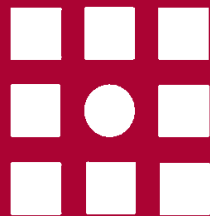


2009-2010
STUDENT
HANDBOOK



REDLANDS
COMMUNITY COLLEGE

GREETINGS FROM THE PRESIDENT



It is stated that the first step to getting something done well is to do something. Clearly you have started or continued your post-secondary education by enrolling at Redlands Community College. We appreciate and plan to support your choice. This student handbook is designed to be a guide in orienting you to college and the specific services offered as part of the Redlands experience.

Redlands Community College is, as our information illustrates, far “more than the basics.” Through introductory activities such as RCC orientation, college services and activities are described. Please consider orientation as a measuring process and reference point for “fit analysis”; fit in terms of both your current and future career and life goals.

Redlands has a 50 plus year history of service and instruction, but the chemistry of which the college is changes with each student group that makes up our classes, clubs and programs. Your self-reflection and personal preferences relating to involvement are yours to choose as we realize the vast life, family and career responsibilities that our students bring to the college experience. Once you have evaluated RCC’s student opportunities and activities, join us beyond the classroom and participate according to your fit and self goals.

Redlands prides itself in offering you the many services that will enhance your academic and overall college experience. Thanks for choosing Redlands Community College and we look forward to your involvement.

Dr. Larry F. Devane

A handwritten signature in black ink that reads "Dr. Larry F. Devane". The signature is written in a cursive style with a long horizontal flourish at the end.

President

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Bold headings indicate major sections.

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CAMPUS PHONE DIRECTORY AND MAP (Back Cover)

REDLANDS COMMUNITY COLLEGE

About the College

Redlands Community College is located in El Reno, 25 miles west of Oklahoma City on I-40. El Reno is home to 16,000 residents who enjoy several parks, sporting facilities, and the “Main Street” downtown area. Crimson Creek Golf Course and Lake El Reno are located close to campus.

Redlands Community College has served the citizens of Canadian County since 1938. RCC’s mission is to provide a learner-centered environment committed to academic excellence strengthened through service and civic engagement. Admission and enrollment are year round. Our open door policy encourages first time and returning students to make RCC their educational choice.

RCC’s main campus encompasses 55 acres and includes seven buildings geared toward learning for the mind and body. The 150 acre Darlington Agriculture Education and Applied Research Center and the 310 acre Redlands Royse Ranch are located north of El Reno and house all agriculture and equine operations. In addition to modern classrooms and media services, RCC facilities include an Art Gallery, Culture Center, Conference Center, seven computer labs with advanced technology, the Darlington Agriculture Education and Research Center, the Equine Center, the Redlands Royse Ranch, Cougar Crossing Apartments, a Fitness Wellness Center, a swimming pool and sauna.

Redlands is one of few colleges that can boast five USA Today “All American” students and one Goldwater Scholar in the past decade. RCC serves the needs of more than 5,000 urban and rural credit students each year, offering a variety of programs and semester plans. From art to zoology, there’s something for both degree seekers and lifelong learners.

High school students in more than 30 surrounding communities earn RCC college credit through concurrent and off-campus classes. Internships, co-op education and clinical nursing experiences offer practical hands-on learning throughout area industry and clinics. RCC also offers classes as part of the Downtown College Consortium in Oklahoma City.

Our athletic teams, a vital part of life at RCC, compete on the national level. A benefit for athletes, the campus and the community is Select Physical Therapy, a sports medicine clinic housed on campus.

Mission Statement

Redlands Community College provides a learner-centered environment committed to academic excellence strengthened through service and civic engagement.

Value Statements Include:

1. **Learner-Centered Environment** Provide a rich academic environment in which learners engage in designing and completing individual educational goals.
2. **Academic Excellence** Provide opportunities for continuous academic growth through a challenging and rigorous curriculum enhanced by the application of research and technology.
3. **Collaboration and Service** Provide learning opportunities in collaboration with public and private partners that reinforce the value of service to others and strengthen ethical development and civic engagement.

Location

Redlands Community College (RCC) is 25 miles west of Oklahoma City on I-40. Take Exit 123 (Country Club Road) and go one-half mile north. The RCC campus is located on the west side of Country Club Road in El Reno, Oklahoma.

El Reno is home to 16,000 residents who enjoy several parks, sporting facilities, and the “Main Street” downtown area. Crimson Creek Golf Course and Lake El Reno are located close to campus.

Governance

Redlands Community College is governed by the Oklahoma State Regents for Higher Education and the Redlands Community College Board of Regents.

Accreditation

Redlands currently holds the maximum ten year accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools: Higher Learning Commission; 30 North LaSalle Street, Suite 2400; Chicago, Illinois 60602-2504; (800) 621-7440

Statement of Non-Discrimination

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but is not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies and procedures for students, employees, and others: Human Resources Coordinator; Redlands Community College; 1300 S. Country Club Road; El Reno, OK 73036-5304; (405) 422-1267

STUDENT LIFE

Services for Students

Academic Advisement

Advisors and counselors are available to help students with enrollment, program placement and study options.

Academic Assessment and Assistance Center

The Academic Assessment and Assistance Center is designed to assist students in gaining the maximum benefit of their educational endeavor. This is accomplished by utilizing academic assessment techniques, tutorial assistance, individualized/self-paced instruction, many workshops and curriculum support materials. The Center is located in the Learning Resources Center, Room 21-A.

Bookstore

The Bookstore, managed by Follett Higher Education Group, carries required textbooks and accompanying supplies. In addition, the Bookstore offers RCC clothing and gifts, class rings, and many other items.

The Bookstore is located in the Ray Porter Academic Complex and is open Monday - Friday, 8:00 a.m.-5:00 p.m. Summer hours are Monday-Thursday, 8:00 a.m.-5:00 p.m. and Friday, 8:00 a.m.-2:00 p.m. The Bookstore also has extended back-to-school rush hours. Please check with the Bookstore for these hours.

Refunds are given during the first two weeks of class during regular semesters. A receipt is required. The book must be in the condition in which it was purchased. The Bookstore buys back books every day. Check prices and order textbooks online 24 hours a day at efollett.com. Major credit cards are accepted. Financial aid can be used on Follett web site.

Cafeteria

Located in the Bass Student Center, the cafeteria offers fast-food service Monday - Friday until 5pm, during the school semester.

Career Services

Career Services and Cooperative Work Experience offer a variety of services to enhance career planning and exploration processes.

Career Exploration is an opportunity for students to assess their work values, interests, and abilities, and to identify a course of academic study. Career Exploration is free to currently enrolled RCC students or as a credit course, Career Planning.

Cooperative Work Experience/Internships provide many values to the student's chosen career. The practical, experiential learning is coordinated through the Career Services Office. Course elements include hands-on work experience,

specific learning objectives, and participation in specialized, professional development seminars to build the skills employers are requesting. The integration of academic concepts with planned, supervised work experiences and internships assist students in developing greater self-awareness and validating career choices.

Job Referral services are available through the Career Services Office. Students may contact the Career Services Office for information regarding employment opportunities. Employers may contact the Career Services Office to post job announcements and schedule on-campus recruiting and interviews.

Methods of Payment

- Account balances for tuition, fees, housing and/or books must be paid in full at time of enrollment.
- Cash, check, money order, credit card, financial aid award letter or enrollment in FACTS Tuition Payment Plan are all acceptable methods of payment.
- Any items not allowed or balances not covered by financial aid award letter will be due at time of enrollment and can be paid by cash, check, credit card or enrollment in FACTS Tuition Payment Plan.
- Payments can be made at the Business Office with cash, check, money order or credit card, or pay online with RConnect at <http://www.redlandsc.edu>.
- Monthly payments can be made through the FACTS Tuition Management Program. See the Business Office for details or visit the RCC website at <http://www.redlandsc.edu> and look for the online tuition payment site. *(Note: The FACTS plan requires an established checking or savings account.)*

Enrollment Tuition and Fees Payment Schedule and Late Fees

- Payment at time of enrollment – no penalty.
- A minimum of \$50 per enrollment period will be charged for any late payment of the account balance that does not meet the payment requirements listed under —Methods of Payment. This fee will be assessed on any unpaid account balance as of the first day of classes for each enrollment period.
- An additional monthly late payment penalty may be assessed for any unpaid account balance after the official add/drop period ends.
- The first late payment penalty of \$3.00 per credit hour enrolled may be assessed immediately following the end of the add/drop period.
- Additional late payment penalties may be assessed for each month an account carries any unpaid balance. Each month this charge is assessed, the penalty will be at the rate of an additional \$3.00 per credit hour enrolled and added to the previous late payment penalties assessed.
- Students who receive financial aid will be required to pay any balance not covered by the financial aid at time of enrollment.

