

2021-2022 NORTHERN OKLAHOMA COLLEGE ADVISOR HANDBOOK (last updated 8-25-2021)

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Advising Checklist

- Ask if student is a first-time college student. If not, are all transcripts on file from other colleges attended? For transfer students with a GPA of 2.0 or higher, review first that all general education requirements have been met. For transfer students with a GPA of 1.99 or lower, review whether students have used all four repeats of college-level courses. Encourage repeats of “F” grades only unless successful program admission (e.g. Nursing) is linked to replacing passing grades with higher grades as well.
- Ask the student if he or she took concurrent classes or AP classes (with related test scores) in high school. For students with 24 or higher in individual ACT test areas, review any honors options available for the current semester. See separate heading in Advisor Handbook for Honors criteria.
- Review students’ testing scores on admission forms to determine any areas of remediation needed. (If there has been time for them to be recorded, Test Scores are also found on J1 Web under the blue “Person” tab at the top of the Advising dashboard page for each student.) **Students with remedial needs may not be enrolled if they are unable to take at least one of the courses needed to address remediation needs as part of their overall enrollment each semester until remediation needs are met.**
- Ask what degree program student is following. If general education, why? Refer student to Kathleen Swain (Coordinator of Student Academic Success Services, kathleen.swain@noc.edu or 580-628-6258) services for career inventory and/or World of Work class, and encourage student to identify broad area of study—e.g. health care, business, STEM (Science, Technology, Engineering, Math), or liberal studies—so math path is clearer while student is determining major. Give student the most up-to-date copy of the chosen degree sheet (**These and course descriptions are found under “Academic” link on NOC website**) and explain the difference between gen ed program requirements, recommended program electives, etc. Enroll all freshmen in the required ORNT 1101 class the first semester if at all possible.
- Counsel students to enroll only in classes required for their specific degree program and in the number of classes/credit hours best suited for each individual student situation. Note other classes will be marked as ineligible for financial aid in myNOC Registration. Ask if student knows which transfer school will be chosen and review how that affects class selection now. For in-state transfers, make students aware of the OSRHE transfer matrix on the Course Transfer page at the Oklahoma State Regents of Higher Education website (<http://www.okhighered.org/transfer-students/course-transfer.shtml>) For transfers to Northwestern, make students aware of the Bridge scholarship that is available if they meet GPA requirements and are admitted to NWOSU before their graduation date from NOC. This information can be found at <https://www.nwosu.edu/apply-for-admission/transfer-student/bridge-program>. For transfers to Oklahoma State University, remind students that if they were not eligible for admission to OSU when they graduated from high school, they can become eligible by completing 24 hours on any of NOC’s campuses and maintaining a 2.25 GPA. While this is true for all 3 campuses, students are better served in completing an associate degree and having all of general education requirements met if they’re attending the Enid or Tonkawa campus and the degree they are interested in is available. Because of the NOC-OSU Gateway Memo of Understanding, students in Stillwater are encouraged to

begin taking at least some of their classes at OSU after 24 hours as a transition into full OSU enrollment.

- Explain zero-level course vs. college-level course if applicable and discuss whether the student is a good candidate for fast-track or corequisite options. Also inform students about free on-campus tutoring (schedules are available on the website by clicking “Current Students” and then “Tutoring” in the left column), as well as the online tutoring option through Tutor.com. For online tutoring, a link is available through Blackboard.
- Ask if student will be working part-time or full-time while attending or is looking for an on-campus job. Refer to Student Affairs for employment options.
- Does the student have any special needs (learning disabilities, etc.) the college should be aware of? If so, refer that student to the Office of Student Affairs to self-identify and to request accommodations. For accommodations or for further questions about ADA Policy, contact the following: Tonkawa campus-Ryan Paul, Dean of Students, 580 628-6240, Enid campus-Jeremy Hise, Vice President for NOC Enid, 580 548-2393, Stillwater campus-Diana Watkins, Vice President for NOC Stillwater, 580-628-6905, University Center-Ponca City, Bron Briggs, Administrative Assistant, 580-718-5600.
- Ask if student needs help with any tribal educational forms or funding. If so direct student to Gina Conneywerdy, Native American Advisor. Gina is located on the Tonkawa campus but can be reached by email at gina.conneywerdy@noc.edu or by phone at 580.628.6654.
- Ask if student has secured a way to pay for college. FAFSA, loans, etc. Review cost comparison chart to insure students are aware of the difference in price between learning sites and for online courses.
- Ask if student will be living on or off campus. Dorm assignment complete? Commuting from where? Parking Permit (Student Affairs)? NOC student ID (Registration)? Note the Student ID is needed for access to dorms, buying books, getting parking permit, and accessing other college services. (Note: Students enrolled in the NOC Stillwater Gateway Program also need an OSU ID. Parking for these students is handled by OSU.)
- Explain full-time status and how it affects Federal Financial Aid. Also explain the time implication of taking only 12 credit hours a semester, particularly with remediation needs. Encourage 15 to Finish. Direct student with specific questions to the Financial Aid Office. Encourage students to complete all classes if possible (required percentage 67%) to remain in good standing and maintain at least a 2.0 cumulative GPA.
- If a student notes proficiency in a particular subject area inform him/her about CLEP test option for college credit. Direct to Testing Center and to the following link explaining how students can take the CLEP test at NOC and the areas in which students can test: [CLEP | Northern Oklahoma College \(noc.edu\)](https://www.noc.edu/clep)
- Provide each student with an IT brochure and explain the Blackboard system for grades, etc. and explain MyNOC for Usernames and passwords, demographic data, etc. Brochures can be picked up in the IT office or copies can be accessed at the NOC Resources and Guidelines webpage: [Student-IT-Brochure-2021.pdf \(noc.edu\)](https://www.noc.edu/Student-IT-Brochure-2021.pdf) See also “Technology Resources” in this guide for highlights of that information.
- Emphasize the importance of checking the NOC student email account often as this is where a student will receive messages from the various offices at NOC (financial, registration, bursar, etc.)

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

When each new enrollment periods open,

- Be pro-active advisors. Contact advisees who have not contacted you to schedule an enrollment time and encourage them to re-enroll before they leave at semester's end.
- Review the timeline for degree completion with students, identifying what courses will need to be taken in each semester to stay in sequence and graduate sooner, and which courses are best suited to current plans for transfer institution. Warn students relying on late-start classes (seminars and L8) not to rely on those classes for full-time should a class have to be cancelled.
- Ask students if they need to make changes to what is on file—major, address, phone number, email. (This contact information is often used to send notices to students about cancelled classes.) Contact updates must be made in Registration Office.

When advisees receive an early alert warning,

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

Advising Timeline

August

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

September

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

October

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

Contact advisees to set up appointments for spring and/or summer enrollment and grad checks for those who will be completing coursework in spring.

November

Contact advisees and remind them of final day to drop L8 or 16-week course without evaluation. Ask them to visit with instructors to decide.

December

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

January

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

February

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

March

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

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

April

Contact advisees and remind them of final day to drop L8 or 16-week course without evaluation. Ask them to visit with instructors to decide.

