NOC Stillwater Enrollment Checklist

615 N. Monroe
Stillwater
580.628.6900

www.noc.edu

GATEWAY
P R O G R A M

Table of Contents

Step 1: How to Apply
NOC Stillwater

1. ☐ Complete the free online application at www.noc.edu/apply.
For international students, complete the online application at www.noc.edu/international-students.

2. ☐ Send official high school transcript, official transcripts from other colleges attended and/or
GED documentation to:
Attn: Registrar
Northern Oklahoma College
P.O. Box 1869
Stillwater, OK 74076

3. ☐ Send ACT scores (along with AP or CLEP results, if applicable) to NOC Registrar (address listed above).
If ACT has not been taken or ACT scores are over three years old, call the Main Office 580.628.6910
to schedule an appointment to take the ACT at a cost of $60.

4. ☐ Apply for Free Application for Federal Student Aid (FAFSA) (Pg. 2).
   - Use the link at www.noc.edu/financial-aid1. NOC's Title IV Institutional Code
     is 003162. See attachment for further assistance.
   - Contact Financial Aid in NOC Stillwater Classroom Building, or call 580.628.6917 to be sure you
     have turned in all the required documentation.

5. ☐ Complete the scholarship application at www.noc.edu/scholarships.
See attached checklist (Pgs. 3-5).

6. ☐ Contact for additional information:
   - International students, visit www.noc.edu/international-students for more information
     or call 580.628.6654.
   - Native American students, contact the Native American advisor at 580.628.6654
     or gina.conneywerdy@noc.edu for information on tribal assistance.
   - Student Accessibility Services (SAS), Contact SAS at 405.744.7116 or visit
     accessibility.okstate.edu if you believe you have a disability and would like to start the intake
     process.
   - Veterans or military students, visit www.noc.edu/military for the GI Bill checklist
     and more information or call 580.628.6227 or 580.628.6906.

Financial Aid

Steps to Apply for Federal Financial Aid:

- The Financial Aid Office is located on the second floor of the NOC Stillwater Classroom Building. Please sign into the kiosk when you arrive.

- The Financial Aid Office telephone number is 580.628.6917.

- Complete the Free Application for Federal Student Aid (FAFSA) and submit it online by going to www.fafsa.ed.gov.
  Be sure to sign the application and list NOC as a school to receive the Student Aid Report by using the Institutional Code, 003162.

- When NOC receives the Student Aid Report, you will be notified and asked to complete additional documentation.
  If you have not been notified by NOC within two weeks of filing a completed FAFSA, please contact the Financial Aid Office at 580.628.6595 to see if additional information is needed.

- If you are requesting student loans, you are required to complete Entrance Counseling and a Master Promissory Note at www.studentloans.gov **before your loans can be awarded.**

- When all required documents are received, NOC will evaluate your file and send you an award notification email offering the eligible federal aid.
  The email will be sent to the email address that you provide on your file documents.

- Accept or decline the offered awards online by following the step-by-step instructions given in the award email. Financial aid will be accepted through the Campus Connect system through the https://portal.noc.edu/ics website.

*Remember that continued eligibility for all federal grant and loan programs **depends upon your academic progress**. A summary of requirements will be included with the award email notification.*
A detailed explanation of the NOC policy is included in the Student Handbook located at www.noc.edu/student-handbook.

Scholarship Checklist

1. ☐ **Students planning to apply for scholarships must complete the Online Admissions Application at www.noc.edu/apply.**

2. ☐ **Complete the Institutional Scholarship Application Form at www.noc.edu/scholarships. A 24-hour waiting period is required after the admissions application has been completed before the scholarship application can be accessed.**

   - First-time users will "Sign Up" using their personal email address that was submitted on their admissions application.
   - The password must contain a minimum of eight characters and include at least one numeral, one uppercase letter and one lowercase letter.
   - Upon signing up, you will receive a confirmation email to ensure your identity. Please check your spam folder for this email.
   - Once you have confirmed your account, you can begin accessing the system.
   - 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.

3. ☐ **Complete the Free Application for Federal Financial Aid** (FAFSA) **at www.fafsa.ed.gov. Northern's Title IV Institutional Code is 003162. Every student who is awarded scholarships is required to complete the FAFSA.**

   - New filing year opens every October 1 for the next academic year.
   - When NOC receives the Student Aid Report, you will be notified and asked to complete additional documentation.
   - For applications received prior to January 1, you will receive your documents after the first of the year.
   - If you have not been notified by NOC within two weeks of filing a completed FAFSA, with the exception of those who filed prior to January 1, please contact the Financial Aid Office to see if additional information is needed.
   - To consider you for scholarships, the Financial Aid Office must have received your FAFSA and all required paperwork submitted, regardless of eligibility.
   - Applicants are required to complete the FAFSA within 30 days of accepting a scholarship award. Failure to do so may result in scholarship being revoked. NOTE: All financial aid will be primary source of funding education. Best consideration date for financial aid is December 1.

Contact Information:

Institutional Scholarship Coordinator
580.628.6760
scholarships@noc.edu
Or visit our website at www.noc.edu/scholarships

What to Expect:

- Awarding of Financial Aid and Scholarships begins after Spring Break.

- When all required documents are received, the Financial Aid Office will evaluate your student file and send out award notifications via email, including instructions on how to log in to myNOC and accept your awards through Campus Connect.

- Scholarship award notifications will be sent via email and contain a link to the scholarship website that gives details about the offer and allows the scholarship to be accepted. If you are unable to open the link, go to www.noc.edu/scholarships.

Need to Know:

- Not every scholarship is available for award every year. Funding determines availability.

- **PRIORITY DEADLINE:** Applications for the Presidential Leadership Scholarship, the NOC/OSU Gateway Ambassadors Scholarship or the State Regents Academic Scholarship must be submitted 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, spring deadline is January 25.

- The scholarship committees on each campus shall determine the recipients for the scholarship awards. The Institutional Scholarship Office administers the scholarship awards.

- Priority will be given to applicants who are Oklahoma residents, United States citizens or permanent residents.

- Students on institutional academic achievement scholarships, i.e., PLC, academic, valedictorian, salutatorian, freshman or sophomore regents, etc. must be an Oklahoma resident and enrolled full-time.

- Maximum institutional scholarships may not exceed five (5) full-time academic semesters (does not include summer courses) unless otherwise stated.

- 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 are available at www.noc.edu/scholarships.

- 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. All policies and procedures may be found in the NOC Student Handbook at www.noc.edu/student-handbook.

- 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. The appeals decision will be made by the Scholarship Appeals Board.

- Scholarship appeals are limited to one year from the start of the semester last enrolled in.

- 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.

Contact Information:
Institutional Scholarship Coordinator
580.628.6760
scholarships@noc.edu
Or visit our website at www.noc.edu/scholarships

Step 2: What to Do after Acceptance
NOC Stillwater

1. ☐ Watch the *15 to Finish* video at www.noc.edu/degreeprograms.