- Students who enroll in the FACTS Tuition Payment program at the time of enrollment will not be assessed a late payment penalty as long as the FACTS account remains in good standing. Terminating the FACTS account prior to completion of the payment plan may result in late payment penalties in addition to the charges assessed by the FACTS Tuition Payment program.
- Failure to pay all charges and penalties owed by the end of the current semester will result in a hold on future enrollment and transcript. The account may be turned over to an outside collection agency and a fee may be assessed for the collection process.

Refund of Audit Fees—Audit fees are not refunded

Financial Aid

The financial aid program at RCC is designed for qualified students who might not be able to continue their education without financial assistance. Eligible students may receive grants, loans, scholarships, student employment or a combination of these programs. The college participates in the following programs: Pell Grant, SEOG, ACG, work study, Stafford loans, PLUS loan and all financial aid programs administered by the Oklahoma State Regents.

Financial assistance is available to degree-seeking students and students who are seeking certain certificates of mastery from RCC. Students taking non-credit classes, enrolling in college classes while still in high school, or merely taking classes, but not pursuing a degree or certificate, are not eligible for assistance through the Federal Student Aid Programs.

To apply for Federal Student Aid, applicants must complete the Free Application for Federal Student Aid (FAFSA). This is a free process that must be completed each academic year. Students may apply online at <http://www.fafsa.ed.gov> or by mailing a completed paper application to the U.S. Department of Education.

The FAFSA application should be completed before April 30 each year in order to ensure receiving a timely Financial Aid response. Students who plan to rely on financial aid to meet tuition and/or housing payment deadlines and/or who plan to seek bookstore charge privileges must have all required documentation submitted to the Financial Aid office by July 15 for Fall, December 1 for Spring and May 1 for Summer. Students applying for financial aid after these priority deadlines will need to make alternative arrangements for tuition, housing and bookstore charges until financial aid can be processed.

Financial Aid Eligibility

To be considered for financial aid you must:

- be enrolled as a degree- or certificate-seeking student.
- be a U.S. citizen or a permanent citizen of the United States.
- have a valid social security number.
- register with Selective Service (if required).

- make satisfactory academic progress (successfully complete courses with grade of A, B, C, D or P at least 66% of the hours attempted each term with a cumulative GPA of 2.0 or above.)
- demonstrate an ability to benefit (see page 9).

The following are the different types of Financial Aid available:

GRANTS - funds that do not have to be paid back.

LOANS - borrowed money that has to be paid back over a period of time, after the student ceases to be less than a halftime student.

COLLEGE WORK-STUDY - money that a student must earn by working at a part-time job on campus. Funds to pay the major portion of the student's work-study earnings come from the Federal Work-Study Program.

Grants offered at Redlands:

- **Pell Grants** - Pell Grants are federal aid grants designed to provide financial assistance to qualified students attending post-high school educational institutions. Pell Grants are intended to be the —floor of a financial aid package and may cover a significant portion of a student's college expenses. The amount of the Pell Grant is determined by federal need analysis criteria. Students must complete the Free Application for Federal Student Aid (FAFSA) and submit the resulting Student Aid Report to the Financial Aid Office. Applications are available through high school counselors, public libraries and college financial aid offices.
- **Supplemental Educational Opportunity Grants (SEOG)** - SEOG is an additional federal aid program for students of exceptional financial need. Grants may range from \$200 to \$500 per year for students who qualify. Application is made by submitting the results of the FAFSA to the Financial Aid Office. Earliest applicants with the greatest need are awarded first.
- **Oklahoma Tuition Aid Grants (OTAG)** - This grant is awarded to Oklahoma residents with exceptional need, as demonstrated by the results of the Free Application for Federal Student Aid. Normally students who apply by April 1 have the best chance as funds are severely limited. The student need only apply with the FAFSA and answer all questions thoroughly concerning state of legal residency. The Oklahoma Tuition Aid Grant Office determines award amounts and notifies the student and the college.

LOANS - borrowed money that has to be paid back over period of time, after the student ceases to be less than halftime student.

Loans offered at Redlands:

- **Stafford Student Loan Program** - The Stafford Student Loan Program requires a separate application in addition to the FAFSA. The program allows you to borrow money from an eligible private lender, such as a bank or

a credit union. These funds are loans and the student is required to pay the loan back to the lender. Monthly payments may be as low as \$50.00. However, defaulting on a loan will result in the loss of all financial aid programs to the student.

- **Parent Loan for Undergraduate Students (PLUS)** - The PLUS loan is for parents of dependent students who want to borrow more than the Stafford Loan limits. A parent may borrow up to the Cost of Attendance, provided it does not exceed the student's unmet need. Unlike Stafford Loans, PLUS Loans are subject to credit checks and approval by the lender.
- **Student Employment** - A limited number of students are employed by the college in jobs such as laboratory assistants, secretaries and physical plant staff assistants. Preference is usually given to those students who are approved for college work-study, as determined by completing the FAFSA. Applications for student employment should be procured from and submitted to the Financial Aid Office.

Any grant, loan or scholarship money (refunds will be minus any bookstore charges, housing and tuition) will be applied to your Business Office account (disbursed) after the two-week add/drop period in the fall and spring semesters has concluded. Refunds are typically available at the Business Office around the 6th week of the term. The first disbursement for summer will be after the one-week add/drop period. No money will be disbursed prior to the first day of class for the semester.

COLLEGE WORK-STUDY - money that a student must earn by working at a part-time job on campus. Funds to pay the major portion of the student's work-study earnings come from the Federal Work-Study Program.

- This part-time work program provides employment opportunities on campus.
- Financial aid eligibility is required and the Redlands Community College Financial Aid Office will contact eligible applicants.

Ability to Benefit (ATB)

Federal regulations state that a student must demonstrate an ability to benefit from college before receiving aid. Students, therefore, must demonstrate one of the following ATB requirements:

4. High school transcripts showing graduation, or
5. General Education Development (GED) certificate, or
6. COMPASS test with a minimum score of 25 on Pre-Algebra/Numerical, 62 on Reading, and 32 on Writing, all completed in one test session, or
7. College transcript with 60 or more transfer hours.

Return of Title IV Aid (formerly called Refund/Repayment)

The Federal Government has set guidelines concerning students who receive Title IV Federal Student Aid and completely withdraw from school or stop attending their

courses. Federal student aid recipients who completely withdraw after classes begin, but prior to completing at least 60% of the semester, will have to repay a portion of the federal funds that they received. RCC is required to calculate the amount of —earned and —unearned aid that a student received or that was credited to the student’s account. This calculation may require the student and/or the college, on the student’s behalf, to immediately repay funds that were disbursed for the purpose of paying educational expenses. After the calculation is figured, RCC’s Financial Aid Office will notify the student regarding the amount of aid that must be returned to the Federal Government. Additionally, excessive withdrawals may have an adverse affect on a student’s financial aid satisfactory academic progress, which will be evaluated at the end of the semester.

Where Can I Get More Information?

Contact the Financial Aid Office at Redlands Community College at (405) 422-6250, or visit our office on campus.

Graduation Checks

During the first semester of the sophomore year, students should schedule an appointment with the Registrar for a degree check.

Information Commons

Hours: Monday – Friday 8:00 a.m. to 10:00 p.m.; Saturday 8:00 a.m. to 5:00 p.m.; and Sunday 1:00 – 5:00 p.m. (Hours may vary).

The Information Commons houses PC-based computers for student use. Students may conduct research, work on projects and papers or access the Internet. Students using computers on any Redlands campus must comply with the Network Acceptable Use Policy and Procedures on pages [31-33] of this handbook.”

International Student Advisor

An advisor is assigned to admit and counsel international students. Information regarding international admission is located on the RCC website: www.redlandsc.edu

Learning Resources Center

Hours Monday-Thursday 8:00 a.m.-8:00 p.m.; Friday 8:00 a.m.-5:00 p.m.; Saturday 10:00 a.m.-2:00 p.m. (Changes in hours posted in advance)

The A.R. Harrison Learning Resources Center (LRC) is an integral part of the educational program of RCC and is located at the north end of the Multimedia Lifelong Learning Center. The LRC is open daily for group and individual study, research, and leisure reading. It provides appropriate resources required for class assignments, personal enrichment and information needs, including books, periodicals, audiovisual materials and electronic databases. Access to books in the LRC is provided through the online catalog (<http://rcclrc.redlandsc.edu>); books not held locally are available through interlibrary loan and the OK-Share program. Reserve materials, Internet access and printer/copier are also available for student and community use in the LRC.

Medical Emergencies

Accidents on campus requiring emergency assistance should be reported to Security.

Parking

Ample parking is provided for students on campus. The campus map on the inside back cover of this handbook shows approved student parking areas. Failure to prominently display a parking decal and park in approved areas may result in a warning and/or fine.

Security

Campus security is available during normal business hours, after hours, and on weekends. If it is a life threatening situation, call 911 immediately. If you are using a campus office phone, call 9-911. Tell them what you need and where you are. For security assistance, call 422-6200 at any time. Tell them what you need and where you are.