May

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

Date _____ / _____ / _____
Month Day Year

Enrollment for (circle one)
Fall Spring Summer

[illegible][illegible]

Student Signature _____

7

Northern Oklahoma College
Complete Student Withdrawal

Fall _____ Spring _____ Summer _____

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

Student ID _____ Date _____

Name _____ Major _____
(Please Print)

Have you finished any short courses this semester? ☐ Yes ☐ No

Have you attended any class? ☐ Yes ☐ No

Reason for Withdrawal:
(Check One Below)

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

Financial Aid Signature _____

Librarian's Signature _____

Finance Office Signature _____

Registrar's Signature _____

Student's Signature _____

Residential Housing (if applicable) _____

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

R 058

Northern Oklahoma College
Student Withdrawal

Fall _____ Spring _____ Summer _____

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

Student ID _____ Date _____

Name _____ Major _____
(Please Print)

Have you finished any short courses this semester? ☐ Yes ☐ No

Have you attended any class? ☐ Yes ☐ No

Reason for Withdrawal:
(Check One Below)

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

Financial Aid Signature _____

Librarian's Signature _____

Finance Office Signature _____

Registrar's Signature _____

Student's Signature _____

Residential Housing (if applicable) _____

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

R 058

NORTHERN OKLAHOMA COLLEGE STUDENT INFORMATION CHANGE FORM

Student ID: _____ Date: _____

Name: _____

*****ADDRESS CHANGE*****

Permanent Home Address:

Mailing Address:

Street Address: _____

Street Address: _____

City: _____

City: _____

State: _____ Zip Code: _____

State: _____ Zip Code: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

*****NAME CHANGE*****

Previous Name: _____

Maiden Name: _____

New Name: _____

Reason for change: _____

(Must provide documentation such as marriage license, divorce decree, social security card, driver's license)

*****CHANGE OF MAJOR*****

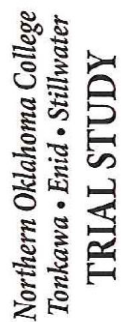
Previous Major: _____

New Major: _____

Previous Advisor: _____

New Advisor: _____

Student Signature: _____



NOC ID # _____

Major _____ Class _____ Enrollment for (circle one)
Fall Spring Summer
Please indicate time in day box

[illegible]

COMMENTS:

Enrolled by _____ Student's Signature _____

Advising International Students

All international students require special admission through the Registration Office to ensure student VISAs are intact. Some government-sponsored international students are also restricted in which courses they may enroll in. Students whose attendance is sponsored by SACM, for instance, may not enroll in online nor hybrid courses and courses for which students are assigned a "W" must be reimbursed by the student. Students are also limited to 6 semesters of enrollment. Please notify Dr. Rick Edginton in the Registration Office (rick.edginton@noc.edu or 580-628-6221) of any international student who is failing a course before dropping the student as it may impact immigration status.

Advising Student-Athletes

There are numerous factors and situations to consider when advising student-athletes. Many things that may not have an impact on a non-athlete student could have a significant impact on a student-athlete's eligibility on the team. All NJCAA eligibility rules are located in Article V of the NJCAA Handbook and Casebook. Please refer all questions regarding eligibility to the Director of Athletics (Alan Foster, alan.foster@noc.edu or 580-628-6345) when you are not certain about an individual situation during enrollment.

- Student-athletes must remain enrolled in a minimum of 12 credit hours to be eligible to compete in athletic competitions.
Please inform the coach and/or the Director of Athletics before dropping a student-athlete from a class to ensure the team does not play with an ineligible player. Also, please do not allow a student-athlete to withdraw from a class without the signature of the coach and/or the Director of Athletics. A student-athlete immediately becomes ineligible after dropping below 12 hours, and we must know in order to avoid playing an ineligible player and forfeiting games.
- It is strongly recommended that student-athletes carry a course load of 15 credit hours or more to work towards graduation in two years and be NCAA eligible. Student-athletes required to take multiple zero-level courses will need to carry a larger course load each semester or take summer coursework in order to graduate in two years.
- There are situations in which a student-athlete may be required to retake a class. They are not allowed to count repeat courses towards hour accumulation when determining eligibility with the NJCAA.
- Student-athletes who are not pursuing a degree in math and/or science should take their science classes during an off-season semester if possible so that game days do not affect lab attendance. (Ex: Baseball players should take their science classes each fall. Soccer players should take their science classes in the spring.)
- Student-athletes should enroll in the varsity sport for credit during their first semester of attendance. They should **not** enroll in a varsity sport for credit more than one time. If the student-athlete has already completed the varsity sport for credit, he or she should be enrolled in the varsity sport lab (0 credits) in subsequent semesters.
- Student-athletes should enroll in a section of freshman orientation designated for athletes.

NOTE: Every sport and coach handles scheduling in a different way that may or may not impact what day/s are best for class attendance. Every coach is encouraged to check a

schedule after enrollment in order to catch any problems that the advisor may not have been aware of.

Advising Students with Remediation Needs and Reading Deficiencies

State Regents' policies on remediation include the following statement:

3.20.4 Student Demonstration of Competencies, Part F

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

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

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

Math Options:

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

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

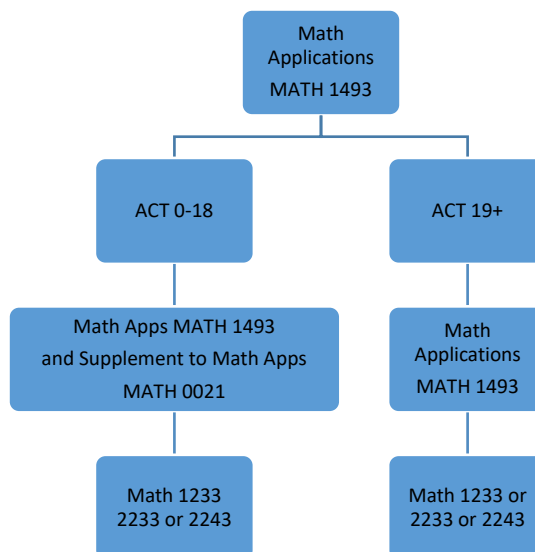
Supplement to Statistics – Students with a 0-18 ACT can take Supplement to Statistics. Supplement portion is to help clarify content in the regular course, provide extra practice and begin homework if time allows. Students enroll in a Statistics section AS WELL AS Supplement to Statistics. This allows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

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

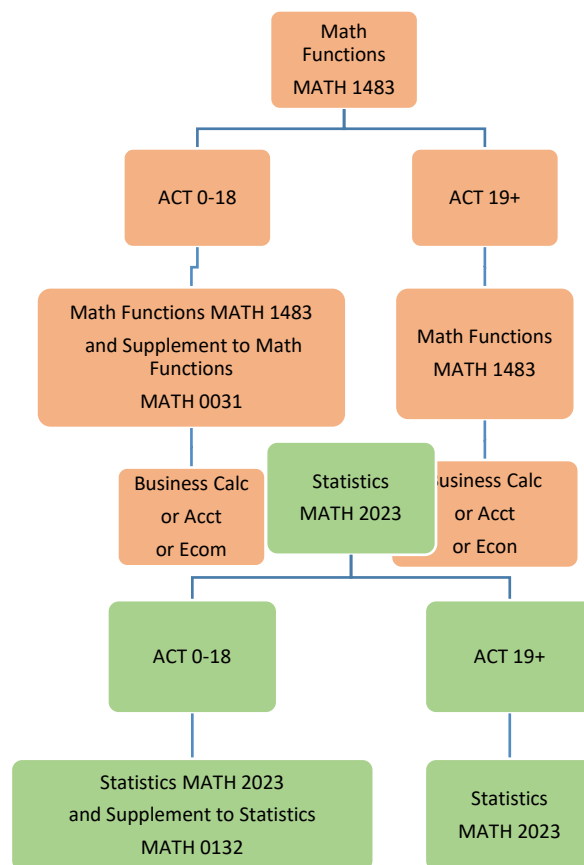
Note: Students with a 0-16 ACT must take Pre-STEM Algebra (formerly called Intermediate) prior to enrolling in Algebra for STEM.

Non-STEM Advising Flow Chart (Please avoid enrolling in Algebra for STEM)

- Art
- Child Development
- Education – Elementary
- English
- Music
- Digital Media
- Engineering/Industrial Tech-Power Generation option
- General Studies
- Mass Communications
- (Note: Degree programs that list Math Apps can use any college-level math as a sub.)