2. ☐ Call NOC Stillwater Registrar's Office, located in the NOC Stillwater Classroom Building, at 580.628.6910. They can help you:
    - Set up testing for students who have ACT subscores below 19.
    - Set up an appointment with an advisor to enroll.
    - Students undecided about a major should access the resources provided through OSU Career Services at http://www.hireosugrads.com/StudentsAlumni/ExploreCareers-Assessment.aspx (you will need your okey information to access these resources) or make an appointment with the Coordinator of Student Academic Success Services at 580.628.6258 to discuss degree program options. The coordinator can also connect students with Focus 2, an online career exploration tool, to assist them in choosing a major that aligns with their personal attributes, such as values, interests, skills, and personality type.

3. ☐ Visit with an advisor to enroll for classes.

4. ☐ Once enrolled, NOC Stillwater Gateway students are eligible to apply for Residential Life housing at Oklahoma State University. For more information, see pages 28-29.

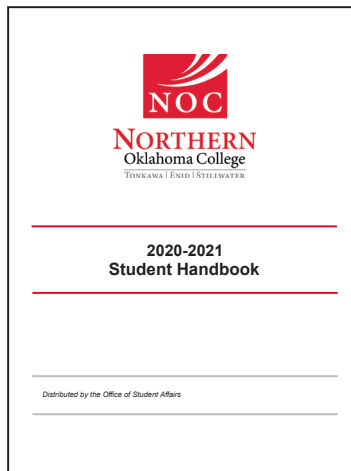**Enrollment dates can be found at** www.noc.edu/course-schedules

Step 3: What to Do Before Classes Start
NOC Stillwater

1. ☐ Get your NOC Username and Password from myNOC at https://portal.noc.edu/ICS/ (Pg. 10). Your NOC Student ID number on your class schedule by your name will be needed for this step.

2. ☐ Add refund option, located within myNOC. Select Financial Refund option located under demographics. **You must complete this in order to receive an NOC ID card** (Pgs. 10-12). Activate your Student ID card (Pg. 13).

3. ☐ Open Campus Connect to print your schedule. It is recommended to reprint **Friday before classes** start for any room assignment changes (Pgs. 13-14).

4. ☐ **NOC Email/Blackboard.** Log in to your Blackboard account to confirm that your user name and password work. Classes will not appear on Blackboard until course start date. Log in to your NOC email. Set up NOC email or forward to personal email (Pgs.14-15).

5. ☐ Contact the Financial Aid Office at 580.628.6917 to verify all necessary paperwork is complete. Set up payment plan online, if needed (Pgs. 16).

6. ☐ Know your add/drop dates by visiting www.noc.edu/course-schedules (Pgs. 17-19).

7. ☐ Review the NOC social media policy at www.noc.edu/socialmedia (Pg. 20).

   Read the Emergency Alert Information at www.noc.edu/emergencyalertsystem (Pg. 21).

   Read NOC IT Resource Statement and Helpdesk numbers (Pg. 22).

   Read the Student Handbook at www.noc.edu/student-handbook.

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**2020-2021
Student Handbook**

Distributed by the Office of Student Affairs

Step 3: What to Do Before Classes Start (Continued)
NOC Stillwater

8. ☐ Get textbooks at www.nocbookstore.com or the OSU bookstore in the Student Union one week before school starts (Pg. 23). Books ordered online can be picked up at the NOC Stillwater Bursar Office.

9. ☐ Five days after enrolling, set up an O-Key account at https://go.okstate.edu/admissions/okey.html to access your OSU account services. After you have activated your O-Key account, go to the OSU Classroom Building, Room 421 for an OSU ID (Pg. 24-26).

10. ☐ Purchase a parking permit at www.parking.okstate.edu. For questions concerning parking, please call 405.744.6525 (Pg. 27).

11. ☐ Apply for Residential Life at www.reslife.okstate.edu if you plan to live on the OSU campus (Pgs. 28-29).

12. ☐ Log in to your O-Key account to access your OSU Bursar Account. As a Gateway student at Northern Oklahoma College Stillwater, you have two separate financial accounts, one with NOC and one with OSU (Pg. 30).

13. ☐ Contact Disability Services, if needed (Pg. 31).

14. ☐ Locate your classrooms. Maps with classroom building abbreviations can be located at www.noc.edu/campusmaps (Pg. 32).

NOC Student ID Number Location

NOC Student ID number can be located on:
- Student admissions letter.
- Schedule printed at initial enrollment.

NOC Username and Password

To access your NOC username and password:

- Go to www.noc.edu.
- Click the myNOC tab located towards the bottom right side of the page under College Resources or go to https://portal.noc.edu/ics.
- Click the NOC ACCESS tab.

- Enter your 9-digit NOC student ID number (no spaces, slashes or dashes).
- Enter your PIN as your birthdate (MMDDYYYY).
- Click "Display My Credentials."
- Username and Password will be shown on screen. Keep these in a safe place.
- Username and password are case sensitive.
- It will take approximately 24 hours after enrollment for credentials to be generated.

Refund Option

To complete the refund option:

- Log in to myNOC.
- Click the Campus Connect tab.
- Below demographics you will see the following statement:
Northern Oklahoma College is required to provide students with multiple options in order to receive their student refund. Student refunds may result from:
    - Financial Aid that exceeds your expenses.
    - Dropping/withdrawing from class.
    - Student housing changes or overpayments.
  Please designate your refund account choice *now* to avoid delays receiving any type of refund.
- Accept your financial aid awards.
- Set up payment plan online, if needed.
- Click on the following line:
"*Please click here to open a new window to securely complete your student account choice.*"
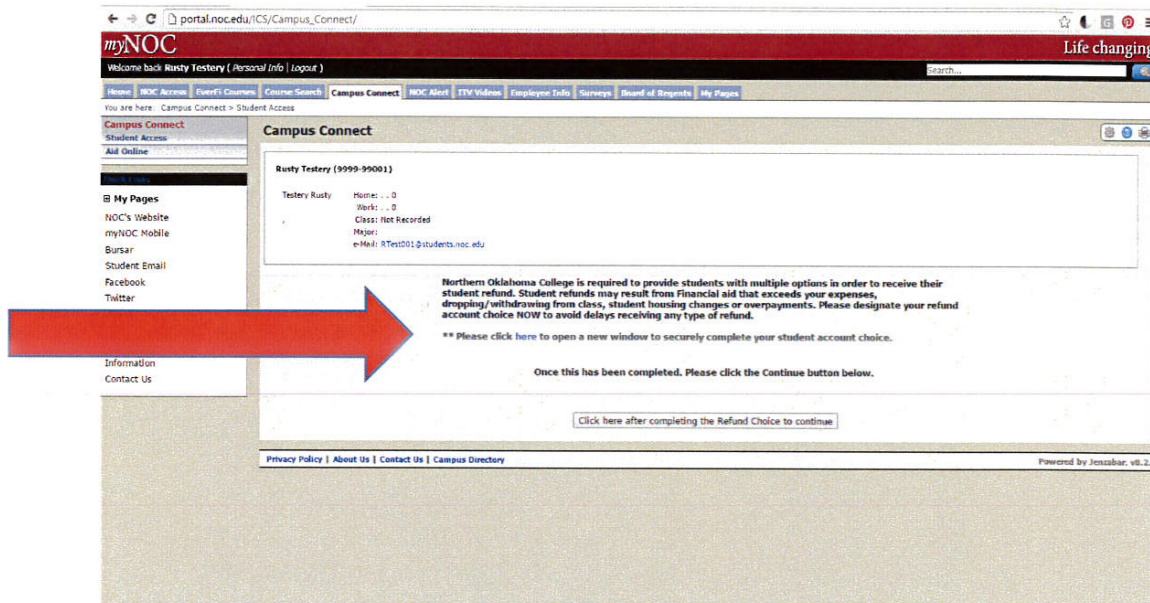
New window will open with the following:

Please designate your choice of how you would like to receive any student refund.

- ○ **I choose to use my existing bank account.**
  This section will require you to enter your bank account routing number and bank account number.

- ○ **I choose the student checking account offered by Herring Bank.**
  You will receive a card in the mail with your refund amount on it.

- Click "I Agree" to terms.
- Close and log out of myNOC.
- Proceed to Registrar's Office for Student ID Card.

After refund option is set up, you have to accept the financial responsibility contract before proceeding.

Refund Option

Frequently Asked Questions
<u>Only When Herring Bank Is Chosen</u> for Refund Option

1.   **Is my card secure?**

   Yes. Your balance is protected. Never give anyone your card number, expiration date, security number or PIN number unless you are making a purchase. This information is not needed.

2.   **How do I use my Card?**

   You will receive a card in the mail. After activation, you may use your card at any ATM and at all merchants, including merchants on the Internet (fees may apply).

3.   **How can I view my balance, review my transactions or order checks?**

   Enroll in Internet Banking by first calling 866.335.4318.

4.   **How do I put more money on my NOC Card?**

   Making a deposit to your account is easy:

   - Online at www.noccard.com.
   - Direct deposit from your employer.
   - Call 866.348.3435 to assist you.

5.   **Whom do I call if I have any questions about my Card?**

   For your convenience, call 866.348.3435. Please have your card or account number ready for verification.

> **Be sure to check your OSU bursar account balance.**
> **NOC financial aid will not pay OSU charges, but you may apply any NOC refunds to OSU charges. You will receive OSU holds (academic, enrollment, and charging) if OSU balance is not paid and the holds will prohibit future enrollment until paid.**

As a Gateway student at Northern Oklahoma College Stillwater, *you have TWO separate email and financial accounts–one with NOC and one with OSU.* These have separate logins. It is VERY important that you follow the steps in this packet to setup and maintain these accounts. *As a Gateway student you will have TWO IDs and TWO financial accounts. YOU are responsible for both.*

NOC Student ID Card

- Go to the NOC Stillwater Classroom Building Main Office to obtain a free NOC ID Card. Nursing students must specify they need a Nursing NOC ID Card.

- Refund options may go to your Herring Bank card or to your personal bank account. See directions on completing the refund option (Pgs. 10-11).

- To get your NOC Student ID card you will need: driver's license (photo ID) and Student ID number (under 18 requires parent's signature).

Activate Student ID Card

You can activate your card by performing a balance inquiry at any ATM, using your PIN number.

Campus Connect

Campus Connect can be used to:

- View or print your unofficial transcript.
- Print your schedule.
- Check your NOC account balance. NOC will not mail billing statements. Campus Connect is the only way to view your account balance.
- Accept your financial aid awards.
- Set up payment plan online, if needed.
- Review your grades before they are put on your transcript. NOC will not mail out grades. *Campus Connect* is the only way to access your grades.
- Review your holds.

Schedule   RE-PRINT YOUR SCHEDULE THE FRIDAY BEFORE SCHOOL STARTS

- Log in to myNOC.
- Click the Campus Connect tab.
- Go to Registration option and a drop-down list will appear.
- Click "Schedule."
- Select "Current Semester."
- Click "Display Schedule."
- Go to the upper-right corner to the print icon to print schedule.

NOC Email

You will receive email notifications from Financial Aid, NOC Bookstore and instructors. You will also receive early alerts for cancellations, late-start times or other course changes that may occur.

NOC Email Access:
Go to www.noc.edu
Click student email under
College Resources.
Log in using only your
NOC username and password.
Email format is
**username@students.noc.edu**

To forward an NOC Email account to a personal email:

- Log in.
- Go to the Options tab located at the lower left hand of the screen.
- Click "Local Account."
- Then click "Forwarding."
- In the forwarding box put the email address you want to forward to.
- Log out. Done.

Blackboard

NOC course material will NOT show up on Blackboard UNTIL the day classes begin!

- Go to www.noc.edu.
- Click the myNOC tab located towards the bottom right side of the page under College Resources.
- Click the Blackboard box on the right or https://nocbb.onenet.net/webapps/login/. Log in using your NOC username and password (do not create your own account).
- Teachers will post current grades, assignments and reminders about class.
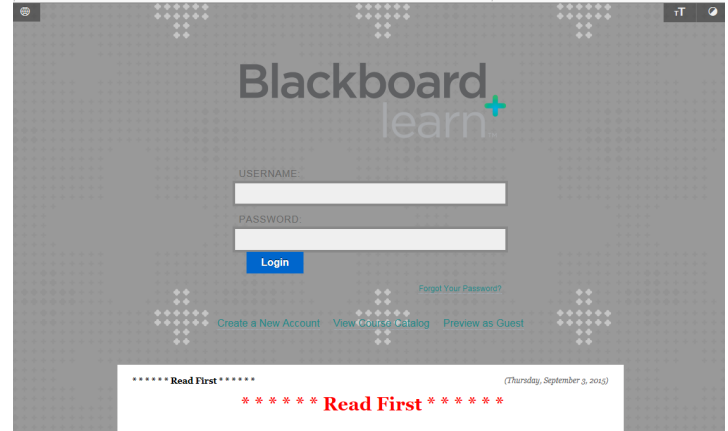
Financial Aid

The Financial Aid Office is located on the second floor of the NOC Stillwater Classroom Building. Please sign into the kiosk when you arrive or call 580.628.6917.

Steps to Apply for Federal Financial Aid:

- Complete the Free Application for Federal Student Aid (FAFSA) and submit it online by going to www.fafsa.ed.gov. Be sure to sign the application and list NOC as a school to receive the Student Aid Report by using the Institutional Code, 003162.

