-DIMENSIONAL ART

A study of two-dimensional design and application of art elements (shape, line, color, value, composition, space, form) in a variety of materials.

ART 2113 FIGURE DRAWING I

Figure Drawing I includes the study in gesture and finished drawings of the model. Emphasis will be placed on pose, composition, a variety of media and the study of human anatomy. Students are encouraged to develop personal and expressive drawings.

ART 2193 CERAMICS II

Advanced techniques in wheel-thrown forms, hand building and surface decoration. Participation in glaze formulating and supervised firings. Prerequisite: ART 1193 Ceramics I.

ART 2333 SCULPTURE I

Sculpture I is a creative approach to sculpture techniques and form exploration using a variety of media, stressing the development of technical and conceptual skills.

ART 2433 SCULPTURE II

A continuation of ART 2333 Sculpture I, using a variety of media and advanced techniques to complete a series of studio assignments. Prerequisite: ART 2333 Sculpture I.

ART 2450 SUPERVISED STUDY- ART

Independent study.

ART 2460 INTERNSHIP IN ART

Allows students opportunity to study art in the workforce.

ART 2563 FUNDAMENTALS OF THREE-DIMENSIONAL ART

A study of three-dimensional design and application of art elements using a variety of materials and processes. Students will engage in critical analysis and complete a series of studio assignments.

ART 2853 PAINTING I

Painting I will develop skills in opaque painting, stressing form and content, visual appreciation, and individual expression. Still life, figure, and landscape problems are included.

ART 2863 PAINTING II
A continuation of ART 2853 Painting I. Projects will stress form and content, visual appreciation, and individual expression. Prerequisite: ART 2853 Painting I.
ART 2933 WATERCOLOR PAINTING I
Watercolor I will develop skills in transparent water color painting, stressing form and composition, visual perception, and individual expression.
ART 2943 WATERCOLOR PAINTING II
A continuation of Water Color Painting I (ART 2933), with stress on form and composition, visual perception, individual expression, and color theory. Prerequisite: ART 2933 Watercolor Painting I.
ART 2951 PORTFOLIO/GALLERY SEMINAR
Preparation for graduate art exhibition: Poster design, portfolio and resume development, marketing strategies, art preparation, installation of art in the Eleanor Hays Art Gallery.

ASTRONOMY (currently Enid-campus only program)
ASTR 1014 SURVEY OF ASTRONOMY
Studies the large-scale structure of the Universe and our place in it. The origin, evolution and general properties of planets, stars and galaxies are presented. Lab required. (Meets general education lab science requirement.)
ASTR 1523 PLANETARY SCIENCE
Origin and evolution of the solar system is studied, along with characteristics of terrestrial planetary atmospheres. Course also reviews characteristics of gas giant planets and ice moons, asteroids, and comets, as well as discoveries and characteristics of extra-solar planetary systems abd aspects of colonization. (Meets 3 credit hours of general education science requirement but not lab science requirement.) Offered spring semester only.
ASTR 1533 SEARCH FOR LIFE
Topics include various strategies involved in the search for extraterrestrial life, the origin and evolution of planets and processes necessary for life to develop on planets. Also presented are strategies for interplanetary and interstellar travel and the exploration and colonization of space. (Meets 3 credit hours of general education science requirement but not lab science requirement.) Offered fall semester only.
ASTR 2563 GALAXIES AND COSMOLOGY
Course examines the origin of matter, energy, and forces in the early universe, as well as characteristics of various types of galaxies and the large-scale structure of the universe. General relativity and concepts of curved space are presented. (Meets 3 credit hours of general education science requirement but not lab science requirement.)
ASTR 2513 OBSERVATORY METHODS
Techniques of using telescopes and astronomical instruments, astronomical data collection and processing are covered, along with concepts of optics, CCD imaging systems and procedures for photometry and spectroscopy. A research project utilizing the NOC Observatory is required.

BIOLOGICAL SCIENCE
(NOTE: **BISI** CLASSES TO BE LISTED WITH **BIOL** PREFIX AFTER **11/20**)
BISI 1114 GENERAL BIOLOGY
An introduction to the fundamental concepts and principles of molecular and cellular biology with emphasis on morphological and physiological processes of the plant and animal kingdom. Includes appropriate laboratory work and demonstrations to implement the fundamental principles of concepts learned in theory. (Meets general education lab science requirement.)
BISI 1124 GENERAL BIOLOGY FOR MAJORS
An in-depth study of the principles of biology with emphasis placed on the molecular and cellular components,

metabolism, genetics, evolution, and ecology. Appropriate laboratory work and demonstrations will be added to implement fundamental principles and concepts learned in theory. This course is recommended for students majoring in Biology, Medicine--Pre-Professional, Pharmacy—Pre-Professional, Nursing—Pre-Professional, Veterinary Medicine—Pre-Professional, and for those students who wish to take an advanced biology course. (Meets general education lab science requirement.)

BISI 1214 INTRODUCTION TO ENVIRONMENTAL SCIENCE

This is an introductory course that emphasizes the impact of humans on the environment. A survey of a broad range of environmental issues from a scientific viewpoint emphasizing the study of the structure and function of ecosystems, basic ecological and thermodynamic principles with applications to air, water, and land; human demography, population growth, food supply, and energy issues; extinction; and alternative futures. Students will examine environmental problems and ascertain how social dynamics affect policy and the decision-making process. Includes appropriate laboratory work and demonstrations to implement the fundamental principles and concepts learned in theory. Prerequisites: none required. (Meets general education lab science requirement.)

BISI 1314 GENERAL BOTANY

Introductory majors course covering plant growth, development, and reproduction from molecular, cellular, physiological, and anatomical aspects. Genetics, classification, economical, and environmental aspects will be surveyed, including key concepts in biology. Includes appropriate laboratory work and demonstrations to implement the fundamental principles and concepts learned in theory. Prerequisites: None required; however, students are encouraged to complete BISI 1124 General Biology for Majors prior to enrollment in this course. *Offered fall semester only.* (Meets general education lab science requirement.)

BISI 1414 GENERAL ZOOLOGY

Introductory majors course covering biological principles and concepts as related to the study of animals with emphasis on structure, function, behavior, and evolution.Topics include such areas as taxonomy and systematic anatomy and physiology, ecology, genetics, and evolution. Includes appropriate laboratory work and demonstrations to implement the fundamental principles and concepts learned in theory. Prerequisites: None required; however, students are encouraged to complete BISI 1124 General Biology for Majors prior to enrollment in this course. (Meets general education lab science requirement.) Offered spring semester only.

BISI 2024 ENTOMOLOGY

Basic structure, function, and classification of insects and closely-related animals. Coverage of insects in ecosystems and development of control programs that reduce reliance on chemical pesticides, including Integrated Pest Management. Lab will include identification and labeling of insects, and the procurement of an insect collection representing major orders. Prerequisites: BISI 1114 General Biology, BISI 1124 General Biology for Majors, or BISI 1414 General Zoology. Offered fall semester only.

BISI 2104 HUMAN ANATOMY

A single semester majors course with lab. A study of the microscopic and gross anatomy of the human body. Areas of emphasis will include cytology, histology, and organ systems. Includes appropriate laboratory work and demonstrations to implement the fundamental principles and concepts learned in theory, which includes dissection of non-human mammals. Prerequisite: BISI 1114 General Biology, BISI 1124 General Biology for Majors, or BISI 1414 General Zoology. (Meets general education lab science requirement.)

BISI 2124 MICROBIOLOGY

Introductory majors course with a 3-hour lab per week. A survey of the Archaea, Monera, and Protozoans, with emphasis on their morphology, physiology, immunology, and disease aspects. Includes appropriate laboratory to emphasize techniques of staining, culturing and identification of pathogenic and nonpathogenic organisms. Designed for students in the pre-professional, paraprofessional and health occupation areas. Prerequisites: BISI 1114 General Biology, BISI 1124 General Biology for Majors, or BISI 1414 General Zoology, and CHEM 1315 Chemistry I. *Students in a degree major

requiring this course but not CHEM 1315 must have instructor approval prior to enrolling in this course. (Meets general education Biological Science requirement.)

BISI 2204 HUMAN PHYSIOLOGY

A single semester majors course with lab. Study of the functions of the human body. Emphasis includes cytology, organ systems and the interrelationships of the systems. Includes appropriate laboratory work and demonstrations to implement the fundamental principles and concepts learned in theory. Prerequisite: BISI 1114 General Biology, BISI 1124 General Biology for Majors, or BISI 1414 General Zoology and CHEM 1315 Chemistry I. (Meets general education Biological Science requirement.)

BISI 2214 HUMAN ANATOMY AND PHYSIOLOGY

An introduction to the anatomical and physiological principles and concepts as related to the human body. A course designed for 2-year nursing students and students enrolled in cooperative Career Tech programs. Includes appropriate laboratory work and demonstrations to implement the fundamental principles and concepts learned in theory which includes dissection of nonhuman mammals. Prerequisites: BISI 1114 General Biology, BISI 1124 General Biology for Majors, or BISI 1414 General Zoology. (Meets general education lab science requirement.)

BISI 2403 INTRODUCTION TO WILDLIFE CONSERVATION

A survey course on the many aspects of wildlife conservation. Principles of conservation and management, ecology, mathematical modeling, law enforcement, endangered species preservation, genetic diversity conservation, predator management, and inter-governmental agencies relationships are emphasized. Required field trips. Prerequisite: BISI 1114 General Biology, BISI 1124 General Biology for Majors, BISI 1314 General Botany, or BISI 1414 General Zoology. Offered spring semester only.

BISI 2450 SUPERVISED STUDY IN BIOLOGY

Independent study course in the biological sciences for specific and advanced fields of study that utilize one or more components of the scientific method in conducting field or laboratory research: literature review, development of methodologies, data collection, data analysis, the writing of a report/scientific paper, and/or giving a presentation. Consent of instructor required. Credit 1 to 3 hours.

BISI 2460 INTERNSHIP IN BIOLOGY

BUSINESS MANAGEMENT

BMGT 2143 MARKETING

A survey course for students who have prior coursework and understanding in business, includes a survey of all aspects of maketing: consumer behavior issues, products, pricing, distribution, promotion, research, strategy, and trends. *Traditionally offered in the spring semester only.*

BMGT 2233 HUMAN RESOURCE MANAGEMENT

An introduction to the development, application, and evaluation of policies, procedures, and programs for the recruitment, selection, development, and utilization of human resources in an organization. Traditionally offered in the spring semester only.

BMGT 2240 BUSINESS INTERNSHIP

A course that consists of interrelated work between the student and business or industry in which students combine classroom theory with on-the-job training or observation. By instructor permission only.

BMGT 2263 PRINCIPLES OF MANAGEMENT

An introduction to the fundamental principles of management such as planning, organizing, leading, and controlling the basic processes of a firm. Traditionally offered in the fall semester only.

BUSINESS ADMINISTRATION

BSAD 1103 INTRODUCTION TO BUSINESS

An introduction to business, survey of basic functions, principles and practice of business in the nation and the world.

BSAD1113 DIGITAL AND FINANCIAL LITERACY

An introductory course covering the various problems of individual/ consumer financial management with emphasis on personal budgeting, consumer loans and installment loans, credit cards and charge accounts, personal insurance, savings accounts, investments, social security, housing options, commercial bank services, financial institutionservices, personal taxes, wills, estate planning, retirement planning, career planning, financial planning, and leasing arrangements. Various software apllications (word processing, spreadsheet development, presentation and money management tools) are utilized to emphasize the importance and connection of financial management to the current digital age.

BSAD 1203 INTRODUCTION TO ENTREPRENEURSHIP

An introduction to the opportunities and challenges facing entrepreneurs in a dynamic marketplace. Topics include the analysis of personal strengths and weaknesses as they relate to launching an entrepreneurial career, an overview of the study of entrepreneurship, the principles of recognizing and exploiting viable business ventures, and foundational concepts of planning, financing, starting and managing a new business through the creation of a business plan.

BSAD 1303 INTRODUCTION TO HOSPITALITY MANAGEMENT

Study of hotels, restaurants, tourism and the hospitality industry from a global perspective. Emphasizes the scope of the industry including an analysis of ethical issues and career opportunities, essential management fucntions of the hospitalitity enterprise including marketing, human resources, accounting, finance, and information technologies.

BSAD 2113 BUSINESS COMMUNICATIONS

A survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. Prerequisite: English Composition I (ENGL 1113) and typing ability.

BSAD 2313 BUSINESS LAW

Course presents a history of the development of business law. Topics covered include general law of contracts, negotiable instruments, insurance, employer and employee, principal and agent and ethical issues in business decision making.

CHEMISTRY

CHEM 1014 CONCEPTS IN CHEMISTRY

An introduction to the chemical nature and properties of inorganic compounds. Topics presented include a historical development of theoretical principles, atomic and molecular structures, inorganic nomenclature, states of matter, properties of gases and solutions, acids/bases and salts, chemical equilibrium, nuclear and chemical reactions and descriptive chemistry of selected elements. Laboratories are designed to reinforce theory principles. Prerequisite: Must have completed a college-level math (not zero-level) or be concurrently enrolled. (Meets general education lab science requirement.)

CHEM 1315 GENERAL CHEMISTRY I

Basic concepts of chemistry, including physical and chemical properties, formulas, equations, nomenclature, atomic structure, gases, thermochemistry, periodicity and bonding. Suitable for students in engineering, pre-medicine, physical sciences, and biological sciences. Laboratories are designed to reinforce theory principles. Prerequisite: Completion of or concurrent enrollment in MATH 1513 Algebra for STEM or MATH 1483 Math Functions for non-Physics students only. (Meets general education lab science requirement.)

CHEM 1414 GENERAL CHEMISTRY II

Continuation of General Chemistry I including solutions, solids and liquids, chemical kinetics, equilibria, acid-base concepts, solubility, oxidation-reduction and free energy concepts. Laboratories are designed to reinforce theory principles. Prerequisite: Chemistry I (CHEM 1315). (Meets general education lab science requirement.)

CHEM 1515 GENERAL CHEMISTRY I FOR ENGINEERS

Survey course engineers needing only one semester of chemistry, Thermodynamis, atomic structure, solid state, materials, equilibria, acids and bases, and electrochemistry. Prerequisites: Concurrent enrollment or completion of MATH 1513 Algebra for STEM or enrolled in a higher math course.

CHEM 2014 PROCESS ORGANIC CHEMISTRY

Terminal course in organic chemistry covering general principles, methods of preparation, reactions and uses of both acyclic and cyclic compounds. Recommended for Process Tech majors, agriculture majors, home economics majors, pre-pharmacy and pre-veterinary medicine. Laboratories are designed to reinforce theory principles. Prerequisite: CHEM 1014 Concepts in Chemistry or higher level chemistry course. (Meets general education lab science requirement.) Offered spring semester only.

CHILD DEVELOPMENT

CD 1023 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

This course covers the history and realities of the early childhood profession. Students will cover the legal and ethical responsibilities that early childhood professionals must follow. Students will be able to identify best practices for developmentally appropriate environments for children in a variety of settings. They will be able to evaluate goals and objectives for early childhood settings.

CD 1043 CHILDREN'S MUSIC, MOVEMENT, & ART

Emphasizes the acquisition of knowledge of and the ability to develop and implement learning experiences, using the concepts and tools of inquiry in music, movement and creative arts and perpetual motor development. Understanding and appreciating the role of the arts in the development of young children, providing them with meaningful experiences in the arts is also covered. Course combines class-room instruction, hands on activities and observations of young children in group care to develop competence in the design and implementation of curriculum and instructional strategies related to music, movement and creative arts.

CD 1053 CHILDREN'S HEALTH, SAFETY, & NUTRITION

Students will be able to identify and implement best practices for health, safety and nutrition in a variety of early childhood settings. Incorporating policies and procedures for early childhood settings along with national and state standards will be discussed.

CD 2013 BEHAVIOR, DEVELOPMENT AND GUIDANCE OF CHILDREN

This course will cover child development from birth to eight years of age emphasizing the causes of behavior in young children in a child care setting will be introduced. Strategies necessary in implementing positive child guidance techniques within an environment of acceptance and positive regard for all children and families will be explored. Students will be able to demonstrate an ability to communicate and work collaboratively with families.

CD 2023 CHILDREN WITH SPECIAL NEEDS

Emphasis on implementing practical strategies and inclusive practices. Provide understanding of conditions, which affect children's development and learning, including risk factors, developmental variations and developmental patterns of specific disabilities. Content covers how to create and modify environments and experiences to meet individual needs of children with disabilities, developmental delays and special abilities. Course also includes opportunities to evaluate and demonstrate appropriate use of technology with young children, including assistive technologies. Knowledge of state and federal legislation related to providing services for children with disabilities and their families is also emphasized. Course combines lecture, hands-on and observations.

CD 2033 CHILDREN'S LANGUAGE ARTS & LITERATURE

This course will explore language development for children birth to eight years, including the interrelationships among listening, speaking, pre-writing and pre-reading skills. The student will be able to observe and outline developmental milestones of language development and communication in children. Focus on the educators' and families' roles in

promoting emergent literacy in a developmentally appropriate setting. The student will review children's literature and be design effective techniques to enhance language development with emphasis on a multicultural approach.

CD 2043 CHILD & FAMILY IN SOCIETY

This course focuses on an understanding of how children develop within the context of the family and society. Students will demonstrate their knowledge of how diverse families, an early childhood setting and society can work together for the optimum development of children, with emphasis on American subcultures. Methods for communication, parent involvement within these settings will be discussed.

CD 2113 CHILD DEVELOPMENT IN THE HUMAN LIFESPAN

The study of development across the lifespan from conception to death. The principles of development, developmental theories, and the dynamics of development through a global multicultural approach within the context of the family, society, and culture.

CD 2143 PRESCHOOL PROGRAMMING

This course covers how to create, evaluate, and select developmentally appropriate materials, equipment and environments that support children's learning specific to children three years to six years. The course will focus on the design, implementation of curriculum with emphasis on developmentally, individually, culturally and creatively appropriate practices. Students will demonstrate the planning process and determine concepts and skills with assessment and evaluation based on preschoolers and their individual differences.

CD 2243 INFANT & TODDLER PROGRAMMING

This course covers how to create, evaluate, and select developmentally appropriate materials, equipment and environments that support children's learning specific to children's birth through 36 months. The course will focus on the design, implementation of curriculum with emphasis on developmentally, individually, culturally and creatively appropriate practices. Students will demonstrate the planning process and determine concepts and skills with assessment and evaluation based on infant and toddlers and their individual differences.

CD 2313 ADMINISTRATION & MANAGEMENT OF CHILD CARE PROGRAMS

This course is an overview of administration of an early childhood program. Setting goals and developing objectives for staff recruitment, personnel policies and supervision will be discussed. State and national standards, along with how to implement developmentally appropriate practice, will be addressed. Students will study recordkeeping along with development and implementation of a budget.

COMPUTER SCIENCE

CS 1013 VISUAL BASIC PROGRAMMING

An introduction to Visual Basic programming. This course includes graphical user interface design, event driven programming, tool box controls and properties, basic control structures and dynamic arrays. Traditionally offered in the Spring semester only.

CS 1113 COMPUTER CONCEPTS

An introduction to beginning level application software use, vocabulary, and introductory hardware and software concepts. Hands-on use of microcomputers will introduce computer operating systems; file management; internet; use of system tools; word processing, spreadsheet, database and presentation software.

CS 2123 BUSINESS TECHNOLOGIES AND APPLICATIONS

Computer concepts, terminology and software applications. An overview of hardware and software components, file structures, management information systems, futuristic trends, database management systems, system analysis and design and data communications. Also included is an introduction to database, spreadsheet and word processing software application packages and application programming. Prerequisite: CS 1113 Computer Concepts or BSAD 1113 Digital and Financial Literacy.