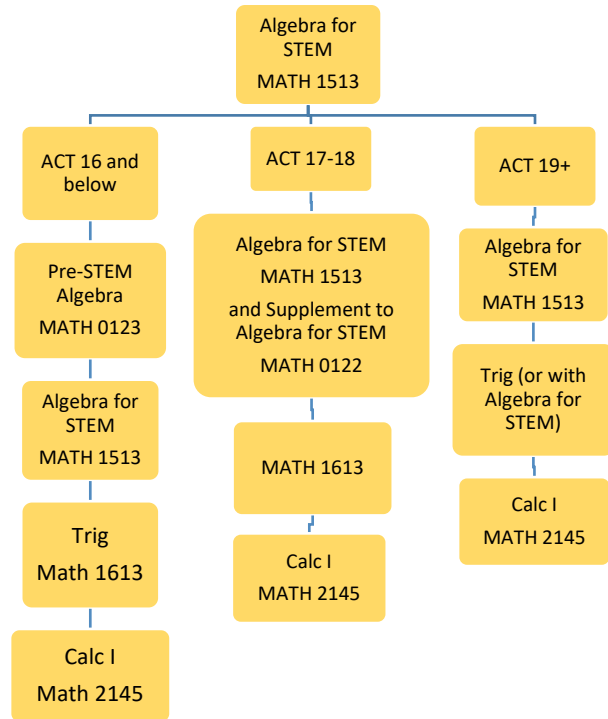
- Enterprise Development
- Business Administration
- Business Management
- Agricultural Sciences (not Pre-Vet)
- HPER (not Athletic Training)
- Nursing
- Respiratory Care



- Social Sciences
- Criminal Justice

STEM Advising Flow Chart

- Biological Sciences
- Computer Science
- Pre-Vet
- Math and Physical Sciences (Chemistry, Physics, Astronomy)
- Engineering
- PTEC
- HPER – Athletic Training



If students pass a Non-STEM course, they need to follow the STEM requirements if needing Algebra for STEM.

If students take the college-level course and supplement together and do not pass the college-level course, they must retake both the college-level course and the supplement.

English Options:

Basic Comp Corequisite models allow students with a 15-18 ACT score to enroll in designated sections of Comp I, along with the Supplement to Comp I, a 2-credit hour remedial section. Early test-out options at 12 weeks may be provided for the Supplement portion so that students who take care of remediation needs can attend the Comp I section only for the remainder of the semester; however, students will remain enrolled in both the Supplement and Comp I section all semester so they continue to have the Supplement as a resource class when needed.

Reading Deficiencies

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

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

- Any other remedial course required, including Basic Composition, Supplement to Comp I, or Pre-STEM Algebra
- College-level math, if score allows, or a math course with supplement
- Academic Success Strategies
- Critical Thinking
- Freshmen Orientation
- Oral Communication
- World of Work (if their major is undecided)

Note: If students scored below 19 in their Science subsection but above 19 in their Reading, they may wish to retake the Reading with the Accuplacer. The Science subsection is basically a reading test with science as a topic so students should be encouraged to look past the topic and realize that taking time with this test can save them a semester's class.

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

2021-2022 Cost Comparison found at [Tuition and Fees | Northern Oklahoma College \(noc.edu\)](http://Tuition and Fees | Northern Oklahoma College (noc.edu))

Oklahoma Resident Tuition and Fees					
Tonkawa Campus		Enid Campus		Live Online & Other Locations	
Tuition	111.50	Tuition	111.50	Tuition	111.50
Fees	44.50	Fees	57.50	Fees	60.00
TOTAL	156.00	TOTAL	169.00	TOTAL	171.50
UC - Ponca City		Online		NOC/OSU Gateway	
Tuition	111.50	Tuition	111.50	Tuition	132.55
Fees	87.83	Fees	105.20	Fees	306.55
TOTAL	199.33	TOTAL	216.70	TOTAL	439.10

Non-Resident Tuition and Fees - Out of State and International					
Tonkawa Campus		Enid Campus		Live Online & Other Locations	
Tuition	337.00	Tuition	337.00	Tuition	337.00
Fees	44.50	Fees	57.50	Fees	60.00
TOTAL	381.50	TOTAL	394.50	TOTAL	397.00
UC - Ponca City		Online		NOC/OSU Gateway	
Tuition	337.00	Tuition	337.00	Tuition	319.90
Fees	87.83	Fees	105.20	Fees	636.55
TOTAL	424.83	TOTAL	442.20	TOTAL	956.45

*Additional class fees or program fees are not included above. See class schedule for specific information. NOC/OSU Gateway totals do not include one-time ID fee. UC assesses an additional security/badge fee each semester. The current fee schedule is authorized by the Oklahoma legislature and implemented by the policy of the Oklahoma State Regents for Higher Education. The amount of fees charged by Northern Oklahoma College may be changed between the time of publication and the start of courses. In the event of such a change, Northern Oklahoma College must charge the current fee as required by law.

Counseling Center Contacts

For accommodations in Enid and Tonkawa,

Contact Renna Bowers-580-628-6249

For accommodations referral in Stillwater,

Contact Diana Watkins-580-628-6960

Services Provided

- Personal Counseling Resource Materials
- Referrals
- Consultations
- Disability Services (Note: in Stillwater, contact Susan Barnes at 580-628-6907 to be connected to OSU Services for this area of need.)

For Academic Success Coaching, contact

Kathleen Swain-580-628-6258

For Academic Counseling and Transfer Counseling, please contact your academic advisor or any of the following Retention Specialists:

Enid: Sandy Jensen-580-548-2382

Stillwater: LaChelle Bryant-580-628-6908

Tonkawa: Emily Witherspoon-580-628-6243

Cut Scores for Placement—ACT (following is website description posted for students)

Northern Oklahoma College Course Placement Testing

The **National ACT**, **National SAT** or **On-Campus ACT** is a requirement of all incoming freshmen to Northern Oklahoma College. If ACT/SAT scores are more than 3 years old, you may take an Accuplacer exam or retake a National/On-Campus ACT for placement into courses. Only admitted NOC students may take the On-Campus ACT (once per testing year Nov-Sept). Residual ACT costs \$50, allowing 4 hours to complete the exam. Must bring a valid legible photo ID, pencils, and calculator. *All students (including Concurrent) may challenge any ACT sub-score below 19 by taking an ACT Challenge Exam.* Transfer students will be placed into courses according to their transcripts from other educational institutions. On-campus ACT scores are specific to the institution in which you tested and cannot be transferred to another institution. National ACT scores can be transferred from one institution to another.

ALL TESTING IS BY APPOINTMENT ONLY.

REGISTER FOR **NATIONAL ACT** AT [WWW.ACT.ORG](http://www.act.org)

REGISTER FOR THE **ON-CAMPUS ACT** or **ACT Challenge Exam** AT WWW.NOC.EDU.
CLICK ON STUDENTS, FUTURE, TESTING, THEN CLICK ON
THE APPROPRIATE CAMPUS REGISTER BLAST LINK

Suzy Stergas Tonkawa Campus-Vineyard-Library Administration Building 580.628.6349
Terri Sunderland Enid Campus-Everest Administration Building 580.548.2265
Susan Barnes Stillwater Campus-NOC Classroom Building Rm 285 580.628.6907

ACT Test Prep (<http://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>)

ACT Online Test Prep (www.actonlineprep.com)

Study Guide Zone (www.studyguidezone.com)

Test Taking Tips (www.testtakingtips.com)

Accuplacer Practice Tests (<https://accuplacerpractice.collegeboard.org/login>)

Photo ID is required for all testing.