- When NOC receives the Student Aid Report, you will be notified and asked to complete additional documentation.
  If you have not been notified by NOC within two weeks of filing a completed FAFSA, please contact the Financial Aid Office at 580.628.6595 to see if additional information is needed.

- If you are requesting student loans, you are required to complete Entrance Counseling and a Master Promissory Note at www.studentloans.gov *before your loans can be awarded.*

- When all required documents are received, NOC will evaluate your file and send you an award notification email offering the eligible federal aid.
  The email will be sent to the email address that you provide on your file documents.

- Accept or decline the offered awards online by following the step-by-step instructions given in the award email. Financial aid will be accepted through the Campus Connect system through the https: portal.noc.edu/ics website. Instructions for obtaining a username and password can be found on page 9.

Remember that continued eligibility for all federal grant and loan programs depends upon your academic progress. A summary of requirements will be included with the award email notification.
A detailed explanation of the NOC policy is included in the Student Handbook located at
http://northok.publishpath.com/student-handbook.

Payment Plan

- If you do not receive financial aid and you do not have enough money to pay for your school expenses right now, you may apply for a payment plan.

- Payment plan benefits include easy online enrollment, flexible payment options and **no** interest.

- Start with a $25 nonrefundable enrollment fee per term.

Simple Steps to Enroll for Payment Plan:

- Go to www.noc.edu.
- Log in to myNOC. If you have never logged in before, click the NOC Access tab to get your login credentials.
- Click "Campus Connect."
- Click "Account Info."
- Choose "Review/Pay Account."
- Choose "Semester to Pay."
- Click on "Sign up for Payment or Pay Bill."

For more information about an NOC Bursar account, go to **www.noc.edu/bursar** or call 580.628.6903.

2020-2021 Academic Calendar

AUGUST 2020

S	M	T	W	T	F	S
26 L6/Online wk 6 4 week/ wk 4	27	28	29	30 End L4/L6/Online Classes & Finals	31 No Classes Offices Closed	1
2	3 Begin Regular Hours	4 Stillwater Faculty Report	5	6	7	8
9	10 In-Service New FTE Faculty & Adjunct	11 Tonk/Enid Faculty Report T-E-S Faculty In-service	12 Faculty In-service	13	14	15
16 Week 1	17 Semester Begins	18 Last Day to Add Courses and Log On to Online Courses	19	20	21	22
23 Week 2 30	24 31	25	26	27	28 Last Day to Drop with Full Refund	29

SEPTEMBER 2020

S	M	T	W	T	F	S
30 Week 3	31	1	2	3	4	5
6 Week 4	7 Labor Day No Classes Offices Closed	8	9	10	11	12
13 Week 5	14	15	16	17	18	19
20 Week 6	21	22	23	24	25 Final Day to Drop E8 w/o Evaluation	26
27 Week 7	28	29	30	1	2	3

OCTOBER 2020

S	M	T	W	T	F	S
27 Week 7	28	29	30	1	2 Faculty OACC Conference Final Day to Withdraw E8	3
4 Week 8	5	6	7	8	9 End 1st - 8 Wks	10
11 Week 9/1	12 Begin 2nd 8 Weeks	13 Final Day to Add & Log Online for L8 Midterm Grades due by noon	14 Last Day to Drop L8 with Full Refund	15	16	17
18 Week 10/2	19 Begin Sophomore Spring/Summer Enrollment	20	21	22	23	24
25 Week 11/3	26 Begin Freshman Spring/Summer Enrollment	27	28	29	30	31

NOVEMBER 2020

S	M	T	W	T	F	S
1 Week 12/4	2	3	4	5	6	7
8 Week 13/5	9	10	11	12	13 Final Day to Drop 16 wk w/o Evaluation	14
15 Week 14/6	16	17	18	19	20	21
22 Week 15/7	23	24	25	26 Thanksgiving Day	27	28
29 Week 15/7	30 Classes shift to online format.					

<…..................No Classes/ Offices Closed.....................>
<………..…..........Thanksgiving Break………..…...........>

DECEMBER 2020

S	M	T	W	T	F	S
29 Week 16/8	30 Final Day to Drop L8 w/o Evaluation	1	2	3	4 Final Day to Withdraw from all courses	5
6	7	8	9	10	11	12
13	14 Grades Due by Noon	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

<…………….......Final Examinations………..…........>
<………….......Student Winter Break………………....>
< …………………..Offices Closed ……………………... >
<………….......Student Winter Break…………………....>
< …………………..Offices Closed ……………………... >
<………….......Student Winter Break…………………....>

JANUARY 2021

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5 DC/FL Meeting	6 Faculty In-service	7 Academic Bowl	8	9
10 Week 1	11 Semester Begins	12 Final Day to Add Courses and Log On to Online Courses	13	14	15	16
17 Week 2	18 MLK Day No Classes/ Offices Closed	19	20	21	22 Final Day to Drop with Full Refund No Shows Due by Noon	23
24 Week 3	25	26	27	28	29	30

< …………………..Offices Closed ……………………... >
<………….......Student Winter Break…………………....>
<……………….......Student Winter Break…………………....>

2020-2021 Academic Calendar

FEBRUARY 2021

S	M	T	W	T	F	S
31 Week 3	1	2	3	4	5	6
7 Week 4	8	9	10	11	12	13
14 Week 5	15	16	17	18	19	20
21 Week 6	22	23	24	25	26 Final Day to Drop E8 w/o Evaluation	27
28 Week 7	1	2	3	4	5 Final Day to Withdraw E8	6

MARCH 2021

S	M	T	W	T	F	S
28 Week 8	1	2	3	4	5 End 1st 8 Weeks	6
7 Week 9/1	8 Begin 2nd 8 Weeks Midterm Grades due by noon	9 Final Day to Add & Log Online for L8	10	11	12 Last Day to Drop L8 with Full Refund	13
14	15	16	17	18	19	20
	<…………..…………Spring Break …………..…………….> <………………..No Classes/Offices Closed……………..>					
21 Week 10/2	22 Begin Sophomore Fall Enrollment	23	24	25	26	27
28 Week 11/3	29 Begin Freshman Fall Enrollment	30	31	1	2	3

APRIL 2021

S	M	T	W	T	F	S
28 Week 11/3	29 Begin Freshman Fall Enrollment	30	31	1	2	3
4 Week 12/4	5	6	7 Interscholastic Contest	8	9 Final Day to Drop 16 wk w/o Eval	10
11 Week 13/5	12	13	14	15	16	17
18 Week 14/6	19	20	21	22	23 Final Day to Drop L8 w/o Evaluation	24
25 Week 15/7	26	27	28	29	30 Final Day to Withdraw from All Courses	1 NOC Commencement