CS 2203 PYTHON PROGRAMMING

An overview of programming using the Python language that includes hardware, the operating environment and language interpreter, internal computer data representation, the Python logical and arithmetic operators and operator precedence, flow of control, user and file input/output, user-defined functions, arrays, classes and objects. *Traditionally offered in the fall semester only.*

CS 2303 JAVA PROGRAMMING

An overview of programming using the Java language plus practical object-oriented principles focusing on how to develop Java applications, including fundamental control structures, file, input/output, and a study of arrays. *Traditionally offered in the spring semesters only.*

CS 2313 PROGRAMMING WITH C++

An overview of programming using the language C+ + that includes fundamental control structures, files, input/output, and arrays.*Traditionally offered in the fall semesters only.*

CRIMINAL JUSTICE ADMINISTRATION

CRMJ 1113 INTRODUCTION TO CRIMINAL JUSTICE

This course is a survey of the American Criminal Justice System to include all components, police, courts and corrections. It defines each component's function. The course also examines one component's effect on the other components through historical development and modern concepts.

CRMJ 1223 CRIMINAL LAW-ADMINISTRATION OF JUSTICE

This course is the study of substantive criminal law through both general and specific elements of the major crimes of our society. Prerequisite: CRMJ 1113 Introduction to Criminal Justice

CRMJ 1333 CRIMINAL EVIDENCE

This course is the study of the basic rules of evidence applicable to criminal law and criminal procedure. The course also explains the exceptions to those rules and procedures.

CRMJ 1523 INTRODUCTION TO CORRECTIONS

This course analyzes the history of, theories of, and descriptions of the corrections system of justice. Contemporary correctional practices and functions of agencies and personnel will be presented and discussed to identify best practices.

CRMJ 2113 CRIMINAL INVESTIGATION

This course explains the techniques and skills of the investigation of crimes that affect our society. This process includes fact gathering, testing of hypotheses and the problem of proof.

CRMJ 2233 JUVENILE DELINQUENCY

This course studies the organization, functions and jurisdiction of juvenile agencies and juvenile court. It also includes the study of the special problems juveniles face in our society.

CRMJ 2450 SUPERVISED STUDY IN CRIMINAL JUSTICE

Credits in this course area are confined to student independent studies and practicum programs.

CRMJ 2460 INTERNSHIP IN CRIMINAL JUSTICE

This course offers an introduction to the opportunities and challenges of the criminal justice system. Career exploration experiences allow the student to investigate specific job requirements and work environments. Reports must be completed during the internships.

DEVELOPMENTAL STUDIES AND LEARNING ASSISTANCE

DEVS 1101 ACADEMIC SUCCESS STRATEGIES

This course is designed to assist students who have been suspended and readmitted under probation to determine the behaviors that led to their suspension and the behavioral changes necessary to succeed in college. It includes information on goal setting, time management, study skills, test taking, and the academic community.

DEVS 1102 CRITICAL THINKING
This course is designed to help students develop the cognitive skills needed to effectively identify, analyze and evaluate arguments and trusth claims as it relates to college studies with an emphasis on scientific research, theory and application. The course is also designed to teach, enhance and/or improve the students' methodology to prepare for more effective reasoning skills and improved cognitive skills to be used not only in college, but also in life.
DEVS 1112 WORLD OF WORK
Assists students in exploring career options through increased understanding of self and expanded knowledge of occupational information. Includes a study of the decision-making process and a look at the present and future changing world of work.

DIGITAL MEDIA, ANIMATION AND DESIGN
DMAD 1113 INTRODUCTION TO DIGITAL VIDEO – 2D ANIMATION
A study of time based animation, introduces the student to basic concepts and theories of compositing, sequencing, editing, rendering, and organization. Students will also learn how to communicate ideas and information through the use of these elements.DMAD majors only.
DMAD 1133 INTRODUCTION TO 3D ANIMATION
This course will introduce students to the basic concepts and possibilities of computer animation using the most popular industry standard 3D program, along with general animation concepts as modeling, texturing, animation and basic rendering. The goal of this class is to build familiarity with the tools, terminology, and ideas involved in the popular 3D world. DMAD majors only.
DMAD 1213 GRAPHIC DESIGN
This course trains students in an environment that balances visual art with design software. This class emphasizes the design of visual communications where students acquire concepts and problem-solving skills as they relate to the marketing of products through graphic and motion graphic design.
DMAD 1233 DIGITAL FILMMAKING
This course is an introduction to the art and techniques of digital cinema combined with multimedia technology. Students will be exposed to a variety of software that incorporates interactivity and digital video. Over the course of the semester, teams will work through the three phases of a digital film production: pre-production, production and post-production. Emphasis is placed on the short form video and the manipulation of footage to include graphic and 3D elements, composited imagery and other visual effects. DMAD majors only.
DMAD 2313 MOTION GRAPHICS I
By adding concepts of motion and timing to text and graphics, students will create dynamic graphics for broadcast video, titling, animation and interactive applications. Particular emphasis will be placed on the integration of motion messages with graphics, video and still images for the on-screen environment and spot advertisements. DMAD majors only.
DMAD 2323 3D ANIMATION II
This course builds on the concepts and skills introduced in Introduction to 3D Animation. Students will continue to develop practical knowledge of 3D animation and expand their skills using Maya for intermediate level polygon and NURBS modeling, texturing, animating and includes an introduction to rigging. DMAD majors only.
DMAD 2333 3D ANIMATION III
This course further develops the student's skills in different 3D applications. This course will emphasize more advanced studies on texturing, proportions, movement, focus points and light intensity to gather more experience to develop a time/space relationship of a 3D conceptual model. DMAD majors only.
DMAD 2343 TEXTURING
This course will focus on different texturing methods that include UV mapping and creating custom color, bump, specular, reflection and other texture maps for 3D models created by the students in previous projects assigned. DMAD majors

only.

DMAD 2353 DIGITAL VIDEO II – POST-PRODUCTION

This course explores short-form video and its relationship to new digital technology, focusing specifically on digital post-production. The projects for this course are theme-based and provide students with a conceptual root by which to develop an artistic timing skill necessary in the field of Digital Media. This course will employ various media types such as motion graphics, motion menus, animations, sound, and video. Students will complete the course by implementing their final rendered project and post it to their Vimeo Channel. DMAD majors only.

DMAD 2373 MOTION GRAPHICS II

This course extends the skills and concepts from Motion Graphics I by teaching advanced features such as expressions, compositing and visual effects. Students will also incorporate 3D elements from Maya into After Effects for their specified projects. DMAD majors only.

DMAD 2383 MULTIMEDIA PROJECT

This capstone project brings all of the separate multimedia elements together into a comprehensive multimedia package including web, video, sound, 2D and 3D animation. These projects will be structured to simulate real-world, commercial multimedia production. Major projects will include the student's personal biography for an interactive DVD and on-line portfolio. DMAD majors only.

DMAD 2393 EMERGING NEW MEDIA

This course develops practical applications in the creation of digitally mediated communication for entertainment using concepts and skills for creating real world production experience in designing content creation. A range of the newest cutting edge media will be used for this course. This allows the student to exercise forward-thinking, conceptualization, innovation, critical thinking, and visualization for specific projects. DMAD majors only.

EARTH SCIENCE

ESCI 1214 EARTH SCIENCE

Subject matter content is composed of general concepts taken from the science areas of geology, astronomy, meteorology, and oceanography. A combination lecture, demonstration, discussion, and laboratory experience. (Meets general education lab science requirement.)

ESCI 2450 SUPERVISED STUDY IN SCIENCE

Independent study course in the earth sciences for specific and advanced fields of study that utilize one or more components of the scientific method in conducting field or laboratory research: literature review, development of methodologies, data collection, data analysis, the writing of a report/scientific paper, and/or giving a presentation. Instructor permission required. Credit-- 1 to 3 hours.

ECONOMICS

ECON 2113 MACROECONOMIC PRINCIPLES

An introduction to the functioning of the aggregate economy. Topics include basic principles of demand and supply, national income accounting, business cycles, employment, inflation and price stabilization, fiscal policy, monetary policy, economic growth, and aspects of the international trade and finance. Prerequisite: MATH 1483 Math Functions or MATH 1513 Algebra for STEM or concurrent enrollment with instructor permission.

ECON 2123 MICROECONOMIC PRINCIPLES

An introduction to the specific components of economic systems with emphasis given to basic principles of demand and supply, elasticity, opportunity cost, utility analysis, production and cost, market structures, factor market, government regulations and international trade. Prerequisite: MATH 1483 Math Functions or MATH 1513 Algebra for STEM or concurrent enrollment with instructor permission.

ENGLISH

ENGL 0122 SUPPLEMENT TO COMPOSITION I

Designed to provide supplemental instruction for ENGL 1113 English Composition I. Extra practice in grammar, writing, focus, and audience analysis, in addition to topics covered in English Composition I. Students must be enrolled in ENGL1113 in the same semester as ENGL 0122. A student must have a 15-18 ACT score to enroll.

ENGL 0123 BASIC COMPOSITION

Designed to introduce or review sentence structure, punctuation and writing skills. Basic composition prepares students to master the skills necessary for writing effective college-level papers.

ENGL 1113 ENGLISH COMPOSITION I

This course includes the fundamentals of expository writing with emphasis on structure, development, sentence style and grammatical correctness.

ENGL 1213 ENGLISH COMPOSITION II

This course includes a review of the fundamentals of expository writing with emphasis on argumentation, research techniques and style, used in literary and personal writing. Prerequisite: ENGL 1113 English Composition I or equivalent.

ENGL 1223 TECHNICAL WRITING

This course emphasizes clarity, conciseness, correctness and accuracy that address technical and general audiences. Students will write letters, a proposal, a formal report and other documents that relate to technical topics in their major fields. Prerequisite: ENGL 1113 English Composition I or equivalent.

ENGL 1450 LANGUAGE ARTS SEMINAR

This course includes various fields of English studies, including literary travels, book discussions, poetry readings and seminars. This course is open to change according to the various needs of students and the discretion of Language Arts instructors. Credit hours earned will depend on the specific topic and study involved.

ENGL 2233 ENGLISH GRAMMAR FOR EDUCATORS

This course will review usage and mechanical guidelines through study of diagrams and in-class drills suitable for K-12 instruction.

ENGL 2413 INTRODUCTION TO CREATIVE WRITING

This course includes the study and practice of creative writing as it pertains to poetry, fiction, and creative nonfiction, both from a critical and personal perspective. (Meets humanities requirement)

ENGL 2423 INTRODUCTION TO FICTION WRITING

A practical study of the techniques of fictional narrative, with particular emphasis on the development of narrative voice. Students will learn to identify specific rhetorical devices professional writers employ and apply those techniques to their own original works of fiction. Prerequisites: ENGL 1113, Composition I, and ENGL 2413, Introduction to Creative Writing, or permission of the instructor.

ENGL 2433 INTRODUCTION TO POETRY WRITING

A thorough overview of the basics of writing both traditional and experimental verse. Students will study genres, forms, sonic devices, and rhetorical strategies, with an emphasis on developing a unique voice through workshops and guided study of models both old and new. Prerequisites: ENGL 1113, Composition I, and ENGL 2413, Introduction to Creative Writing, or permission of the instructor.

ENGL 2450 SUPERVISED STUDY IN LANGUAGE ARTS

This course involves a one-on-one discussion and study with a language arts instructor to meet a student's specific language arts need.

ENGL 2453 INTRODUCTION TO NONFICTION WRITING

A practical study of the techniques of contemporary nonfiction, with particular emphasis on the development of individual voice. Students will learn to identify specific rhetorical devices professional writers employ, and apply those techniques to their own original works of nonfiction. Prerequisites: ENGL 1113, Composition I, and ENGL 2413, Introduction to Creative

Writing, or permission of the instructor.

PRE-ENGINEERING

ENGR 2111 ENGINEERING MECHANICS I

Laboratory experience, which serves to combine the elements of theory and practice using open-ended problems and engineering design. Problem solving methods used in the study of Statics, and the application of computers for technical calculations, problem solving, data acquisition and processing. Prerequisite: Concurrent enrollment in ENGR 2113 Statics.

ENGR 2113 STATICS

Topics include: resultants of force systems, static equilibrium of rigid bodies, statics of structures, distributed forces, centroids, internal forces, friction and moment of inertia. Shear and moment diagrams. Prerequisites: MATH 2144 Calculus I and I PHYS 2014 Engineering Physics I or PHYS 1114 General Physics I. Concurrent enrollment in ENGR 2111 is required. Offered spring semester only.

ENGR 2121 ENGINEERING MECHANICS II

Laboratory experience, which serves to combine the elements of theory and practice using open-ended problems and engineering design. Problem solving methods used in the study of Dynamics, and the application of computers for technical calculations, problem solving, data acquisition and processing. Prerequisite: Concurrent enrollment in ENGR 2123 Dynamics.

ENGR 2123 DYNAMICS

Analyzing the kinematics and kinetics of particles, systems of particles and rigid bodies from a Newtonian viewpoint utilizing vector algebra and calculus. Also analyzing situations using the work-energy and impulse-momentum principles. Prerequisite: ENGR 2113 STATICS.

ENGR 2433 THERMODYNAMICS

The solving or problems related to the study of the first and second laws of thermodynamics, ideal gases: mixture of ideal gases; and heat pump, vapor and gas-powered systems and refrigeration cycles. Use of algebra and calculus to solve equations of state. Prerequisites: CHEM 1315, General Chemistry I, and PHYS 2014, Engineering Physics I. Enrollment in a one credit hour lab is also required. Offered fall semester only.

ENGR 2533 ELECTRICAL SYSTEMS

Topics include electrical circuit components: AC and DC circuit analysis; mesh and nodal formulation of network equations; transient and steady state response to sinusoidal and step sources; Ohm's and Kirchhoff's Laws; Thevenin and Norton circuits; source transformations; energy, power, Laplace Transform and matrix representations.

GEOGRAPHY

GEOG 2243 FUNDAMENTALS OF GEOGRAPHY

This introductory course addresses five fundamental themes in geography: location, place, relationships within place, migration and regions. Because geography knowledge is important to an understanding of important national and international problems addressed in the daily news, current events will be included in this class.

GEOG 2253 WORLD REGIONAL GEOGRAPHY

A regional study of the world with emphasis on socioeconomic, cultural and environmental conditions found within each region. Additional topics will cover landscape-culture, political and historical events necessary to better understand each region. Maps and vocabulary are an essential part of this class.

GEOLOGY

GEOL 1114 PHYSICAL GEOLOGY

The study of the physical systems of earth including mountain building, plate tectonics, volcanism, earthquakes, seafloor

spreading, erosion and deposition. Laboratory emphasis is on the study of rocks, minerals, geological and topographical map reading and the usage of standard geological equipment. (Meets general education lab science requirement.)

GLOBAL STUDIES

GLBL 2001: INTRODUCTION TO STUDY ABROAD

This course is designed to address issues of travel and study abroad to enable students to get the most out of their international experience. Students will gain insight on various travel and study abroad resources that are available, current issues related to student travel, and will research specific information on the country or region relevant to their travels. Prerequisite: instructor permission and enrollment in a NOC study abroad program. (typically offered in an 8-week format)

GLBL 2113: GLOBAL STUDIES IN HUMANITIES

A faculty-supervised studies course involving a student researching a particular country or region's cultural fields such as literature, music, arts, anthropology, religion, and/or historical and philosophical ideals. Prerequisite: instructor permission (Meets requirement for humanities elective and International dimension)

GLBL 2123: GLOBAL CULTURE AND SOCIETY

A faculty-supervised studies course involving a student researching a specific cultural field in a particular country or region. Students may examine cultural fields such as literature, music, visual and performing arts, anthropology, religion, language, history, and philosophy. Prerequisite: instructor permission (Meets requirement for humanities elective and International Dimension)

GLBL 2133 INTRODUCTION TO INTERNATIONAL BUSINESS CULTURES

An introduction to the issues related to cross-cultural business practices. Students will examine all or several of the following areas of a specific country or region: intercultural communications and behavior, globalization, global business environments, historic or ideological impacts on business, and the influence of culture in the arena of global business. (Study abroad course requires instructor permission. Meets requirement for humanities elective and International dimension)

GLBL 2143: INTRODUCTION TO GLOBAL POLITICAL ISSUES

A faculty-supervised studies course that will focus on various contemporary global political issues and their historical roots. Students will also examine key international organizations, institutions, and other actors as they relate to global political issues related to a specific country or region. Prerequisite: instructor permission (Meets requirement for International dimension).

HEALTH AND PHYSICAL EDUCATION- ACTIVITY

HPEA 1221 WEIGHT TRAINING

Instruction and participation in the use of free weights and various weight machines for the purpose of developing muscular strength and endurance.

HPEA 1511 CHEERLEADING

Credit given for a full semester of participation in cheerleading and/or pompoms.

HEALTH AND PHYSICAL EDUCATION THEORY

HPET 1113 NUTRITION

Course designed to introduce students to the basics of good nutrition. Emphasis will be placed on the five food groups, the six nutrients and food related disorders. Students will learn how to eat a healthy diet based on their personal needs.

HPET 1132 SPORTS OFFICIATING

Game administration and fundamental principles, rules, mechanics and techniques of officiating fall semester sports: football, volleyball and basketball. Laboratory work in the intramural program will be required.

HPET 1142 SPORT OFFICIATING II
Game administration and fundamental principles, rules, mechanics and techniques of officiating spring semester sports: basketball, baseball and softball. Laboratory work in the intramural program will be required.

HPET 1223 HEALTH EDUCATION AND WELLNESS
A course directed toward the acquisition of knowledge and appreciation concerning health for effective living.

HPET 1232 PERSONAL TRAINING PRACTICUM I
Students will observe and discuss personal training techniques used in various workout settings to enhance performance. Twenty five hours of observation required. Offered fall semester only.

HPET 1233 INTRO TO PERSONAL TRAINING I
This course is designed to introduce the field of personal training. It will introduce coursework relevant to personal training, such as screening and evaluating clients for safe participation, exercise prescription and other personal training topics. Offered fall semester only.

HPET 1242 PERSONAL TRAINING PRACTICUM II
Students will apply personal training techniques with various active populations of society. They will continue to discuss personal training techniques used in various workout realms. Seventy five hours of observation required. Offered spring semester only.

HPET 1243 INTRO TO PERSONAL TRAINING II
This course is designed to bridge the gap between clinical exercise science-related coursework and the practical application skills of personal training. A Certified Personal Trainer (CPT) credential* is available through the National Council on Strength and Fitness (NCSF) upon completion of the course. Offered spring semester only. *Upon successful passing of the National Council on Strength and Fitness Certified Personal Trainer (CPT) Exam, students will have earned the title of NCSF-CPT. Sitting for the exam is optional.

HPET 1950 PHYSICAL EDUCATION FIELD EXPERIENCE
HPE&R majors will be required one semester of work assignments within the department and under the supervision of a faculty member. They will help in setting up and running athletic contests, assisting in swimming pool and fitness center operations and work in various classes.

HPET 1952 INTRODUCTION TO HPE&R
A study of the field of physical education/health concerning its foundational principles, aims, objectives, contributions, future, directions, problems, vocational opportunities and career possibilities. Offered fall semester only.

HPET 2052 INTRODUCTION TO COACHING
A course designed to give students an early exposure to the coaching field; a study of the different theories, philosophies and problems encountered in coaching. Offered spring semester only.