ACT Score	Course Number Content Area
English	
0-14	ENGL 0123 – Basic Composition
15-18	ENGL 1113 – Freshman Composition I w/Supplement ENGL 0122
19+	ENGL 1113 – Freshman Composition I
Math	
Non-Stem Track	Refer to your specific degree sheet to determine the math courses required for your degree. Contact your Advisor if you are not sure.
0-18	MATH 1493 – Math Applications w/ Supplement MATH 0021
	MATH 1483 – Math Functions w/ Supplement MATH 0031 (OSU Transfer Student) MATH 2023 Statistics (Must complete MATH 1483 or 1493 first)
19+	MATH 2023 – Statistics
	MATH 1483 – Math Functions (OSU transfer only)
Stem Track	
0-16	MATH 0123 – Pre College Algebra
17-18	MATH 1513 – College Algebra w/ Supplement MATH 0122
19+	MATH 1513 – College Algebra
26-27	MATH 1613 – Trigonometry
28-36	MATH 2145 – Calculus I
Reading	
0-18	READ 0123 – Critical Read/Science Reasoning
19+	College level work
Science	
0-18	READ 0123 – Critical Read/Science Reasoning
19+	College level work

Holistic Course Placement Guidelines

Student Name _____ SID# _____

I.	English			Met
	Standard:	ACT or	19+	
		ACP	5-8	
	Holistic:	ACT	17-18	
	and	4 years HS English		
	and	HS final GPA	3.0+	
II.	Reading			
	Standard:	ACT or	19+	
	Holistic:	ACT or	17-18	
	and	3 years HS History/Civics/Culture		
	and	HS final GPA	3.0+	
III.	Math			
	Non-STEM			
	Standard:	ACT or	19+	
	Holistic:	ACT or	15-18	
	and	3 years HS Math		
	and	HS final GPA	3.0+	
	STEM			
	Standard:	ACT or	19+	
	Holistic:	ACT or	17-18	
	and	3 years HS Math (must complete Algebra I/II)		
	and	HS final GPA	3.0+	
IV.	Science Reasoning			
	Standard:	ACT or	19+	
	Holistic:	ACT or	17-18	
	and	ACT Reading	19+	
	and	3 years HS Science		
	and	HS Final GPA	3.0+	

Distance Education

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

- Online courses allow some flexibility in what time of day or day of the week that students do their work, but they should not be considered any less demanding in course objectives or workload, and most courses do require weekly log ins.
- All students considering an online course should complete the online readiness quiz posted on Blackboard to determine if they are suited to that learning format.

- Online courses may require a greater degree of self-discipline and time management than on-site courses to avoid getting behind.
- All online courses at NOC are required to complete one proctored exam with a photo ID as verification of student identification. These exams can be scheduled through RegisterBlast on Blackboard and may be taken in one of the three NOC testing centers at no charge, and some evening hours are available during midterm and finals week. (See testing center contact information within this document.) Students should be made aware that testing at a different site might involve a fee of \$25. Students who are unable to test at an NOC site also should have an alternative site approved before the add/drop period ends to ensure the arrangements have an appropriate level of monitoring. Common alternative test sites have been colleges or universities in the student's home town, libraries, military sites, etc.
- Also note that Proctor U is an option for students who are unable to come to one of the three NOC testing site centers. Instructors may see the following link to set up an account for uploading exams: <https://go.proctoru.com/session/new>. Students can access the Proctor U website at: <https://www.proctoru.com/resources/test-takers/live/>. Students do pay a fee to use Proctor U, but it may be the best option if they are a good distance away from an NOC testing site. As always, it is at the instructor's discretion to approve a site other than an NOC testing site so please let students know they need to request approval for these alternates at the beginning of the semester if they know they will not have access to the testing centers.
- Most online courses require students to have a Word processing program that is Word compatible and have Mozilla Firefox for best compatibility with Blackboard. With slower computer processors or poor wifi reception, students may also find it challenging to open material posted online, such as PowerPoint presentations.
- Other skills that students commonly need to succeed in an online class:
 - Strong reading comprehension since virtually all instructions are in writing
 - Strong research skills to navigate websites and find outside sources
 - Ability to attach files, download files, and post to a discussion board

English as a Second Language (ESL)

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

Enid Community

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

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

Financial Aid Advising Issues

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

Cumulative completed credit hours = 67%
Cumulative attempted credit hours

Cumulative GPA. = 2.0
(including remedial class GPA.)

Satisfactory Academic Progress (SAP)

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

*Note: For financial aid, *attempted* hours include courses with a grade of F, AW, W, N or I recorded on the transcript even though they may not be included as attempted hours on the academic transcript. Therefore, for transfer students, calculate using the transcripts they have provided from the prior school.

Students are required to have a 2.0 cumulative GPA at the end of the second year of attendance to remain in good standing regardless of their enrollment status (i.e. full time, part time).

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

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

Financial Aid Appeal Process

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

Time Restrictions on Financial Aid

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

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

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

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

Worksheet for Calculating Percentage of Hours Completed and GPA.

Attempted Hours:

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

*Include any classes from current semester being dropped.

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

GPA.:

	Points	Divisor
Cumulative undergraduate		
Cumulative non-degree		
Totals		

Total points divided by total divisor = cumulative GPA. including remedial coursework.

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

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

Honors Courses

Student Criteria for Acceptance into Honors Program

24 composite ACT OR 22 composite ACT and 3.75 GPA

Student Criteria for Taking Individual Honors Class

24 ACT sub-score in subject area

Humanities Options

ARTS 1113 Art Appreciation	HIST 1713 History of Eastern Civ
ARTS 1203 Art History Survey I	HIST 2113 History of Latin American Civ
ARTS 1303 Art History Survey II	HIST 2213 History of Native American Civ
ENGL 1413 Intro to Literature	HUMN 1113 World Religions
ENGL 2113 Survey of World Lit Before 1650	HUMN 2113 Ancient Arts and Culture
ENGL 2223 Survey of World Lit Since 1650	HUMN 2223 Modern Arts and Culture
ENGL 2413 Creative Writing	HUMN 2550 Study Abroad
ENGL 2543 Survey British Literature to 1800	MUSC 1113 Music Appreciation
ENGL 2653 Survey British Lit from 1800	MUSC 1513 Music Literature
ENGL 2773 Survey American Lit to 1877	MUSC 2753 History of Music
ENGL 2883 Survey American Lit from 1877	PHIL 113 Introduction to Philosophy
GLBL 2113 Global Studies in HUMN	PHIL 2213 Ethics
GLBL 2123 Global Culture and Society	PHIL 2223 Business Ethics
GLBL 2133 Intro to Intl Bus Cultures	THTR 1223 Introduction to Theatre
HIST 1113 Ancient World History	THTR 2713 History of Theatre
HIST 1223 Modern World History	THTR 2813 History of Musical Theatre

*Education majors taking the OGET benefit most from ARTS 1113, ENGL 1413, HUMN 2113, HUMN 2223, and MUSC 1113 as these courses cover subject areas on the certification test.

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

The University of Oklahoma’s internal transfer guide <https://s3apps.ou.edu/ted/> indicates the following courses currently offered at NOC may be taken to meet the non-Western Civilization requirement: HUMN 1133 World Religions and HIST 2363 Native American Culture.

The Western Civilization requirement can be met by any of the following: ENGL 2113, ENGL 2223, ENGL 2543, ENGL 2653, ENGL 2773, ENGL 2883; HUMN 2113; SOCI 2223; PHIL 1113, PHIL 2213, PHIL 2223; GEOG 2243, GEOG 2253; HIST 1113, HIST 1223; THTR 2713.

