

STUDENT HANDBOOK 2010-2011



GREEN  INITIATIVE

A limited number of this publication were printed, to view online visit www.redlandsc.edu

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 line extending to the right.

President

All information supplied in this publication is accurate at the time of printing; however, changes may occur and will supersede information in this publication. Please refer to the online version of this publication for the latest updates. The online version is the official version. This publication is printed by and issued by Redlands Community College. 50 copies were printed at a cost of \$63.00.

**The electronic publication is available on the RCC website
www.redlandsc.edu.**

Redlands Community College is accredited by the Higher Learning Commission, a Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, which is located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, (800) 621-7440, <http://www.ncahlc.org>.

Redlands Community College is also in compliance with Public Law 101-226, the Drug Free Schools and Community Act Amendments of 1989 and the Drug Free Workplace Act of 1988. In support of the spirit and intent of these laws, Redlands Community College maintains an alcohol-, tobacco- and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco inside College buildings.

Notice of Nondiscrimination Statement

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

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Bold headings indicate major sections.

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CAMPUS PHONE DIRECTORY AND MAP (Back Cover)

GOVERNING BOARDS

2010-2011

Oklahoma State Regents for Higher Education

Joseph L. Parker Jr., Chairman

Julie Carson, Vice Chair

Marlin “Ike” Glass Jr., Secretary

James D. “Jimmy” Harrel, Assistant Secretary

Ronald H. White, M.D., Member

John Massey, Member

Michael C. Turpen, Member

Bill W. Burgess, Member

William Stuart Price, Member

Board of Regents—Redlands Community College

Bill Pope, Chairperson

Roger Pryor, Vice Chairperson

Linda Langmacher, Secretary

Terry V. Dean

Travis Ketter

Charlie Beard

Lynda McColl

ACADEMIC CALENDAR

2010-2011

Fall Semester

| | |
|---|----------------------------------|
| Class Work Begins – 8:00 a.m. | August 23, 2010 |
| Last Day to Add/Drop 1st 8-Week Classes | August 27, 2010 |
| Last Day to Add/Drop 16-Week Classes | September 3, 2010 |
| Labor Day (Campus Closed) | September 6, 2010 |
| Last Day to Withdraw from 1st 8-Week Classes | October 1, 2010 |
| 1st 8-Week Classes End | October 15, 2010 |
| Fall Break (Wednesday night classes meet) (Campus Closed) | October 14-15, 2010 |
| 2nd 8-Week Classes Begin | October 18, 2010 |
| Last Day to Add/Drop 2nd 8-Week Classes | October 22, 2010 |
| Last Day to Withdraw from 2nd 8-Week Classes | November 12, 2010 |
| Last Day to Withdraw from 16-Week Classes | November 12, 2010 |
| Last Day to Withdraw from ANY Fall Semester Nursing Classes | See Nursing Academic Calendar |
| Thanksgiving Break (Tuesday night classes meet) (Campus Closed) | Nov. 24-26, 2010 |
| Semester Ends | December 16, 2010 |
| Winter Holiday Break (Campus Closed) | Dec. 20, 2010-Jan. 4, 2011 |

Spring Semester

| | |
|--|-------------------|
| Martin Luther King Day (Campus OPEN – No Classes) | January 17, 2011 |
| Class Work Begins – 8:00 a.m. | January 18, 2011 |
| Last day to Add/Drop 1st 8-Week Classes | January 24, 2011 |
| Last Day to Add/Drop 16-Week Classes | January 31, 2011 |
| Last Day to Withdraw from 1st 8-Week Classes | February 25, 2011 |
| 1st 8-Week Classes End | March 11, 2011 |
| Spring Break (No Classes) | March 14-18, 2011 |
| Spring Break (Campus Closed) | March 17-18, 2011 |
| Holiday – Good Friday (Campus Closed) | April 22, 2011 |
| 2nd 8-Week Classes Begin | March 21, 2011 |
| Last Day to Add/Drop 2nd 8-Week Classes | March 25, 2011 |
| Last Day to Withdraw from 2nd 8-Week & 16-Week Classes | April 15, 2011 |
| Semester Ends | May 13, 2011 |
| Commencement | May 13, 2011 |
| Holiday – Memorial Day (Campus Closed) | May 30, 2011 |

COLLEGE INFORMATION

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
<http://www.ncahlc.org/>

The Redlands nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC), holding a maximum eight-year accreditation:

National League for Nursing Accrediting Commission
61 Broadway
New York, New York 10006
212-363-5555
<http://www.nlnac.org>

The Redlands nursing program is approved by the Oklahoma Board of Nursing (OBN), holding the maximum approval of 5 years:

Oklahoma Board of Nursing
2915 North Classen Blvd., Suite 524
Oklahoma City, Oklahoma 73106
405-962-1821
<http://www.youroklahoma.com/nursing>

FACILITIES AND LOCATION

Redlands Community College is located in El Reno, Oklahoma, 25 miles west of Oklahoma City in central Oklahoma. Easily accessible to commuting students, El Reno is at the crossroads of several major highways. RCC's buildings are all accessible to those with disabilities.