HPET 2212 FIRST AID
This course provides knowledge and practical experience in the emergency care of injuries and sudden illness, including cardiopulmonary resuscitation. CPR certification is available to the student through the course.

HPET 2382 ATHLETIC TRAINING PRACTICUM I
Students will observe injury evaluation, the use of therapeutic modalities, prophylactic taping and rehabilitation techniques used by Athletic Trainers to enhance performance. Offered fall semester only.

HPET 2450 SUPERVISED STUDY IN HPE&R
Independent Study, only for HPE&R majors.

HPET 2482 ATHLETIC TRAINING PRACTICUM II
Students will apply therapeutic modalities, prophylactic taping, and rehabilitation techniques to athletes. Furthermore, they will continue observing the evaluation of athletic injuries. Offered spring semester only.

HPET 2633 CARE & PREVENTION OF ATHLETIC INJURIES
A general introduction to different forms of therapy in treatment of athletic injuries—care, treatment and prevention.

Health and Physical Education- Varsity Sports

HPEV 2211 WOMEN'S VARSITY BASKETBALL

Credit for a full semester participation in varsity basketball.

HPEV 2231 WOMEN'S VARSITY VOLLEYBALL

Credit for a full semester participation in varsity volleyball.

HPEV 2241 MEN'S VARSITY BASKETBALL

Credit for a full semester participation in varsity basketball.

HPEV 2251 MEN'S VARSITY BASEBALL

Credit for a full semester participation in varsity baseball.

HPEV 2261 WOMEN'S VARSITY SOFTBALL

Credit for a full semester participation in varsity softball.

HPEV 2271 WOMEN'S VARSITY SOCCER

Credit for a full semester participation in varsity soccer.

HPEV 2291 MEN'S VARSITY SOCCER

Credit for a full semester participation in varsity soccer.

HEALTH STUDIES

HLST 1113 MEDICAL TERMINOLOGY

This course will introduce students to Latin and Greek base terminology used in the fields of medicine and health care. Students will learn a word-building system with specific emphasis on root words, prefixes, suffixes and abbreviations used in defining, spelling and pronouncing medical terms. This course is intended for students whose degree is in the medical field. It is recommended that students take this class prior to Anatomy or Physiology.

HISTORY

HIST 1113 HISTORY OF ANCIENT WORLD CIVILIZATION

The course focuses on the history of the ancient civilizations of the world. Included is an overview of the historical development of politics, religion and society in civilizations that existed prior to 1500. The course provides a frame of reference with which to comprehend the principal events and eras in World history. (Meets requirement for humanities elective and designation for International dimension.)

HIST 1223 HISTORY OF MODERN WORLD CIVILIZATION

The course focuses on the history of the modern civilizations of the world. Included is an overview of the historical development of politics, religion and society in the civilizations that have existed since 1500. The course provides a frame of reference with which to comprehend the principal events and eras in World history. (Meets requirement for humanities elective and designation for International dimension.)

HIST 1483 AMERICAN HISTORY TO 1877

An introductory survey spanning discovery of the new world, colonization, national development and concluding with the Reconstruction era.

HIST 1493 AMERICAN HISTORY SINCE 1877

A general survey of the key individuals and many social, economic and political developments that have influenced and molded the nation from the end of the Reconstruction era to the present.

HIST 1713 HISTORY OF EASTERN CIVILIZATION

This course covers the history of the major regions of eastern civilizations including East Asia, South Asia, West Asia, and Africa. From pre-history to approximately 1700 A.D. the origins, development and evolution of these civilizations will be discussed. (Meets requirement for humanities elective and designation for International dimension.)

HIST 2213 HISTORY OF NATIVE AMERICAN CIVILIZATION
The course is a study of the historical development of Native American civilization with emphasis upon the art, music, literature, religion, law, and way of life of the Native American society. [Formerly ANTH 2363 Native American Culture] (Meets requirement for humanities elective)

HIST 2323 OKLAHOMA HISTORY
A regional historical approach dealing with Oklahoma from the earliest time of European exploration to the present. Topics include the establishment of Indian Territory, allotments and homesteads, biographical studies, contemporary politics and an introduction to historical literature.

HIST 2450 SUPERVISED STUDY IN HISTORY
Independent study.

HUMANITIES

HUMN 1133 WORLD RELIGIONS
This course covers a study of the major religions of the world such as Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam with a view to under-stand the general beliefs and history of each religion. Prerequisite: ENGL 1113 English Composition I or equivalent. (Meets requirement for humanities elective and designation for International dimension.)

HUMN 2103: Introduction to American Studies (currently offered at OSU as AMST 2103)
Interdisciplinary study of American civilization through case studies of American cultural groups and perceptions in order to understand the multiple roles of culture in American life. It will also investigate concepts of American cultural diffusion including: Americanization, McDonaldization, sports, entertainment, and politics. (Meets requirement for OSU Diversity dimension)

HUMN 2113 HUMANITIES-ANCIENT ARTS AND CULTURE
This course involves the study of literature, the graphic arts and music in relation to the historical and philosophical settings of ancient and medieval periods from a global perspective. Prerequisite: ENGL 1113 English Composition I or equivalent. (Meets requirement for humanities elective and designation for International dimension.)

HUMN 2223 HUMANITIES-MODERN ARTS AND CULTURE
This course involves the study of literature, the graphic arts and music in relation to the historical and philosophical settings. Covers the period from the end of the European Middle Ages to the present from a global perspective. Prerequisite: ENGL 1113 English Composition I or equivalent. (Meets requirement for humanities elective and designation for International dimension.)

HUMN 2450 SUPERVISED STUDY IN HUMANITIES
This course involves a one-on-one discussion and study with a humanities instructor to meet a student's specific humanities need.

HUMN 2550 HUMANITIES STUDIES ABROAD
(Meets requirement for humanities elective and designation for International dimension)

JOURNALISM

JOUR 1013 INTRODUCTION TO MASS COMMUNICATIONS
This is a survey course emphasizing communication theory, mass media history and ethics, and the operation and structure of the American communication system.

JOUR 1113 WRITING FOR MASS MEDIA
The course will cover the basic skills and terminology associated with the broadcast journalism profession. The student will learn to gather, record, edit and broadcast information for a produced newscast. An emphasis will be placed on the difference between print and broadcast journalistic style.

JOUR 1123 NEWS REPORTING & WRITING
Fundamentals of news reporting skills with emphasis on developing a broad range of skills in writing in specialized areas including interviewing techniques, beat reporting, court reporting, alternatives to the inverted pyramid, sports reporting, investigative writing, editorial writing, newspaper ethics and media law. Prerequisite: Writing for Mass Media (JOUR 1113).

JOUR 1133 BEGINNING PHOTOGRAPHY
Basic photographic techniques and digital applications. A study of the fundamentals of photography for the beginning student or hobbyist interested in gaining a familiarization of basic concepts. The class will study the controls found on adjustable cameras, basic photographic techniques, composition, available light and flash photography, black & white and color images, and basic digital photography workflow.

JOUR 2013 PRINCIPLES OF ADVERTISING
Survey of advertising industry, media functions, careers in advertising, social and economic aspects, budgets, appropriations, rate structures, terminology, basic elements and purposes of advertising.

JOUR 2023 PHOTOJOURNALISM
The application of photography for journalistic coverage of feature, news, and public relations needs. Students will examine various styles, digital imaging, and ethics.

JOUR 2033 PRINCIPLES OF PUBLIC RELATIONS
This introductory course provides a general overview of the theories and practices of public relations, including its historical development as a discipline, its international nature, and its current role in law, ethics, and globalized communication for both organizations and society.

JOUR 2223 BROADCAST JOURNALISM
Basic skills and terminology of broadcast journalism. Gathering, recording, editing and casting of news material for on-air use are explored. Special emphasis on differences between print and broadcast journalistic style.

JOUR 2240 MULTIMEDIA PRACTICUM
Fundamentals of layout and design as used in a magazine and newspaper approaches are applied to the student newspaper and yearbook in the desktop publishing environment with practical skills in writing, advertising, photography and editing.

JOUR 2283 INDUSTRY ISSUES
This is a seminar course dealing with current topics affecting the field of photography and digital imaging. Students will be expected to identify the specific area of photography in which each wants to work. Students will make short and long range goals, prepare a resume, make industry contacts, perform job searches, study interview skills and study the basics of running a photography business. Students will finalize their student portfolio. They will attend relevant industry conferences and visit current working photographers and industry related businesses. Prerequisite: Students should be in the final semester of the Photography and Digital Imaging major.

JOUR 2450 SUPERVISED STUDY IN JOURNALISM
This class is an independent study agreement between the instructor and student. The requirements will be developed and supervised by the instructor.

JOUR 2460 INTERNSHIP IN JOURNALISM
This is an internship agreement between the student, instructor and media supervisor to allow the individual student to gain practical experience in the daily operations of the participating media facility.

FOREIGN LANGUAGES

LANG 1125 ELEMENTARY SPANISH I
Pronunciation, elements of grammar, easy readings, conversation and composition. Courses (LANG 1114 and 1224) are not for students having had two years of Spanish in high school.

LANG 1213 AMERICAN SIGN LANGUAGE

This course is an introduction to American Sign Language (ASL) and the deaf culture. It addresses signs and elements of grammar associated with ASL building the receptive and expressive skills necessary to communicate basic vocabulary and simple phrases used in everyday life. Prerequisites: There are no prerequisites.

LANG 1235 ELEMENTARY SPANISH II

Listening and responding skills are emphasized along with grammar, geography and culture. Prerequisite: 4 or 5 hours Spanish. Offered on sufficient demand.

LEADERSHIP

LEAD 1331 LESSONS IN LEADERSHIP

An introduction to leadership to promote the growth and development of student leaders through implementation of campus pride projects and leadership team service projects.

LEAD 2313 INCLUSION LEADERSHIP

A year-long leadership and mentoring program for college sophomores and high school seniors focusing on inclusion and diversity in a global society utilizing technology.

LITERATURE

LIT 2113 SURVEY OF WORLD LITERATURE BEFORE 1650

Reading, writing, and discussion of selected major writers from ancient and classical times to the beginnings of the European Enlightenment. Prerequisites: English Composition I (ENGL 1113) or equivalent. (Meets requirement for humanities elective and designation for International dimension)

LIT 2223 SURVEY OF WORLD LITERATURE SINCE 1650

Reading, writing, and discussion of selected major writers from the European Enlightenment to the present. Prerequisites: English Composition I (ENGL 1113) or equivalent. (Meets requirement for humanities elective and designation for International dimension.)

LIT 2413 INTRODUCTION TO LITERATURE

A critical introduction to the major genres of English, American, and world literature—fiction, poetry, and drama. (Meets requirement for humanities elective.)

LIT 2543 SURVEY OF BRITISH LITERATURE TO 1800

Reading, writing, and discussion of selected works of major British and Irish authors from the beginning to the Romantic Period. Prerequisite: English Composition I (ENGL 1113). (Meets requirement for humanities elective.) Offered spring semester only.LIT 2653 Survey of British Literature from 1800 to the present

Reading, writing, and discussion of selected works of major British and Irish authors from the Romantic Period to the present. Prerequisite: English Composition I (ENGL 1113). (Meets requirement for humanities elective.) Offered fall semester only.

LIT 2773 SURVEY OF AMERICAN LITERATURE TO 1877

Reading, writing, and discussion of selected major writers from Bradford to Whitman. Prerequisite: English Composition I (ENGL 1113). (Meets requirement for humanities elective.) Offered fall semester only.

LIT 2883 SURVEY OF AMERICAN LITERATURE FROM 1877 TO THE PRESENT

Reading, writing and discussion of selected major writers from Whitman to the contemporaries. Prerequisite: English Composition I (ENGL 1113). (Meets requirement for humanities elective.) Offered spring semester only.

MATHEMATICS

MATH 0021 SUPPLEMENT TO MATH APPLICATIONS

This course is intended for supplemental instruction for Math Applications The topics covered may include solving equations, using formulas, graphing, percents, exponents, geometry, as well as other topics of concern that may arise.

Students must be enrolled in a Math Applications class. PREREQUISITES: ACT 0-18 or appropriate test scores.

MATH 0031 SUPPLEMENT TO MATH FUNCTIONS

This course is intended for supplemental instruction for Math Functions. The topics covered may include solving equations, using formulas, graphing, using the graphing calculator, rates of change and interpreting solutions. Students must be enrolled in a Math Functions class. Prerequisites: ACT 0-18 or appropriate test scores.

MATH 0122 SUPPLEMENT TO ALGEBRA FOR STEM

Designed to provide supplemental instruction for topics covered in Algebra for STEM. Extra practice on factoring, solving quadratics, graphing, working with radical and rational expressions, in addition to other topics from Algebra for STEM that may require attention. Students must be enrolled in an Algebra for STEM class. Prerequisite: ACT 17-18 or appropriate test scores.

MATH 0123 PRE-STEM ALGEBRA

Designed to provide in-depth applications of algebra necessary to complete college-level mathematics. Includes topics such as factoring, rational expressions, simplifying radical expressions, quadratic equations and graphing linear equations in two variables. This course meets the deficiency requirements for students who do not meet entrance requirements by either high school course work or equivalent placement scores. Prerequisite: ACT 0-16 or appropriate test scores.

MATH 0132 STATISTICS SUPPLEMENT

This course is intended for supplemental instruction for Statistics. The topics may include solving equations, using formulas, inequalities, graphing, probabilities, confidence intervals, hypothesis testing and regression. Prerequisite: ACT 0-18 or appropriate placement scores.

MATH 1104 TECHNICAL MATH-ALGEBRA/TRIGONOMETRY

A course designed for those students entering the electronics field. Students will study algebraic fractions, fractional equations, graphs, simultaneous equations, determinants, exponents and radicals, quadratic equations, network amplification, angles, phasor algebra and logarithms. In addition, this course involves the study of right angles, trigonometric functions, trigonometric tables, trigonometric identities and equations and applied trigonometry to electronic problem solving.

MATH 1133 TECHNICAL MATH

A course designed for students entering technical fields. Topics to be included are fundamental concepts of basic mathematics, the metric system and conversions, algebra equations and formulas, graphing, exponents and logarithms, geometry and trigonometry, and statistics. Prerequisite: “C” or better in MATH 0123 Concepts of Algebra or appropriate placement score. Offered fall semester only.

MATH 1233 PROBABILITY AND STATISTICS

This course is an introduction to statics, probability and data interpretation for non-mathematics majors. Topics include the following: Organizing data, measures of central tendency, variation, and position, the normal distribution, counting techniques, basic probability, data interpretation, and real work application. This course was specifically designed for Pre-Education majors and will satisfy one of the math requirements for pre-education majors (elementary education, special education, early childhood education). This is not a replacement for Elementary Statistics. Prerequisite: “C” or better in MATH 1483 Math Functions, MATH 1493 Math Applications, or MATH 1513 Algebra for STEM.

MATH 1483 MATH FUNCTIONS

This course is designed to analyze functions using equations, graphs, and tables from the viewpoint of rates of change. It explores linear, exponential, logarithmic, and other functions with applications to the natural sciences, agriculture, business, and the social sciences. Not appropriate for students in math, science, or engineering majors. Prerequisite: Appropriate test scores.

MATH 1493 MATHEMATICAL APPLICATIONS

A college level math course that fulfills the general education requirement. This course is intended for students who are not destined for an engineering-oriented, science-oriented or business-oriented calculus course. The topics covered will

include but not be limited to statistical topics, application of loans, application of percent, compound and simple interest, APR, geometric topics, and credit card fee methods. Application to natural sciences, business, economics, and social sciences will be explored. This is a terminal mathematics course and will not be used as a prerequisite to any other mathematics course, but will fulfill the general education math requirement. Prerequisite: Appropriate test scores.

MATH 1513 ALGEBRA FOR STEM

This course includes advanced topics in solving and graphing equations and inequalities, quadratics, polynomial and rational functions, theory of equations, systems of equations, matrices and determinants, logarithmic and exponential functions. Applications of these topics will include, but are not limited to, exponential growth and decay, compound and continuous interest, variation, work and rate problems. Prerequisite: "C" or better in MATH 0123 Pre-STEM Algebra or equivalent placement scores.

MATH 1613 PLANE TRIGONOMETRY

This course includes topics in trigonometric identities, functions, graphs of trig functions, solutions of trigonometric equations, applications with right triangles, laws of sines and cosines, vectors and application of vectors, polar coordinates, graphs, application to sciences and allied subjects. The content emphasis is pre-calculus. Prerequisite: "C" or better in MATH 1513 Algebra for STEM or concurrent with MATH 1513.

MATH 1715 ALGEBRA FOR STEM & TRIGONOMETRY

This course includes advanced topics in solving and graphing equations and inequalities, quadratics, polynomial and rational functions, theory of equations, geometric sequences and summations; trigonometric equations, applications with right triangles, laws of sines and cosines, vectors, polar coordinates, and graphics. Applications of these topics will include, but are not limited to, exponential growth and decay, compound and continuous interest, variation, work and rate problems, vectors, various sciences and allied subjects. Prerequisite: "C" or better in MATH 0123 Pre-STEM Algebra or equivalent placement scores.

MATH 2023 ELEMENTARY STATISTICS

This course includes the following topics: descriptive measures, probability, sampling distributions, estimation and hypotheses testing, regression and correlation, This course is appropriate for business, economics, natural science, health science, social science and education majors. Prerequisite: Appropriate test scores. Course will transfer to OSU as STAT 2013 or 2023.

MATH 2103 ELEMENTARY CALCULUS

An introduction to differential and integral calculus, with applications appropriate for students of Business, Economics, Accounting, Natural Sciences and Social Science. Prerequisite: MATH 1483 Math Functions or MATH 1513 Algebra for STEM.

MATH 2144 CALCULUS I

The first of a three semester sequence in integrated analytics and calculus. The course includes the following topics: Introductory Analytic Geometry, lines, slopes, circles, functions, limits, indeterminate forms, differentiation of algebraic, trigonometric and other transcendental functions, applications of differentiation, basic integration techniques and applications. Prerequisite: "C" or better in MATH 1513 Algebra for STEM and MATH 1613 or MATH 1715. *Offered spring semester only.*

MATH 2154 CALCULUS II

The second of a three-semester sequence in integrated analytics and calculus. The course includes the following topics: advanced techniques of integration of tanscendental functions and thier inverses; infinite sequences and series, including Taylor series and Power series; sketching graphs and applying calculus techniques to conic sections, polar coordinates, and parametric equations; vectors and the geometry of space. Prerequisite: "C" or better in MATH 2144 Calculus I within the past two years. *Offered fall semester only.*

MATH 2164 CALCULUS III

The third of a three-semester sequence in integrated analytics and calculus. The course includes the following topics:

vector- valued functions, functions of several variables, multiple integration, and vector analysis consisting of vector and conservative vector fields, line integrals, Green's Theorem. Prerequisite: C or better in MATH 2154 Calculus II within the past two years. *Offered spring semester only.*

MATH 2233 ELEMENTARY MATH STRUCTURES

This course is a study of the fundamental structures of mathematics for non-mathematics majors. Topics include the following: critical thinking, problem solving, sets and set theory, number theory, real number operations, basic algebra skill and graphing. This course was specifically designed for Pre-Education and FSCD majors and will satisfy the college level math requirement for pre-education majors (elementary education, special education, early childhood education). FSCD majors can use this course as an approved elective. Prerequisite: "C" or better in MATH 1483, 1493, or 1513.