International Dimension Humanities Options

ARTS 1113 Art Appreciation
ENGL 2113 Survey of World Lit Before 1650
ENGL 2223 Survey of World Lit Since 1650
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 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
MUSC 1113 Music Appreciation

Math Options

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

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

Pre-STEM Algebra (formerly Intermediate Algebra) -> Algebra for STEM OR
Supplement to Algebra for STEM + Algebra for STEM

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

Supplement to Math Applications + Math Applications

Supplement to Math Functions + Math Functions

Supplement to Statistics + Statistics

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

Academic Probation/Academic Notice/Academic Suspension

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

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

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

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

Note: In language above, "semester GPA" equates to "Term GPA" on transcript.

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

Repeat Courses

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

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

Academic Reprieve

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

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

Academic Renewal

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

Advising Students on Probation

Probationary students can enroll only after their enrollment has been cleared by their advisor.

As noted in the guide below, probationary students can more quickly improve their GPA and be removed from probation if they retake courses that they have failed. In most instances, probationary students are limited to 12 hours if they have struggled with the workload.

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

ENROLLING A STUDENT on Academic Probation

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

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

The conversation that is needed at this point:

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

THE MOST IMPORTANT 2 THINGS TO TELL A PROBATION STUDENT:

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

If you are suspended:

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

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

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

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

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

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

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

- 4) To check on course at another college other than OSU, use the following website: (use “drop down” boxes to locate semester and year and course) Oklahoma State Regents for Higher Education Course Transfer <http://www.okhighered.org/transfer-students/course-transfer.shtml>

- 5) After checking for repeats, the next step is to advise the student about what grades for the upcoming semester are needed to get student off probation. Use the following website to calculate what grades are needed: http://www.back2college.com/raise_gpa.htm

Example: Using numbers from above under #1

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

(Do not include current hours)

Enter the credit hours and expected grade for (up to six) courses that you are presently taking below and press CALCULATE to find your predicted new cumulative GPA at the end of this term.

Course 1:

Credit Hours And your anticipated grade:

Course 2:

Credit Hours And your anticipated grade:

I would like to raise my cumulative GPA to .

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

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

Science Options

BIOLOGICAL SCIENCE

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

BIOL 1214 Environmental Science
BIOL 1414 General Zoology
BIOL 2124 Microbiology
BIOL 2214 Human Anatomy and Physiology

PHYSICAL SCIENCE

ASTR 1014 Astronomy
ASTR 1533 Search for Life
AVIA 1113 Theory of Flight
CHEM 1315 General Chemistry I
CHEM 2014 Process Organic Chemistry
PHSC 1114 General Physical Science
PHYS 1214 General Physics II
PHYS 2104 Concepts in Physics

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

Note: As of March 2016, the Curriculum Committee voted to change the general education requirement that students take one each of a biological and physical science and state that students needed 7-8 hours of science with at least one lab. Students may be required to take specific science courses based on degree needs but not due to a general education requirement.

If students take 7 hrs of science rather than 8, they will need to make up the other hour with an additional credit in coursework elsewhere to reach the minimum 60 hours required for graduation.

Seminar Hours

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

Special Advising Needs per Major or Department

Athletic Training

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

Business

General Information:

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

Specifically for the Stillwater campus, CMSC 1113 Computer Concepts or BADM 1113 Digital and Financial Literacy is a prerequisite for CMSC 2123 Business Technologies & Applications for Northern, but OSU does not have the same prerequisite. If students do not wish to complete an AS degree, they do not need to enroll in CMSC 1113 or BADM 1113. However, please remind students of the advantages of either completing an associate degree or reverse transfer as a means of eliminating general education requirements at the next level. Students planning to graduate with the AS degree need to enroll in ACCT 2103 Financial Accounting and ACCT 2203 Managerial Accounting and should NOT enroll in ACCT 2003 Survey of Accounting.

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

Business Administration and Options:

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

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

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

Business Management and Options:

Pay close attention to when the courses are offered for the Business Management degrees as noted in our catalog course descriptions. ACCT 1203 Fundamentals of Accounting, ACCT 2123 Computer Accounting I and MGMT 2263 Principles of Management are only offered in the fall semesters. MGMT 2233 Human Resource Management and MKTG 2143 Principles of Marketing are only offered in the spring semesters. BADM 1203 Introduction to Entrepreneurship is offered in the fall semesters of the even numbered years.

Child Development

Prior Learning Assessment credit is to be given when a student has a valid CDA (Child Development Associate) certificate if the training hours for the certificate were not awarded

college credit hours. The certificate validation date is located at the bottom right corner. The advisor should:

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

Contact Peggy Emde, 405.372.2487, with any questions or refer the student to her for advisement.

Computer Science:

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

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

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

Elementary Education

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

Four math courses are also needed to meet 12 by 12 to apply for Teacher Education programs. NWOSU accepts MATH 1233 Probability and Statistics, MATH 2233 Elementary Math Structures, and MATH 2243 Geometric Structures to meet education program requirements. OSU accepts MATH 2233 but will count the other classes only as electives, so it is better for students to take the courses after transfer.

ENGL 2233 English Grammar for Educators assists students transferring to NWOSU to meet another 4 by 4 program need but is not currently accepted at other schools except as an elective.

Direct students into humanities courses that will prepare them for the required OGET exam. Any of our humanities courses will meet the NOC requirement but Intro to Lit, Art Appreciation,

and Music Appreciation are the classes that best cover OGET material. For students transferring to OSU without completing an associate degree, MUSC 1113 is required.

Math Advising

Fast Track Option:

For E8/L8 Pre-STEM Algebra (formerly Intermediate Algebra)/Algebra for STEM Fast Track, students MUST enroll in BOTH linked sections. For students needing Algebra for STEM, please enroll in 15 hours – just in case they need to drop the L8, they are still enrolled in 12 hours.

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

Supplement to Algebra for STEM – designed for anyone that would have placed into Pre-STEM Algebra (formerly Intermediate Algebra). This course allows students to clear remediation and get college-level credit in one semester. Students MUST enroll in an Algebra for STEM section AS WELL AS Supplement to Algebra for STEM. If students are dropped from one of the sections, they will be dropped from the other section. Students can enroll in Algebra for STEM and the Supplement section if they have a 17-18 ACT; with lower ACT scores, they will need to enroll in Pre-STEM Algebra (formerly Intermediate Algebra).

Nursing

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

Process Technology

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

Technology Resources

Information Technology Contact Information

Blackboard: 580.628.6339
IT Help Desk: 580.628.6291
Wireless: 580.628.6291

Email: 580.628.6339
myNOC: 580.628.6330

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

The following are additional resources students can be directed to for help:

Student Email

<https://www.noc.edu/it/it-resources/email/>

Blackboard

<https://www.noc.edu/it/it-resources/>

ACCESS myNOC & OBTAIN YOUR NORTHERN ACCESS USERNAME & PASSWORD

Let students know that if they are new students, they will receive their username and password in an email sent to the personal email address they listed on their application. If they do not receive this email or have issues logging in, they should contact the NOC IT Help Desk at 580.628.6291 or email lori.erasmus@noc.edu

TIPS TO REMEMBER

- NOC ID Cards can be obtained at the Registrar's Office. ID Cards can also serve as your meal card at the campus cafeteria. There is a fee for replacement of a missing ID card.
- Report a lost ID Card: Tonkawa: 580.628.6240 Enid: 580.548.2321 Stillwater: 405.744.2246
- Campus Connect can be accessed by logging into myNOC. Once logged in, you can view or print your unofficial transcript or schedule, complete enrollment, set up payments and much more.
- Any holds placed on your student record will limit your access in Campus Connect until the hold(s) are cleared. Please contact the Registrar's Office for assistance.
- Blackboard (for Northern Online Classes) is located at <https://nocbb.onenet.net/webapps/login/>.