Facilities include the following:

- Ray Porter Academic Complex
- James E. Bass Student Center
- Conference Center
- A.R. Harrison Learning Resources Center
- Larry F. Devane Multimedia Lifelong Learning Center
- Culture Center
- Physical Education Center and Natatorium

- Select Physical Therapy/Wellness Center
- Baseball Complex
- Bill S. Cole Nursing/Allied Health Building
- Gemini Center
- Physical Plant
- Cougar Crossing Apartments
- Art/Science Classroom Building
- Equine Center
- Redlands Community College Royse Ranch
- Darlington Agriculture Education and Applied Research Center
- Darlington Hall
- H Building
- DeLaval Building

GOVERNANCE

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

ABOUT THE COLLEGE

Redlands Community College is a fully accredited two-year college in the Oklahoma State System of Higher Education. The College was founded in 1938 under the auspices of El Reno Public Schools, District I-34 and was originally housed in the basement of El Reno High School. Later, the College moved to the former El Reno Post Office, which was converted into classrooms, laboratories and offices for the growing institution.

In 1971, the public school district Junior College ceased to exist and the people of the district voted to establish a full-fledged Junior College district under the governance of the El Reno Junior College Board of Regents. Later, in 1974, legislation was passed establishing the College as a full member of the Oklahoma State System of Higher Education. On September 1, 1991, the name of the College was officially changed to Redlands Community College.

Redlands Community College undertook the first phase of construction on its present site north of Interstate 40 at 1300 S. Country Club Road in 1971. Over the years, the campus has grown to include numerous buildings and now encompasses 55 acres. 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, 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 OF THE COLLEGE

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

Value Statements

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.

GENERAL EDUCATION PHILOSOPHY

The general education philosophy of Redlands Community College is to prepare students for the continuation of lifelong learning through the development of competent communication, efficient problem solving and successful life skills. Redlands Community College is committed to providing knowledge to a diverse student population, reflecting varied ages and life situations. Redlands Community College recognizes individual learning styles by providing traditional and alternative educational opportunities to ensure student success for the 21st century.

ADMISSION AND ENROLLMENT

RESIDENCE REQUIREMENTS

Resident of Oklahoma

A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where the person intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components—residence and the intention to remain. When these two occur, there is domicile.

Nonresident of Oklahoma

A nonresident of Oklahoma is an individual who has not resided in Oklahoma for the last 12 months and has not established a domicile in Oklahoma; a person whose only purpose to be in Oklahoma is to attend school.

International Student

An individual who is not a citizen of the United States may become eligible for classification as an Oklahoma resident, provided he or she holds permanent resident status as defined by the Immigration and Naturalization Service, evidenced by the issuance of a green card; he or she also has resided in Oklahoma for at least 12 consecutive months following issuance of the green card.

Burden of Proof

The burden of proof of residence status or domicile shall be upon the applicant. Students filing an appeal for reclassification of his or her status shall do so on forms provided by the Registrar's Office.

CRITERIA FOR ADMISSION

Resident of Oklahoma

Any resident of Oklahoma who (a) is a graduate of an accredited high school and/or (b) has participated in the American College Testing program is eligible for admission to Redlands Community College. Non-High School Graduates, see page 9.

Nonresident of Oklahoma

A nonresident of Oklahoma, in order to be eligible for admission to any institution in the Oklahoma State System of Higher Education, (a) must be a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his or her home state and (b) must have participated in the American College Testing program or a similarly acceptable battery of tests.

Placement Testing Requirements

Placement testing prior to enrollment is required for all first-time entering students who have not taken the ACT or students who score less than 19 in any subject area of the ACT.

Transfer Students from an Oklahoma College

Students who transfer from other higher education institutions to Redlands Community College must submit official transcripts from all institutions attended. Students who have earned less than 32 semester hours of college credit or have graduated from high school less than two years before the date of application must submit high school transcripts and ACT scores. Failure to submit all required records may make the student ineligible to enroll for a second semester.

- Each resident undergraduate must meet retention standards at Redlands Community College as specified in this handbook. See Academic Information–Scholastic Requirements for Continued Enrollment.
- Resident undergraduates who do not meet RCC retention standards may be admitted on a probationary basis. A student will be allowed to continue on a probationary basis if he or she achieves a minimum 2.0 GPA. A student who achieves RCC retention standards for all college courses attempted will be removed from probation.
- Transfer hours may not be posted to RCC transcript until one semester has been completed at Redlands Community College.

Transfer Students from Out-of-State Colleges

Transcripts of record from colleges or universities accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools or other regional associations will be given full value and must be submitted with an application for admission along with ACT scores. Students who have earned more than 32 semester hours of college credit or graduated from high school more than two years prior to the date of application are not required to submit ACT scores, but they may be required to take placement examinations before enrolling in reading intensive courses, College Algebra or English Composition I.

- Transfer hours may not be posted to RCC transcript until one semester has been completed at Redlands Community College.

Transfer Students from Non-Accredited Colleges

Transcripts of record from institutions not accredited by a regional association will be evaluated on the basis of recommendations contained in the current issue of the Transfer of Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Registrars and Admission Officers, in accordance with OSRHE Policy 3.10.3.B.2. Transcripts of record from institutions not accredited by a regional association will be evaluated on an individual basis, and may not be accepted by Redlands Community College.