MATH 2243 GEOMETRIC STRUCTURES

This course is a study of the fundamental structures of geometry for non-mathematics majors. Topics include the following: line and angle relationships, triangles, quadrilaterals, circles, area, volume, and introduction to trigonometry. This course was specifically designed for Pre-Education and will satisfy the college-level math requirement for pre-education majors (elementary education, special education, early childhood education). Prerequisite: "C" or better in MATH 1483, 1493, or 1513.

MATH 2373 TECHNICAL MATH-APPLIED CALCULUS

Application is to the field of electronics. This course is a study of functions, average rate of changes, exact rates, limits, derivatives, applied derivatives, differentials, higher derivatives, integrals, applied integrals, logarithmic and exponential functions, Maclaurin's series, Taylor series, Fourier series and Laplace transforms.

MATH 2613 DIFFERENTIAL EQUATIONS

Basic definitions and techniques of solving differential equations, techniques for solving first and higher order differential equations and their applications, operator methods, Laplace transforms, solution of systems of differential equations. Offered spring semester only. Prerequisite: "C" or better in MATH 2154 Calculus II. Offered spring semester only.

MUSIC

MUSC 1003 FUNDAMENTALS OF MUSIC

The study of musical notation and terminology along with the major and minor modes and intervals. This course is not designed for the advanced student nor the student with the ability to enter the Music Theory course sequence.

MUSC 1110 RECITAL ATTENDANCE

Noncredit activity, required for Music majors.

MUSC 1113 MUSIC APPRECIATION

A survey of music with emphasis on analysis and perceptive listening from the Baroque through the twentieth century of International musical styles. (Meets requirement for humanities elective and designation for International dimension.)

MUSC 1131 EAR TRAINING & SIGHT SINGING I

The study of basic aural skills in sight singing through the use of Solfege.

MUSC 1133 MUSIC THEORY I

The study of the basic rudiments of tonal music, covering major and minor scales, key signatures, intervals, triads and correlated with keyboard skills. Taken concurrently with MUSC 1131 Ear Training & Sight Singing.

MUSC 1141 EAR TRAINING & SIGHT SINGING II

A continuation of MUSC 1131 with the addition of basic melodic dictation and chord identification. Prerequisite: MUSC 1131 Ear Training & Sight Singing I.

MUSC 1143 MUSIC THEORY II

The continuation of MUSC 1133 with the addition of diatonic harmony through part writing and analysis. Prerequisite: MUSC 1133.

MUSC 1000 PRIVATE INSTRUCTION (FOR FRESHMEN AND SOPHOMORES)

Credit will vary from 1-4 hours. Private brass, organ, piano, voice, strings, woodwinds, and percussion.
Applied Instrument Class

MUSC 1211 APPLIED INSTRUMENT- LOW BRASS CLASS

MUSC 1221 APPLIED INSTRUMENT- HIGH BRASS CLASS

MUSC 1311 APPLIED INSTRUMENT- WOODWIND CLASS

MUSC 1411 APPLIED INSTRUMENT- PERCUSSION CLASS

MUSC 1511 APPLIED INSTRUMENT- STRINGS CLASS

MUSC 1521 APPLIED INSTRUMENT- GUITAR CLASS

MUSC 1513 MUSIC LITERATURE

The study of the music literature, style and performance practices of the Baroque through the twentieth century period. Prerequisite: MUSC 1113 Music Appreciation or MUSC 1133 Music Theory I and MUSC 1143 Music Theory II.
(Meets requirement for humanities elective)

Applied Voice- Class

MUSC 1611 APPLIED VOICE CLASS

Voice class for non-music majors and instrumental music majors seeking voice lessons. Basic voice pedagogy is applied in this class.

MUSC 1623 MUSIC BUSINESS I

A series of lectures designed to acquaint students with various aspects of business opportunities as related to the entertainment industry. Such lectures include, but are not limited to, music publishing and recording, resume writing and artist management.

MUSC 1633 MUSIC BUSINESS II

A continuation of Music Business I. Prerequisite: MUSC 1623 Music Business I.

Applied Piano- Class

MUSC 1711 APPLIED PIANO CLASS I

The study of the basic skills of piano technique. Students take this course in conjunction with MUSC 1133 and MUSC 1131.

MUSC 1721 APPLIED PIANO CLASS II

A continuation of MUSC 1711 with the addition of major scales and literature study. Prerequisite: MUSC 1711.

MUSC 1731 APPLIED PIANO CLASS III

A continuation of MUSC 1721 with the addition of minor scales and minor harmonization. Intermediate level piano literature. Prerequisites: MUSC 1711, 1721.

MUSC 1741 APPLIED PIANO CLASS IV

A continuation of MUSC 1731 with the addition of further development of the foundations for the proficiency skills required of all music majors. Prerequisites: MUSC 1711, 1721, 1731.

MUSC 1991 MUSIC THEATRE SEMINAR

An in-depth overview of performance practices centering on songs and scenes from the Music Theatre genre, as well as monologues from plays and musicals. For non-majors.

MUSC 2040 MUSIC THEATRE ACTIVITY

Individual involvement in Music Theatre productions. May be repeated (4 credit hours maximum). Prerequisite: Permission of instructor.

MUSC 2131 EAR TRAINING & SIGHT SINGING III

A continuation of MUSC 1141 with the addition of rhythmic, melodic, and basic choral dictation. Prerequisite: MUSC 1141 Ear Training & Sight Singing II.

MUSC 2133 MUSIC THEORY III

The continuation of MUSC 1143 with the addition of non-chord tones, diatonic and secondary seventh chords. Chromatic

harmony is touched upon. Prerequisite: MUSC 1143 Music Theory II.

MUSC 2141 EAR TRAINING & SIGHT SINGING IV

A continuation of MUSC 2131 with the addition of advanced rhythmic, melodic, chordal identification and choral dictation. Prerequisite: MUSC 2131 Ear Training & Sight Singing III.

MUSC 2143 MUSIC THEORY IV

The continuation of MUSC 2133 with the addition of twentieth-century techniques including polyharmony, atonality, and serialism. Prerequisite: MUSC 2133 Music Theory III.

MUSC 2221 COMPREHENSIVE JAZZ MUSICIANSHIP

Advanced instrumentalists in a class setting studying the art of improvisation in regard to chord progressions.

MUSC 2331 JAZZ IMPROVISATION

A study of style in regard to contemporary performance.

MUSC 2441 PIANO PEDAGOGY

Emphasis on materials and methods related to a graded program for studio piano instructors.

MUSC 2450 SUPERVISED STUDY- MUSIC

Independent study.

MUSC 2460 MUSIC BUSINESS INTERNSHIP

For students who have completed Music Business I & II. Supervised experience is arranged in the student's area of interest. Students must have permission from Music Business advisor to enroll. Prerequisite: MUSC 1633 Music Business II.

MUSC 2611 WIND ENSEMBLE-CONCERT BAND

The performance of band literature in an ensemble situation. Repeated credit may not be included in the credits required for graduation.

MUSC 2621 STRING ENSEMBLE

Traditional ensemble work with string instruments.

MUSC 2631 COLLEGE CHOIR

Choral ensemble performance. Repeated credit may not be included in the credits required for graduation.

MUSC 2641 ORCHESTRA

The performance of orchestral literature in an ensemble situation. Repeated credit may not be included in the credits required for graduation.

MUSC 2650 MUSIC SEMINAR

Topics of study within the applied contemporary field.

MUSC 2651 MUSIC COMPUTER SEMINAR

A survey of computer-aided music with emphasis on sequencing and music notation.

MUSC 2653 CONTEMPORARY ARRANGING

A study of vocal range and distribution; instrumental transposition and ranges; arranging vocal and instrumental ensembles and combination.

MUSC 2711 WIND ENSEMBLE - JAZZ BAND

Performance of the literature of jazz. Repeated credit may not be included in the credits required for graduation.

MUSC 2731 VOCAL ENSEMBLE- ROUSTABOUTS

Performance of the literature of pop music. Enrollment by audition and permission of instructor only. Student must be concurrently enrolled in MUSC 1000 Private Instruction.

MUSC 2831 MADRIGAL/CHAMBER SINGERS

Performs Madrigal literature during the fall and Chamber literature during the spring. Open by audition only.

NURSING

NURS 1002 NURSING BOOT CAMP

Nursing Boot Camp is a fast-paced, highly interactive, five day course that promotes self-examination, empowerment, and thoughtful planning on the part of each learner. Concepts regarding the individual, teaching/learning, communication, and learning resources are explored. The nursing process and nursing education are examined carefully in the context of professional nursing. Principles pertaining to time management, learning, studying, and test-taking are also discussed and applied.

NURS 1113 CRITICAL THINKING IN HEALTH CARE SYSTEMS

An introduction to critical thinking concepts in health care systems. This course is designed to introduce topics that include basic principles of critical thinking, the impact of changes in health care to our thinking process, multidisciplinary approaches and expanding roles in health care. Prerequisites: None.

NURS 1114 FUNDAMENTALS OF NURSING

Fundamentals of Nursing is designed to orient the beginning student to the practice of nursing. It incorporates principles of the sciences and humanities and bases practice on the nursing process. The course centers on the concepts of safe practice and serves as a conceptual framework for application in a practicum setting. Prerequisite: Formal approval by the Nursing Division is required before being admitted into this course. Offered fall semester only.

NURS 1124 FUNDAMENTALS OF NURSING PRACTICUM

In Fundamental's Practicum the learner will have the opportunity to utilize the nursing process as a vehicle for meeting basic health needs of clients in actual care settings. The course is designed to allow the learner to apply theoretical knowledge to direct client care. Offered Fall Semester only. Designed to be taken concurrently with NURS 1114 Fundamentals of Nursing. Prerequisite: Formal approval by the Nursing Division is required before being admitted into this course.

NURS 1234 NURSING OF ADULTS I

Nursing of Adults I is designed to build upon learning acquired in Fundamentals. The focus is on knowledgeable use of the nursing process as it relates to the holistic (basic and higher needs) care of the adult client who is experiencing a health interruption such as an illness of a medical/surgical nature and/or psychosocial nature.
Prerequisites: Fundamentals of Nursing (NURS 1114) and Fundamentals of Nursing Practicum (NURS 1124) or successful completion of advanced standing testing for Fundamentals of Nursing. Offered spring semester only.

NURS 1244 NURSING OF ADULTS I PRACTICUM

Nursing of Adults I Practicum incorporates planned hospital and clinical experiences, which increase the learner's understanding of the disease process and effective nursing care. The learner incorporates understanding of the relationship of the nursing process to holistic (basic and higher) client care including therapeutic communication techniques. Designed to be taken concurrently with Nursing of Adults I (NURS 1234). Offered spring semester.

NURS 1253 INTRODUCTION TO NURSING

Introduction to Nursing is a course designed for Licensed Practical Nurses seeking advanced standing in the associate degree nursing program. Areas of focus are holistic assessment skills, role change, nursing process and validation of psychomotor nursing skills. Prerequisites: LPNs who have successfully challenged Fundamentals courses and/or LPNs who have been accepted for direct articulation. Offered summer semester only.

NURS 1353 INTRODUCTION TO PSYCHIATRIC NURSING

Introduction of Psychiatric Nursing is designed to enhance the knowledge base of LPNs wishing to enter the nursing program in the fall semester. The focus is on the use of the nursing process as it relates to the holistic care of the client experiencing a health interruption of a psychosocial nature. The Practicum incorporates planned clinical experiences, which increase the learner's understanding of the disease processes and effective nursing care. The learner incorporates understanding of the relationship of the nursing process to holistic client care including therapeutic communication techniques. Prerequisites: LPNs who have successfully challenged Fundamentals courses and/or LPNs who have been accepted for direct articulation. Offered summer semester only.

NURS 2071 SEMINAR IN NURSING I

A one-hour course offered to sophomore nursing students. Designed to assist the nursing students to identify and understand safe pharmacological practice principles in the management of nursing care for commonly-prescribed medications. Prerequisites: Fundamentals of Nursing (NURS 1114) and Nursing of Adults I (NURS 1234) or LPN Bridging Courses. Offered fall semester only.

NURS 2072 SEMINAR IN NURSING II

A two-hour credit course offered to sophomore nursing students. A continuation of Seminar in Nursing I (NURS 2071) designed to assist the nursing student in assuming the new role of graduate nurse. Discussion and analysis of the development of nursing as a profession including the history and controversies, as well as political concerns influencing the relationship of nursing and society; also includes discussion of nursing organizations, career opportunities, interview skills and management of client care. Prerequisite: Nursing Seminar I (NURS 2071). Offered spring semester only.

NURS 2334 MATERNAL CHILD NURSING

Maternal-Child Nursing is designed to introduce the student to the nursing care of maternity clients, children and their families. The maternity phase of life is a normal event which influences the entire family. Another focus of the course is the common health interruptions occurring in the childhood years. Growth and development is a normal progression which influences the child. Concepts of health are focused on the woman from conception through postpartum and on the well child in addition to the ill child. Normal physiologic changes of the mother and the fetus/newborn are stressed. Anticipatory guidance for growth and development are also stressed. Common health problems are also presented. The nursing process, the application of biophysical and psychosociospiritual principles, communication and Maslow's hierarchy of needs are employed within the framework of family-centered nursing. Prerequisites: Nursing of Adults I (NURS 1234). Offered fall semester only.

NURS 2344 MATERNAL-CHILD PRACTICUM

The focus of the practicum is to provide the student the opportunity to incorporate theoretical knowledge in actual client care situations in maternity and pediatric settings in the acute-care setting and in community-based settings. The nursing process, the application of biophysical and psychosociospiritual principles, communication and Maslow's hierarchy of needs are employed within the framework of family-centered maternity nursing. The student is expected to individualize and use the concepts and knowledge learned in earlier courses and apply them to the maternity and pediatric clients as well as the families. Designed to be taken concurrently with NURS 2334 Maternal-Child Nursing Practicum. Offered the fall semester only.

NURS 2415 NURSING OF ADULTS II

Nursing of Adults II is designed to build upon learning acquired in all previous nursing courses. Emphasis is placed on care of the client(s) experiencing common complex health interruptions with relatively predictable outcomes. An interdisciplinary approach is used to plan holistic care for the adult and the family in the hospital as well as in the community based settings. Prerequisites: NURS 1114 Fundamentals of Nursing, NURS 1124 Fundamentals of Nursing Practicum, NURS 1234 Nursing of Adults I, NURS 1244 Nursing of Adults I Practicum, NURS 2334 Maternal Child Nursing and NURS 2344 Maternal Child Nursing Practicum. Offered spring Semester only.

NURS 2425 NURSING OF ADULTS II PRACTICUM

The focus of practicum is on knowledge-able use of the nursing process as it relates to the care of individual clients and small groups of clients. Experience is planned in the hospital and community setting, as well as in specialty areas. Experience is provided for the student to work as a team member and team leader. Attention is given to persons in late adulthood by identifying adaptations to aging as well as health interruptions. Designed to be taken concurrently with NURS 2415 Nursing of Adults II. Offered spring semester only.

NUTRITION

NUTR 2123 INTRODUCTION TO HUMAN NUTRITION
An introduction to the basic principles of nutrition, including the chemical characteristics of nutrients and their functions in the human body. Students will examine the nutritional requirements and nutrient deficiencies that may occur during the different physiological phases of life. Prerequisites: none required, however students are encouraged to complete BISI 1114 General Biology or BISI 1124 General Biology for Majors prior to enrollment in this course. (Meets general education science requirement for non-lab science.)

ORIENTATION
ORNT 1101 FRESHMAN ORIENTATION
A required course designed to promote a student's educational success.

PHILOSOPHY
PHIL 1113 INTRODUCTION TO PHILOSOPHY
This is a survey course designed to introduce the student to the problems of philosophy, including discussions on the nature of reality, value, ethics, political ideals, religion, and theory of knowledge. This course will cover philosophical methods and historical backgrounds. Prerequisite: ENGL 1113 English Composition I or equivalent. (Meets requirement for humanities elective.)
PHIL 2213 ETHICS
This course provides students with a discussion of moral problems such as the nature of good, right action, moral virtue, human freedom, and moral responsibility within the context of the major ethical philosophies. (Meets requirement for humanities elective.)
PHIL 2223 BUSINESS ETHICS
A study of the nature of moral judgments, moral values, freedom and responsibility as it applies to the individual in both a personal and business setting. This course will help the student develop a framework for resolving ethical issues with analytical grounding in the basic theory of ethics. (Meets requirement for humanities elective.)
PHIL 2450 SUPERVISED STUDY IN PHILOSOPHY
Independent study in philosophy. Instructor permission required.

PHYSICAL SCIENCE
PHSC 1114 GENERAL PHYSICAL SCIENCE
A lecture, lab, demonstration and participation course designed to help students understand the basic concepts of physics and chemistry. The course is recommended for elementary education majors and non-science majors. (Meets general education lab science requirement.)

PHYSICS
PHYS 1114 GENERAL PHYSICS I
Physics for liberal arts students, pre-professional students in biological and health fields (pre-medicine, pre-nursing, pre-therapy, etc.) and technology students; includes topics from mechanics, heat, fluids, and thermodynamics. Laboratories are designed to reinforce theory principles. Prerequisite: MATH 1513 Algebra for STEM. (Meets general education lab science requirement.) Offered fall semester only on Enid campus.
PHYS 1214 GENERAL PHYSICS II
A continuation of PHYS 1114 General Physics I. Includes topics from waves and sound, electricity, magnetism, light, and optics. Laboratories are designed to reinforce theory principles. Prerequisite: MATH 1513 Algebra for STEM and PHYS 1114 General Physics I. (Meets general education lab science requirement.) Offered spring semester only on Enid campus.

PHYS 2014 ENGINEERING PHYSICS I
Calculus-based general physics course for science and engineering students. Includes topics from mechanics, heat, thermodynamics, waves and sound. Laboratories are designed to reinforce theory principles. Prerequisite: MATH 2144 Calculus I or concurrent enrollment. (Meets general education lab science requirement.) Offered spring and summer semesters only.

PHYS 2104 CONCEPTS IN PHYSICS
An introductory course designed to explain the basic concepts of motion and forces, matter, energy conservation, thermodynamics, fluid flow, electrical circuits and magnetism. Recommended for process technology and elementary education majors as a model course to learn and teach science. Laboratories are designed to reinforce theory principles. Prerequisite: MATH 1483 Math Functions or MATH 1513 Algebra for STEM or concurrent enrollment. (Meets general education lab science requirement.)

PHYS 2114 ENGINEERING PHYSICS II
A continuation of PHYS 2014 Engineering Physics I. Includes topics from electricity, magnetism, light and optics. Laboratories are designed to reinforce theory principles. Prerequisite: PHYS 2014 Engineering Physics I or equivalent. (Meets general education lab science requirement.) Offered fall semester only.

PHYS 2450 SUPERVISED STUDY IN PHYSICS
Independent study.

PHYS 2812 APPLIED PHYSICS
This course is designed for students majoring in technology programs or those requiring exposure to applications of physics. The course covers the study of mechanics, relativity, heat, thermodynamic and harmonic motion, heat, sound, optics and modern energy sources with practical applications used to reinforce the theory. (Meets general education lab science requirement.)

POLITICAL SCIENCE

POLI 1113 AMERICAN NATIONAL GOVERNMENT
American National Government is an introduction to the federal system of government found in the United States. The course of study includes the roles of Congress, the Presidency, Judiciary, Bureaucracy, interest groups, and political parties.

POLI 2113 COMPARATIVE POLITICS
This course provides an introductory survey of the various political states of the world, focusing on history, geography, political culture, political institutions, and processes. (Meets requirement for International Dimension.)

POLI 2133 STATE AND LOCAL GOVERNMENT
This course studies the nature and makeup of the state, county, municipal, and other grassroots level governments. It examines their place in a federal system and how they operate to include the officials that exist in such systems.