WIRELESS ACCESS

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

DORM ROOM IT RESOURCES

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

Testing Center Contact Information

Enid Testing Coordinator—Terri Sunderland 580.548.2265

Enid fill-in coordinator-Sandy Jensen 580.548.2382

Stillwater Testing Coordinator—Susan Barnes 405.744.1081

Stillwater fill-in coordinator-call main number 405.744.2246

Tonkawa Testing Coordinator, Academic Advisor—Suzy Stergas 580.628.6349

Tonkawa fill-in coordinator-Kathy Riley 580.628.6224

Hours of Operation:

Fall & Spring Semesters:

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

Summer Semester:

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

Extended testing hours are available during midterm and finals week.

Testing Center Guidelines for Makeup Exams

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

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

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

Proctoring during the absence of the Testing Coordinator

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

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

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

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

Transcript Coding

Grading System

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

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 attended may be considered academic fraud and might result in a student's expulsion from the institution.

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

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

Tutoring Center Resources

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

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

<http://www.noc.edu/tutoringservices>

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

Veteran Affairs' Guidelines

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

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

For further details about Veterans' Guidelines, contact:

Brad Gordon
Assistant Registrar and Coordinator for Veterans Affairs
Brad.gordon@noc.edu
580.628.6227

Jackie Melson
Student Accounts
Jackie.melson@noc.edu
580.548.2275

Sherryl Nelson
Assistant Registrar
Sherryl.nelson@noc.edu
405.744.2285

Advising in J1 Web

Does your student have an academic plan?

- Your advisees may not have a plan if they do not have an assigned major. one semester is set up for undeclared majors, but to be guided by an academic plan, students will need a major assigned by the second semester.
- If they have an assigned major but not an academic plan, contact the registration office. All of this information needs to be present for the academic plan to pull over:
 - phone numbers in student information (**name tab** and **address tab**)
 - Degree marked as **current** and **active**
 - **degree** type, **major**, and **student's intent** aligned (e.g. social science must match associate of arts, not science, and intent must show **Associate-creditable** for an A.A. or an A.S. and **Associate-not wholly creditable** for an A.A.S.
 - **Entry date** and **expected grad year** (defaults to two years later) must be filled in, and if a student is in a third year the grad year must be adjusted for the plan to work.
 - **Advising institutional requirement year** and **academic plan start year** have to be filled in with the box checked to **assign student's plan from the beginning term**.

Example of student information field for new staff advisors

Note: The academic plan does not match the entry date so students will see year 2 of their requirements showing where year 1 should be.

The screenshot shows the 'Degree' tab in the J1 Web system. The left sidebar contains a blue box with the following information: 'Degree 1 of 1', 'Current Degree' (checked), 'Active' (checked), 'Division: UG', 'Degree: AS', 'Major 1: Biological Science-Pre-Medicine', 'Major 2:', 'Honors:', 'Application Date: 00/00/0000', 'Date Conferred: 00/00/0000', and 'Degree Earned At: *LOCAL'. The main area is divided into several sections. The 'Degree Summary' section includes 'Current Degree' (checked), 'Non-Degree Seeking' (unchecked), 'Active' (checked), 'Division: UG Undergraduate', 'Degree: AS Associate in Science', 'Place Earned: *LOCAL', 'OPE ID of Place Earned:', 'Date Conferred: 00/00/0000', 'Student's Intent: 06 Associate-Creditable Tow', and 'Academic Degree:'. The 'Degree Dates' section includes 'Entry Date: 05/06/2021', 'Re-entry Date: 00/00/0000', 'Expected Grad Year: 2023', 'Expected Grad Term: SP', 'Withdrawal Date: 00/00/0000', 'Exit Date: 00/00/0000', 'Exit Reason:', and 'Print on Transcript' (checked). The 'Degree Programs' section includes 'Majors: 1. SPM Biological Science-Pre-Medicine, 2. ', 'Certifications: 1. ', 2. ', 3. ', 4. ', 'Minors: 1. ', 2. ', 3. ', 4. ', 'Concentrations: 1. ', 2. ', 3. ', 4. ', 5. ', 'Degree Honors: 1. ', 2. ', 3. ', 'Other Honors: 1. ', 2. ', 3. ', 'Advising Institutional Requirement Year: 2020', 'Academic Plan Start Year/Term: 2020 FA', 'Assign student's plan from the beginning term' (checked), 'Restricted Program Admission:', and 'Reverse Transfer Degree' (unchecked).

All NOC degrees (and a number of pathways for transfer) have a default academic plan on file. This is based on the approved catalog degree sheet and what it lists as required for gen ed and program, recommended as electives, and sequenced semester by semester.

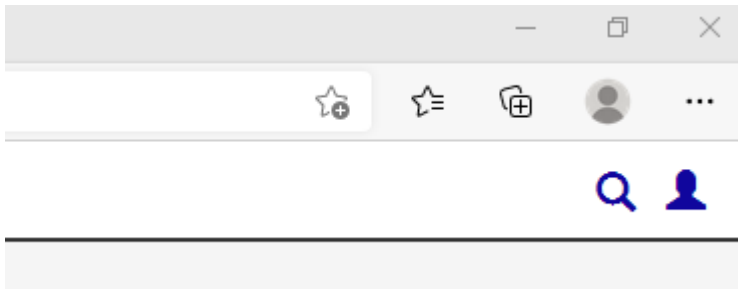
2021-2022 plans

Institutional Requirement Trees	
+ 1+3OAS10 NOC-OSU 1 + 3 Ag Syst Tec	+ SAGC Agriculture/Comm A.S.
+ 1+3OSAS1 NOC-OSU 1+3 Comp Sci	+ SAGP Agri/Plan & Soil Sci A.S.
+ 1+3OSAS2 NOC-OSU 1+3 LifeSciPreHea	+ SAGV Agriculture/Pre-Vet A.S.
+ 1+3OSAS3 NOC-OSU 1+3 Phys Sci	+ SAS Arts & Sciences A.S.
+ 1+3OSAS4 NOC-OSU 1+3 Soc Sci	+ SASI A&S/Int1 Studies A.S.
+ 1+3OSAS5 NOC-OSU 1+3 CommunSci	+ SAST Math/PhSc-Astronomy A.S.
+ 1+3OSAS6 NOC-OSU 1+3 Media	+ SBAD Business Admin A.S.
+ 1+3OSAS7 NOC-OSU 1+3 Humanities	+ SBIB Bus Admin/Int1 Bus A.S.
+ 1+3OSAS9 NOC-OSU 1+3 Ag Bus	+ SBMA Bus Mgm/Accounting A.A.S.
+ 1+3SUBS NOC-OSU 1+3 Spears Busine	+ SBME Bus Mgm/Entrepreneur AAS
+ AART Art A.A.	+ SBMG Business Mgmt A.A.S.
+ ACD Child Development A.A.	+ SBMH Bus Mgmt/Hospitality AAS
+ ACJ Criminal Justice A.A.	+ SBMI Bus Adm/Mgmt InfoSys A.S.
+ ACOM Comm-Comm Option A.A.	+ SBS Biological Sciences A.S.
+ AEE Elementary Education A.A.	+ SBSN Nursing Pre-Bac A.S.
+ AENC Eng/Creative Writing A.A.	+ SCHP Math/PhSc-Chem/Phys A.S.
+ AENG English A.A.	+ SCS Computer Science A.S.
+ AMUS Music A.A.	+ SEDB Enterp Dev/Bus Adm A.S.
+ AMUT Music/Music Theatre A.A.	+ SEDG Enterp Dev/Gen Studies AS
+ ASSB Soc Science/Behav Sci AA	+ SHPA HPER/Athletic Tmg A.S.
+ ASSO Social Science A.A.	+ SMAT Math/PhSc-Math A.S.
+ CCPCERT Child Care Program Cert.	+ SMET Math/PhSc-Meteorology
+ COLREDY Completed Deficiencies	+ SMPS Math & Phys Science A.S.
+ FREE03 3 Hrs of Gen Electives	+ SMTC Math/PhSc-Math Technology
+ FREE04 4 Hrs of Gen Electives	+ SPE Hlth, Phy Educ & Rec A.S.
+ FREE07 7 Hrs of Gen Electives	+ SPEN Math/PhSci-Pre-Engr A.S.
+ NACW Non-Applied Coursework	+ SPM Bio Science/Pre-Med A.S.
+ PDM Digital Media Anim & Des	+ SPPH Bio Sci/Pre-Pharmacy A.S.
+ PMS Applied Tech-Military Sci	+ SPT HPER/Personal Tmg A.S.
+ PPG Power Generation A.A.S.	+ UNDECLAR Undeclared Sem 1
+ PPN Practical Nursing Certif	
+ PPT Process Technology A.A.S.	
+ PRE Respiratory Care A.A.S.	
+ PRENURS PreNursing Pathway	
+ PRN Nursing-Registered A.A.S.	
+ PWE Elec Tech-Wind Energy	
+ SAG Agriculture A.S.	
+ SAGB Agriculture/Business A.S.	