Concurrent Students

A junior or senior student enrolled in an accredited Oklahoma high school or a home-

schooled student may be admitted provisionally to Redlands Community College as a special student, if the requirements set forth as follows are met:

- The student must meet the published criteria of the Oklahoma State Regents for Higher Education (other than high school graduation) for admission to Redlands Community College.
- The student must be enrolled in less than a full-time load (fewer than six courses per semester) at the high school attended, as attested by the high school principal.
- The student must be eligible to complete requirements for graduation from high school no later than the spring of the senior year, as attested by the high school principal.

A high school student admitted under these provisions may enroll in a combined number of high school and college courses per semester not to exceed a full-time college work load of 19 credit hours.

Non-High School Graduates

Any adult resident of Oklahoma (18 years of age or older) who has had his or her high school education interrupted before graduation is eligible for provisional admission as a special student to Redlands Community College as follows:

- His or her high school class must have graduated prior to the beginning of the term he or she wishes to enter
- The application is reviewed and assessed as a part of the admission process and the applicant is then appropriately advised

The provisional admission will be probationary for a period of two semesters. If, at the end of that time, he or she has made satisfactory progress (see retention standards), he or she may continue to enroll as a regular college student.

International Students

All correspondence relating to international student admissions should be sent to:

Redlands Community College
Office of Admissions and International Relations
1300 S. Country Club Road
El Reno, OK 73036

International student admissions standards and procedures can be located at <http://www.redlandsc.edu> under "Future Students Internationals." Redlands Community College will issue a Form I-20 only after the student has met all conditions required for admission.

International academic work and transcripts may be required to be evaluated by World Education Services, Inc. before they will be considered for acceptance by Redlands Community College.

AMERICAN COLLEGE TEST- ACT

Oklahoma State Regents for Higher Education regulations specify all students who are admitted to an accredited institution of higher learning in Oklahoma must take the ACT examination.

Redlands Community College has been designated as a national testing center for the ACT. Students wishing to take the National ACT must register by completing a packet of information and mailing the forms directly to ACT. Packets may be obtained from area high schools or from the Academic Advisement and Assessment Center, LRC 21-A, located on RCC's campus.

The residual ACT is administered by the college according to a published schedule. The residual test results are used to complete admission requirements and for student placement purposes.

Students wishing to take the residual ACT need to check the published dates, times and places for testing at RCC. Preregistration through the Testing Center, LRC 21-A, is required. Residual testing is available for students who are enrolled, have been admitted or are in the process of applying to RCC.

ADMISSION TO SPECIAL PROGRAMS

Admission to the college does not guarantee entrance to special programs. All prospective nursing students must meet admission requirements of the nursing program.

Admission to Honors Program

Redlands Community College offers honors courses which provide students special opportunities and challenges commensurate with their academic abilities. Students who wish to be a part of this program must complete an application for admission and must meet at least one of the following criteria:

- An ACT score of 22 or above, or an ACT score of 20 and a grade point average of at least 3.25 from a college, or
- An ACT score of 20 and a grade point average of at least 3.25 from a high school, or
- Demonstrate special abilities and talents and complete a successful interview with the Honors Director

Honors classes are identified with an (H) following the course title in the class schedule and on the student's transcript. Individual courses may be taken for Honors credit as well. Students are given honors credit on their official transcripts.

Admission to Nursing Program

Nursing admissions Handbook is available online in the Academics link to Nursing.

ADMISSION-ENROLLMENT PROCEDURES

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 six-teen-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.

New Students

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 official 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 on page 12.
- 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 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.

ADMISSIONS CLASSIFICATIONS

Regular Admission

Admission requires the student to have a completed application for admission, transcripts of all high school (or GED scores), 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 must take the COM-PASS 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.

Provisional Admission

In some cases, students may be enrolled without having all of the above mentioned documents on file. Provisional enrollment is usually allowed for no longer than one term.

Probationary Admission

Any adult resident of Oklahoma, 18 years of age or older, who is not a high school graduate, is eligible for probationary enrollment if the student's high school class has graduated. This status will be maintained for two semesters.

If, at the end of that time, he or she has made satisfactory progress according to the retention policies of the institution, he or she may enroll as a regular student.

This category of admission may also be granted to transfer students who do not meet the minimum standards. These standards must be met within one semester or the student will be suspended.

Audit Enrollment

Any person eligible for regular admission may, with the consent of the Registrar, enroll in a course for audit. Request to change to audit status after midterm will require approval of the instructor. The student must adhere to the instructor's class attendance policy and may be withdrawn from the class for non-attendance.

The same tuition and fees are charged for auditing as for credit. Auditing notation is entered on the transcript of the student. A student who originally enrolls for audit may not change to a credit course.

Senior Citizens Audit Program

Oklahoma residents who are 65 years of age or older may enroll on an audit basis in academic courses, contingent upon space being available and the tuition will be waived. The policy applies only to academic courses.

TUITION

Tuition and Fees are approved by the Oklahoma State Regents for Higher Education and are subject to change without notice.