POLI 2450 SUPERVISED STUDY IN POLITICAL SCIENCE
Independent study arranged with faculty member.

PROCESS TECHNOLOGY

PTEC 1113 INTRODUCTION TO PROCESS TECHNOLOGY
Introduction to process operations in the petrochemical industry including: operator roles, responsibilities and expectations; plant terminology; safety and environmental responsibilities; applied organic and inorganic chemistry; applied physics; plant equipment, utility systems; product handling; flow diagrams; general process overviews; basics of process control; and plan organizations. This course will expose students to an overview of the Process Technology associate degree program, including the mental and physical requirements of the Process Technician career. Plant tours will be conducted. Prerequisite: MATH 1483 Math Functions or MATH 1513 Algebra for STEM or concurrent enrollment.

PTEC 1124 PROCESS TROUBLESHOOTING

This course utilizes heat, mass and energy balances and operating data to identify and correct process abnormalities using techniques such as “cause and effect” and “root cause” analysis. Students will acquire and develop troubleshooting techniques associated with petrochemical processes through group exercises in a work team environment. Prerequisite: PTEC 2124 Systems. Offered spring semester only.

PTEC 1313 SAFETY, HEATH, AND WORK PRACTICES

Introduction to occupational safety, health and environmental practices and associated equipment including: safety mindset and attitude; personal safety equipment; general safety policies and procedures; hazards communication; HAZWOPER/emergency response; first aid and CPR; industrial hygiene; exposure monitoring; and environmental compliance. This course will give students an overview of various governmental regulations mandated by OSHA, EPA, SARA, RCRA, DOT, NFPA, etc. Prerequisite: MATH 1483 Math Functions or MATH 1513 Algebra for STEM or concurrent enrollment. Offered spring semester only.

PTEC 2014 PROCESS TECHNOLOGY I- EQUIPMENT

This course covers the functions and details of equipment used in processes including piping, pumps, compressors, drums, towers, reactors, heaters, and boilers. Students will review the specific uses and critical parameters of each type of equipment studied. Prerequisite: PTEC 1113 Intro to PTEC. Offered spring semester only.

PTEC 2024 INDUSTRIAL INSTRUMENTATION

This course is designed to introduce the student to a simple pneumatic control loop. Specifically, the student will be introduced to pressure, temperature, level and flow transmitters and the various transducers used in the detection of changes in process variables; pneumatic controllers, valve positioners, control valve types, pneumatic relays and the null-balance system are also included as part of the control loop. Prerequisite: PTEC 1113 Intro to PTEC. Offered fall semester only.

PTEC 2124 PROCESS TECHNOLOGY II- SYSTEMS

A familiarization with the general types of processes found in the chemical and refining industry including: distillation and fractionation; reaction; absorption; adsorption; extraction; stripping; cracking; reforming; alkylation; delayed coking; hydro-processing; and sulfur recovery. This course also includes an explanation of product blending and water treatment, as well as steam and electrical power generation. Prerequisites: PTEC 2014 Equipment and PTEC 2024 Instrumentation. Offered fall semester only.

PTEC 2214 PROCESS TECHNOLOGY III- OPERATIONS

This course will concentrate on the duties, responsibilities and expectations of the Process Operator with emphasis on understanding and adherence to procedures associated with start-up, shutdown, normal and temporary plant operations. Equipment monitoring, preventive maintenance, training and response to abnormal and emergency operating conditions are stressed as they apply to the work crew and operations team. Students will receive a “sense of reality” regarding the career of a Process Technician, including tips on adjusting to shift work, diversity in the workplace and communicating with the work team and customers. Prerequisite: PTEC 2124 Systems. Offered spring semester only.

PTEC 2243 PRINCIPLES OF QUALITY

The history of Quality will be explored from Deming’s theories to current applications in today’s petrochemical industry. Internal and external customer/supplier relationships of a business which affect the qualitative aspects of quality and the statistical methods, which affect the quantitative aspects of measuring quality, will be stressed throughout this course. Students will be exposed to the benefits of continuous improvement and quality work as they pertain to developing a high performance work team. Prerequisite: PTEC 1113 Intro to PTEC. Offered fall semester only.

PTEC 2301 INDUSTRIAL OBSERVATION

Students who have already completed an internship during a semester or summer may receive credit by completing a report on their experiences, as well as presenting their observations and knowledge gained to a first year PTEC class.

PTEC 2314 OIL & GAS PRODUCTION I

Oil and Gas Production I will familiarize students with the job of the oil and gas production technician. Specifically, students will be able to discuss the history of the oil and gas market, concepts surrounding exploration and geology, as well as fundamentals of drilling and well completion, and describe and learn the operations of the equipment and systems used by oil and gas technicians today.

PTEC 2443 PIPELINE OPERATIONS & CONTROLS

This course will concentrate on the duties, responsibilities, and expectations of the Pipeline Technician with emphasis on understanding and adherence to procedures associated with tankage, pipeline flow rate, and pressure monitoring. Training and response to abnormal and emergency operating conditions are stressed. Students will study expectations for the career of a Pipeline Technician, including tips on adjusting to shift work, diversity in the workplace, and communicating with the work team and customers. Prerequisite: PTEC 2124 Systems.

PTEC 2450 SUPERVISED STUDY – CERTIFICATE PREPARATION

Independent study course in preparation for an accredited examination for work in a process technology field. Examples of exams include but are not limited to the Waste Water Treatment Operator State Examination, Environmental Technician, exams provided by the American Society of Safety Engineers. Consent of instructor required. Credit 1 to 3 hours.

PROFESSIONAL DEVELOPMENT

PRDV 1001 WORKPLACE ESSENTIALS I

This course will address the following topics: Finding a Job—Resume Writing, Interviewing and Networking; and Job Advancement—Professional Attire, Self-Confidence, Positive Demeanor, Working with Management, Office Politics, and Phone/Email/Correspondence Etiquette.

PRDV 1011 WORKPLACE ESSENTIALS II

Advanced version of PRDV 1001 with work-specific readings

PRDV 1021 WORKPLACE MANAGEMENT I

This course will address topics related to stress and time management, including Emotion Regulation, Time Management, “Clocking in,” Work Ethic, Working Well under Pressure, Resilience Training, Persistence, Growth Mindset, Ability to Accept and Learn from Criticism, and Flexibility/Adaptability/Patience/Self-Awareness/Perceptiveness

PRDV 1031 WORKPLACE MANAGEMENT II

Advanced version of PRDV 1021 with work-specific readings

PRDV 1041 WORKPLACE LEADERSHIP I

This course will address supervisory skills needed in the workplace, including Meeting Management, Facilitating Skills, Conflict Resolution, Problem Solving, Difficult Personalities and Unexpected Situations, Influence/Persuasion/Negotiation, Listening, and Teamwork.

PRDV 1051 WORKPLACE LEADERSHIP II

Advanced version of PRDV 1041 with work-specific readings

PVD 2321 Professional Development

Professional Development is designed to asist students in the transition from college to their career. To be effective in a career and in life depends on preparation, attitude, hard work, personal qualities, and the right strategies. This course focuses on practical tips and strategies that will help students succeed in the work environment. Emphasis will be on time management/ organizational skills; resume development posting; interview, communication, and presentatrion skills; dressing for success and first impression management; and etiquette. For Buisness majors, this course should be taken in the last semester of their degree plan.

PSYCHOLOGY

PSYC 1113 GENERAL PSYCHOLOGY
This introduction to psychology examines each of the contemporary theoretical perspectives in psychology. The relationship of behavior, cognition and emotion are explored in such issues as learning, memory, development, motivation, personality, abnormal behavior and therapy design.

PSYC 2113 HUMAN SEXUALITY
This course seeks to identify the impact of sexuality on all aspects of the person. Using the perspectives of behavioral science we examine the history of sexuality, gender development, sexual anatomy, communication in sexual relationships, the meaning of intimacy, the human sexual response and other cultural issues of sexuality. Prerequisite: ENGL 1113 English Composition I or instructor's permission.

PSYC 2213 DEVELOPMENTAL PSYCHOLOGY
This course is an examination of the physical, emotional, cognitive, linguistic, behavioral and social changes that occur in human development. Fundamental concepts, research, and theories will be explored through a lifespan model. Prerequisites: ENGL 1113 English Composition I and PSYC 1113 General Psychology or instructor's permission.

PSYC 2233 SOCIAL PSYCHOLOGY
This is a scientific study of social forces influencing human behavior with an emphasis upon the individual in a social context. The course will examine the social self, group processes, attitudes and attitude formation, conformity, persuasion, aggression and other social forces and variations that impact the individual within society. Prerequisite: ENGL 1113 English Composition I

PSYC 2333 INTRODUCTION TO ADDICTIVE BEHAVIORS
This course is an introduction to the psychological, physiological, and sociological theories of substance abuse, alcohol, and other addictive behaviors. The course will cover the addiction process and its effects upon the individual, family, and society. Treatment strategy perspectives from the behavioral science, medical, and legal models will be introduced. Prerequisite: ENGL 1113 English Composition I

READING

READ 0123 CRITICAL CONTENT READING AND SCIENTIFIC REASONING
This course consists primarily of reviewing and learning basic reading skills, then practicing and applying those skills to content area reading. This course meets the deficiency requirement for students who do not meet entrance requirements by either high school coursework or test scores.

READ 1113 COLLEGE READING SKILLS & TECHNIQUES
This course focuses on increasing reading rate, reading material in different content areas (textbooks, articles, research), and taking effective notes from reading material.

RESPIRATORY CARE

RESP 1114 - INTRODUCTION TO RESPIRATORY CARE PROCEDURES
This course will explore the usage and purpose of supportive treatments for patients with pulmonary diseases and disorders using the American Association of Respiratory Care (AARC) clinical practice guidelines and protocols. The fundamentals of respiratory care covered by this course will include but not be limited to: Patient Assessment, Safety, History of Respiratory Care, Leadership and Professionalism, and Moral and Legal aspects of Respiratory Care. This course also includes Cardiopulmonary Anatomy and Physiology. Prerequisite: Admission to RT Program.

RESP 1121 CLINICAL APPLICATIONS 1
This course provides introductory knowledge of the clinical setting and delivery of respiratory care, with an emphasis on the scope of therapeutic modalities delivered to patients. Included are medication nebulizers, oxygen therapy, IPPB, NPPV, chest physiotherapy, cardiopulmonary resuscitation and related life-saving maneuvers. Prerequisite: Admission to the Respiratory Care Program

RESP 1214 - RESPIRATORY THERAPY PROCEDURES II

Respiratory Procedures II continues the training of students in the essential procedures which Respiratory Therapists perform in the clinical setting. Clinical Pharmacology is also included in this course; the basic concepts and principles in pharmacology, drugs used to treat the respiratory system, and critical care and cardiovascular drug classes. Prerequisites: RESP 1114 and Clinical Applications I

RESP 1223 CLINICAL APPLICATIONS II

Continuation of Clinical Applications I, increasing knowledge of the clinical setting and delivery of respiratory care, with an increased emphasis on the scope of therapy delivered. Included here are oxygen therapy, IPPB, chest physiotherapy, cardiopulmonary resuscitation and related life-saving maneuvers, airway management including the use of various artificial airways, arterial puncture, arterial blood gas interpretation, bronchial hygiene, electrocardiograms, pulmonary function testing and beside pulmonary mechanics. Prerequisites: Clinical Applications I

RESP 1312 PULMONARY PATHOLOGY

This course is a comprehensive study of the etiology, diagnosis, pathogenesis, pathophysiology, treatment, and prognosis of various types of pulmonary pathologies. Prerequisites: RESP 1114, RESP 1214 and Clinicals through Clinical Applications II

RESP 1323 CLINICAL APPLICATIONS III

Continuation of Clinical Applications II with increasing knowledge of the clinical setting and delivery of respiratory care with an increased emphasis on the scope of therapy delivered including oxygen therapy, IPPB, chest physiotherapy, cardiopulmonary resuscitation and related lifesaving maneuvers, and airway management including the use of various artificial airways. Prerequisites: Clinical Applications I and II

RESP 2114 RT PROCEDURES III

This course will teach the basics and parameters of Advanced Cardiac Life Support, Applied Anatomy and Physiology, Acute and Critical Care in accordance with the American Association of Respiratory Care guidelines and protocols. This course will also teach the basics and parameters of continuous mechanical ventilation, including special procedures. Students will learn acid-base physiology as it applies to ventilator changes. Laboratory applications will include proficiency in ventilator classification and functions and well as ventilator set-up and making ventilator setting changes in accordance with the American Association of Respiratory Care guidelines and protocols. Prerequisites: RESP 1114, 1214, 1312 and Clinicals through Clinical Applications III

RESP 2123 ADVANCED CLINICAL APPLICATIONS 1

This course is a continuation of the practical application of theories previously presented with emphasis on the care and management of the critically ill and mechanically ventilated respiratory patient. Rotations will include the intensive care unit and ER. Prerequisites: RESP 1121, 1123, and 1232

RESP 2223 ADVANCED CLINICAL APPLICATIONS II

This course is a continuation of the practical application of theories previously presented with emphasis on the care and management of the critically ill and mechanically ventilated respiratory patient and an introduction to pediatrics. Rotations will include the intensive care unit and ER, pediatric ICU.

RESP 2233 ADVANCED CLINICAL APPLICATIONS III

This course takes place in the Neonatal ICU focusing on Neonatal and Pediatric intensive care. Prerequisites: 1121, 1123, 1232,2123, and 2223

RESP 2324 - RT PROCEDURES IV

This course will build student understanding of Mechanical Ventilation, Advanced Cardiac Life Support, Applied Anatomy and Physiology, Acute and Critical Care in accordance with the American Association of Respiratory Care guidelines and protocols. Pediatrics and Neonatology are included in this course, principles and practices of Pediatric Advanced Life Support. This course includes NBRC Board Examination Review. Prerequisites: RESP 1114, RESP 1214, RESP 1312, and Clinicals through Advanced Clinical Applications I

SERVICE LEARNING
Multi-disciplinary (i.e. ENGL 2450, HIST 2450, MATH 2450, etc.) course allowing students to earn one-hour additional credit for a course in which they complete a service learning project designed and approved by instructor to illustrate community engagement supporting subject area.

SOCIOLOGY
SOCI 1113 PRINCIPLES OF SOCIOLOGY
The dynamics of human society are explored in this survey course of sociology. Beginning with the classical theorists of sociology we construct a contemporary perspective of sociology that demonstrates the theories, research and work of sociologists. Issues such as culture, social interaction, socialization, stratification, multiculturalism, institutions, collective behavior and social change are viewed through the unique perspectives of sociology.
SOCI 2013 MARRIAGE AND FAMILY
The sociological relationship between marriage and family and other institutional structures and systems. The emphasis will be on contemporary American marriage and family, with cross-cultural comparisons. Male and female roles and relationships in mate selection, sexuality, marriage, divorce, and other intimate situations will be studied. Prerequisite: ENGL 1113 English Composition I or have instructor's permission.
SOCI 2223 SOCIAL PROBLEMS
This course is the study of contemporary social problems using the sociological perspective. Using the major theories of sociology students will discuss cross-cultural descriptions, causes and varied solutions for problems such as poverty, gender, race, ethnicity, crime, violence, addictive behavior as well as institutional breakdown in American society. Prerequisite: ENGL 1113 English Composition I. Meets social science (S) and diversity (D) criteria in transfer to OSU's SOC 2123 Social Problems.
SOCI 2323 DIVERSITY AND INCLUSION IN 21ST CENTURY AMERICA
This course presents historical context and examines how the United States has arrived at current categories of race, sex and gender, sexual orientation, social class and disability. Prerequisite: ENGL 1113 English Composition I
SOCI 2450 SUPERVISED STUDY SOCIOLOGY
Independent study. Prerequisite: ENGL 1113 English Composition I

SPEECH AND BROADCASTING
SPCH 1653 RADIO BROADCASTING
The class covers the basic skills needed to operate and perform announcer responsibilities. An emphasis will be placed on digital and analog equipment operations and production techniques.
SPCH 1713 INTRODUCTION TO ORAL COMMUNICATION
The class is an overview of the principles and techniques used to prepare, evaluate and present a speech in a formal environment. The class also covers the evaluation process in different communication situations.
SPCH 2010 SPEECH ACTIVITY PARTICIPATION- RADIO
The student will be involved in the daily programming of the campus radio station by participating as a student radio announcer. Prerequisite: permission of instructor (4 credit hours maximum).
SPCH2213 INTERPERSONAL COMMUNICATION
This course will entail the essential elements needed for students to have effective communication skills with other individuals. The student will understand the global and cultural significance of individual and small group communication. The course will cover listening, non-verbal communication, interviewing skills, conflict resolution, and leadership communication styles.

THEATRE

THTR 1213 BEGINNING ACTING

An introduction to basic performance skills designed to develop the student actor's imagination and perception through experience in improvisation, movement, voice and the dramatic monologue.

THTR 1223 INTRODUCTION TO THEATRE

An exploration of theatre as an art form, including history, philosophy and practices of theatre arts from Greece to present day. Included will be lectures and discussions of acting, directing, technical, audience and social influences on theatre. Designed to provide a basic understanding of theatre as an art form and to develop audience appreciation for theatre. (Meets requirement for humanities elective.)

THTR 1243 STAGECRAFT I

An introduction to technical aspects of the theatre arts including the design and construction of settings and properties, costumes and lighting.

THTR 1262 STAGE MAKEUP

An introduction to the art, technique and materials of makeup to create the impressions of character for the stage and theatrical productions.

THTR 1990 MUSIC THEATRE SEMINAR

Weekly Master Class environment designed to develop performance and auditioning skills. For Music Theatre majors.

THTR 2020 THEATRE ACTIVITY PARTICIPATION

Theatre credit for involvement in theatrical productions. Includes technicals, acting, and front of house for productions. May be repeated (four credit hours maximum). Prerequisite: Permission of instructor.

THTR 2213 INTERMEDIATE ACTING

A continuation of Beginning Acting. Students will add the element of scene study and focus will move to more advanced techniques of improvisation, movement and voice. Prerequisite: THTR 1213 Beginning Acting.

THTR 2243 STAGECRAFT II

A continuation of THTR 1243 Stagecraft I. Prerequisite: THTR 1243 Stagecraft I.

THTR 2441 THEATRE DANCE I

Practice and study of common dance movements used on stage when performing musical theatre. Study includes fundamentals of ballet and tap. Offered fall semester.

THTR 2491 THEATRE DANCE II

A continuation of elements learned in Theatre Dance I. Prerequisite: THTR 2441 Theatre Dance I.

THTR 2713 HISTORY OF THE THEATRE

Development of dramatic form, theatre architecture and production procedures from 500 B.C. to the present. Emphasis on the historical and cultural influences of the Western tradition. (Meets requirement for humanities elective.)

THTR 2813 HISTORY OF MUSICAL THEATRE

In this course students will study the events (both historical and cultural influences) that led to the development of the art form of Musical Theatre. Students will develop skills to better enjoy, critique and understand American musical theatre through a critical review of production elements and musical theatre practices from all eras. (Meets requirement for humanities electives)

THTR 2963 STAGE LIGHTING I

Stage lighting design, design of lighting instruments. Practical experience in lighting

THTR 2973 STAGE LIGHTING II

A continuation of Stage Lighting I. Prerequisite: THTR 2963 Stage Lighting I.