Student ID Cards

All students must obtain a student identification card. The student ID card will be used to print in the computer labs and for making copies on the campus copy machines. The identification card must be used when cashing personal checks or picking up any funds being released at the college Business Office. Your ID may also be used for free admission to athletic events, fitness for life center and the natatorium. The student ID card is available in the RCC Physical Plant building as part of the enrollment procedure.

Veterans' Assistance

A veterans' coordinator is available to assist students with V.A. eligibility.

Activities/Organizations

The official student activities calendar is maintained in the Student Services Center. All requests for official college-sponsored events must be submitted on the proper form to the Student Activities director at least one week prior to the event. The request must be signed by the sponsor and the president of the organization. Request forms are available in the Student Services Center.

ACES

Adult Continuing Education Support provides a forum for adult student participation.

Aggie Club

The main objective of the Aggie Club is to promote western heritage through activities involving competition and participation in agriculture-related events.

Art Club

The purpose of the Art Club is to promote a higher interest and knowledge of the fine arts. The club meets twice a month for presentations, show and tell, field

trips, workshops, and much more. All RCC students are welcome to join and attend activities.

Baptist Student Union

The Baptist Student Union is an organization which provides opportunities for Christian nurture, fellowship and service. Membership is open to students of all faiths.

Black Student Leadership Organization

The Black Student Leadership Organization promotes Black culture, cultivation, and fellowship among qualified students of RCC.

College Republicans

College Republicans promotes the principles and ideals of the Republican Party process. Activities are designed to help shape and mold those basic ideals with participation in the process; to inform students of republican beliefs on issues; and to encourage participation in the political process on the college campus.

Criminal Justice Club

The Criminal Justice Club is dedicated to professionalism in the area of justice and public safety.

Environmental Club

The Environmental Club's purpose is to inform and involve members, the college and the community in environmental awareness.

Fellowship of Christian Athletes

FCA is an organization open to all students, but the primary focus is to present to athletes and coaches, and to all whom they influence, the challenge and adventure of receiving Jesus Christ as Lord, serving Him in their relationships and in the fellowship of the church.

Fencing Club

The Fencing Club encourages physical fitness through the sport of fencing.

Journalism Club

The Journalism Club supports the journalism program through contributing to the understanding and appreciation of the field of journalism.

Native American Club

The Native American Club promotes awareness in and an appreciation of the Native American experience.

Outdoor Adventure Club

The Outdoor Adventure Club is intended to educate students in outdoor survival and adventure recreation skills. This organization will also allow students to

experience outdoor sports and activities such as camping, rock climbing, water skiing, snow skiing, ropes courses, and more.

Phi Theta Kappa

Phi Theta Kappa is the largest international honor society for American two-year colleges. Membership in PTK is conferred on those two-year college students who have established academic excellence, as judged by the college faculty. Initiates must have completed at least 12 hours of two-year college work, must be judged of good moral character, and must possess qualities of good citizenship.

To be eligible for membership in the Alpha Beta Upsilon chapter, initiates must have met these requirements and have obtained a 3.25 GPA for one semester. After becoming a member of PTK, it is necessary to maintain a 3.0 GPA in order to remain a member in good standing.

Phi Theta Kappa Alumni Gamma

Phi Theta Kappa Alumni Gamma of Oklahoma Alumni chapter is a community-based organization for members of PTK who wish to continue their participation in the society after leaving the two-year college. Any person who joined PTK while attending a two-year college is eligible for membership in this organization. Gamma chapter serves primarily as a support group for Alpha Beta Upsilon chapter, but also offers its members opportunities to participate in PTK activities at the local, regional and international levels.

Photography Club

The Photography Club strives to inspire people to enjoy photographs and photo safari.

Students in Free Enterprise (SIFE)

SIFE is a nonprofit organization that gives students the tools to learn the free enterprise system in a real working situation. The mission of SIFE is to learn, practice, and teach the principles of the free enterprise system through educational outreach projects, designed to target members from the community. RCC SIFE members are challenged to take what they're learning in the classroom and use their knowledge to better their communities. At the end of each school year, SIFE teams present the results of their community projects at regional, national, and even international competitions. SIFE membership is open to Redlands Community College students of all academic majors.

Student Nursing Association

The RCC Student Nursing Association is designed to advance the professionalism of nursing students by giving them the chance to meet each other and their instructors in a non-structured setting, as well as to meet students from around the state at conventions. Both category I and category II nursing students can join the group, which combines professional development with instruction and community service.

Student Senate

The Student Senate provides an avenue of communication between the student body, faculty, and the administration. It is a form of government which allows students to express their views and interests while encouraging school spirit and unity among all students.

Young Democrats

The Young Democrats meet to stimulate an active interest in governmental affairs and to perpetrate the high ideals and principles of the Democratic Party in young people.

Recreational Opportunities

Fitness for Life

Full-time students may participate free of charge in the Fitness for Life program, a noncredit community service which provides access during specified time periods to the college indoor swimming pool, the fitness wellness center, the racquetball court, the walking area in the gym, and the dry and steam saunas. Anyone living in the RCC service area may purchase individual or family passes for this program from the Athletic Office by calling 405-422-1418.

Fitness Wellness Center

Fitness workout equipment, treadmills and stationary bicycles are available. RCC students may use the Fitness Wellness Center during specified times with a valid student ID. Times vary each semester. For current information call 422-1418.

Gymnasium

The gymnasium may be used for walking and stretching exercises from 6 to 9 a.m. and from 12 to 1 p.m., Monday through Friday.

Natatorium

The RCC Natatorium features a six-lane, 42-foot wide, 75-foot long, 152,000-gallon swimming pool. RCC students may use the pool during specified times with a valid student ID. Times vary each semester.

Racquetball

RCC students may use the racquetball courts with a valid student ID. Hours are: 6 a.m. to 8 p.m., Monday through Friday and 8 a.m. to 12 p.m. on Saturday.

Saunas

RCC students may use the dry and steam saunas with a valid student ID. Hours are: 6 a.m. to 8 p.m., Monday through Friday and 8 a.m. to 12 p.m. on Saturday.

Supervision of Children

Individuals too young to be admitted to RCC are required to be under the supervision of a responsible adult at all times while on campus. Students are not allowed to bring children to class or to any of the instructional laboratories.

The security officer on duty should be notified if unattended children are observed or if poorly supervised children interfere with the educational process. Adult students who are responsible for disruptive children may be subject to disciplinary procedures.

Athletic Game Schedules

Athletic schedules are available at www.redlandsc.edu

ADMISSIONS

Admissions Office

The Admissions Office, located in the RCC Student Services Center, is open Monday - Friday from 8 a.m. until 5 p.m. The mailing address is 1300 S. Country Club Road, El Reno, OK 73036-5304, and the phone number is (405) 422-1417.

The addition of classes is usually permitted only during the first two weeks of a sixteen-week semester and during the first week of an eight-week term or full summer term. Exact dates of the change of enrollment period are listed in the class schedule.

Admission Procedures

Admission to Redlands Community College takes place year-round. RCC maintains an open enrollment policy which encourages high school graduates and GED students to continue their education with us. If you do not have a high school diploma or the GED equivalent, you may be admitted to the college by taking the Assessment test.

Students who have never attended Redlands need to complete the following admission and enrollment procedures:

- Complete an application for admission and submit to the Office of Admissions, along with copies of high school transcripts, ACT scores, an official transcript from each college attended, and GED scores, if applicable
- See an academic advisor in the Student Services Center to select courses for the upcoming semester. Assessment Testing may be required prior to selection of courses. See Placement Testing Requirements.
- Following course selection with an advisor, submit registration form to Office of Records/Registrar. A copy of the enrollment for the upcoming semester will be given to the student
- Have a photo identification card made
- Last, go to the Business Office to pay tuition. The student is responsible for costs according to the fee schedule. See Enrollment Fees and Tuition Payment Schedule.

- When a student enrolls, he or she is responsible for enrollment fees and charges. These charges will not be canceled or refunded unless the student initiates a formal withdrawal before classes begin. Students who fail to pay fees, or to make suitable arrangements for payment of fees, may be denied admission to classes the following semester. See Refund Policy.

Online Enrollment

If you are a current RCC student and have completed or are in the process of completing 12 hours, you can enroll online. For more information or to enroll online, go to <http://www.redlandsc.edu> and log in to your RCC account. Online enrollment is under RCCConnect.

Telephone Enrollment

Redlands Community College offers students the opportunity to enroll by telephone if they are an established student, having previously attended RCC within the last two years. Call Student Services at (405) 422-1417 and ask for an advisor.

Classification of Students

Freshman

0-30 hours earned

Sophomore

31 or more hours earned

Full-Time Student

A student enrolled in 12 credit hours or more during a regular semester or six credit hours or more during a summer session.