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

| | |
|------------------------------|------------------------|
| Oklahoma Resident | <u>Per Credit Hour</u> |
| Tuition..... | \$101.00 |
| Non-Oklahoma Resident | <u>Per Credit Hour</u> |
| Tuition..... | \$171.75 |
| International Student | <u>Per Credit Hour</u> |
| Tuition..... | \$221.75 |

Audit a Course (without credit):

Same charge as regular fees

Non-Credit Offerings

Non-credit courses, workshops and seminars will be priced on the basis of individual program costs.

Non-Credit Courses**Non-credit Recreation and Fitness Classes**

Full refunds will be granted to non-credit students who officially withdraw prior to the start of the first class meeting. Students who withdraw after the start of the first class meeting will not qualify for a refund. To officially withdraw, a non-credit student must contact the Office of Fitness for Life (405) 422-1418 or (405) 422-6229 or they will be billed for the class.

Non-credit Continuing and Contracted Education Classes

Participants enrolled in non-credit classes, workshops, seminars or other activities offered by Office of Continuing and Contracted Education who officially withdraw before the scheduled starting time will receive a 100% refund. To officially withdraw, students must contact the Office of Continuing and Contracted Education at (405) 422-1465. Participants who fail to officially withdraw will be billed.

FEES**Miscellaneous Fees**

For some services and in some courses, special services, supplies or equipment may be used. Costs for these are the responsibility of the student. Special charges are itemized below and reflected in student bills.

Course Fees

| | <u>Per Credit Hour</u> |
|----------------------------|------------------------|
| Ag/Equine..... | \$15.00 |
| Alternative Education..... | \$25.00 |
| Art..... | \$40.00 |
| CMSC/BUS/AMT..... | \$20.00 |
| EMT..... | \$40.00 |
| Fitness Trainer..... | \$10.00 |
| Nursing..... | \$20.00 |
| Photography..... | \$30.00 |
| Remedial..... | \$13.00 |
| Science..... | \$20.00 |
| Supercircuit..... | \$10.00 |

Special Fees

| | |
|---|---------|
| Admissions Fee (upon initial enrollment)..... | \$25.00 |
| Graduation Fee..... | \$50.00 |
| Transcript (per official copy)..... | \$5.00 |
| Transcript (per unofficial copy)..... | \$1.00 |

Special Nursing Fees

Approximate Cost

Please refer to the Nursing Student Handbook online.

Testing Fees

Contact the Testing Center, LRC 21-A, for information on specific testing fees.

Fees Are Subject to Change

In the event that the Oklahoma State Regents for Higher Education approve a fee change, you will be assessed accordingly.

TUITION AND FEES PAYMENT SCHEDULE

1. Methods of Payment (See page 12)
2. Withdrawals (See page 14)
3. Refunds (See pages 14-15)
4. Refunds of Audit Fee (See page 15)
5. Fee Schedule for Late Payment of Account (See page 15)

Methods of Payment

- Cash, check, money order, credit card, financial aid award letter, scholarship award letter or enrollment in FACTS Tuition Payment Plan are all acceptable methods of payment or payment arrangement.
- Any items not allowed or balances not covered by award letters will be due at time of enrollment and can be paid by cash, check, credit card or enrollment in FACTS Tuition Payment Plan.
- Monthly payments can be made through the FACTS Tuition Management Program. See the Bursar's 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.)

Where Do I Pay?

Your payment may be made in person in the Bursar's Office, by credit card online with RConnect at <http://www.redlandsc.edu>, by check or money order in the Bursar's Office or by check or money order in the U.S. mail to: RCC Bursar's Office, 1300 S. Country Club Road, El Reno, OK 73036-5304. You should include your name, student ID number and the semester for which you are paying when paying by mail.

The College accepts cash, check, money order, Visa, MasterCard, American Express and Discover.

When is the Deadline to Pay?

Summer Semester Classes June 1, 2010

Fall Semester Classes August 23, 2010

(If enrollment occurs on or after this date, payment or payment arrangements are due at the time of enrollment through the Bursar's Office.)

Fee Payment Due Date

Students at Redlands Community College will be charged tuition and fees for all classes in which they are enrolled as of the Fee Due Date for the semester. Students who pay or set up satisfactory payment arrangements on their date of enrollment or by the Fee Due Date for the semester will pay tuition and fees only. Students who choose to make monthly payments through FACTS will be assessed a one-time finance charge of \$25. Students enrolling after the initial Fee Due Date must pay in full at the time of enrollment or go to the Bursar's Office to find out the minimum payment due.

STUDENTS WILL NOT BE CANCELLED FROM CURRENT CLASSES DUE TO NON-PAYMENT OF CURRENT TUITION AND FEES BY THE FEE DUE DATE. Instead, students will be automatically billed through the College Payment Plan for all tuition and fees due (*see Option 3 below*). Students should withdraw from any classes in which they do not wish to be enrolled prior to the Fee Due Date in order to avoid finance charges. Students will receive a refund only for classes from which they withdraw prior to or during the official refund period. See the academic calendar for exact withdrawal dates.

Fee Payment Options*

Students may choose to pay their tuition and fees prior to the beginning of the semester or by making monthly payments through the FACTS Tuition Payment Plan. Students who do not pay their bill in full or who do not enroll in a FACTS payment plan will be automatically billed through the College Payment Plan, which will incur finance charges and late payment fees until the account balance is paid in full.