MAY 2021

S	M	T	W	T	F	S
25 Week 15/7	26	27	28	39	30 Final Day to Withdraw from All Courses	1 NOC Commencement
2 Week 16/8	3	4	5	6	7	8
	<……………Final Examinations………...>					
9 E6/Online wk 1	10 Grades Due by Noon Begin E6/Online Classes	11 Final Day to Add E6/Online Classes	12 Final Day to Drop E6/Online Classes	13	14 No Classes	15
16 E6/Online wk 2	17 Begin Summer Office Hours	18	19	20	21 No Classes Offices Closed	22
23 E6/Online wk 3	24	25	26	27	28 No Classes Offices Closed	29
30	31 Memorial Day No Classes					

JUNE 2021

S	M	T	W	T	F	S
30 E6/Online wk 4	31 Memorial Day No Classes Offices Closed	1	2	3	4 No Classes Offices Closed	5
6 E6/Online wk 5 4 week/ wk 1	7 Begin June 4 Week Classes	8 Final Day to Add 4 Week Classes	9 Final Day to Drop 4 Week Classes	10	11 No Classes Offices Closed	12
13 E6/Online wk 6 4 week/ wk 2	14	15	16	17 End E6/ Online Classes & Finals	18 No Classes Offices Closed	19
20 L6/Online wk 1 4 week/ wk 3	21 Begin L6/ Online Classes	22 Final Day to Add L6/Online Classes	23 Final Day to Drop L6/Online Classes	24	25 No Classes Offices Closed	26
27 L6/Online wk 2 4 week/ wk 4	28	29	30	1 End 4 Week Classes & Finals	2 No Classes Offices Closed	3

JULY 2021

S	M	T	W	T	F	S
27 L6/Online wk 2 4 week/ wk 4	28	29	30	1 End 4 Week Classes & Finals	2 No Classes Offices Closed	3
4 - Ind Day L6/Online wk 3 4 week/ wk 1	5 Begin July 4 Week Classes	6 Final Day to Add 4 Week Classes	7 Final Day to Drop 4 Week Classes	8	9 No Classes Offices Closed	10
11 L6/Online wk 4 4 week/ wk 2	12	13	14	15	16 No Classes Offices Closed	17
18 L6/Online wk 5 4 week/ wk 3	19	20	21	22	23 No Classes Offices Closed	24
25 L6/Online wk 6 4 week/ wk 4	26	27	28	29 End L6 / Online and 4 week Classes & Finals	30 No Classes Offices Closed	31

Dates to Remember

FALL 2020

Enrollment has begun and ends August 18, 2020.
Courses begin August 17, 2020.
The last day to drop a course with a full refund is August 28, 2020.
A 10% penalty will be assessed to any tuition or fees not paid by October 15, 2020

SPRING 2021

Sophomore spring and summer enrollment begins October 19, 2020 and ends January 12, 2021.
Freshman spring and summer enrollment begins October 26, 2020 and ends January 12, 2021.
Courses begin January 11, 2021.
The last day to drop a course with a full refund is January 22, 2021.
A 10% penalty will be assessed to any tuition or fees not paid by March 12, 2021

For further questions please contact the main office at 580.242.6300

Social Media

www.noc.edu/socialmedia

NOC 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 is increasingly common for departments, students and employees. These communication tools have the potential to create a significant impact on organizational and professional reputations. Northern Oklahoma College has developed a social network, a social media policy and an application process to ensure that any and all interactions on behalf of Northern represent 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 networking, Web 2.0 and social media technologies and websites to provide you with information in more places and more ways.

All social networking and social media accounts recognized by Northern Oklahoma College will be listed at the following sites. Check often to see who is on Facebook, Twitter and YouTube, etc.

Facebook- northernoklahomacollege
www.facebook.com/northernoklahomacollege

Twitter- N_O_C (#N_O_C)
www.twitter.com/N_O_C

Instagram - northernoklahomacollege
www.instagram.com/northernoklahomacollege

Find other NOC officially recognized social media accounts at:
www.noc.edu/officially-recognized-accounts

Northern Oklahoma College Social Media Policy
www.noc.edu/socialmedia

Emergency Alert

⚠️ NOC Alert

NOC Emergency Information
www.noc.edu/emergency

TODAY:

All NOC locations are operating at normal business hours.

- Visit the college's academic calendar for dates of scheduled NOC closings.

Don't get left in the dark... NEW & IMPROVED!

NOC automatically signs you up when you enroll!

No spam!
Just emergencies:
- School closings
- Security threats
- Power outages
- Weather hazards
- Evacuations
- Natural disasters
- Important college messages
- Other imminent dangers

To opt-out, sign-up or view details go to www.portal.noc.edu

About this site:

This website is your resource for up-to-date information about NOC alerts, closures and openings during emergencies or unfavorable weather situations. The updates from this site are available via telephone by calling the College's general information number at 580.628.6677.

As a situation progresses, updates will also be available through local news media, the College's webpage, group emails, text messages and social media updates. In the event of an emergency, the College community may also receive communications via phone, voicemail, the siren system, fire-panel systems and flat-screen televisions in public gathering places.

For emergency information about specific NOC services and facilities, check the campus links or contacts sections of this website.

Emergency Alert System:

Northern Oklahoma College uses an emergency alert system to help insure the safety of students and employees during an emergency situation, e.g., impending severe weather, intruder, etc. The NOC Alert System uses text, voice and email messages to alert the NOC community in these events. To confirm your number, add numbers (home, parents, family members, a second line, etc.), make changes to your account or opt out: log in to myNOC and click on the "NOC Alert" tab from the top navigation bar.

Proper Use of NOC IT Resources

The intent of computing at Northern is to promote administrative, educational and research efforts. In order to achieve this, computing ethics must be promoted at all times and the following terms and conditions must be adhered to:

- The transmission of any information which would be abusive, profane or sexually offensive to the average person is prohibited. Northern reserves the right to monitor electronic transmissions on the Internet.
- Use of the Internet to conduct any business or activity or solicit the performance of any activity which is unlawful is prohibited.
- Users are expected to follow normal standards of ethics and polite conduct in their use of computing resources
- The institution reserves the right to limit access to web sites that allow or display abusive, obscene or profane language, degrade performance of resources or circumvent computer security measures.
- Full NOC Student IT Policy can be found at www.noc.edu/IT

When misuse is discovered, disciplinary measures will be taken against the misuse. The NOC Office of Student Affairs or its designee will review violations on a case-by-case basis.