WIND

WIND 1113 SAFETY, HEALTH, AND WORK PRACTICE

Introduction to occupational safety, health and enviormental practices and associated equipment including: safety mindset and attitude; personal safety equipment; general safety policies and procedures; hazards communication; first aid and CPR; industrial hygiene; exposure monitoring; and enviromental compliance. This will give students an overview of various governmental regulations as appropriate to the Wind Industry.

WIND 1313 INTRODUCTION TO WIND ENERGY

This course is designed to familiarize the student with the evolution of wind technology, wind energy anatomy, wind farm design, and characteristics of energy sources. This course include tower rescue training/ climb test and first aid/CPR certification.

WIND 2313 WIND TURBINE MATERIALS AND ELECTRO-MECHANICAL EQUIPMENT

Identification and analysis of the components and systems of a wind turbine. Prerequisite: WIND 1313.

WIND 2413 WIND POWER DELIVERY SYSTEM

In-depth study of the components of the input and output electrical power delivery systems for wind generation. Prerequisite: ET 1243.

WIND 2323 WIND BUSINESS

Topics in business as they apply specifically to the wind energy industry.

WIND 2423 TURBINE TROUBLESHOOTING AND REPAIR

Practice of installation, operation, maintenance, troubleshooting and repair of wind turbine electro-mechanical systems.

WIND 2321 WIND ENERGY CAPSTONE

The Wind Energy Capstone course is designed to assist students in the transition from college to their career in wind energy. To be effective in a career and in life depends on preparation, attitude, hard work, personal quaities, and the right strategies. This course focuses on practical tips and strategies that will help students succeed in the wind energy work enviroment. Emphasis will be on time managememnt/organizational skills; resume development posting; interview, communication, and presentation skills; first impression management; and etiquette.

STUDENT LIFE

STUDENT CLUBS AND ORGANIZATIONS

Northern Oklahoma College has a large number of student organizations on the campus which represent many fields of interest. While students should be primarily concerned with academic work, becoming involved in campus life can allow for a richer college experience. A complete listing of current clubs and organizations can be found on the Northern website at the following link or by clicking on "Students," "Current Students" or "Future Students," "Campus Life" and "Student Clubs and Organizations": http://northok.publishpath.com/student-clubs

FUNDRAISING ACTIVITIES (STUDENT ORGANIZATIONS & CLUBS)

All fundraising activities for student clubs and organizations must be pre-approved by the Vice President for Development and Community Development and the Dean of Students, the Vice President for Enid, and/or the Vice President for Stillwater. The Institutional Fundraiser Policy and form are available online at: www.noc.edu/development1.

Campus Meetings

In a general way, meetings of groups at each location may be classified as follows:

1. Those formally scheduled as a part of the College curriculum or program.
2. Specially called meetings by an administrative office, academic division or some other official agency of the College.
3. Meetings scheduled or called by an officially recognized organization.
4. Meetings of off-campus groups in college facilities as a community service.

This last category is the subject of a special policy statement of the Northern Oklahoma College Board of Regents. The present statement addresses itself to the first three categories and variations thereof.

Meetings called by administrative offices or by academic divisions are normally a part of the teaching or service functions of the College but require some coordination and guidance. Scheduling classes is handled through the Division Chair and the Vice President for Academic Affairs. Any deviations from the schedule should be cleared in the same fashion. Similarly, changes in the instructional plan in any course or class, such as the arrangement of special programs and use of guest lecturers, should have clearance and approval through the Division Chair and the Office of Academic Affairs. Special student or adult meetings must be called by a Division Chair or administrative officer rather than by individual staff, and these require the approval of the Vice President for Academic Affairs. Only officially recognized student organizations are allowed use of College facilities for meetings. The policy guidelines and procedures for gaining recognition involve approval of the Student Senate and the Vice President for Student Affairs, and the subject is covered in other materials, supplied through the Office of Student Affairs. These require, among other things, a statement of purposes and program of activities. Regular reports of current officers and a schedule of meetings are necessary.

Each meeting date, time and place must be submitted for the College calendar. Meetings off grounds by recognized organizations require prior approval, as do programs or activities on the grounds involving participation of non-students.

PROCEDURES FOR ESTABLISHMENT OF A NEW CLUB OR ORGANIZATION

- Contact the Office of Student Affairs for an interview for discussion of procedures, regulations and guidelines.
- Develop an organizational constitution with purposes, rules and procedures which will meet the standards of the College.
- Present the proposed constitution to the Student Senate Constitutional Committee.
- Vote on the proposed constitution by the Student Senate.
- If approved, present the Student Senate's recommendation to the following for approval: Dean of Students and the Vice President for Student Affairs.

- Elect officers and make committee appointments, schedule meetings on the College calendar and authorize use of College facilities by arrangement.

Only organizations which have followed this procedure have rights and privileges on the campus such as meeting facilities, publicity for meetings and other campus privileges.

SOCIAL ACTIVITIES

All social events must be scheduled in the Office of the Dean of Students and approved for entry on the official College calendar. Reservations for space in the student unions and designated meeting places should be made at the Office of Financial Affairs for NOC Tonkawa, the Office of Dean of Students, or the Vice President for NOC Enid or NOC Stillwater. All social events must be approved by the Student Senate. The application form, signed by the Dean of Students and the Student Senate president, will list sponsors, chaperones, student hosts and other information and should be filed in the office of the Dean of Students.

VOTER INFORMATION

VOTER REGISTRATION

The Oklahoma State Election Board (https://www.ok.gov/elections/Voter_Info/Register_to_Vote/) provides voter information. Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission (https://www.eac.gov).

- OK Voter Portal (https://www.ok.gov/elections/OVP.html)
- Oklahoma Voter Registration Application (https://www.ok.gov/elections/documents/Oklahoma%20Voter%20Registration%20Application%20form%20v4-20%20SEB%20web.pdf)
- Online Voter Registration (https://www.ok.gov/elections/Online_Voter_Registration.html)
- Voter Registration Application (https://www.ok.gov/elections/documents/Voter_Registration_Application.pdf)

CONSTITUTION DAY

Constitution Day (or Citizenship Day) is an American federal observance that recognizes the ratification of the United States Constitution and those who have become U.S. citizens. It is observed on September 17, the day the U.S. Constitutional Convention signed the Constitution in 1787. The law establishing the holiday was created in 2004 with the passage of an amendment by Senator Robert Byrd to the Omnibus spending bill of 2004. Before this law was enacted, the holiday was known as “Citizenship Day”. In addition to renaming the holiday “Constitution Day and Citizenship Day,” the act mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. In May 2005, the United States Department of Education announced the enactment of this law and that it would apply to any school receiving federal funds of any kind.

- Declaration of Independence (https://www.archives.gov/founding-docs)
- Bill of Rights (https://www.archives.gov/founding-docs)
- Constitution (https://www.archives.gov/founding-docs)

CONSTITUTION DAY AT NOC

NOC has recognized Constitution Day by holding voter registration drives on the Tonkawa, Enid and Stillwater campuses on September 17. NOC has won awards, at the state level, for our voter registration turnout. This year we placed second in voter registration turnout for our division.

STUDENT HOSTS

Each organization scheduling a social affair is required to have the signature of several students who have agreed to act as Student Hosts for the event. Hosts agree to the responsibility for greeting students, guests, sponsors or chaperones

at the door, making guests feel welcome, encouraging them to participate and, in general, fulfilling the duties of host by promoting the enjoyment of the occasion. Student Hosts also have the privilege and duty of exercising supervision over student conduct at the event. They are to encourage their guests to respect college tradition and policy regarding the ban of alcohol consumption on the premises, request disorderly or improperly dressed guests to leave and in all respects maintain an acceptable atmosphere at the affair. Through the Student Hosts system, the College emphasizes its policy of students' responsibility for the conduct of their own affairs.

CAMPUS POLICIES

SIDEWALK CHALKING POLICY

Sidewalk chalking is permitted in order to promote the activities and events of student groups and organizations formally associated with Northern Oklahoma College. Student organizations choosing to utilize this method of communication must obtain approval from the Office of Student Affairs. Chalking sidewalks to advertise events and activities on the grounds is permissible within the following guidelines:

- The Office of Student Affairs must be notified three (3) days prior to event or activity if a group wishes to chalk on sidewalk as advertisement. The Office of Student Affairs must approve chalking ideas.
- Eligible chalking areas at NOC Tonkawa are in front of Foster-Piper Fieldhouse, Memorial Student Union, Maverick Cafeteria, Wilkin Hall, Harold Hall, Crowder Science Hall, Central Hall and in front of all residence halls.
- Chalking is not permitted within ten (10) feet of any building entrance.
- Chalking is not allowed on vertical surfaces. This includes buildings, walls, benches, picnic tables, signs, poles, Monuments, columns, mailboxes, light poles, trees, etc.
- Liquid chalk may not be used for the purpose of sidewalk chalking.
- Any chalking must be cleaned off within 24 hours of the event or activity.
- All chalk advertising must clearly identify the sponsoring organization's name.
- Chalking cannot contain any obscene, derogatory or defamatory words or images, threaten physical harm or include messages that otherwise are not entitled to the protection of free expression.
- All other chalking is subject to immediate removal and the individuals or groups responsible may be charged the cost of cleanup. Overwriting, erasing, defacing, altering or removing the chalking of another organization is prohibited except by Northern personnel. Northern Oklahoma College may remove, without notice, any chalked messages that do not comply with the stated policies and regulations. Student organizations which violate these chalking guidelines will be referred to the Office of Student Affairs.

HOVER BOARD POLICY

- Due to safety issues related to the charging and operation of hover boards, and out of an abundance of caution, Northern Oklahoma College has restrictions on the use of hover boards on College property.
- Hover boards will not be allowed in residence halls.
- Hover boards cannot be recharged in any College-owned buildings.
- Individuals who choose to ride hover boards on College property must follow all traffic laws.
- Hover boards ARE NOT PERMITTED to be ridden in buildings.
- Hover boards ARE NOT PERMITTED in College vehicles or to be taken on College-sponsored trips.

NOC STUDENT IDENTIFICATION CARD

It is essential for a student to have a Northern ID for the following:

- Cafeteria
- College-sponsored programs
- Library
- Social events
- Purchasing of textbooks
- Residence Hall access
- Financial aid
- Business/Bursar's Office transaction

NOTE: NOC STILLWATER STUDENTS MUST ALSO HAVE AN OSU ID

Northern Oklahoma College athletic mascots include the Tonkawa Mavericks and the Enid Jets. Only the official College logos as shown in the NOC Graphics Standard guide may be used on official publications, and, promotional items and uniforms. The official color of Northern Oklahoma College is PMS 186 Red. This color shall be the primary spirit color for both NOC Tonkawa and Enid athletic teams. Black, red, grey and white are allowed on all uniforms and can be used as an outline for graphics. When using metallic, silver is the official option. No other colors are allowed to be used on uniforms or to represent the teams. See: http://www.noc.edu/graphicstandards.

ATHLETIC MASCOTS & COLORS

Northern Oklahoma College athletic mascots include the Tonkawa Mavericks and the Enid Jets. Only the official College logos as shown in the NOC Graphics Standard guide may be used on official publications, and, promotional items and uniforms. The official color of Northern Oklahoma College is PMS 186 Red. This color shall be the primary spirit color for both NOC Tonkawa and Enid athletic teams. Black, red, grey and white are allowed on all uniforms and can be used as an outline for graphics. When using metallic, silver is the official option. No other colors are allowed to be used on uniforms or to represent the teams. See: http://www.noc.edu/graphicstandards.

STUDENT DRESS & GROOMING

Northern Oklahoma College seeks to avoid the negative stigma of the “dress code” as it is viewed by students.
The general principle for student dress is that all students are expected to conform with the ordinary and usually accepted social customs and standards of grooming and dress and must conduct themselves at all times in a manner befitting a college student. In order that both faculty and students may understand, these guidelines are provided in the interest of acceptable grooming, general health standards and an appropriate classroom learning environment. They should not be viewed as recommendations for attire but rather as minimal standards. Cases of poor grooming, extreme dress or poor personal hygiene will be handled on an individual basis directly by the instructor or by the Dean of Students and/or the Vice President for Enid or Stillwater. Shoes and shirts must be worn in all buildings other than residence halls. Apparel must be neither vulgar, overly suggestive, distracting nor otherwise in poor taste.

STUDENT WORKERS DRESS GUIDELINES POLICY

Northern Oklahoma College employees have constant interaction with students, persons from outside the College, and with other employees. A neat, well-groomed appearance creates a positive reflection on the employee as well as the College. Clothing and grooming should be appropriate for the particular work environment. Safety precautions should receive primary consideration. Northern Oklahoma College has identified two work environments: Office/Classroom and Trades. The following guidelines apply to both work environments. Each work environment will be more specifically discussed following the general guideline section.

GENERAL DRESS GUIDELINES

An employee’s supervisor may adjust the level of dress required depending on the employee’s level of position or activities required for the job. Employees should consult their supervisor regarding any dress code requirements specific to their department. Northern Oklahoma College has established the following dress guidelines for Student Workers. These are intended to be used as guidelines; however, the specific work environment dictates the appropriate attire. The dress and grooming standards of this policy are intended to establish minimum standards for the student workers. Standards of appearance require careful implementation. In all cases, neatness, health and safety, appropriateness and good taste shall be observed. The following minimum standards shall be enforced at Northern Oklahoma College:

1. Any clothing, makeup, hairstyle or wig that has been demonstrated to contribute to the substantial disruption of

the orderly operation of the College is inappropriate and unacceptable. Dress should be suitable for the work environment, present a professional image and should be clean and in good repair.

2. Skirts and shorts shall be worn at an appropriate and acceptable length for sitting as well as for standing so that undergarments shall not show (length should be no shorter than mid-thigh). Shorts must be hemmed; no cut-off s are allowed. Skirts and dresses may be of any style if all slits, openings and the length are no higher than half the distance between the knee and waist and do not expose one's undergarments. No under-garments or posteriors shall show. Shirts are required at all times.
3. Pants must fit at the hip so they will stay on without a belt. The key to dressing successfully is the use of common sense and good judgment. If the wearer questions the appropriateness of any attire, it should not be worn to work.

As part of professional appearance, personal hygiene and grooming should be carefully maintained. Excessive body odors are offensive. Many fragrances can be harmful to some people with allergies. Tattoos and piercings (other than in the ears) are not to be displayed prominently while representing the institution.

If an employee's attire or appearance is unsuitable, he/she may be asked to return home to change before resuming regular duties. In keeping with a professional image, reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible. Employees are not allowed to wear halter tops, one-shoulder tops, midriff tops, beachwear, extremely low-rise pants, or extremely form-fitting attire. In addition, distracting, offensive or revealing clothes are not appropriate on any day of the week. Shirts cannot display alcohol, tobacco products, offensive words, offensive pictures or offensive logos. Supervisors are responsible for enforcing the dress guidelines. Failure of a supervisor to enforce dress guidelines may result in notification of the next level of supervisor to enforce policies.

Please refer to the Dress Guidelines List for acceptable and unacceptable items.

THE OFFICE/CLASSROOM ENVIRONMENT

Northern Oklahoma College supports business casual attire. Business casual is crisp and neat. It should not look like cocktail or party or picnic attire. In addition, distracting, offensive or revealing clothes are not appropriate on any day of the week. When an employee's workday involves a lot of moving or lifting of materials, bending, filing or working in confined spaces, a more casual appearance is appropriate. This is referred to as Manual Work Day. The immediate supervisor must give prior approval for Manual Work Day attire, which may include jeans and athletic shoes.

THE TRADES ENVIRONMENT

Departments that perform a service or trade for NOC may not require the stricter guidelines that have been established for the office/classroom environment. Within these departments it is acceptable and at times recommended that the employees wear jeans, t-shirts, hats, athletic attire or athletic shoes. This is to provide ease, protection and comfort while doing the job that is asked of the employee. Still, the employee must use common sense in wearing these items. Jeans that are frayed, ripped, patched or extensively faded are not appropriate. T-shirts cannot display alcohol, tobacco products, offensive words, offensive pictures or offensive logos. Athletic shoes must be in good condition. Hats displaying the NOC logo are preferred; however, hats must remain appropriate for the work environment and for the College.

Trades Environment may include laboratories, printing services, athletics, industrial arts and maintenance.

All employees are to abide by the safety policies and procedures of their department and to wear required protective clothing and safety equipment. An employee's supervisor may adjust the level of dress required, depending upon the employee's level of position or activities required of the job.

STUDENT TRAVEL POLICY

Northern Oklahoma College seeks to promote safe travel to events and activities occurring beyond the boundaries of college property by students. Northern Oklahoma College supports the philosophy that student learning and development are an integral component of the collegiate experience and understands that students have a variety of travel needs

based on the nature of their activities and organizations.

This policy applies to individual students and recognized student organizations travel both in cases where the travel is sponsored by a Northern Oklahoma College student organizations and in cases where the travel is independent of student organization sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more recognized student organizations of Northern Oklahoma College. The Vice President for Financial Affairs may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel or unusual circumstances.

All travel by recognized student organizations must relate to the purpose of the organization and comply with the policies of Northern Oklahoma College and applicable local, state and national laws. These guidelines are designed to reduce risk and provide protection for all student travel. All students must comply with the requirements for travel. Travel is considered College travel if any one of the following conditions are met:

- The College or student organization pays for any part of the event, through an institution or organization account, NOC Foundation or collection of funds from individual members.
- There is reimbursement for expenses, food, registration fees, etc.
- The organization and College names are advertised or used in any way
- The College or organization is represented at the event in an official capacity.
- Attendance of students (regardless of how many there are) present at the event is based on their organizational affiliation rather than individual initiative.
- Travel that is an expectation placed upon a student as a component of the student's experience at Northern Oklahoma College, or a travel experience sponsored by the College.
- Any part of a trip utilizes Northern Oklahoma College fleet vehicles or rentals paid for by the College or NOCF.
- All trip participants should represent Northern Oklahoma College appropriately at all times and ensure they act as active, helpful participants for the duration of the trip. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent with unsupervised activity. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with college rules and regulations, the direction of College employees (sponsors), or applicable laws.
- While traveling, participants are bound by College policies as stated in the Northern Oklahoma College Student Handbook, including the Student Code of Conduct, Athletic Handbook when applicable, as well as applicable laws. Failure to abide by these policies and violations may subject participants and sponsoring organizations to College review and disciplinary action pursuant to the Student Conduct Administration Procedures.

RISK MANAGEMENT & SAFETY

Due to the nature of students and student organizations, special instances may arise regarding the planning and execution of student and student organization travel. The following are the guidelines for Northern Oklahoma College:

- All occupants must use seat belts and remain seated when the vehicle is in motion.
- The number of passengers in a vehicle shall not exceed the number of working seat belts in the vehicle.
- Loading of the vehicle shall be done in accordance with vehicle manufacturers' recommendations.
- Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load.
- No drugs, alcohol or tobacco are to be in the vehicle at any time.
- The transportation, use or storage of any hazardous materials is prohibited. The transportation, use or storage of any firearms, weapons and/or explosives is prohibited.
- The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance.