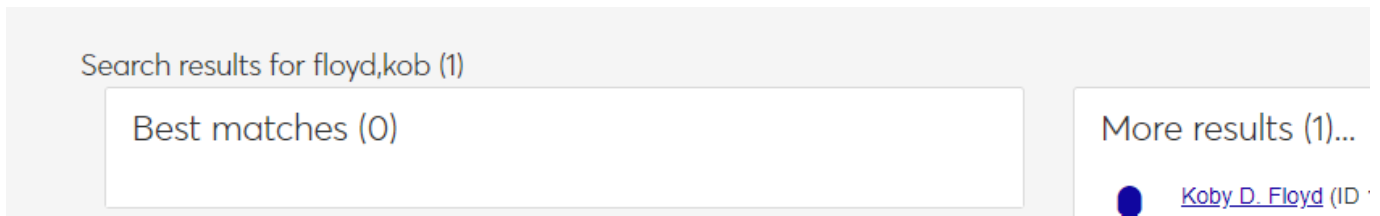
These plans are built in J1 desktop, not the j1 web that most advisors see when advising, so if you aren't finding an elective that you think students need, the catalog degree sheet and advising trees in J1 desktop have to be updated first. Contact your division chair to get degree sheet changes approved and then sent to Academic Affairs.

J1 web—the screens faculty advisors should see

When you pull up a student from your advising list or use the magnifying glass search feature on the top right of your J1 screen . . .

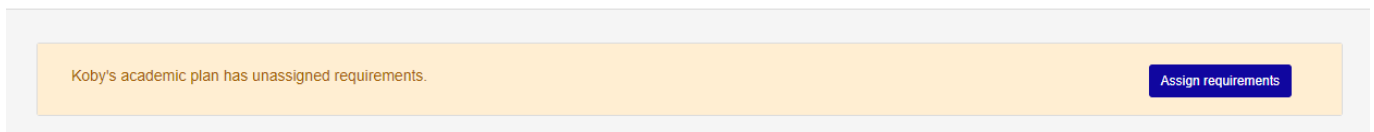


you should see something like the screen below to click on the student's name:



Assigning requirements

If you see a message that the student has unassigned requirements . . .



Click on the blue unassigned requirements link to identify what classes still need to be assigned and then select the unassigned requirements to view what courses still need to be placed in plan:

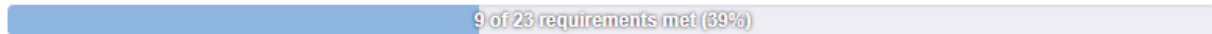
Associate in Science [Bio Sci-Pre-Medicine Option](#)

4 Hrs of Gen Electives | Bio Science/Pre-Med A.S. | Completed Deficiencies

Options ▾



Plan Progress



[+ 5 Unassigned Requirements](#)

2021-2022 Academic Year

2021-2022 Academic Year - Fall Semester

Full-time



Koby has registered for at least one course. The registration period is over on Friday, August 20, 2021. Please be careful making adjustments to this

2021-2022 Academic Year - Spring Semester

Part-time (5.00 hrs from full-time)

Ready to register **7.00 hrs**

Required course

[Move requirement](#)

PHYS1214 - General Physics II (4.00 hrs)

In the example below, the student already has 15 hours assigned for fall and 7 for spring, so he will need another semester added to complete his requirements.

5 Unassigned Requirements

Bio Sci-Pre-Medicine Option

 *FREE Free Electives Hours not met Details	 BIOL2104 Human Anatomy Planning Issue Details	 GEHUM Humanities Gen Ed Hours not met Details
 GELABSC Science Gen Ed Hours not met Details	 POLI1113 American National Gov't Planning Issue Details	

2021-2022 Academic Year

2021-2022 Academic Year - Fall Semester Assign Full-time  Koby has registered for at least one course. The registration period is over on Friday, August 20, 2021. Please be careful making adjustments to this term's plan. Ready to register 15.00 hrs General Education Move requirement HIST1493 - American History frm 1877 (3.00 hrs) Required course Move requirement CHEM1414 - Chemistry II (4.00 hrs)	2021-2022 Academic Year - Spring Semester Assign Part-time (5.00 hrs from full-time) Ready to register 7.00 hrs Required course Move requirement PHYS1214 - General Physics II (4.00 hrs) Gen Educ Humanities Move requirement HUMN2223 - Modern Arts and Culture (3.00 hrs) Course registered, not in planned term  Change selection
---	--

Fall and spring are default semesters (2 per year) for a standard plan, so if a student is taking summer courses, a summer term should be added; if they are attending a third year, a fall and spring term can be added. Note: students cannot enroll based on their academic plan if the advisor has not added these terms to their plan to extend it, and students don't always plan for summer until they need to retake or pick up a class so it's always good to have this option added in their plan with at least an elective option assigned.

Add terms by clicking on **options** and then **manage time periods**.

Associate in Science [Bio Sci-Pre-Medicine Option](#)

4 Hrs of Gen Electives | Bio Science/Pre-Med A.S. | Completed Deficiencies

Plan Progress

9 of 23 requirements met (39%)

5 Unassigned Requirements

Options 

Add elective

Export to PDF

Manage time periods

To add a time period, begin typing in the year and term options will pull up in a dropdown. All years are based on the beginning fall term, so spring 2022 is still 2021 in the year.

Associate in Science [Bio Sci-Pre-Medicine Option](#)
4 Hrs of Gen Electives | Bio Science/Pre-Med A.S. | Completed Deficiencies

Add time period

2021-2022 Academic Ye...	12 hrs	
2021-2022 Academic Ye...	9 hrs	

After adding term, go **back to plan layout** to assign classes.

Associate in Science [Bio Sci-Pre-Medicine Option](#)
4 Hrs of Gen Electives | Bio Science/Pre-Med A.S. | Completed Deficiencies

Add time period

Options ▾

[Add elective](#)
[Export to PDF](#)
[Back to plan layout](#)

2021-2022 Academic Ye...	0.00 hrs	
2021-2022 Academic Ye...	12 hrs	
2021-2022 Academic Ye...	9 hrs	

Classes are assigned by clicking on the blue tab that shows the course required (the blue checkmark will change to green) and then clicking on the green **assign** button corresponding with the semester. Continue until all courses are assigned. For a new student with unassigned requirements, if only one fall and spring are showing, contact the registration office to make sure the student was assigned to the current year in their plan. A new student in 2021 assigned to a 2020 plan will have one year of requirements hidden.