Less than Full-Time Student

9-11 credit hours are classified three-quarter time

6-8 credit hours are classified half time

5 or less credit hours are classified less than half time

Placement

Admission requires the student to have a completed application for admission, transcripts of all high school (or GED scores) and college work attempted, and ACT scores on file in the Office of Admissions & Records.

Students who have earned more than 32 semester hours of college credit or who have graduated from high school more than two years prior to the date of application are not required to submit ACT scores, but may be required to take placement examinations before enrolling in reading intensive courses, College Algebra, or English Composition I.

English Composition I & College Algebra

To enroll in College Algebra, Contemporary Mathematics and English Composition I, a student must have achieved a score of 19 on the math and English subtests of the ACT. If a student's score is below a 19 in any subtest, then he/she take the COMPASS placement test. Based on these assessment scores, a student may be advised to take one or more developmental (0-level) math, English or reading courses. The specific assessment scores will identify the set of developmental courses (if any) which should be completed as prerequisites for College Algebra, Contemporary Mathematics or English Composition I.

Developmental Courses

While the completion of any prescribed developmental course(s) is required for students to take both College Algebra and English Composition I, these courses are not applied to fulfill degree requirements. Developmental courses do not count in the graduation/retention GPA, but grades received for 0-level courses are counted in the current term statistics. Students may receive financial aid for these courses.

Refunds and Withdrawals

The refund policy for fees and tuition (except for Title IV recipients) collected from students shall be as follows:

1. Withdrawals and Changes of Enrollment

- A. Changes in schedules and complete withdrawals from the institution during the defined add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the add/drop period for that session except as stipulated for Title IV recipients.
- B. The refund policy for fees and tuition collected from Title IV recipients shall be as follows: The Higher Education Act Amendments of 1992, (Title IV, Part G, and 484V) require that each institution refunds unearned tuition, fees, room and board, and other charges to students who withdraw from an institution before the end of the semester or term.

The Higher Education Act defines a —fair and equitable refund policy as a policy that provides for a refund in an amount of at least the largest of the amounts provided under:

- a. The requirements of applicable state law;
- b. The specific refund requirements established by the institution's nationally recognized accrediting agency and approved by the Secretary of Education; or
- c. The Federal Government has set guidelines concerning students who receive Title IV Aid and completely withdraw from school or stop attending courses. Any student making a complete withdrawal or that stops attending their classes who received a Federal Pell Grant, SEOG, Subsidized Stafford Loan, Unsubsidized Stafford Loan or a Parent (PLUS) Loan, will be required to pay back money to the school immediately if they drop out or stop attending courses before 60% of the semester has been finished. After the calculations are figured, the Redlands Community College Financial Aid

Office will notify any student that might owe money back to the Federal Government. Your Financial Aid Satisfactory Academic Progress status will also be evaluated at the end of the semester and you will be notified accordingly.

2. Fees Applicable Only for Current Semester—Fees are applicable only for the current semester. If a student withdraws and is entitled to a refund, the amount of the refund cannot be carried forward as a credit to a subsequent session.

3. Refunds for Classes Offered on a Non-Standard Schedule—Institutions may refund tuition and fees paid by a student who must withdraw from a course offered on a schedule that differs from the standard 16-week term or 15-week trimester. Each institution may develop refund procedures for courses offered on a non-standard schedule.

4. **Reminder:** If you receive financial aid assistance and you drop classes or withdraw from college, you may be responsible for paying back to the federal government some or all of the financial aid you have received.

Fees Applicable Only For Current Semester

Fees are applicable only for the current semester. If a student withdraws and is entitled to a refund, the amount of the refund cannot be carried forward as a credit to a subsequent session.

ACADEMIC INFORMATION

Academic Calendar Fall Semester

Classwork Begins – 8:00 am.....	August 24, 2009
Last Day to Add/Drop 1st 8-Week Classes	August 28, 2009
Last Day to Add/Drop 16-Week Classes	August 29, 2009
Labor Day (Campus Closed)	September 7, 2009
Last Day to Withdraw from 1st 8-Week Classes	September 26, 2009
First 8-Week Classes End	October 10, 2009
Second 8-Week Classes Begin	October 13, 2009
Fall Break (Wednesday night classes meet) (Campus Closed	October 15-16, 2009
Last Day to Add/Drop 2nd 8-Week Classes	October 21, 2009
Last Day to Withdraw from 2nd 8-Week Classes	November 7, 2009
Last Day to Withdraw from 16-Week Classes.....	November 7, 2009
Last Day to Withdraw from ANY Fall Semester Nursing Classes (See Nursing Academic Calendar)	
Thanksgiving Break (Campus Closed.....	November 25-27, 2009 (Tuesday night classes meet)
Semester Ends	December 17, 2009
Winter Holiday Break (Campus Closed	December 21, 2009-January 4, 2010

Academic Calendar Spring Semester

Class Work Begins 8:00 a.m.	January 19, 2010
Holiday – Martin Luther King Day	January 18, 2010
(Campus OPEN – No Classes)	
Last day to Add/Drop 8-Week Course	January 25, 2010
Last Day to Add/Drop 16-Week Classes	February 1, 2010
Last Day to Withdraw from 1st 8-Week classes	February 26, 2010
1st 8-Weeks End.....	March 12, 2010
Spring Break (No Classes)	March 15-19, 2010
Spring Break (Campus Closed).....	March 18-19, 2010
Holiday – Good Friday (Campus Closed)	April 02, 2010
2nd 8-Weeks Begin.....	March 22, 2010
Last Day to Add/Drop 2nd 8-Week Course	March 26, 2010
Last Day to Withdraw from 2nd 8-Week & 16 Week Classes.....	April 16, 2010
Semester Ends	May 14, 2010
Commencement	May 14, 2010
Holiday – Memorial Day (Campus Closed)	May 31, 2010

Academic Load

A student is considered full time when enrolled in 12 or more credit hours during a semester. However, a student who plans to complete a degree program in two years should remember degree requirements vary and the minimum number of credit hours for degree completion is 60. No student will be permitted to enroll in more than 18 semester hours during any traditional semester without permission of the Vice President of Academic Affairs.

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week. A student who overloads with employment or student activities may encounter academic difficulty.

Academic Programs

Redlands Community College offers four academic awards: the Associate in Arts degree, the Associate in Science degree, the Associate in Applied Science degree and the Certificate of Completion. Please consult the current college catalog for a listing of specific degrees and requirements for each.

- The Associate in Arts degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.
- The Associate in Science degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.

- The Associate in Applied Science degree is a two-year program which gives students a minimum general education background and a specialization in a selected technical program.
- The Certificate of Completion may be a one, two or three semester program with concentration within a prescribed field of study. The objectives of these programs may be to prepare the student for immediate job entry, to help the student upgrade skills within an existing job, to aid in the preparation for a change in careers, or to provide opportunities for personal satisfaction.

Attendance

Students are expected to attend classes in which they are enrolled. It is the responsibility of the student to consult with the instructor when they must be absent. Instructors have the option of determining whether an absence is excused or unexcused and can initiate the procedure for granting an —AW grade for non-attendance.

Appeal of Grades

A student who believes a final grade is inaccurate may appeal the grade through the following procedure. A grade appeal must be initiated in the semester (fall or spring) following that in which the grade was received.

- A. Students wishing to appeal a grade must first discuss the grade with the instructor who assigned it.
- B. If a student desires further action, a written summation of the grade appeal should be submitted to the appropriate Division Director. After the written appeal is received, a meeting will be scheduled within one week by the Division Director. The student, the instructor, and the Division Director will be present in the meeting. Within 24 hours after the meeting, the Division Director will arrive at a decision and will submit this decision in writing to the instructor and to the student.
- C. If the student or the instructor desires to appeal further, he or she should appeal to the Appeals Committee. Within one week after receiving the decision from the Division Director, the written appeal must be submitted to the Vice President of Academic Affairs who will, in turn, notify the Appeals Committee. The Committee will meet within one week after the Vice President of Academic Affairs receives the written appeal.
- D. The Appeals Committee, chaired by the Chairperson of the Standing Institutional Committee on Academic Affairs and Curriculum, will consist of one (1) faculty member appointed by the President of the College, one (1) faculty member appointed by the President of the Faculty Association, one (1) counselor appointed by the Vice President of Academic Affairs, one (1) faculty member appointed by the Division Director involved in Step B, and one (1) student appointed by the President of the Student Senate. At this point the student and/or the instructor may designate and identify one (1) other person to be present and participate in the Hearing. The name and official capacity of this person must be stated in the written appeal sent to the Vice President of Academic Affairs. The student, the instructor, and the Division Director will also be present.

The Appeals Committee will reach its decision by secret ballot reflecting a simple majority. The student and the instructor shall be notified in writing within 24 hours. The action of the Appeals Committee is binding. The student or instructor may appeal the decision to the Board of Regents of the College through the President of Redlands Community College.