- The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.
- Employees' family, non-student friends and family of students are not eligible to participate in travel opportunities.
- Drivers of the vehicle must comply with all College policies, as well as local, state, and federal laws.
- Drivers will comply with all applicable traffic laws, speed limits and regulations and will operate the vehicle in a safe, prudent manner at all times. The College is not responsible for uninsured costs, fines or citations received while driving on College business.
- Drivers must be 21 years of age or older.
- Drivers must be currently employed Northern employees.
- Drivers must have a valid U.S. driver's license for the vehicle being driven with the appropriate classifications, restrictions and endorsements.
- Drivers shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
- Drivers are prohibited from the use of headphones or earphones.
- Drivers are prohibited from texting or using hands-on mobile phones while driving and must limit use of communication devices.
- Drivers must have approved vehicle requests on file with the Maintenance Department and travel request forms approved from the Office of Financial Affairs.
- Drivers are expected to use good judgment and make appropriate safety decisions in the event of adverse weather or other factors that affect the ability to drive safely in observance of travel warnings as issued by the highway safety authorities or weather advisory service.
- The number of drivers required must be appropriate based on the distance and duration of the trip.
- Each driver is allowed to drive eight (8) hours at a time and must rest for eight (8) hours before driving again.
- One person must be in the front passenger seat and awake at all times to assist with navigation and trip safety.
- Authorized passengers of vehicles must comply with all College policies and travel guidelines.
- Authorized passengers include members of officially recognized Northern Oklahoma College student organizations, College employees or authorized volunteers while on approved College student organization travel.
- Transporting passengers in the bed of a pickup truck is prohibited.
- All student participants choosing to participate in student travel do so voluntarily and at their own risk.

STUDY ABROAD TRAVEL POLICY

Students may view the Study Abroad Travel Policy at http://www.noc.edu/ge.

STUDENT CODE OF CONDUCT PHILOSOPHY & PURPOSE

SPECIAL NOTE ON CONDUCT

Please read the guide on the topics on disciplinary penalties and procedures. More use will be made of formal warnings, which become a matter of record. The words “disciplinary probation” will be entered in the College transcript file for those given this penalty. Unless this is cleared by the Vice President for Student Affairs, the transcript will be issued to other colleges or employers with those words stamped upon it. Suspension or expulsion must be considered for those who are repeated or flagrant offenders. Some offenders may expect to receive suspension of three (3) to five (5) days from classes and from the grounds, possibly accompanied by disciplinary probation upon return. The use of vulgar or abusive language in offices when discussing a problem will result in immediate suspension from the grounds and classes. Various student privileges may be withdrawn as a part of any disciplinary penalty. Work or other service requirements may be made. Counseling and/or the attendance in special course sessions may be required.

The student conduct procedures have been established to guide the fair and uniform interpretation and enforcement of the Northern Oklahoma College Student Code of Conduct. These procedures are applicable to any student or organization charged with a major violation which my result in suspension or expulsion. These conduct procedures are designed to allow for fact finding, decision making in the context of an educational community and to encourage students to take responsibility for their own actions.

The intent is to provide adequate procedural safeguards to protect the rights of the individual student and/or student organization and the legitimate interests of Northern Oklahoma College.

SOCIAL AFFAIRS, SPORTS EVENTS, & OTHER ACTIVITIES

Students are expected to conduct themselves at any and all college events in such a manner as befits a college student. Conformity in conduct, dress, sportsmanlike behavior and any special rules for the specific occasion is expected. Proper courtesy to chaperones, other officials or students in charge is necessary.

Throwing objects at athletic contests or other public assemblies is forbidden by state law.

Students are expected to exhibit only the highest standards of conduct and sportsmanship and to refrain from extreme rowdy behavior, obscene gestures, vulgar or suggestive chants or other unsportsmanlike behavior either as a participant or as a fan at athletic events or other assemblies.

LIBRARY, STUDENT UNION, & OTHER FACILITIES

Special rules or regulations may govern acceptable behavior in certain areas such as the library, student union, cafeteria or residence halls. These will be posted, published or made known to students in various ways. Violation of these rules or regulations may result in disciplinary action.

BANISHMENT FROM CAMPUS

State law gives College administrators the authority to order any person off the campus who is presumed to constitute a threat to peace, order or safety. Persons failing to obey such an order may be arrested for trespassing. These orders may be given to outsiders or to students who are under suspension or who have been expelled.

LANGUAGE AND DISCOURTESY

Use of profanity and vulgar language is inappropriate on campus. It is particularly inappropriate in offices, classes, meetings and in discussion or other sessions with faculty, residence hall directors, security officers, deans or other administrators and staff. Students who are discourteous, insulting, vulgar or profane during exchanges with campus authorities regarding a disciplinary matter forfeit their rights and leniency in the case and add an additional violation to the charges. The Vice President for Student Affairs, or a higher authority, may act to suspend the student immediately

pending a time when his/her case may be considered more rationally. Any student who defies direct instructions from a College staff member acting within his/her province of authority is subject to immediate suspension.

CAMPUS SECURITY OFFICERS

Students should become acquainted with the Campus Security Officer. He/she works closely with the Office of Student Affairs and is available to assist students. Occasionally students will have traffic or conduct problems and be in discussion with the Campus Security Officer or his/her student assistants. The student will be asked to visit the Office of Student Affairs as soon as possible during normal working hours.

MECHANICAL NOISEMAKERS

With the exception of the school pep band, it is a violation of College policy and conference regulations to use mechanical noisemakers (horns, air equipment, bells, drums, etc.) at athletic events.

SIGNS AND POSTERS

Signs and posters must be in good taste and must not contain vulgar or crude words as determined by the College administration. All material posted on College property must first have approval from the Dean of Students and/or the Vice President for Enid or Stillwater.

HAZING POLICY

The Oklahoma Statutes, Section 1190 of Title 21 reads as follows:

No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

Any hazing activity described in subsection E of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500) and the forfeit for a period of not less than one (1) year of all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00) or by both such imprisonment and fine.

For purposes of this section:

"Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;

"Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, non-intoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance or any other forced physical activity which could adversely affect the mental health or safety of the individual; and

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the

mental health or dignity of the individual.

MISSING STUDENT NOTIFICATION POLICY

If a member of the Northern Oklahoma College community has reason to believe that a student who resides in College housing is missing, he/she should immediately notify the Office of Student Affairs at 580.628.6240 for NOC Tonkawa or 580.548.2327 for NOC Enid. The Office of Student Affairs will generate a missing person report and initiate an investigation. For NOC Stillwater, follow Oklahoma State University procedures.

In addition to registering a general emergency contact, students residing in College housing have the option to identify confidentially an individual to be contacted by the Office of Student Affairs in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Office of Student Affairs will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so with his/her residence hall director. A student's confidential contact information will be accessible only by authorized College officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the Office of Student Affairs determine that the student has been missing for 24 hours, the Office of Student Affairs will notify Tonkawa or Enid police and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Northern will notify the student's parent or legal guardian immediately after the Office of Student Affairs has determined that the student has been missing for 24 hours.

NOC STILLWATER STUDENT CONDUCT

Students who reside in Oklahoma State University (OSU) Residence Halls or who commit a conduct violation on the OSU campus are responsible to the OSU policies for adjudication through the Office of Student Conduct Education and Administration.

DRUG & ALCOHOL ABUSE PREVENTION

PURPOSES

The Drug-Free Workplace Act which was passed by Congress in 1988 requires federal contractors and grantees to certify the contracting agency that they will provide a drug-free workplace. The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This policy is to amend the Policy Declaring a Drug-Free Workplace, adopted by the Northern Oklahoma College Board of Regents July 13, 1989, in order to comply with the statutory directive, Section 1213.

DEFINITIONS

CONTROLLED SUBSTANCE - (per Controlled Substance Act, Section 202, I-V, 21 U.S.C. 812) cocaine, marijuana, opiates, amphetamines and any other controlled substance defined in the Act. Note: Use of alcohol in the workplace, and penalties for such, are covered in employment policies.

WORKPLACE AND CAMPUS - Northern Oklahoma College or controlled property or the site for performance of work or instruction.

PROHIBITED WORKPLACE AND CAMPUS ACTIONS - Unlawful manufacture, distribution, dispensation, possession or use of defined controlled substance.

STUDENT - Any person enrolled at Northern Oklahoma College, including seminars, workshops and camps.

EMPLOYEE - Any person receiving pay through the College payroll system or any volunteer.

CRIMINAL DRUG STATUTE - A federal or nonfederal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

CONVICTION - A finding of guilt (including a plea of nolo contendre) or imposition of sentence, or both, by a judicial

body determining violations of federal or state criminal drug statutes.
VICE PRESIDENT OR DIRECTOR - Supervisor, Division Chair, Financial Aid Director or Vice President for Student Affairs.
VISITOR - any person unaffiliated with the College such as a vendor or community member.

POLICY

As set forth in local, state, and federal laws, and the rules and regulations of the College, Northern Oklahoma College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds or other property owned and/or controlled by the College or as part of College activities. Northern Oklahoma College will conduct biennial reviews of this policy/program to evaluate its effectiveness. The College will implement changes if needed to insure that disciplinary sanctions are consistently enforced.

INTERNAL SANCTIONS

Any student or employee of the College who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College.

EXTERNAL SANCTIONS

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.
Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a controlled substance and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of
$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of $1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least $1,000 but not more than $100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of $250,000, or both.
Starting July 1, 2000, conviction under federal or state law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.
State law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment

of 2 years to life in the penitentiary and a fine of up to $20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to $40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. In addition, the state law, Prevention of Youth Access to Alcohol, became effective July 1, 2006.

MINORS CONSUMING AND/OR IN POSSESSION Of alcohol or 3.2 beer, the following penalties apply:

- First violation: fines up to $300 and/or community service not to exceed 30 hours, and mandatory revocation of driver's license for 6 months;
- Second violation: fines up to $600 and/or community service not to exceed 60 hours, and mandatory revocation of driver's license for 1 year;
- Third violation: fines up to $900 and/or community service not to exceed 90 hours, and mandatory revocation of driver's license for 2 years;
- All minors who violate this law are subject to drug and alcohol assessment;
- Minors who have not yet received a driver's license will not be allowed to obtain a license for the same amount of time as the license would have been revoked.

There are also municipal laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs.

Further information regarding these local, state, and federal laws may be found in the Campus Security Office and the Office of Student Affairs where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

HEALTH RISKS

Alcohol and other drug use represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS and other diseases. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects follow.

ALCOHOL is a depressant drug that impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short term use may cause respiratory depression and when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-tern use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

COCAINE/CRACK are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exists whether cocaine is ingested by inhalation (snorting), injection or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

DATE RAPE DRUGS (Rohypnol, rophies, roofies, GHB, Ketamine, etc.) may incapacitate a person, particularly when

used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as "date rape" drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors and sweating. Ketamine may induce feelings of near-death experiences.

ECSTASY (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eyes movement and involuntary teeth clenching.

HALLUCINOGENS (acid, PCP, LSD, psilocybin [mushrooms]) are the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use. Marijuana (pot, grass, hash, cannabis sativa, etc.) impairs memory, attention, coordination and learning. Long-term effects of smoking marijuana include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

NARCOTICS (heroin, opium, morphine, codeine, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

NICOTINE (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive and, according to the Surgeon General, a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

SEDATIVE-HYPOTICS (depressants, Quaaludes, Valium, Xanax, etc.) depress central nervous, cardiovascular, and respiratory functions. Sedative-hypnotic use may lower blood pressure, slow reactions and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotic use. Consuming sedative-hypnotics with alcohol or 3.2 beer is especially dangerous.

STEROIDS (anabolic-androgenic) may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris and deepened voice.

STIMULANTS (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, caffeine, various over-the-counter stimulants and diet aids) are powerful central nervous system stimulants that may increase agitation, physical activity,

and anxiety. Stimulants may decrease appetite, dilate pupils and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions and death due to stroke or heart failure may also result from use.

Reference: National Institute on Drug Abuse, National Institutes of Health Additional information about health risks associated with alcohol and other drug use may be available from the following sources.

NOTE: IN JUNE 2018, STATE QUESTION 788 BECAME LAW IN OKLAHOMA. THIS STATE QUESTION WAS AN INITIATIVE TO LEGALIZE MEDICAL MARIJUANA. DESPITE PASSAGE OF STATE QUESTION 788, THE USE, POSSESSION, SALE, OR DISTRIBUTION OF MARIJUANA (INCLUDING MEDICAL MARIJUANA, EDIBLES, AND PRODUCTS CONTAINING MARIJUANA) ON ANY COLLEGE OWNED OR CONTROLLED PROPERTY OR AT ANY COLLEGE EVENT REMAINS ILLEGAL PURSUANT TO THE CONTROLLED SUBSTANCES ACT, THE DRUG FREE SCHOOLS AND COMMUNITIES ACT, AND THE DRUG FREE WORKPLACE ACT, AND AGAINST NORTHERN OKLAHOMA COLLEGE POLICY.

YOU MAY NOT BRING MARIJUANA ON ANY COLLEGE PROPERTY OR TO ANY COLLEGE EVENT, SMOKE OR CONSUME MARIJUANA OR ANY PRODUCT CONTAINING MARIJUANA ON ANY COLLEGE PROPERTY OR AT ANY COLLEGE EVENT, AND YOU MAY NOT COME TO CLASS OR WORK UNDER THE INFLUENCE OF ANY ILLEGAL SUBSTANCE INCLUDING MARIJUANA.

Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law. As a recipient of federal funding, Northern Oklahoma College must abide by federal law which prohibits the unlawful manufacture, distribution, possession, and use of illegal drugs including medical marijuana.

Regardless of having a license for medical marijuana, its use on campus or at college events is strictly prohibited and violation of Northern Oklahoma College policy regarding controlled substances such as marijuana may result in disciplinary action.

COUNSELING & REHABILITATION SERVICES

Outside sources available to Northern Oklahoma College students are as follows:

The Office of Student Affairs may be contacted for preliminary counsel and advice regarding chemical dependency problems and referral to approved chemical dependence treatment agencies. Students will be referred to appropriate agencies. Appointments are confidential. Northern Oklahoma College students that attend Stillwater have access to Oklahoma State University Counseling Services.

Reach Out Hotline
(800) 522-9054 Statewide (Oklahoma)
Area drug and alcohol programs may be available at the following locations:

Edwin Fair Mental Health Centers
Hours: All sites are open 8 am to 5 pm Monday-Friday. Hours may vary in smaller centers. Convenient evening hours are available upon request. After hours call 800.566.1343.

Kay County
Administrative O□ce, Outpatient Clinic, Systems of Care 1500 N. 6th St., Ponca City, OK 74601
580.762.7651

Garfield County
Chisholm Trail Systems of Care
702 N. Grand, PO Box 152, Enid, OK 73072
580.234.3791

Grant County
Systems of Care
158 E. Sunset, Medford, OK 73759
580.395.3142

Noble County Systems of Care
102 E. Fir, Perry, OK 73077
580.336.5200

Osage County
Outpatient Clinic, Systems of Care 124 E. 6th St, Pawhuska, OK 74056 918.287.1175

Payne
Outpatient Clinic, Systems of Care
800 E. 6th St., Suite B, Stillwater, OK 74074 405.372.1250

Other agencies available for reference/inpatient/outpatient care and treatment:

Bridgeway
620 W. Grand, Ponca City, OK 74601 580.762.1462
Toll Free 877.762.1462
Fax 580.765.7299

Community Alcoholism Services
600 Denver St., Pawnee, OK 74058
918.762.3686

Integris Bass Behavioral Health 2216 S. Van Buren, Enid, OK 73703 580.234.2220
Turning Point Alcohol and Drug Center
622 SE Frank Phillips Blvd., Bartlesville, OK 74003 918.336.1188
Wheatland Mental Health Center
702 N. Grand, Enid, OK 73701
580.242.3638

DISCIPLINARY REGULATIONS

The following constitute the disciplinary regulations of Northern Oklahoma College and the related administrative procedures.

Students who are enrolled in the College are subject to the rules and regulations of the institution. The aim of education is the intellectual, personal, social and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and a respect for the rights of all individuals.

Violators of the student code of conduct may be accountable to both civil and criminal authorities and to the College for acts of misconduct. At the discretion of College officials, disciplinary action at the College may proceed before, during, or after other proceedings. Sanctions may be imposed for acts of misconduct that occur on College property, or at any College-sponsored activity. As further outlined in these rules, off-grounds conduct may also be subject to discipline. With respect to student organizations, and their members, College jurisdiction extends to premises used or controlled by the organizations on- or off-campus.

COMMITTEE ON STUDENT CONDUCT

Students and/or student organizations alleged to have violated the Student Code of Conduct for which a finding of "responsible" could result in suspension or expulsion from the College are normally accorded a hearing with the College's Committee on Student Conduct.

The Committee will be composed of six (6) members: two (2) students, and three (3) faculty or staff members. The Dean of Students is designated the chairperson and presides over the hearing.

HEARING PROCEDURE

During the hearing, only the Dean of Students and the student are allowed to speak in regard to the charges, present evidence or examine and cross-examine witnesses. The hearing is private and is open only to the student; the student's chosen advisor (at the discretion of the student), any witnesses, and college officials.

The accused student's advisor may counsel the student but may not speak on behalf of the student or address the panel. If a student chooses to have an advisor present, the student must notify the Dean in writing of the name, address and telephone number of the advisor three (3) days prior to the scheduled date of the hearing.

The committee hearing will use the following procedure:

- Opening statement by the College.
- Opening statement by the student.
- Presentation of witnesses and evidence by the College.
- Presentation of witnesses and evidence by the student.
- Rebuttal evidence, if any.
- Closing statement by the College.
- Closing statement by the student.

At the conclusion of the hearing, the Hearing Committee will deliberate in private. It will determine, by majority vote, whether or not the evidence as presented proved by a preponderance of the evidence that a violation(s) of the Code by the accused student did occur and, if so, a recommendation for appropriate disciplinary sanction(s). The Committee's findings and recommendations will be presented to the Vice President for Student Affairs.

Upon receipt of the recommendation for the Committee, the Vice President for Student Affairs will review and render a final decision. The student will be informed in writing of the decision within three (3) working days from the receipt of the recommendation from the Committee.

No student or advisor has the right to speak or behave discourteously or disrespectfully to any person involved in the

hearing. Breaches of common courtesy or respect by a party in a hearing may result in limitation of the offending party's right to any further involvement in the hearing and disposition of the case.

APPEAL TO THE PRESIDENT

A student against whom disciplinary action has been taken may appeal the decision to the President of Northern Oklahoma College. After receiving the findings of the hearing, a written request for an appeal must be provided to the President within five (5) working days. Appeals may be based on one of the following reasons:

- Substantial improprieties in the hearing process which were so severe as to jeopardize a fair outcome.
- New evidence not available at the time of the hearing.
- A sanction that is excessively severe.
- Any other legitimate reason supporting a different outcome.
- The decision of the President will be final and may be one of the following:
- Deny the appeal for lack of sufficient reasons as outlined above.
- Uphold the decision of the disciplinary officer or panel.
- Modify the sanctions by either reducing the penalties or changing the penalties.
- Dismiss the charges against the student.
- Take other action as deemed appropriate and as fully explained to the student and the College disciplinary officer.

TEMPORARY SUSPENSION

When a student's actions are judged by the Vice President for Student Affairs or the Dean of Students to represent a danger to the student or others, or when the student's actions or conduct disrupts the academic environment or threatens to prevent the college from fulfilling its academic mission, a student may be temporarily suspended pending a formal hearing.

BURDEN OF PROOF

A preponderance of the evidence is used in the evaluation of student disciplinary cases. The criminal law burden of "beyond a reasonable doubt" is not applicable to the designated procedures. Should charges against the student also constitute violations of criminal law, the findings of a disciplinary panel of the College should not be viewed as meeting the standards.

PENALTIES

The Dean of Students, NOC VP for Enid and NOC VP for Stillwater will serve as the College's primary disciplinary officers. Penalties for violation of College regulations may include one or a combination of the following:

Formal (written) or informal (oral) warning and reprimands.