4 Unassigned Requirements

Bio Sci-Pre-Medicine Option

 **BIOL2104**
Human Anatomy

Planning Issue

[Details](#)

 **GEHUM**
Humanities Gen Ed

Hours not met

[Details](#)

 **GELABSC**
Science Gen Ed

Hours not met

[Details](#)

 **POL1113**
American National Gov't

Planning Issue

[Details](#)

2021-2022 Academic Year

2021-2022 Academic Year - Fall Semester

[Assign](#)

Full-time

 Koby has registered for at least one course. The registration period is over on Friday, August 20, 2021. Please be careful making adjustments to this term's plan.

Ready to register **15.00 hrs**

General Education [Move requirement](#)

HIST1493 - American History frm 1877 (3.00 hrs)

Required course [Move requirement](#)

CHEM1414 - Chemistry II (4.00 hrs)

Required course [Move requirement](#)

PHYS1114 - General Physics I (4.00 hrs)

2021-2022 Academic Year - Spring Semester

[Assign](#)

Part-time (5.00 hrs from full-time)

Ready to register **7.00 hrs**

Required course [Move requirement](#)

PHYS1214 - General Physics II (4.00 hrs)

Gen Educ Humanities [Move requirement](#)

HUMN2223 - Modern Arts and Culture (3.00 hrs)

Course registered, not in planned term 

[Change selection](#)

2021-2022 Academic Year - Summer Semester

[Assign](#)

Part-time (10.00 hrs from full-time)

3 Unassigned Requirements

Bio Sci-Pre-Medicine Option

 **BIOL2104**
Human Anatomy

Planning Issue

[Details](#)

 **GELABSC**
Science Gen Ed

Hours not met

[Details](#)

 **POL1113**
American National Gov't

Planning Issue

[Details](#)

2021-2022 Academic Year

2021-2022 Academic Year - Fall Semester

Full-time

 Koby has registered for at least one course. The registration period is over on Friday, August 20, 2021. Please be careful making adjustments to this term's plan.

Ready to register **15.00 hrs**

General Education [Move requirement](#)

HIST1493 - American History frm 1877 (3.00 hrs)

Required course [Move requirement](#)

CHEM1414 - Chemistry II (4.00 hrs)

Required course [Move requirement](#)

PHYS1114 - General Physics I (4.00 hrs)

Required course [Move requirement](#)

BIOL2124 - Microbiology (4.00 hrs)

2021-2022 Academic Year - Spring Semester

Part-time (5.00 hrs from full-time)

Ready to register **7.00 hrs**

Required course [Move requirement](#)

PHYS1214 - General Physics II (4.00 hrs)

Gen Educ Humanities [Move requirement](#)

HUMN2223 - Modern Arts and Culture (3.00 hrs)

Course registered, not in planned term 

[Change selection](#)

2021-2022 Academic Year - Summer Semester

Part-time (7.00 hrs from full-time)

Needs review with student **5.00 hrs**

Free Electives [Move requirement](#)

*FREE - Free Electives (2.00 hrs)

[Make selection](#)

Humanities Gen Ed [Move requirement](#)

GEHUM - Gen Educ Humanities (3.00 hrs)

Advisors may also need to move a course to a different semester. In the example below, if I wanted to swap two classes and have the student take General Biology in the fall semester and Micro in spring, I can't move either class without an error message that the course limit has been exceeded. Adding an extra summer term can serve as a temporary holding place for one class to allow room for the swap.

2021-2022 Academic Year

2021-2022 Academic Year - Fall Semester Full-time

! Koby has registered for at least one course. The registration period is over on Friday, August 20, 2021. Please be careful making adjustments to this term's plan.

Ready to register **18.00 hrs**

General Education [Move requirement](#)

HIST1493 - American History frm 1877 (3.00 hrs)

Required course [Move requirement](#)

CHEM1414 - Chemistry II (4.00 hrs)

Required course [Move requirement](#)

PHYS1114 - General Physics I (4.00 hrs)

Required course [Move requirement](#)

BIOL2124 - Microbiology (4.00 hrs)

Gen Educ Humanities [Move requirement](#)

HUMN2223 - Modern Arts and Culture (3.00 hrs)

Registration success

[Change selection](#)

2021-2022 Academic Year - Spring Semester Full-time

Ready to register **18.00 hrs**

Required course [Move requirement](#)

POLI1113 - American National Gov't (3.00 hrs)

Humanities Gen Ed [Move requirement](#)

GEHUM - Gen Educ Humanities (3.00 hrs)

[Change selection](#)

Gen Educ Lab Science [Move requirement](#)

BIOL1114 - General Biology (4.00 hrs)

[Change selection](#)

Required course [Move requirement](#)

PHYS1214 - General Physics II (4.00 hrs)

Required course [Move requirement](#)

BIOL2104 - Human Anatomy (4.00 hrs)

2021-2022 Academic Year - Summer Semester

Part-time **(6.00 hrs from full-time)**

Move Requirements

From:

2021-2022 Academic Year -
Spring Semester **15.00 hrs**

Full-time

- ☐ **Required course**
POLI1113 - American National Gov't (3.00 hrs)
- ☒ **Humanities Gen Ed**
GEHUM - Gen Educ Humanities (3.00 hrs)
- ☐ **Gen Educ Lab Science**
BIOL1114 - General Biology (4.00 hrs)
- ☐ **Required course**
PHYS1214 - General Physics II (4.00 hrs)
- ☐ **Required course**
BIOL2104 - Human Anatomy (4.00 hrs)

To:

2021-2022 Academic Year - Fall Semester **21.00 hrs**

Workload limit exceeded by 3.00 hrs

General Education
HIST1493 - American History frm 1877 (3.00 hrs)

Required course
CHEM1414 - Chemistry II (4.00 hrs)

Required course
PHYS1114 - General Physics I (4.00 hrs)

Required course
BIOL2124 - Microbiology (4.00 hrs)

Gen Educ Humanities
HUMN2223 - Modern Arts and Culture (3.00 hrs)

Update

In some instances, you will have an option to make a selection for a student from a list of courses that meet the requirement (e.g. science gen ed, humanities, electives, etc.). When advisors make a selection here and students then choose a different course from allowable alternatives, the plan indicates the requirement has not been met. J1 trainers said there is no way to update this until the semester is complete, so it may be better to leave students options—e.g. “Just plain gen educ humanities” below:

The screenshot shows a student planning interface. At the top, it displays '2021-2022 Academic Year - Spring Semester' and 'Full-time'. Below this, a requirement is listed: 'Needs review with student' (3.00 hrs) for 'Humanities Gen Ed'. A link 'Move requirement' is provided. Below the requirement, the course 'GEHUM - Gen Educ Humanities (3.00 hrs)' is listed with a 'Make selection' link.

A dropdown menu titled 'Gen Educ Humanities' is open, showing a list of courses with radio buttons for selection. The menu also includes a 'General Education' link and a 'Filter these courses' search bar. The courses listed are:

- ☐ ARTS1203 - Art History Survey I
- ☐ ARTS1303 - Art History Survey II
- ☐ ENGL1413 - Introduction to Literature
- ☐ ENGL2413 - Intro to Creative Writing
- ☐ ENGL2543 - British Lit to 1800
- ☐ ENGL2653 - British Lit from 1800
- ☐ ENGL2773 - American Lit to 1877
- ☐ ENGL2883 - American Lit from 1877
- ☐ HIST2213 - History Native Amer Civil
- ☐ HUMN2450 - Supervised Study Humn
- ☐ PHIL1113 - Intro to Philosophy
- ☐ PHIL2213 - Ethics
- ☐ PHIL2223 - Business Ethics
- ☐ THTR1223 - Intro to Theatre
- ☐ THTR2713 - History of the Theatre
- ☐ GEHUMD - International Dimension
- ☐ Just plan Gen Educ Humanities

At the bottom of the dropdown menu, it says 'Make final selection at registration'.