Credit by Examination

Students are offered the opportunity to earn a maximum of 32 semester hours of credit by examination, by Advanced Standing, the College Level Examination Program–CLEP, the Defense Activity for Non-Traditional Educational Support–DANTES, or the Advanced Placement program. No tuition charges are assessed for credit by examination; however, the student must pay the designated examination fee. Credit may not be earned in a course when a course of more advanced standing has been completed.

- No credit will be posted until 12 credit hours of regular academic work are completed at RCC.
- Acceptable performance will be recorded with a “P” on the transcript with a notation signifying how credit was earned.
- Credit may not be earned in a course when a course of more advanced standing has been completed.
- No tuition charges are assessed for credit by examination, although students must pay a testing fee.
- Extra Institutional Credit-see your academic advisor for additional information. A transcript posting fee of \$8 per credit hour is applicable.

Contact the Academic Assessment and Assistance Center, LRC 21-A, for registration information.

Advanced Standing

- Test participants must be regularly enrolled at RCC.
- Forms for initiating the Advanced Standing Exam procedure may be obtained in the Academic Assessment and Assistance Center, LRC 21A, and should be returned to that office, together with a receipt for payment of fees, when completed.
- A fee per credit hour will be charged for administration of each Advanced Standing Exam.

College Level Examination Program (CLEP)

Registration forms for the College Level Examination Program (CLEP) exams are located in the Academic Assessment and Assistance Center, LRC 21-A. Credit will be granted in a designated course if students achieve the score of 50 or above on a CLEP exam. For those courses requiring an essay component, a passing score is required on the essay as well as on the objective portion. Contact the Academic Assessment and Assistance Center for more information on specific score requirements, as well as test fees.

Financial Obligations

Grade reports are issued, upon request, to each student at the end of the semester. Before grades and transcripts are released all financial obligations to the college must be satisfied.

Grading System

Final grades are reported for each student for every course undertaken accordingly. Grades Used in calculating Grade Point Average (GPA) is calculated on a 4.0 basis as follows:

Grade	Definition	Grade Point Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

Other Symbols:

I—To receive an —I grade, the student should have satisfactorily completed 70% of the required course work for the semester. The time limit will be at the discretion of the instructor and will not exceed one calendar year.

AU—Audit status is available for any person eligible for regular enrollment, with the consent of the registrar. Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. The deadline to change enrollment status from a credit to an audit will be the eighth week of a 16-week semester or the fourth week of an 8-week semester. If a student wishes to change to an audit after the deadline, he or she must have the instructor's permission. The student who is in audit status must adhere to the instructor's policies on course work and attendance.

W—An automatic withdrawal grade of —W is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for an automatic —W shall begin after the 10th day of classes in the regular session and the fifth day of classes in the summer term and shall not exceed 12 weeks of a 16-week semester or, in general, not exceed three-fourths of the duration of any term. For any drop or withdrawal accepted after this deadline, a —W or —F will be assigned, depending upon the student's standing in the class. If an —F grade is assigned, it is calculated in the student's GPA; the —W grade is GPA neutral. Any drop or withdrawal after this deadline will be issued a —W or —F depending on the academic standing of the student and upon a recommendation by the faculty member and division director. The Vice President of Academic Affairs will review all —W and —AW submissions occurring after the 12th week.

AW—Administrative withdrawal may be assigned by the Vice President of Academic Affairs to indicate a student has been involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

P/F—An institution may elect to use pass-fail as an option for students in specified courses. The pass grade indicates hours earned but does not contribute to the GPA. The fail grade is an —F and is calculated into the GPA.

S/U—An institution may elect to use —S and —U for specified courses. These grades are neutral and are not used as attempted or completed credit hours. These grades will be used for physical education activity courses and military science courses.

Grading Scale

Grade Definition Grade per points semester hour

A* Excellent.....	4
B* Good.....	3
C* Average.....	2
D* Passing.....	1
F* Failure.....	0
I Incomplete.....	0
I/F* Incomplete (Not Removed).....	0
W Withdrawal/Passing.....	0
P Satisfactory Completion.....	0
AU Audit-No Credit.....	0
AW Administrative Withdrawal/ Non-Attendance.....	0

*Used in calculating GPA

Graduation Requirements

Application for Graduation

Spring and summer graduation candidates should apply for graduation no later than March 31. Applications will be accepted after the March 31 date, but these applicants will not be eligible for consideration for academic awards for that graduating class. Fall graduation candidates should submit application for graduation by November 15. This application will initiate action toward a complete transcript evaluation to determine eligibility for graduation. Graduation fees are to be paid in the Business Office at the time the application is submitted. This fee is non-refundable. Payment of the graduation fee must be submitted each time a student applies for graduation. Graduation exercises are held at the close of the spring semester. Attendance is required of all graduates. An application to be excused from graduation is available in the Registrar’s Office and must be approved by the Vice President of Academic Affairs.

All required records, such as high school transcripts, ACT scores and college transfer transcripts, must be on file to graduate from Redlands Community College

Degree Awards

Graduation with an associate's degree from RCC requires a student to have completed the program requirements with an overall GPA of 2.0. While a student may earn a cumulative GPA of 2.0 which includes one or more grades of —D, it is well to remember grades below —C may not fulfill graduation requirements in some programs.

For the associate's degree, a student must complete 15 hours in residency at RCC. Correspondence classes and credit by examination may not be used toward the resident credit hour requirement. No more than one-half of the work required for any degree or certificate may be taken by correspondence and credit by examination. Summer graduation candidates may participate in the spring graduation ceremonies if they need nine hours or less to complete graduation requirements. The required hours needed to complete graduation requirements must be taken during the summer term. Graduation candidates that need more than nine hours to finish degree requirements will need to apply as a December graduate.

The diploma will be presented following the successful completion of the required course work and the clearing of all obligations at the institution.

Additional Degrees

An additional degree for a different program may be earned by accumulating an additional 15 credit hours in residence at RCC above those submitted for the first degree. A minimum GPA of 2.0 must be attained on the 15 appropriate additional hours submitted. The specific degree and program requirements for the second degree must be successfully completed.

Advanced standing credits may not be used for the additional degree hours. For certificates, a minimum of six additional credit hours will be required.

Program Degree Procedures

Degree seeking students should follow the course requirement pattern for the academic area program selected as outlined in the catalog in effect at the time of entry. The program requirements remain in effect as long as continued, uninterrupted enrollment is maintained, with the exception of summer terms. A readmitted student must follow a program plan specified by the current academic year catalog.

A student needing assistance in planning a program of study should request the assistance of personnel in the Student Services Center. Any substitution of course requirements listed for the associate's degree must be recommended by the division director and approved by the Vice President of Academic Affairs. The course substitution document must be filed in the Registrar's Office. A student has the option of meeting new degree requirements adopted since the date of enrollment.

Commencement Procedure

At least one semester before they plan to complete their degree requirements, students should begin the commencement procedure as follows:

- Final official transcripts from all schools attended and ACT scores must be on file at RCC before an official program plan can be prepared.
- A final check of the program and an application plan for graduation should take place in the Registrar's Office before the time of enrollment for the last semester of attendance.
- Once grades are recorded for the final semester of enrollment, a final review will take place and students will be contacted as to their status.

Degrees are conferred three times yearly: at the close of the fall, spring, and summer terms. Commencement ceremonies are held at the conclusion of the spring semester only. Summer graduation candidates participate in the preceding spring ceremony. The graduation date indicated on the Redlands Community College transcript will be the last official day of the semester at the close of the fall, spring or summer terms.

Honors & Awards

Honor Rolls

A President's Honor Roll, published at the close of each regular term, includes the names of students who have completed 12 or more hours and have a GPA of not less than 3.8, with no grade less than a —B—excluding 0-level courses. A Vice President's Honor Roll is published similarly and includes the names of students who have completed 12 or more hours of work and have a GPA of 3.50 to 3.79, with no grade less than —C—excluding 0-level courses.

Commencement Honors

Students who have completed at least 64 semester hours prior to commencement are eligible for consideration for the following honors:

- Summa Cum Laude: (3.75 - 4.0 overall GPA)
- Magna Cum Laude: (3.50 - 3.74 overall GPA)
- Cum Laude: (3.25 - 3.49 overall GPA)

President's Award

The graduating sophomore completing all degree work by the end of the spring semester of graduation, completing all course work in residence at RCC, and having the highest overall GPA, will be recognized as the recipient of the President's Award. This award will be awarded only one time to an individual. If a student has received the award while earning a first degree, the President's Award cannot be awarded to the same earning a second degree.

Military Service Evaluation

Veterans with a minimum of six months of active military service may receive the following credits by submitting a copy of their separation papers—DD Form 214 or

DD 215—to the Registrar’s Office:

Fitness for Life 3 credits

Personal Health 2 credits

Veterans interested in receiving college credit for military training must submit completion certificates, AARTS transcript, CCAF transcript, evaluation forms or other proof of completion to the Registrar. Evaluation is as recommended by the Guide of the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

Copies of discharge and/or official service records must be submitted to the Registrar’s Office for credit. Redlands Community College may accept, modify or reject military training credit, depending upon the evaluation.