**All correspondence from the Bursar's Office with the student about the student's account will be sent to the student's RCC student email account. The student may view his or her account online at any time by going to www.redlandsc.edu and logging into RCConnect. If the student has any questions about his or her account, the student should send an email inquiry to business.office@redlandsc.edu.*

1. OPTION 1: Pay Tuition and Fees by Fee Due Date

Students may pay their tuition and fees by the published Fee Due Date or on their date of enrollment and incur no additional finance charges. Students enrolling after the initial Fee Due Date must pay in full at the time of enrollment or go to the Bursar's Office to find out the minimum payment due.

2. OPTION 2: Make Monthly Payments through FACTS*

Students may choose to pay their bill on a monthly basis by enrolling through the FACTS Tuition Payment Plan. There is a one-time finance charge of \$25. Monthly payments through FACTS will not include any additional finance charges on the outstanding balance as long as the account remains in good standing. FACTS will charge the student's bank account on the 5th of each month.

NOTE: A late payment charge of \$25 will be assessed to any payment able to be collected by the 5th of each month. An additional attempt to collect the payment will then be made on the 20th of the same month. If the payment cannot be collected on the 20th, an additional collection fee of \$25 will be added and the student's account will be returned to the College. Additional finance and late payment charges will be assessed by the College until the account is paid in full (*see Option 3 below*).

**Students choosing to pay tuition and fees on a FACTS Payment Plan are required to comply with the payment schedule in order to enroll, or remain enrolled, in any future semesters.*

3. OPTION 3: College Payment Plan**

Students who do not pay their bill in full by the Fee Due Date or set up a satisfactory payment arrangement through FACTS by the Fee Due Date or who default on their FACTS agreement will be automatically billed through the College Payment Plan. The student will be notified through the student's RCC student email account that their account is now managed by the College. An initial Finance Charge of \$50 will be assessed at the time the College Payment Plan is initiated for that student. Students will then be expected to make monthly payments by the 5th of each month. These monthly payments will include a 2% finance charge on the outstanding balance. A late payment charge of \$25 will be applied to any payment not received by the 5th of each month. Payment in full will be required by the last monthly billing date for the semester or the student's account may be turned over to a collection agency and incur additional charges and fees.

****Students who are paying through the College Payment Plan are required to pay their bill in full in order to enroll, or remain enrolled, in any future semesters.**

FINANCIAL AID APPLICANTS

Students who apply for Federal student aid are awarded by the published fee due date and who maintain financial aid eligibility will have their tuition and fees deducted from their financial aid.

Students who are not awarded by the published fee due date and have not paid their tuition and fees or who have not made satisfactory payment arrangements will automatically be billed through the College Payment Plan and incur finance and late charges consistent with College policy.

Students who are awarded any type of scholarship and/or state, college and/or Federal aid insufficient to cover their charges in full are responsible for the remaining balance due after their award(s) are credited to their account. Unless satisfactory payment arrangements are in place by the Fee Due Date, they will be billed monthly through the College Payment Plan and incur appropriate finance and late charges calculated on the remaining balance.

COMPLETE WITHDRAWAL OF STUDENTS

WHO ARE TITLE IV RECIPIENTS

Recipients of Federal Title IV student financial assistance funds (Pell Grants, SEOG, Stafford and Plus Loans, who completely withdraw from the College during a semester may be required to repay a portion of the funds that are determined to be unearned. The calculation of earned vs. unearned funds is based directly on the portion of the semester the student attended before totally withdrawing. This calculation is not related to the College's tuition refund policy. It is in addition to the College's refund policy and is required by Federal Title IV regulations.

WITHDRAWALS

Withdrawal (whether from any class or a complete withdrawal) must be completed by the enrolled student in person or in writing as described below. Telephone withdrawal will not be accepted. Written withdrawals should be addressed to the attention of Student Services. Faxed withdrawals should be faxed to (405) 422-1239. The following process must be adhered to – whether to “drop a class” or “withdraw from all classes”: contact the Student Services Office to obtain the proper form; then, obtain all necessary approvals (Instructor, Student Services, Financial Aid, Business Office and Registrar's Office). Until the proper form has been approved and processed by the Registrar's Office, the student is not considered to have made a change in his or her registration. Written withdrawal requires the use of the proper form that can be obtained from the Office of Student Services or from the Redlands Community College Web site at <http://www.redlandsc.edu>. You may contact Student Services at 405-422-1417. The form should be returned by mail to the Office of Student Services, Redlands Community College, 1300 S. Country Club Road, El Reno, OK 73036, or faxed to 405-422-1239. Please be sure to provide a current contact phone number with your request. It is the student's responsibility to follow-up with Student Services to ensure the request was received and processed.

REFUNDS OF FEES & TUITION

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 in item B.

- 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 his or her classes who received a Federal Pell Grant, SEOG, Subsidized Stafford Loan, Unsubsidized Stafford Loan or a Parent (PLUS) Loan, will be required to return 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 who might be required to return money 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:** Students who receive federal financial aid assistance and drop one or more classes or withdraw from college may be responsible for returning to the federal government some or all of the financial aid that they have received.