CITATION SYSTEM

Certain minor violations may, at the discretion of the Dean of Students, be removed from the formal hearing process and handled via a citation/fine system. However, the Dean of Students reserves the right to take administrative action in cases of major violations which may result in the suspension or expulsion of a student. In such cases, the Dean will make a recommendation to the Vice President for Academic Affairs or Vice President for Student Affairs for a formal hearing with the Committee on Student Conduct. The following list represents prohibited conducts and corresponding fines:

Alcohol violation	$100 - $150
Altercation among students	$100
Attempt to intimidate officer	$100

Disrespect to faculty or staff	$100
Dumping trash	$50
Failure to comply	$100
Interfering with college sponsored activities	$150
Intimidation or harassment	$100
Loud music	$50
Malicious destruction of property	$100 + repair
Tampering with fire equipment	$250
Obstructing officer	$100
Possession of or firing fireworks	$150
Theft	$100
Tobacco Violation	$100
Unauthorized access	$100
Unauthorized use of college property	$100
Vandalism	$100 + repair
Vaping	$50
Verbal abuse	$75
Visitation violation	$75-$100 + removal after third oFfense

Subsequent offenses will result in doubling and tripling of the fine. Some offenses warrant removal from the campus on the first offense.

CONDUCT PROBATION

When a student is placed on conduct probation, the Vice President for Academic Affairs is notified. A second violation means that disciplinary action will be based on both charges. A student who is on indefinite conduct probation may petition to be removed from probation status no sooner than one (1) calendar year from the date placed on probation. Record of conduct probation is kept in the student's personal folder.

SUSPENSION

A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by action of the Committee on Student Conduct or by special intervention of the President. A student who is suspended for reasons of conduct may apply for readmission no sooner than six (6) months from the date of suspension. Suspension is recorded on the transcript. Short-term suspensions of one (1) to five (5) academic days may be imposed by the Vice President for Student Affairs pending further investigation and/or a decision about an appropriate penalty to assess.

EXPULSION

When a student is expelled, a record of this action is made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will normally not be allowed to reenter the College.

FREEDOM OF EXPRESSION POLICY

Northern Oklahoma College (NOC) is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. NOC encourages the free exchange of ideas.

Statement: Northern Oklahoma College will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth by state and federal law. NOC maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Contact the Office of Student Affairs for information regarding

expressive activities and to set up an activity.

DISORDERLY ASSEMBLY

It is expressly forbidden that any group of students gathers in such a manner as to disturb the public peace, do violence to any person or property, disrupt the function of the College or interfere with its faculty or staff in the performance of their duties or otherwise by such gathering bring disgrace and disrepute to the College. Any student who encourages or in any way participates in the formation or prolonging of such a gathering may expect to be dismissed from the College immediately.

DISTURBING THE PEACE OR DESTRUCTION OF PROPERTY

Whenever any student, organization or group of students disturbs the peace, destroys, molests, defaces or removes state or College property under the guise of initiation, pledging, student celebration or for any other purpose, the student, the officers of the organization, if there be such, or other responsible persons are subject to disciplinary action and/or criminal charges assessed damage.

UNAUTHORIZED POSSESSION OF KEYS

A student's possession of keys to College buildings, with the exception of keys specifically issued to the student by competent authority, is strictly forbidden.

WEAPONS

The possession of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifle, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles or any other such offensive weapons of any description is prohibited on the College grounds or in College housing. Oklahoma law (Oklahoma Statutes, Title 21) does not permit the carrying of firearms on the grounds, either concealed or open. A request may be filed with the President's Office for individuals wishing to carry a firearm.

AUTOMOBILES & OTHER VEHICLES

Automobiles or other vehicles must be registered and identified in conformity with College policies. Flagrant misuse of vehicles on campus and bordering streets in such a way as to create hazards to self and others or to create a disturbance of the academic climate may result in disciplinary as well as civil actions. Conformity with all traffic and parking regulations is expected. Fines or other penalties may be imposed. Failure to pay a traffic fine in a specified time makes a student subject to administrative suspension until the matter is settled.

RESIDENTIAL LIFE

All freshmen students (with the exception of commuting students living at home or students enrolled in the NOC-OSU Gateway Program in Stillwater) who are unmarried and under 21 years of age are required to live on campus. In addition, all students who are on participation scholarships are required to live in resident housing regardless of freshman or sophomore classification. Northern Oklahoma College offers seven residence halls on the Tonkawa campus and three residence halls on the Enid campus; in both Tonkawa and Enid, students can choose from a seven-day meal plan, five-day meal plan, or 200-block meal plan. The permanent residence of a student is that of his/her parents or guardian unless the student can show reason why that residence should not be so defined. Students in doubt should request clarification by contacting the Dean of Students in advance of registration. Residence Hall applications can be found on the NOC website at the following link or by clicking on "Students," "Current Students" or "Future Students," and "Residence Hall Life": http://www.noc.edu/housing1.

In the residence halls, residents have the opportunity to live and associate with students of different nationalities, races and religious beliefs. Each will have a contribution to make to the total life of the residence halls. As students live, work and play together, they will have an opportunity to learn to appreciate persons for their qualities and abilities. Living together cooperatively will help to broaden students' knowledge of other people and places and will prove to be of inestimable value in learning how to live and work with others. Each student is expected to regulate his/her own life in accordance with the accepted standards of good taste. Good citizenship here is comparable to good citizenship in any other group involving, of course, an occasional sacrifice of personal desires for the general welfare. It is assumed that when students enter college they are well on the way to accepting the responsibilities of mature adults. However, some specific rules and regulations for group living in residence halls have been developed in cooperation with the elected representatives of the residents. These regulations have been kept to a minimum.

HOUSING INFORMATION AND POLICIES

In following Regents' policy, Northern Oklahoma College believes that the experience of living in college housing is important to a student's education. Therefore, just as there are required courses, all students are required to live in college housing to the extent that facilities are available with the following exceptions:

- Students living with parents or legal guardians.
- Students who are 21 years of age or older.
- Students with children.
- Students who are married.
- Students with veteran status.
- Students that have completed 31 or more credit hours.
- All students who are on participation scholarships are required to reside in campus housing regardless of freshman or sophomore classification.

Any student who feels exceptions would apply to his/her circumstances and who wishes to be released from the requirements to live on campus must contact the Vice President for Student Affairs.

Students should protect their educational endeavors by following housing guidelines, rules and requirements. Several apartment units are near the Northern locations. Students who are under 21 years old should not sign a lease without receiving a written release from the Vice President for Student Affairs.

VACCINATIONS

In compliance with Oklahoma Statutes, Title 70 §3243 Certification of Meningococcal Compliance Oklahoma Statutes, requires that all students who are first-time enrollees in any public or private postsecondary educational institution in this state and who reside in college student housing shall be vaccinated against meningococcal disease. Institutions of higher

education must provide the student or the student's parents or other legal representative detailed information on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine. The statute permits the student or, if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

STAFF

The Residence Hall Director is responsible for the total supervision of the staff and all employees working for the residence hall. He/she advises with the staff and students on program development and performance. In addition, the director is responsible for the image presented by the residents as they develop good study habits and build citizenship.

REGULATIONS

ALCOHOLIC BEVERAGES

The possession or consumption of beer or other alcoholic beverages in College residence halls, on College property or at any affair sponsored by or for a student organization is prohibited. Violation of this regulation is cause for dismissal from the College. Residents who enter the building in an intoxicated condition will be subject to disciplinary action.

POSSESSION OF DRUGS

The consumption or possession of illegal or unprescribed barbiturates, amphetamines or hallucinatory drugs and substances on the campus, in College housing, organizational housing or at any affair sponsored by or for a student organization is forbidden, unless the individual is under a physician's care. Violation of this regulation is cause for dismissal from the College.

SOLICITING

To protect students against swindles and an interruption of their studies and to insure that property of the college is not used for personal monetary gain, soliciting and selling on college property is prohibited unless written permission has been granted by the Vice President for Student Affairs. Solicitors can be kept out of the residence halls only with the full cooperation of the residents.

Residents encountering a solicitor or salesman who does not have written authorization are asked to report this person to the Residence Hall Director.

GAMBLING

Gambling for money or stakes representing money is prohibited in the residence halls and on College property. Violation of this regulation is cause for dismissal from the College.

LANGUAGE

Residents who use improper language in the residence hall are subject to disciplinary action.

FIREARMS, FIREWORKS, & EXPLOSIVES

The possession of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifle, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles or any other such offensive weapons of any description is prohibited on College property or in College housing. Oklahoma law (Oklahoma Statutes, Title 21) does not permit the carrying of firearms on College property, either concealed or open.

DRESS

Shoes and shirts must be worn in all College buildings except in the private living areas of the residence halls.

FURNISHINGS

An inventory of the furnishings and their state of repair is maintained in the Residence Hall Director's Office. Residents are advised to inventory and check the condition of the furnishings and report any irregularities to the

director. Residents are liable for TV lounge furniture and hall furnishings. All damage costs in these areas will be shared by all residents of that residence hall.

ELECTRICAL APPLIANCES

All electrical appliances except the following are prohibited: desk lamps, radios, televisions, DVD Players, CD players, MP3 players, coffee makers, refrigerators, clocks, irons, hairdryers, electric shavers, blankets, fans, toothbrushes and computers. Do not plug more than two pieces of equipment into an electrical outlet. Extension cords are prohibited! Use a fused power strip instead. As mentioned above, residents may have radios, televisions and CD players in their rooms; however, they must be operated so that they do not interfere with study habits of others.

LIGHTS

Residents are requested not to leave lights burning in their rooms when they are not present. Light bulb replacements may be obtained during the day or evening from the Residence Hall Director.

DECORATIONS

In order to maintain an attractive residence hall, do not use tacks or nails in the walls. All pictures and decorations must be hung with products that will not damage the walls (Command strips, tape, etc.). Damage beyond reasonable wear which cannot be attributed to any one individual will necessitate a prorated charge.

CARE

Residents are responsible for the care and cleaning of their rooms. Residents are required to keep their rooms neat and orderly.

INSPECTIONS

Rooms are subject to regularly scheduled inspections by the residence hall staff in order to assist residents in maintaining clean and orderly rooms. The staff reserves the right to enter any student's room at any time that an inspection of the premises is deemed necessary. If the inspection involves definite aspects of a search, the Residence Hall Director or his/her relief will always be accompanied by the Vice President for Student Affairs or the Dean of Students, and the inspection will be based upon reasonable suspicion of a violation of rules or law. Residence Hall Directors are authorized to make "knock and enter" visits to rooms when active violation of rules or law is suspected.

PETS

NO pets of any kind are allowed in the residence halls or apartments.

WINDOWS

To maintain the attractive appearance of the building, the College does not allow items to be displayed in or on room windows. The display of materials, advertising, flags or signage in windows or viewable in or from public spaces is not permitted. Each window in student rooms is equipped with blinds provided by the college. These blinds should be the only object visible in the window.

QUIET HOURS

Quiet hours are planned for study and are to be observed from 8 p.m. to 9 a.m., Sunday through Thursday and 10 p.m. to 10 a.m. Friday and Saturday. In addition, residents are to be considerate of fellow students and observe sufficient quiet so as not to bother anyone who wishes to study during those hours not specifically designated as quiet hours. It is recommended that students control their activities during the daytime and evening to such extent that they will not interrupt a person studying in an adjoining room and that activities be restrained to the point that a resident's sleep will not be interrupted.

PRECAUTIONS

FIRE

In the event of fire, residents are reminded to use the stairs. When possible, the door and windows to the room should be closed before departing. Firefighting equipment is provided for the protection of human life and property. Tampering with the firefighting equipment is justifiable cause for disciplinary action. The College does not carry

insurance covering the loss or damage of residents' personal effects. Individuals desiring such protection must make arrangements for the necessary coverage at their own expense.

FIRE ALARMS & FIRE EXTINGUISHERS

Illegal use of these fire protection devices can result in imprisonment and/or $1,000 fine.

TORNADOES

In the event of a tornado warning, please listen carefully to directions issued by the residence hall staff.

EMERGENCY ALERT SYSTEM

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

Northern faculty, staff and students are automatically signed up for the "NOC Alert." If you need to make changes to your account, add a number or opt out, please sign in to myNOC. After logging in with your username and password, click on the tab that reads "NOC Alert," and then click on the "Alert" icon. You will be asked to "Agree to the Terms"; then the screen following will allow you to add or change numbers and/or emails (your NOC email will always remain the same and cannot be deleted from your account). Click the "Help" tab for information on how to opt out. With the system, you can add extra numbers (home, parents, family members, a second line, etc.). You will not only get your notifications via text and email, but you will receive an actual phone call that will leave you a message.

NOC conducts a test of this system the first working day of each month. If you do not receive a test text message on your cell phone, please contact the Webmaster at 580.628.6330. If you receive the test text message and no longer want to receive these messages, you can opt out by logging on to myNOC, clicking the "NOC Alert" tab and following the online instructions. If you opt out, you will still receive email messages since you cannot unsubscribe to your NOC email address.

BEDBUG POLICY

The Residence Life Staff and the Office of Student Affairs at Northern Oklahoma College are committed to an effective and efficient response to students who suspect they may have bedbugs. For the safety and comfort of all students living in the residence halls, the staff will adhere to the following guidelines:

- As soon as a student suspects that he/she may have bedbugs, he/she should immediately contact their Residence Hall Director (RHD).
- The RHD will notify the Dean of Students, who will contact Maintenance as soon as possible so that the staff can perform a thorough inspection of the room in question. Please note that should a student notify the RHD on a weekend or holiday day, the Dean of Students will be contacted on the next work day. It is recommended that students contact their RHD as early on a regular business day as possible.
- Students who report suspected bedbugs will NOT be granted an immediate temporary room change, nor will they be issued a new mattress UNTIL the extermination process has been completed. This is CRUCIAL so that the spread of bedbugs can be prevented if they are found to be in the student's room and belongings.
- If the exterminator is unable to respond to the student's room to inspect within 72 hours, Residence Life staff may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to wash and dry whatever clothing needs to be taken with him/her for the night. Upon doing that, the student should shower and put on clean clothes. The clean laundry is all the student can take with him/her to the temporary room. This ensures that if there are bedbugs in the student's room, they do not travel to another room with the student.

- Students may not, at any time, deny the College's inspector or exterminator or facilities staff access to his/her living space (including his/her bedroom)

FINDINGS

If the staff finds that no bedbugs are present in the student's room, then no further action will be taken. The student will be asked to continue monitoring his/her living space, and to notify the RHD immediately if there are further problems.

If the inspector concludes that bedbugs are present in the room, the Dean of Students will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items. Residence Life staff may in some cases assist students with laundry. The office will not cover the cost of anything a student wishes to dry clean or have laundered for him/her by an outside vendor.

Only the housing staff can confirm the presence of bedbugs – NOT students or any outside person.

Bedbugs are a serious community health issue, and ALL students are expected to comply with all instructions given to them within 24 hours if bedbugs have been confirmed within their living space.

WHAT SHOULD I DO IF I BELIEVE I HAVE BEDBUGS?

Notify the Residence Hall Director or contact the Office of Student Affairs immediately.

Be prepared to follow the written instructions to the letter and in a timely manner.

WHAT SHOULDN'T I DO IF I BELIEVE I HAVE BEDBUGS?

Do not panic! Although bedbugs can be annoying, they can be battled safely and successfully if you follow all guidelines given to you by Residential Life.

IF YOU BELIEVE YOU HAVE BEDBUGS:

- Do NOT wait until after 5 p.m. on Friday to notify someone. It is not possible to get service from the exterminator on weekends.
- Do not apply pesticides on your own. The College hires a licensed pest control operator to confirm the infestation and to develop an integrated pest management plan.
- Do not move your mattress or any furniture out into the hallway. Infested furniture can be cleaned and treated. Placing infested furniture (particularly mattresses) into common areas or on the street may simply help spread bedbugs to the rooms and suites of other students.
- Do not sleep in a friend's room or in places off College property. If you actually have bedbugs, you will only spread them to others.

CHECKING OUT OF RESIDENCE HALL

It is very important that each resident observe the following procedures when moving from his/her room:

- Remove all personal items and clean room thoroughly.
- Return all residence hall keys to the Resident Hall Director.
- Have a member of the residence hall staff inspect the room at the time of departure. If there are any questions regarding damage or cleaning charges, they may be settled at this time. Residents are expected to leave their rooms in the same condition as they were when they took occupancy.
- If returning to the residence halls either for the summer session or the forthcoming academic year, be certain that an application for housing has been filed.
- Turn in check-out slip to the Office of Student Affairs.

RESIDENCE HALL SERVICES

CAFETERIA MEAL CARDS

Replacement of lost student ID cards costs $10. Half of that amount will be returned if the card is found and returned to the Office of Financial Affairs or the Office of Student Affairs.

COMPUTERS

Student-owned computers can be connected to the Internet. Contact the Information Technology Office for details.

KEYS

Residents are issued room keys upon arrival at the residence hall. Rooms should be kept locked when unoccupied. If a key is lost or misplaced, a replacement may be obtained from the hall office for $10. It is not permissible for residents to have duplicate keys made other than through College sources. The College does not assume responsibility for personal belongings or other articles of value that may be lost or stolen.

LAUNDRY & LINEN SERVICES

Laundry facilities are available. Machines may be used only between 8 a.m. and 12 midnight. Do not leave laundry articles unattended.

MAIL

Mail is delivered to and picked up from each residence hall daily except weekends and holidays.

MAINTAINING RESIDENCE HALL ELIGIBILITY

Resident status of students who allow their schedules to fall drastically because of nonattendance, nonperformance or other reasons may be canceled and these students must commute from home.

MUSICAL INSTRUMENTS

The use of musical instruments, guitars, drums, etc., must be cleared in advance through the Vice President for Student Affairs. Abuse in the use of these instruments could result in the equipment being suspended from College property.

STEREO EQUIPMENT

Sound and stereo equipment should be used at a very low level. Abuse of this type of equipment can result in its being sent home or stored temporarily in College facilities.

VENDING MACHINES

Vending machines are located on campus for the convenience of the residents.

RESIDENCE HALL VISITATION

In recognition of trends in College housing, the administration places increased responsibility for conduct on individual students and individual living groups, the following visitation policy has been instituted:

APPROVAL & GUIDELINE

As defined by the policy, visitation is a privilege and assigns responsibility to the student host for maintaining and following each of the rules outlined. Visitation hours are 10 a.m. to12 midnight each day throughout the academic year.

PROCEDURES & RULES

Rooms should be presentable. Each student will be responsible for making his/her room's appearance appropriate for visitors. The appearance of rooms will be monitored by the director of each residence hall. At the beginning of the visitation, each guest must be met in the residence hall lobby by the student host/hostess and properly signed in. Name of guest and name of host/hostess must be recorded. During the visitation period, there shall be no roaming by non-residents within the hallway. The guest and host may move to one other room only. At the end of the visitation period, the guest will be escorted by the host and signed out. The maximum number of visitors to be in a room at one time is four (4). The participants will be on the honor system to follow these rules and to report anyone not following them to the Residence Hall Director and/or Vice President for Student Affairs.

OVERNIGHT GUESTS

Overnight guests at Northern Oklahoma College are prohibited.

VIOLATIONS

The responsibility for visitation is up to each participant, visitors as well as the host. Violations will be directed to the

Dean of Students for a hearing. Residence hall visitations will be monitored routinely by the director and periodic reports filed in the Office of Student Affairs. Visitation will be monitored on an occasional basis by the Vice President for Student Affairs and the Dean of Students. In case of flagrant violations for failure to follow these guidelines, the Vice President for Student Affairs may cancel individual residence hall visitations for various periods of time. Such an action will include individual rooms as well as individual or all residence halls.