Repeated Courses

A student may repeat a course and have only the second grade earned (even if it is lower than the first grade) count in the calculation of the GPA, up to a maximum of 4 courses or 18 credit hours, but not to exceed 18 credit hours, in courses in which the original grade earned was a “D” or “F.” The first attempt shall be recorded on the transcript with the earned grade. The repeated course grade will be listed in the semester earned. The EXPLANATION OF GRADES section of the transcript will note only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs. Students repeating courses above the first 12 hours of “Ds” or “Fs” repeated may do so with the original grades and repeated grades averaged.

Retention of Students

The following standards determine the retention of students at RCC. Failure to meet these standards will result in the student being placed on academic probation, and, unless corrected, academic suspension.

- 0-30 credit hours attempted—1.70 retention GPA
- Greater than 30 credit hours attempted—2.00 retention GPA

Academic Probation/Suspension

Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.0 of regularly graded course work, not to include activity or performance courses, or meet the minimum retention 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.

Transcripts

The Registrar’s Office will send student transcripts upon the student’s request, in

writing, to any college or agency named. A charge of \$5.00 will be made for each official transcript.

The Family Educational Rights and Privacy Act requires the confidential nature of student records be preserved. Transcripts of college work will be released only if the student has signed a written statement requesting such information be released. See the Student Privacy Right.

Before grades and transcripts are released, all financial obligations to RCC must be satisfied.

Transferring General Education Courses

It may be necessary for students to take additional courses in general education to meet minimum professional certification requirements, as defined by the state of Oklahoma, i.e. health and physical education, geography, Oklahoma history, etc., for teacher education certification. The completion of these requirements does not preclude requirements of senior institutions of particular grade for points for admission to professional departments or fields.

Note: State requirements for professional programs may change; therefore, pre-professional degree requirements outlined in this catalog may change. Always check with Student Services to make sure your program has not changed as a result of new state requirements.

Conduct Code

Students attending RCC are expected to conduct themselves in a manner appropriate to an educational institution of higher learning and to pursue course work in an honest and ethical manner. Any academic dishonesty including cheating, collusion, or plagiarism will not be tolerated. **Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.**

Inappropriate student conduct which adversely affects any RCC student, faculty member, employee or other member of the college community may subject the student to disciplinary action.

The violation of any local, state or federal law on the RCC campus or in a vehicle owned by RCC may subject a student to disciplinary action. Violation of any official policy of the RCC Board of Regents may also subject a student to disciplinary action. Other grounds for student disciplinary action include:

Grounds for Student Disciplinary Action

- disturbing the public peace
- violence toward any person or property
- disrupting the function of the college
- interfering with faculty or staff in the performance of their duties

- gambling
- consumption or possession of alcoholic beverages or illegal narcotics in any form on campus or at any activity sponsored by or for a student organization
- falsifying or causing the falsification of any official college record
- use, possession or distribution of firearms, weapons, pellet or air soft guns, ammunition, blanks, firecrackers or explosives on campus
- illegal carrying of a concealed weapon on campus
- participation in or encouragement of any action on campus which endangers the health, education or welfare of any other person (including “hazing”)
- violation of any applicable college rule or regulation
- the publication of anonymous or unauthorized publications on campus is prohibited. Authorization for distribution of publications on campus must be obtained from the RCC President or the Vice President of Student Services prior to distribution.

STUDENT RIGHTS & RESPONSIBILITIES

The following traffic and parking regulations apply to any person operating a motor vehicle on campus:

Traffic and Parking Regulations

- all vehicles must have a current RCC parking decal on display
- parking is allowed only in designated areas
- no parking or driving is allowed on grass areas
- students shall not park in areas marked handicapped parking or loading and unloading zone without a special permit.
- traffic flow directions published by the physical plant director must be followed
- the speed limit in driveways on campus is 15 miles per hour
- the speed limit in parking areas on campus is 10 miles per hour

Fines may be assessed for violation of RCC traffic and parking regulations. Vehicles found in violation of the parking regulations may be immobilized. Such immobilized vehicle will be released only upon payment of a \$5 fine for each violation. Repeated violations of traffic or parking regulations may lead to denial of the offender’s right to bring a motor vehicle on campus.

In order to provide a safe and healthy working and learning environment, the use and consumption of alcohol, illegal drugs and tobacco in any form is prohibited in all buildings and vehicles of RCC.

Disciplinary Procedures

Student misconduct should be reported to the office of the Vice President of Student Services. The Vice President of Student Services will investigate the reported misconduct, review the same with the student as appropriate, and take the appropriate disciplinary action.

A student who believes the disciplinary action is unfair may file an appeal with the Committee on Student Conduct by submitting a written appeal to the Vice President of Student Services within 24 hours after the initial decision of the Vice President of Student Services.

The Committee on Student Conduct shall be comprised of:

- one administrator selected by the RCC President
- two faculty members selected by the Faculty Association President
- two students selected by the Vice President of Student Services

If the disciplinary action is suspension or expulsion, the Committee on Student Conduct must allow the student to appear before the committee to present the appeal. Otherwise, the committee may choose to simply review documentation submitted by the student and the Vice President of Student Services.

The Committee on Student Conduct may uphold, reverse or modify the decision of the Vice President of Student Services. The decision of the Committee on Student Conduct shall be the final institutional decision on the disciplinary action.

Penalties

Reprimand: A reprimand may be oral or written and shall not become part of a student's permanent record. The reprimand will be noted by the Vice President of Student Services.

Conduct Probation: A student placed on conduct probation shall be given written notice of the same and a copy of the notice will be placed in the student's personal folder. Following satisfactory completion of the probation, the notice of probation may be removed from the student's personal folder, if requested. Misconduct by a student on a conduct probation will result in further disciplinary action based upon both incidents of misconduct.

Immediate Suspension: A student may be suspended any time there is danger of immediate harm to any member of the RCC community or RCC property. Any RCC administrator may suspend a student under such circumstances. The suspension shall be effective immediately and may be subsequently appealed to the Committee on Student Conduct.

Suspension: A student may be suspended for misconduct for a definite period of time, not less than the remainder of the semester in which the suspension is imposed. Such a suspension will be recorded on the back of the student's transcript. The student may apply for readmission following expiration of the suspension period.

Expulsion: A student who has been expelled for misconduct will normally not be allowed to apply for readmission. The expulsion for misconduct will be included in the student's permanent record in the Admissions Office.

Grievances

Statement of Policy

A student of Redlands Community College who feels that he or she has been treated unfairly by an administrator, faculty member, instructor, or other staff member may raise the issue through a grievance, provided there is no other College procedure which is available to address the issue. Issues addressed in other procedures, such as grade appeals, appeals of disciplinary action, complaints of discrimination, and complaints of sexual harassment must be pursued in accordance with those procedures.

Informal Resolution

The student must seek informal resolution of the matter before filing a formal grievance. The student shall first raise the issue with the individual whose action is grieved. If the grievance is not resolved, the student shall raise the issue with that individual's immediate supervisor. The individual whose action is grieved shall be given the opportunity to respond to and participate in the informal resolution process. Absent resolution at this level, the student may then seek formal resolution of the grievance.

Formal Resolution

Before filing a formal grievance, a student must first seek informal resolution of the grievance. If an informal solution is not reached, a student may file a formal grievance by following the procedures published in the Procedures section of the Policies and Procedures Manual, as outlined in the Statement of Procedure below.

Statement of Procedure

Formal Resolution Procedures

A formal grievance must be filed within twenty (20) business days from the event or action which is grieved. Failure to first seek an informal resolution, or failure to file the formal grievance within this twenty (20) business day period, will constitute a waiver of any right to pursue the grievance.

The grievance must be submitted, in written form, to the individual whose action is grieved and to that individual's immediate supervisor. The individual whose action is grieved shall be given the opportunity to submit a written response to the grievance.

If the grievance is not resolved at this level, the student may submit the grievance to the individual at the next level of administration above the immediate supervisor. Absent resolution, the student may submit the grievance to the individual at each succeeding level of the administration, proceeding up the organizational flow chart, to the Vice President or Administrator who has administrative authority over the individual whose action is grieved.

At each level of the formal grievance process, the grievance must be submitted in writing; the individual whose action is grieved, shall be given the opportunity to respond; and written notice of the decision shall be given to the student and to the individual whose action is grieved within ten (10) business days after submission of the response to the grievance. The decision of the Vice President or Administrator shall be the final institutional decision on all formal student grievances.

Network Acceptable Use Policy

Statement of Policy

Redlands Community College has made significant investments in computer and communications technology to promote and support the exchange of information in furtherance of the mission and goals of the College. Use of these resources must be consistent with the mission, goals, and policies of the College and must be in compliance with applicable law.