Refunds for Credit Courses

Schedule Changes or Complete Withdrawals

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a sixteen-week semester or the first week of a four, six, eight or other reduced-week semester will be charged 100% tuition and fees for any courses added and will receive a 100% refund of tuition and fees for any courses dropped. Finance and late charges accrued will not be reduced. No refunds will be made after this period except as stipulated for first-time enrollment of Title IV recipients.

Refunds for Schedule Changes or Complete Withdrawals***

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a 16-week class or the first week of a four-, five-, six-, eight- or other reduced-number week class will be charged 100% fees for any courses added and will receive a 100% refund of tuition and fees for any dropped courses. Finance and late charges accrued will not be reduced. See academic calendar for dates. No refund will be made after this period except as stipulated for enrollment of Title IV recipients. See academic calendar for exact withdrawal dates.

*** See posted dates on the academic calendar. If you are receiving student financial assistance funds (Pell Grants, SEOG, Stafford and Plus Loans and Academic Competitiveness Grants) and completely withdraw from the College during a semester, you may be required to repay a portion of the funds that are determined to be “unearned.” The calculation of earned vs. unearned funds is based directly on the portion of the semester you attended before totally withdrawing. This calculation is not related to the College’s tuition refund policy. It is in addition to the College’s refund policy and is required by Federal Title IV regulations. All refunds, including financial aid, will be paid by check and available on the 2nd and 4th Fridays of each month at the Bursar’s Office. A Student ID will be required to pick up any refund check. NOTE: Payments made by credit card will be refunded to the credit card.

Fee Schedule for Late Payment of Account

- Payment or approved payment arrangements at time of enrollment – no penalty.
- A minimum of \$50 per enrollment period will be charged for any late payment of the student’s account balance that does not meet the payment or payment arrangements requirements listed under “Methods of Payment.” This fee is eligible to be assessed as early as 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.
- At the time of enrollment, students who receive financial aid will be required to pay, or make payment arrangements for, any balance not covered by the financial aid.
 - 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 Fee

Audit fees are not refunded.

STUDENT SERVICES

STUDENT SERVICES CENTER

Student Services is a resource for assisting prospective students in making a smooth transition into programs at RCC, as well as assisting all students in realizing their potential. The Student Services staff assists students in planning an educational program, as well as helping them accomplish their educational goals. The Student Services Center is located in the main academic complex.

ACADEMIC ADVISING

Redlands Community College has created an advisement system to assist students in planning their academic program. Students meet with an advisor who will help in the preparation of each semester's class schedule and will provide information pertinent to the student's educational program. Enrollment may be completed as soon as schedules are available for each semester. An advisor is assigned to admit and counsel international students.

ACADEMIC ASSESSMENT AND ASSISTANCE CENTER

The Academic Assessment and Assistance Center is located on the second floor of the A.R. Harrison Learning Resources Center, LRC 21-A. Services include providing a tutorial facility, which is staffed and equipped to assist students with specific learning goals.

Skill building, subject review and/or enrichment and computer assisted instruction are available to students on an elective basis or by instructor referral. Testing services include administering Advanced Standing exams, as well as the ACT, CLEP, DANTES and other standardized tests, to students.

CAREER SERVICES

Redlands Community College is preparing students for lifelong learning by offering a variety of services to enhance the career planning and exploration process. Career planning is a process involving four steps:

- Self-Assessment
- Knowledge about career fields
- Knowledge about the job market
- Knowledge about how to prepare and market yourself

Redlands Community College has moved toward a Career Services model with extensive efforts to provide career awareness and opportunities to a wide variety of students, while developing meaningful internship and experiential learning experiences.

Students may enroll in courses for college credit while exploring the options for the future, including career exploration, resume preparation, portfolio planning, intern-

ships and business leadership. Real world experiences and networking are learned through business and industry tours, job skills training, business leadership and internships. Students are offered the opportunity to receive special assistance in obtaining career information through personalized career exploration or to simply sit and browse through an assortment of information related to careers, education and employment opportunities.

Employers, recruiters and business and industry representatives may contact Career Education to post job announcements, schedule on-campus interviews and recruiting and request other services related to labor market opportunities.

Career Education hosts a Career Expo during the spring semester. The Career Expo provides students and members of the community the opportunity to visit with business, education and technical services representatives regarding careers, training and labor market information. Students may contact Career Education for additional information. While Career Education has been structured in a variety of ways, it currently exists as a department within the Student Services umbrella and provides a number of service options to Redlands students and the communities within the five-county service area of Redlands Community College.

ACADEMIC SUPPORT PROGRAMS

Academic Initiative to Motivate Students (A.I.M.S.)

A.I.M.S. is a federally funded student support services TRIO program that helps eligible students maximize their potential for success. A.I.M.S. offers intensive academic advising and counseling, innovative instruction and tutorial support and specially designed, skill-building workshops. Assistance in transferring to a four-year institution and opportunities for cultural enrichment also are available. Students interested in A.I.M.S. should complete an application, available in the Student Services Center.

The G.O.A.L.S. Program

G.O.A.L.S. is a special program designed to provide education, training and supportive services to primarily single parents returning to school. The program provides a wide variety of services to assist students in achieving their academic and life goals. G.O.A.L.S. offers self-paced career certificates, GED assistance, college programs (applied sciences), support groups and job placement assistance. Students must meet specific income guidelines. Contact the G.O.A.L.S. office at 405-422-6265 for more information.