For More Information on NOC IT Services:
Campus Connect **580.628.6344**
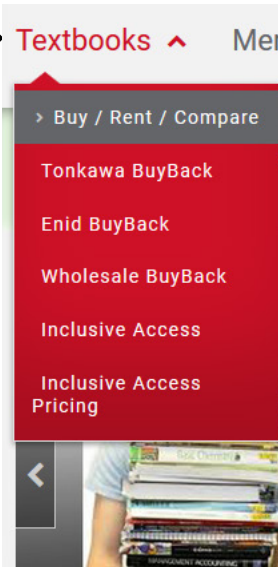**Blackboard 580.628.6339**
MyNOC 580.628.6330
Email 580.628.6291
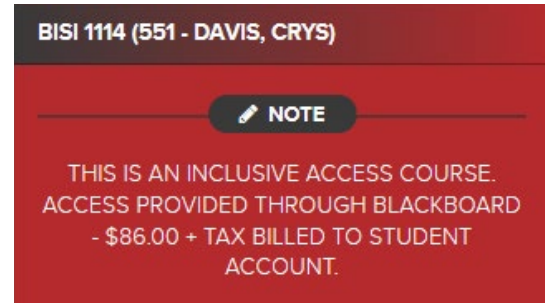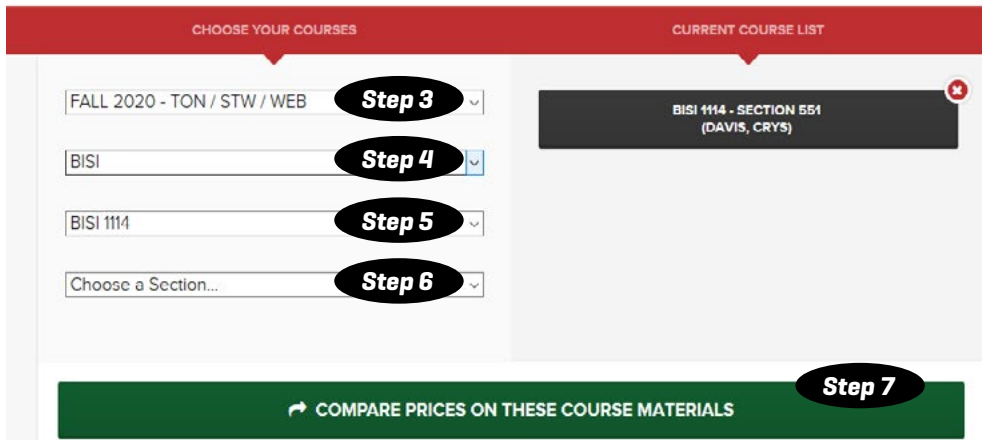**General IT Helpdesk 580.628.6291**

NOC Bookstore Online

Go to www.nocbookstore.com

1. Click on the Textbooks column.

2. Select "Buy/Reserve/Rent."

3. Select the current term and location of classes.

STEP 1 → Textbooks ⌃   Me...

> Buy / Rent / Compare   **STEP 2**

Tonkawa BuyBack

Enid BuyBack

Wholesale BuyBack

Inclusive Access

Inclusive Access Pricing

NOC Bookstore
Proudly Serving Northern Oklahoma College

CHOOSE YOUR COURSES

FALL 2020 - TON / STW / WEB   *Step 3*

BISI   *Step 4*

BISI 1114   *Step 5*

Choose a Section...   *Step 6*

CURRENT COURSE LIST

BISI 1114 - SECTION 551 (DAVIS, CRYS)

➔ COMPARE PRICES ON THESE COURSE MATERIALS   *Step 7*

BISI 1114 (551 - DAVIS, CRYS)

✎ NOTE

THIS IS AN INCLUSIVE ACCESS COURSE. ACCESS PROVIDED THROUGH BLACKBOARD - $86.00 + TAX BILLED TO STUDENT ACCOUNT.

Classes that have Inclusive Access are directly billed to student's NOC Account. Each student will receive an access code through their NOC student email OR the course materials will be accessed through their Blackboard account. If the student wants to opt-out of the inclusive access, he/she can, but will not be able to get the printed version.

4. Select the department (example: Biology, Accounting, English).

5. Select the course number. This will be found on your schedule (example: BISI 1114-551).

6. Select the section number, also on your schedule (example: 551 DAVIS, CRYS).

7. To select additional courses, repeat steps 4-6. **Once all courses have been added.** Click the "Compare prices on these course materials" button.

The QS Charts are QUICK STUDY guides. They are not required, but recommended by the instructor.

8. Proceed to checkout. Create an account with your NOC email and password or sign in with a current account.

9. Select a shipping method (mailed for a fee, couriered at no cost to The University Center or NOC Stillwater Classroom Building, or picked up at Enid or Tonkawa bookstore).

10. If you have selected to rent a book, make sure to read the directions for payment in the rental guarantee pop-up window.

11. Do not forget to click "place my order". Your order will not be processed until this step is done.

Course materials not mailed or directly billed may be picked up at the NOC Stillwater Classroom Building Bursar Office, located at 615 N. Monroe in Stillwater, 2-3 business days after ordering.

Oklahoma State University Accounts: O-Key Account & OSU Email

Through the NOC/OSU Gateway Program, students will have an NOC ID, Campus Connect and NOC email, as well as an OSU student ID, OSU email and OSU bursar account. To access the OSU campus you will need to get your OSU ID.

To get your OSU ID, start by activating your O-Key account. Go to https://apps.okstate.edu/okey/index.php

What is O-Key?

O-Key is Oklahoma State University's centralized web-based account management and service provisioning system. **One of O-Key's core functions is to provide a single secure user ID and password that can be used to access OSU services.** After completing your student enrollment or filling out your employment paperwork, you will be eligible for an O-Key account (visit http://okey.okstate.edu). By activating your account, you can set up your email address, create an e-mail account to the OSU-provided Exchange/Outlook services and set up your emergency and directory contact information.

As a Gateway student at Northern Oklahoma College Stillwater, **you have TWO separate email and financial accounts–one with NOC and one with OSU.** These have separate logins. It is VERY important that you follow the steps in this packet to setup and maintain these accounts. **As a Gateway student you will have TWO IDs and TWO financial accounts. YOU are responsible for both.** Be sure to check your OSU bursar account balance. NOC financial aid will not pay OSU charges, but you may apply any NOC refunds to OSU charges. You will receive OSU holds (academic, enrollment, and charging) if OSU balance is not paid and the holds will prohibit future enrollment until paid.

Activate O-Key Account

1. Go to okey.okstate.edu

2. Click on the O-Key Account Activation button on the main page.

3. Enter the first two letters of your last name, the last five digits of your Social Security Number (or OSU Identification Number) and your date of birth in the appropriate fields.

Attention International Students: If you do not have a social security number, please enter the last 5 digits of your temporary student identification number.

4. You will be asked to enter a PIN # that will be **emailed to you at the personal email address you listed on your application.**

5. Once all information has been entered successfully, you will be guided through an activation wizard that will help you obtain an O-Key username, password and email address. Upon completion of the activation wizard, it may take 24 hours before your new account is ready to use.

POINTS OF INTEREST IN O-KEY

Campus Alerts: You will be asked to provide emergency contact information that will be used for the Campus Alert system. You can enter your phone number to receive text messages and/or voicemail alerts. The Campus Alert system will notify you via text message and/or voicemail regarding emergencies on campus. This information is confidential and will not be used for communicating anything other than actual emergencies.