Applicability of Policy

This policy applies to all use of the College computer network, equipment, and software (collectively, the “College Network”) for any purpose.

Authorized Users

The authorized users of the College Network are those persons who are members of the College community or who have specific authorization to use the College Network. For purposes of this policy, the students, employees and staff of Redlands Community College are considered to be the members of the college community.

Disclaimer of Liability

Redlands Community College is not responsible for, and shall not be held liable for, the actions of users of the College Network, or for damages caused or suffered by such users. Further, Redlands Community College is not responsible for, and shall not be held liable for, any loss of data, for delays, non-deliveries, mis-deliveries, or for service interruptions. Redlands Community College is not responsible for the accuracy or quality of information obtained through use of the College Network.

Suspension and Revocation of Privileges

Access to and use of the College Network is a privilege. Inappropriate or unauthorized use will be grounds for suspension or revocation of network access and use privileges. Any use or attempted use of the College Network which is in violation of any applicable College policies or procedures will be grounds for suspension or revocation of network access and use privileges.

Standards and Conditions of Use

Use of the College Network must be in compliance with all applicable College policies and procedures. The standards and conditions of use are specified in the Procedures section of the Policies and Procedures Manual.

Network Acceptable Use Procedures

1. Suspension and Revocation of Privileges:

An authorized user's privilege of accessing and using the College Network (as defined in Policy 507.2) may be suspended or revoked by the Vice President of Contracted, Continuing and Online Education or his/her designee.

2. Grounds for Suspension or Revocation of Privileges:

- A. Inappropriate or unauthorized use or attempted use of the Network;
- B. Use or attempted use which is in violation of any applicable College policy or procedure, including the Standards and Conditions of Use in Procedure 507:6:1.
- C. Loss of status as an authorized user (as defined in Policy 507.3) for any reason.

3. Procedure:

Any time that the Vice President for Academic Affairs has reason to believe that grounds for suspension or revocation of a user's privileges exist, the Vice President for Academic Affairs is authorized to suspend the user's privileges, without prior notice. Any such suspension will be followed by notice of the suspension to the user and by a determination of whether the user's privileges should be revoked. If access and use privileges are revoked, the affected user will be notified. If reinstatement of privileges is possible, the affected user will be notified of the conditions and requirements for reinstatement.

4. Standards and Conditions of Use:

The following standards and conditions of use are applicable to all users of the College Network ("the Network"), as defined in the Acceptable Use of College Network Policy 507.

- A. The Network shall not be used in violation of any College policy or procedure, any city, state or federal law, or any contractual obligation of the College.
- B. Use of the Network must be in compliance with the standards of the Oklahoma Higher Education OneNet Network. [<http://www.onenet.net/clientservices/clientservices.htm>]
- C. Use of the Network to disrupt the function of the Network or other network(s) is prohibited. Distribution of viruses or other programs that would disrupt, damage, or destroy computer software, data and/or equipment is prohibited.
- D. Use of the Network for commercial purposes is prohibited. Solicitations that are not related to the College's mission and goals are not allowed.
- E. Software shall not be installed on, copied or downloaded from the Network without the express written consent of the Vice President of Contracted, Continuing and Online Education.
- F. Hardware shall not be connected to the Network without the express written

consent of the Vice President of Contracted, Continuing and Online Education.

G. Attempting to obtain or obtaining unauthorized access to another user's computer or data through use of the Network is prohibited.

H. Users shall comply with all applicable copyright laws.

I. Personal files and data shall not be saved or stored on the Network.

J. Users shall not allow the display on Network computer screens of images, sounds, or messages that could create an atmosphere of discomfort, harassment or intolerance to others in the vicinity.

K. Users shall not use the Network to engage in any conduct that is calculated to harass or to cause embarrassment, shame, or intimidation.

L. Users shall not misuse or damage any component of the Network or take action calculated to cause any such damage.

M. Unauthorized use or attempted unauthorized use of the Network is considered misuse of the Network and is grounds for suspension and/or revocation of a user's access and use privileges.

N. Academic and research activities shall be given priority in the event of a conflict over use of the College computer lab resources. The priorities for use of the College computer lab resources are:

First: Redlands Community College students, organizations and groups that have reserved exclusive use of the lab;

Second: Redlands Community College students who are enrolled in classes that require the use of specific programs that are on the computers in the College computer lab (e.g., CAI, Basic College Reading/Writing);

Third: Redlands Community College students and faculty who wish to access data processing, indexing, or textual information from the Network or the Internet.

Fourth: Persons who are not students or staff of Redlands Community College but have reserved use of the computer lab to access data processing, indexing, or textual information from the Network or the Internet.

O. Users shall not rely upon Redlands Community College staff who monitor or supervise the computer lab to provide training in computer or Internet usage.

P. A fee of Ten Cents (\$.10) per page will be charged for material that is printed on the College's computer lab printers.

Q. Users who are disruptive will be asked to leave the computer lab and, if necessary, will be removed by security personnel.

R. Users whose conduct is in violation of any standard or condition of use contained in this procedure will be asked to leave the computer lab immediately and, if necessary, will be removed by security personnel.

5. Users are strongly discouraged from bringing children under twelve (12) years of age into the computer lab and person under the age of sixteen (16) must be accompanied by an adult while in the computer lab. Children are not authorized users of the College Network. If a child is disruptive in the computer lab, the child and the adult accompanying the child will be asked to leave and, if necessary, will be removed by security personnel.

Technology Assistance

Please contact the RCC Technology Helpdesk at helpdesk@redlandsc.edu or 405-422-1288 for help with access issues in regards to:

- IETV
- myRCC portal
- Online courses
- Telecourses
- RCCConnect
- Student e-mail

The Helpdesk hours are: Monday – Friday 7:30 a.m. – 10:30 p.m.;
Saturday 8:00 a.m. – 5:00 p.m. and Sunday 1:00 – 5:00 p.m.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

Statement of Policy

The basic intent of the Drug-Free Policy is to insure that Redlands Community College will maintain a drug-free environment.

Compliance

Redlands Community College will comply in spirit, as well as in fact, to the Drug-Free Schools and Communities Act Amendments of 1989.

Policies to Prevent Abuse

Redlands Community College recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands an implementation of programs and services which facilitate that effort. The College is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The College program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on College property, or as part of any College-sponsored activities. In order to meet these responsibilities, College policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as policy, which strictly prohibits the illegal use, possession, manufacture, dispensing, and/or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any College-sponsored activities.
3. Considers a violation of this policy to be a major offense which can result in satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the College. A criminal conviction is not

required for sanctions to be imposed upon an employee or student for violations of this policy.

4. Recognizes that violations of applicable local, state, and federal laws may subject an incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal sanctions may be obtained through the Student Services Center.
5. Requires an employee to notify his or her supervisor in writing of a criminal conviction for drug- or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.
6. Provides access, through referral, to counseling services for counseling and training programs which inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
7. Forbids an employee from performing sensitive safety functions while a prohibited drug is in his or her system.
8. Mandates drug testing of sensitive safety employees prior to employment, when there is reasonable cause, after an accident, and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653. This legislation is available for review in the Student Services Center).
9. Provides for annual distribution of this policy to all staff, faculty, and students.

Health Risks

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The Student Services Center and the Business Office staff are responsible for disseminating information to students and employees about the dangers of drug and alcohol abuse and availability of counseling and rehabilitation programs. The appropriate vice president is responsible for notifying federal funding agencies within ten (10) calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988, (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, vice president, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

Another exception which permits disclosure without consent is disclosure to relevant College, law enforcement, or other officials as related to a health or safety emergency. Disclosure without consent is permitted in specifically-defined health and safety emergencies that may affect the student him/herself, other students, or employees and visitors to the College.

Disclosure of confidential information to parents, if the student is enrolled in a college-level course, is not permitted regardless of the student age. Written consent from the student must be given to the College that specifies the type of information to be released, to whom the information may be released, and the time period for which the written consent is valid.

For more information about the disclosure guidelines in FERPA, please visit the FERPA website at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW. Washington, D.C. 20202-4605

RELEASE OF STUDENT INFORMATION & ACCESS TO STUDENT RECORDS

Public Law 93.380 (also known as the Buckley Amendment, also known as the Family Educational Rights and Privacy Act of 1974 as amended) has reference to the release of student information. The law permits the release of directory information unless the student requests this information not be released.

Directory information as defined by RCC includes the student's name, major, classification, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time/part-time), degrees and awards received, photograph and the name of the institution attended immediately prior to admission to RCC.

Students wishing to withhold directory information for any semester must notify the Registrar's Office in writing prior to the first day of that semester.

SEXUAL HARASSMENT

Statement of Policy

Redlands Community College expressly prohibits sexual harassment of members of the College community, including students, employees, and visitors. Sexual harass-

ment will not be tolerated or condoned. Those who engage in sexual harassment may be subject to sanctions imposed by the College as well as to civil and criminal penalties. The College is committed to providing an environment that is free from sexual harassment and to providing appropriate means of addressing complaints regarding sexual harassment.