Veterans Upward Bound

VUB is a federally-funded student support services TRiO program that helps eligible veterans maximize their potential for success. VUB provides college preparation instructional services, tutoring, basic skills enhancement opportunities and college entrance services at three centers: El Reno on the RCC campus, Fort Cobb at Caddo-Kiowa Technology Center and Enid at Autry Technology Center. Eligible veterans

must meet specific income guidelines as well as specific veteran's guidelines. Veterans must reside in Blaine, Caddo, Canadian, Garfield, Kay, Kingfisher, Kiowa, Logan or Payne County to be eligible for this program. For more information you can reach Veterans Upward Bound at vub@redlandsc.edu or 405-422-1405.

Scholars for Excellence in Child Care

The SECC Program is a comprehensive scholarship program for child care providers. The SECC program ensures that eligible child care professionals in the state of Oklahoma have an opportunity to attend a two-year college to further their education while earning a Certificate of Mastery and/or an Associate Degree in Family Studies and Child Development

Program participants are provided intensive academic advising and counseling, tutorial support and academic mentoring by the program academic support coordinator. This scholarship may pay a percentage of the recipient's book and tuition costs each semester. Recipients also can receive a travel stipend for each semester they are enrolled in classes. Contact the SECC office for eligibility requirements.

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 1 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.

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

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 below)
- Must not have defaulted on a Federal Stafford Student Loan

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:

- High school transcripts showing graduation, or
- General Education Development (GED) certificate, **or**
- 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**
- College transcript with 60 or more transfer hours

Satisfactory Academic Progress

Satisfactory academic progress is defined as the successful continued progression toward the attainment of an educational degree or certificate. Academic progress is reviewed at the end of each semester to determine if students on federal student aid may continue to receive funds.

A Student applying for assistance through the Federal Pell Grant, SEOG, work study, Stafford Loan and Parent PLUS Loan programs are required to meet three separate requirements to maintain financial aid eligibility at RCC. First, students are required to maintain a minimum retention/graduation GPA. For students who have attempted 0-30 credit hours the minimum GPA is 1.70 and for those who have completed 31 or more it is 2.0. Second, students are required to complete (pass) at least 66 percent of the credit hours they attempt each academic year. Third, students must complete the requirements for their degree within a maximum number of attempted credit hours. Students seeking an Associate Degree will be allowed 98 attempted credit hours and for those seeking a certificate of mastery, 45 attempted credit hours. Failure to meet

these minimum academic standards will result in the loss of financial aid eligibility.

Satisfactory academic progress is calculated annually after the spring semester. For students on financial aid probation, financial aid suspension or on appeal, it is also checked at the end of each term of attendance.

Financial aid probation will be required for any student not meeting the requirements shown above. While on financial aid probation, a student may continue to receive Title IV federal student aid.

Financial aid suspension occurs when a student on financial aid probation fails to meet the minimum requirements of probation. A student on financial aid suspension is not eligible for any Title IV federal student aid.

Financial aid appeal is available to a student who is placed on financial aid suspension if extenuating circumstances exist that impaired the student's ability to perform well academically. Satisfactory academic progress appeal forms are available in the Financial Aid Office.

For a complete description of the RCC Satisfactory Academic Progress Policy for Title IV Federal Student Aid Recipients please contact the Financial Aid Office.

Return of Title IV Aid - R2T4

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 effect on a student's financial aid satisfactory academic progress, which will be evaluated at the end of each semester.

GRANTS

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

William D. Ford Direct Loan Program

The Direct Loan program allows students and parents to borrow money from the U.S. Department of Education. These loans are borrowed money which must be repaid after the student graduates, drops below halftime enrollment or completely withdraws. RCC currently participates in the following:

1. Stafford Student Loan

- Stafford loans are available to students based on their expected family contribution (EFC), cost of attendance, grade level and other types of financial aid which the student receives. Depending on the eligibility limits, a student may receive a loan from one or both of the following:
 - a. Subsidized – The U.S. Department of Education pays the interest while the student is enrolled on at least a halftime basis, is in grace or deferment.
 - b. Unsubsidized – The student is responsible for the interest from the time the loan is dispersed until the loan is paid in full.

2. 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 U.S. Department of Education.

Federal Work Study

Through the Federal Work Study Program, students can earn money by working part-time for various departments on campus. These part-time positions funded through the program and require that students meet financial and need-based eligibility.

SCHOLARSHIPS

RCC SCHOLARSHIPS AND WAIVERS

Scholarships are available through RCC. Applications are available from Student Services or from area high school counselors and are due March 1 to ensure consideration for the following school year. Submit applications for the following scholarships to the Student Services Center:

Tuition Waivers

Authorized by the Oklahoma State Regents for Higher Education from the educational and general budget in the form of general enrollment tuition waivers. These scholarships are gratuities and the student shall not be required to perform services in return for the award. At least 50 percent of all scholarship awards will be made on the basis of financial need with other awards being made on the basis of scholarship or field of academic interest.