Email Forwarding: You have the option of using the OSU Outlook/Exchange email system, or you can opt to have your email forwarded to another e-mail address. You may change your email destination any time by logging into your O-Key account and click on "Email Destination."

Note: If you forward your email to another account, it will not be accessible from the OSU Outlook/Exchange system. Also, all previously received email messages will be deleted.

Password Expiration: O-Key passwords expire every 120 days to ensure the security of your account. You will receive an e-mail notifying you of your password expiration 30 days before it is set to expire, or you can monitor this on the first page of your O-Key account.

For questions about your O-Key account, please contact the IT Help Desk at
helpdesk@okstate.edu
or 405.744.HELP (4357)

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OSU Student ID

After you have activated your O-Key account, you will need to have your OSU ID made.

Students obtain their ID cards primarily through the ID Services Office at OSU Classroom Building, Room 421.

Walk-in location: Classroom Building, Room 421
110 N. Hester Street, Stillwater, OK 74078
Phone: 405.744.8434
e-mail: id.services@okstate.edu
Hours: Monday-Friday, 8 am to 5 pm

Your OSU ID Card can be used for:

- Photo identification.
- Access to certain buildings and facilities on campus.
- Charges to your OSU Bursar account.
- Borrowing Library Items.
- Entering Colvin Recreation Center.
- Using OSU Bus System.
- Access to a variety of campus events and services.

As a Gateway student at Northern Oklahoma College Stillwater, **you have TWO separate email and financial accounts–one with NOC and one with OSU.** These have separate logins. It is VERY important that you follow the steps in this packet to setup and maintain these accounts. **As a Gateway student you will have TWO IDs and TWO financial accounts. YOU are responsible for both.** Be sure to check your OSU bursar account balance. NOC financial aid will not pay OSU charges, but you may apply any NOC refunds to OSU charges. You will receive OSU holds (academic, enrollment, and charging) if OSU balance is not paid and the holds will prohibit future enrollment until paid.

Parking Permit & Transit

> To purchase a parking permit go to www.parking.okstate.edu
>
> 1. Click "Purchase a Permit"
> 2. Log in using your O-KEY account - You must have an O-KEY email account to purchase a parking permit.
>
> For questions concerning parking, please call: 405.744.6525

Vehicles parked on the OSU campus must purchase and display a parking permit **annually**, unless the vehicle is parked in a pay facility (i.e., garage or metered space). Any motor vehicle parked on university property between the hours of 5 am to 5 pm, Monday through Friday, **must display a valid OSU paid parking permit**. All OSU parking permits and registration decals, regardless of when they are issued, expire on July 31 of each year, with the exception of bicycle permits that expire on May 31 of each year. Updated permits and decals are required for each new academic year. Hang or cling parking permits are transferable only between vehicles, not individuals. You are required to park in the designated areas determined by your permit. To view the bus routes, schedules and maps go to www.transit.okstate.edu. For questions concerning transit, please call **405.744.2832.**

THE CLOSEST LOTS TO NOC STILLWATER ARE MONROE PARKING GARAGE AND SILVER LOTS.
View bus route online: thebus.okstate.edu
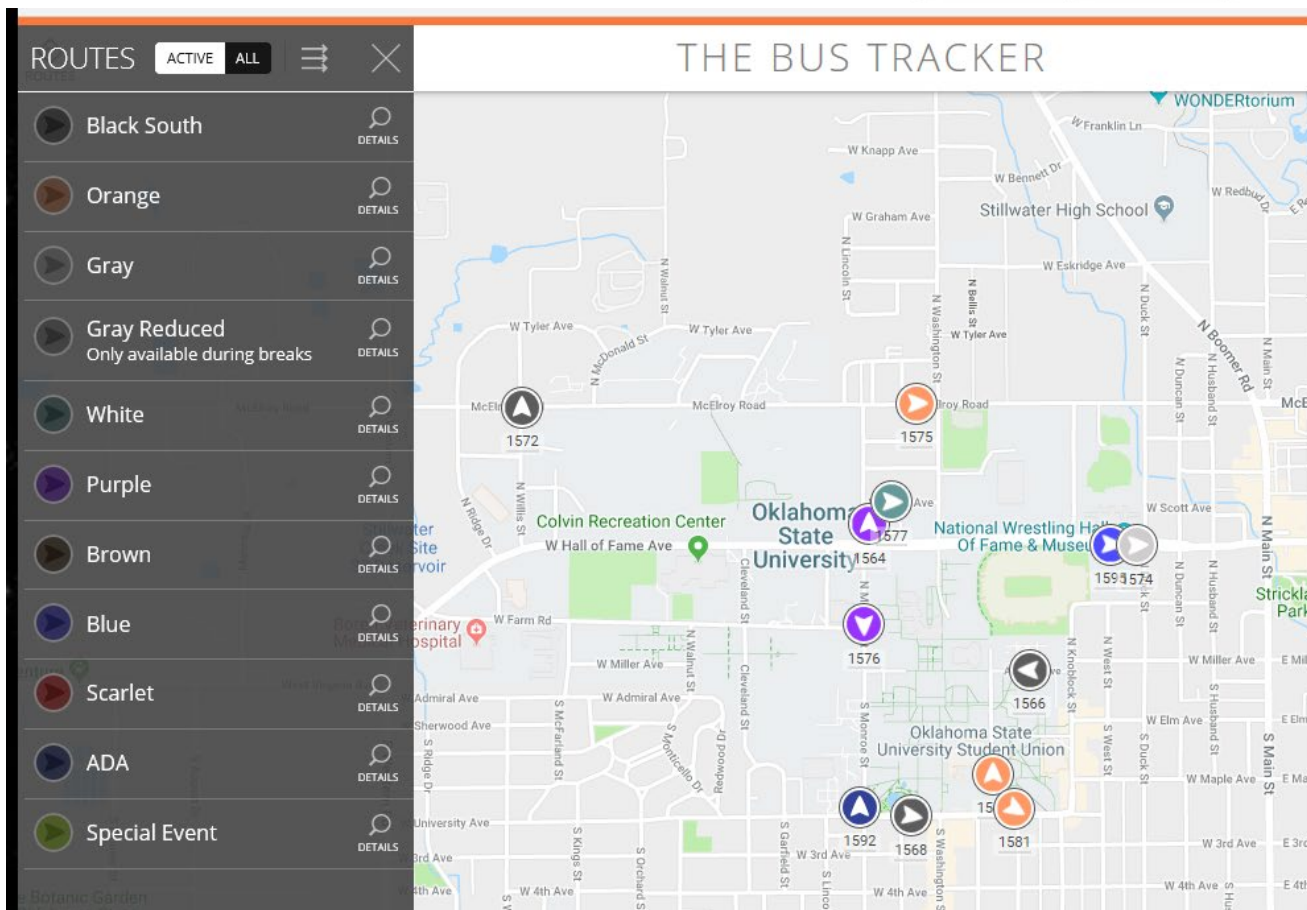
VIEW A BROCHURE OF COMPLETE BUS SCHEDULES AND ROUTES ONLINE:
https://parking.okstate.edu/sites/default/files/BusRouteBrochure6625Map_v5.pdf

Download App for iPhone or Android

OSU Contact:
parking@okstate.edu

Twitter

Oklahoma State University Parking and Transportation Services

OSU Bursar

Use your OSU email and password to login to O-Key Account Services.