Definition and Examples

For purposes of this procedure and the related policy, the term “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment or academic standing; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance; or
- D. Such conduct, either by intent or by effect, creates an intimidating, hostile, or offensive academic or work environment.

Examples of such prohibited conduct include persistent, unwelcome flirtation, advances, and/or propositions of a sexual nature; continued or repeated verbal abuse of a sexual nature; repeated insults, humor, jokes and/or anecdotes that belittle or demean the sexuality or the sex of an individual or a group; repeated, unwelcome comments of a sexual nature about a person’s body or clothing; displays of sexually suggestive or sexually explicit objects or pictures; unnecessary physical contact such as patting, pinching, hugging, or repeated brushing against the body; sexual assault; actions or suggestions indicating that benefits will be gained or lost based upon a person’s response to sexual advances.

Complaints

Any person who feels that he or she has been the subject of sexual harassment through the conduct of any College student, employee, or visitor may file a complaint. Such a complaint must be filed within twenty (20) business days of the incident which is the basis of the complaint. If the complaint is based upon a series of incidents or course of conduct over a period of time, the complaint must be filed within twenty (20) business days of the latest occurrence.

A complaint against a student alleged to have engaged in sexually harassing conduct should be submitted in writing to the Vice President for Student Services and Institutional Advancement. Such a complaint will be subject to the student Disciplinary Procedures which are applicable to all violations of the Student Conduct Code and the student Disciplinary Procedures which are contained in this Student Handbook.

A complaint against a College employee alleged to have engaged in sexually harassing conduct should be submitted in writing to the College's Compliance Officer. However, the College reserves the right to deal administratively with sexual harassment issues whenever becoming aware of their existence. Upon receipt of a written complaint, the College's Compliance Officer is empowered to conduct or initiate an adequate, reliable, and impartial investigation of the charge. The College's Compliance Officer will make a determination as to whether sexual harassment occurred, and, if so, the appropriate disciplinary action to be imposed. If termination, suspension, or demotion of the employee is determined to be appropriate, the College policies and procedures for Employee Termination, Suspension, and Demotion, Employee Due Process, and Evidentiary Hearings will apply. Other employee disciplinary action may be imposed by the College's Compliance Officer. An employee who feels that the disciplinary action was unfair may pursue the matter in accordance with the Employee Grievances policy (417).

A complaint against a College visitor alleged to have engaged in sexually harassing conduct should be submitted in writing to the College's Compliance Officer. The College's Compliance Officer will conduct or initiate an adequate, reliable, and impartial investigation of the charge. If a determination that sexual harassment did occur, the College's Compliance Officer will recommend appropriate action to the College President. The College President will determine what action is appropriate in response to such complaints against visitors.

Compliance Officer

The Compliance Officer is the Human Resources Coordinator. To contact the College's Compliance Officer: Human Resources Coordinator; Redlands Community College; 1300 South Country Club Road; El Reno, OK 73036-5304; (405) 422-1267

Investigation of Complaints

Investigations will be conducted in such a manner as to ensure that an adequate, reliable, and impartial investigation is done to include the opportunity to present witnesses and other evidence. Investigation of complaints of sexual harassment generally will include interviewing and obtaining written statements from the complainant, the accused, and any witnesses or other persons with information relevant to the complaint. Any and all pertinent evidence may be gathered and considered. The evidence as a whole, the totality of the circumstances and the context in which the alleged incident(s) occurred, will be considered by the investigator. The investigation will be completed within fifteen (15) business days of receipt of the complaint, unless extenuating or mitigating circumstances exist.

Upon a clear showing that immediate harm to the complainant or the accused may occur in the course of performance of either party's regular duties or responsibilities, the College's Compliance Officer and the proper Vice President or President of the

College may suspend or reassign those duties or responsibilities, pending resolution of the complaint.

Resolution of Complaints

After a complaint of sexual harassment has been investigated, it may be resolved by agreement of the complainant and the accused. Absent such an agreement, the person charged with responsibility for investigating the complaint will proceed in accordance with the provisions of this procedure.

Right to Appeal

Any party has the right to appeal the determination in writing within twenty (20) business days of the date of the determination to his/her Division Vice President by requesting a hearing according to the provisions of Procedure 416. If no appeal is filed within the twenty (20) business day period, the case is considered closed.

Anti-Retaliation

The College will not tolerate retaliation in any form against a person who files a grievance in accordance with the above policies and procedures. In addition, the College will take all necessary steps to ensure that no recurrence of any harassment or discrimination takes place and will take steps to correct its discriminatory effects on the complainant and others, if appropriate.

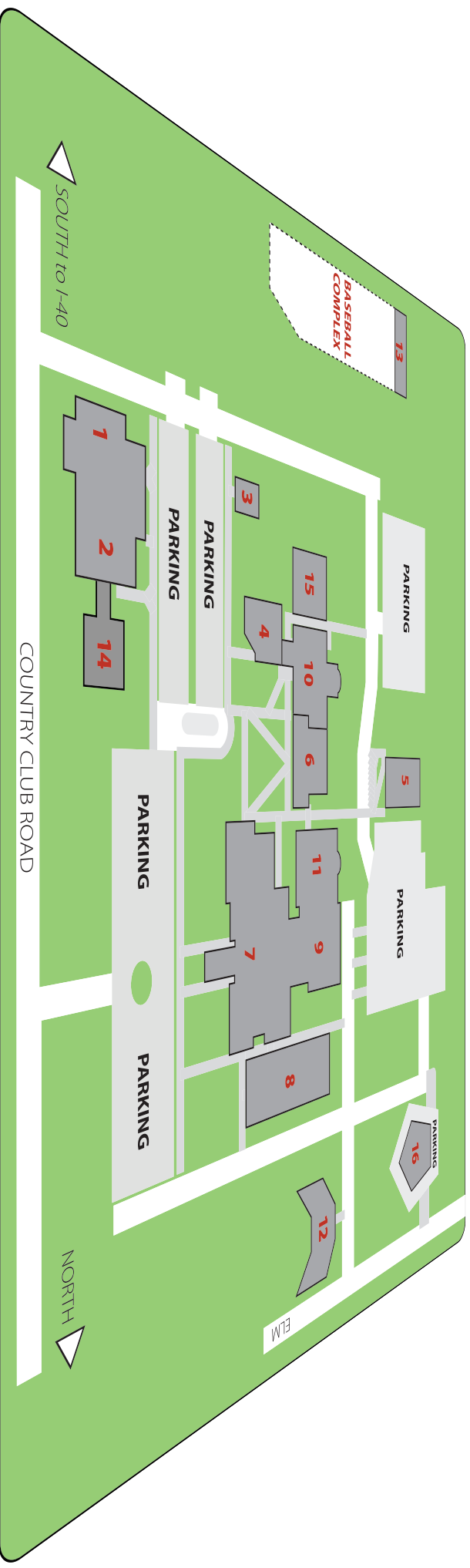
CAMPUS PHONE DIRECTORY AND MAP

Main College Number: 405-262-2552

Toll Free: 1-866-415-6367

AAA Center (assessment, tutoring, testing).....	422-6274
Admissions	422-1417
Alternative & Off-Campus Education	422-1274
AIMS Program	422-1434
Athletics	422-1418
Bookstore	422-1270
Business Office	422-6209
Community Service	422-1464
Cooperative Education	422-1406
Darlington Education and Applied Research Center	422-1423
Emergency on campus (security).....	422-6200
Equine Center	262-5838
Events/Use of Facilities	422-1281
Financial Aid	422-6250
Fitness for Life (to enroll)	422-1418
Food Service	422-1281
Foundation & Alumni	422-1490
GOALS Program	422-6265
Health & Sciences Division	422-1289
Select Physical Therapy	422-1291
Helpdesk.....	422-1288
Learning Resources Center	422-1254
Liberal Studies & Management Sciences Division	422-1289
Nursing	422-1417
Physical Plant	422-1400
President	422-1258
Public Information	422-1490
Registrar & Records	422-6239
Student Activities	422-1417
Student Services	442-1417
Upward Bound Program	422-1250
Vice President for Academic Affairs	422-1228
Vice President Workforce & Economic Development.....	422-1271
Weight Room (Fitness For Life)	422-2666

MAIN CAMPUS MAP



1. Natatorium (Pool)
2. Gymnasium
3. Baptist Student Union
4. Culture Center
5. Physical Plant Building
6. Learning Resources Center
7. Ray Porter Academic Complex
8. Bill S. Cole Nursing Building
9. Bass Student Center
10. Larry F. Devane Multimedia Lifelong Learning Center
11. Conference Center
12. Gemini Center
13. Baseball Indoor Hitting Facility
14. Fitness for Life Wellness Center
15. Arts & Science Building
16. Cougar Crossing (Student Housing)