To access your OSU Bursar account, go to www.okstate.edu and select the Student Life tab, then select the Bursar link. You will need your Banner ID number (this can be found on your OSU Student ID Card) and password to login.

Note: You will not be able to log into your Bursar account until you have activated your O-Key Account.

Bursar Services - Connect to Bursar Services to do the following:

- View your bill.
- Enroll in a semester monthly payment plan.
- View your bursar account activity.
- Make payments and store payment profiles.

You can authorize others (such as your parents, guardians or spouses) to access your bursar account information, set up a payment option plan and make payments on your account.

To view a step-by-step guide for the OSU Bursar

1. Go to https://bursar.okstate.edu.
2. Click the link under View Bursar Billing Statements "Bursar Online Information Step by Step Guide".

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Accessibility Services

Oklahoma State University Accessibility Services is located in the University Health Services Office, 1202 W. Farm Road, Room 155.

Students with permanent or temporary disibilities may request services by contacting Student Accessibility Services and providing appropriate documentation.

Academic support services include:
- Specialized Testing.
- Classroom Accommodations.
- Accessible Textbooks.
- Access to Assistive Technology (AT).

https://accessibility.okstate.edu/
315 Student Union
Stillwater, OK 74078–7051
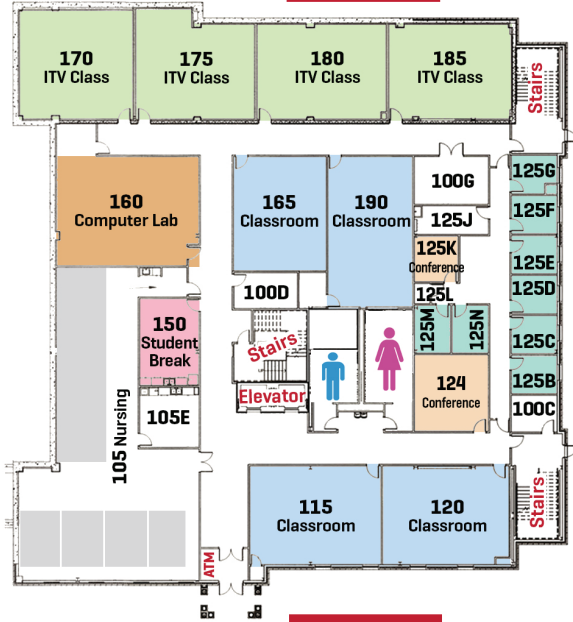Office Phone: 405.744.7116
Fax: 405.744.8380
Email: accessibility@okstate.edu
8:00 am–12:00 pm and 1:00 pm–5:00 pm

Student Disability Services (SDS) is committed to providing a community that ensures full participation for students. **SDS provides assistance to students that will facilitate their independence and academic progress.**
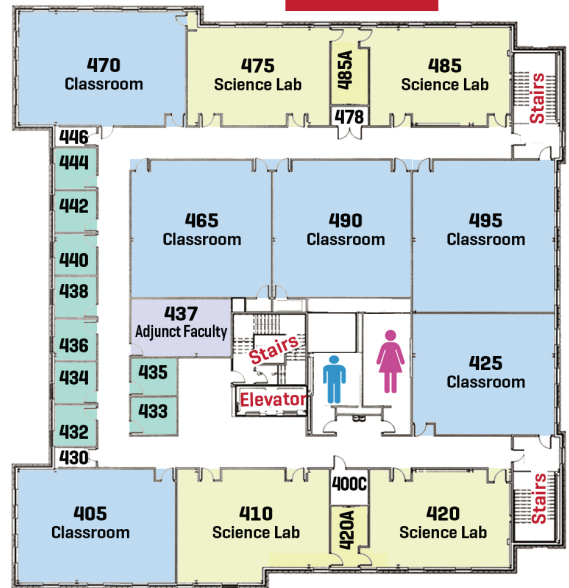
NOC Stillwater Classroom Building

FLOOR 1

170 ITV Class	175 ITV Class	180 ITV Class	185 ITV Class

Stairs

160 Computer Lab

165 Classroom

190 Classroom

100G
125J
100D
125K Conference
125L
125M
125N
124 Conference

125G
125F
125E
125D
125C
125B
100C

150 Student Break
105E
105 Nursing

Stairs
Elevator

115 Classroom
120 Classroom

Stairs

ATM

FLOOR 2

270 Brown Room
275 Employee Break Room
280 Bursar
281
282 Vice President
283 Assistant Registrar
285A
285 Testing

Stairs

Sign In

288 Registration
290 Financial Aid
291
292
294
260
293
299
298
297
295
296

Front Entrance

Commons

Stairs
Elevator

225 Classroom

200

205 Classroom
210 Classroom
220 Tutoring
223 Conference

Stairs

FLOOR 3

370 Classroom
375 Science Lab
385A
385 Science Lab
378

Stairs

346
344
342
340
338
336
334
332
330

345 364
343 362
339
337 356
335 354
333 352

Vending Area
363 Conference
300F
359 Conference
300D
390A
390 Computer Lab
395 Classroom

Stairs
Elevator

325 Classroom

305 Classroom
310 Classroom
315 Classroom
320 Classroom

Stairs

FLOOR 4

470 Classroom
475 Science Lab
485A
485 Science Lab
478

Stairs

446
444
442
440
438
436
434
432
430

435
433

465 Classroom
490 Classroom
495 Classroom

437 Adjunct Faculty

Stairs
Elevator

425 Classroom

405 Classroom
410 Science Lab
420A
400C
420 Science Lab

Stairs

N W E S

FIRST FLOOR
Classrooms
Computer Lab
Nursing Faculty Offices
Nursing Skills Lab
Student Break Room

SECOND FLOOR
Administrative Offices
Brown Room
Classrooms
Commons Area
Testing
Tutoring

NOC NORTHERN Oklahoma College

Stillwater Floor Directory
615 N. Monroe · PO Box 1869
Stillwater, OK 74078 · 580.628.6900
www.noc.edu

THIRD FLOOR
Classrooms
Computer Lab
Faculty Offices
Science Labs
Vending

FOURTH FLOOR
Adjunct Faculty
Classrooms
Faculty Offices
Science Labs

GATEWAY
PROGRAM

www.noc.edu

Life changing.