President's Scholarships

Offered to a number of students who demonstrate high academic achievement and leadership.

Athletic Scholarships

Available to qualified students who are recommended by the Athletic Director.

The Ray Porter Faculty Association Scholarship

Awarded annually in December to a deserving sophomore. The award is given by the RCC Faculty Association on the basis of academic progress, need and overall contributions to college life.

Phi Theta Kappa Scholarships

Awarded annually by Phi Theta Kappa, the international honor society for two-year colleges.

Aggie Club Scholarship

Awarded to one sophomore agriculture major. Applicants must be members of the Aggie Club and should apply during the spring semester of their freshman year.

Special Scholarships

Awarded to high school graduates who plan to attend RCC. Selections are made by organizations, clubs or individuals, in cooperation with high schools and are based on need and academic achievement.

RCC FOUNDATION SCHOLARSHIPS

Several scholarships for RCC students are awarded through the RCC Foundation. Specific guidelines for each scholarship have been established and selections are made by a selection committee. Applications are available in the Student Services Office and Foundation Office after January 1, the deadline for applications is March 1. Foundation Scholarships can be applied toward tuition, fees, books and campus housing. The following scholarships are currently available through the RCC Foundation:

The Martha Piper Nursing Scholarship

Applicant must have been accepted into RCC School of Nursing and also maintain progression in the nursing program throughout the scholarship term. Must be a single parent student entering the program as a freshman or sophomore at Redlands Community College. Applicant must submit a transcript and acceptance letter into the nursing department and must also submit, with the application, a typed essay describing “What event or person influenced your decision to become a nurse.” The recipient must enroll at Redlands Community College in at least 12 credit hours. If not enrolled in 12 credit hours, he/she must provide a written explanation letter from the nursing department explaining the situation.

The Bailey Smith Memorial Scholarship

Applicant must be a freshman or returning student entering their sophomore year at RCC. Student must be a resident of Canadian County, exhibit strong leadership skills and demonstrate involvement in community activities. Recipient must attend Redlands Community College on a full-time basis and be enrolled in a minimum of 12 credit hours. Student must submit a completed application and a one page essay on “How receiving this scholarship will help fulfill your college dream.” Must have accumulated a minimum GPA of 2.5 on a 4.0 scale or 3.75 on a 5.0 scale. GPA must be maintained throughout the scholarship term.

El Reno Area Arts Council Art Scholarship

Applicant must be entering RCC as a freshman or sophomore. Student must declare a major in Art or present information showing that he/she plans to further their education in an art related field upon receiving their degree at Redlands Community College. Art declared majors will have higher consideration. Six examples of artwork created by the student must be submitted on a CD in Jpeg format. The student must include a detailed information sheet about works; including media, size, year completed, name and additional description if necessary. If the applicant is a returning Redlands’ student that has applied for this in the past, new artwork must be submitted with each application. The CD will become property of the RCC Foundation. Applicant must submit with the application a copy of their college or high school transcript verifying their GPA. Applicant must have a 2.5 or higher GPA during attendance at or upon entering Redlands Community College as verified by an official transcript. GPA must be maintained throughout the scholarship term.

RCC Alumni & Friends Association Scholarship

Awarded to a returning full time RCC freshman student - minimum GPA of 3.0 - enroll in a minimum of 12 hours by June 1 - provide financial need information
GPA must be met throughout the scholarship term.

Burruss Family Endowed Scholarship

Must be enrolled in a minimum of 12 credit hours each semester - minimum GPA of 2.5 - must have completed one semester of college - must exhibit a strong work ethic along with high character and integrity - preference to residents of Canadian and adjoining counties who demonstrate financial need
GPA must be met throughout the scholarship term.

Casey Dell Brantley Memorial Endowed Scholarship

Graduating Senior of Calumet High School - preference to health related or legal profession majors - minimum GPA of 2.5 or ACT of 17 - be employed part-time and/or active in community activity or service
GPA must be met throughout the scholarship term.

Michael Earl Croy Memorial Scholarship

Must have completed NURS 1116: Fundamentals of Nursing at RCC with a C or higher and be enrolled in NURS 1224: Adult Health for the spring semester - submit essay (up to 750 words) stating why nursing has been chosen as a career goal
GPA must be met throughout the scholarship term.

N.E. and Pearl Douglas Scholarship

Major in law enforcement related field - enroll in minimum of 12 credit hours each semester - minimum GPA of 2.5 or ACT of 17 - graduate of a high school in the Redlands service area
GPA must be met throughout the scholarship term.

El Reno Chamber of Commerce Scholarship/Leslie F. Roblyer

Must enroll at Redlands Community College in a minimum of 12 credit hours each semester – minimum GPA of 2.75 or ACT of 17 – graduate of El Reno high school – enroll in a minimum of 12 credit hours per semester
GPA must be met throughout the scholarship term.

El Reno Masonic Lodge #50/RCC Aggie Club Scholarship

Must enroll at Redlands Community College in a minimum of 12 credit hours each semester – declare a major in agriculture – enroll as an agriculture science major
GPA must be met throughout the scholarship term.

Joe Entz Memorial Scholarship

Minimum GPA of 3.0 or ACT of 17 - full time student - graduate of a high school in the Redlands service area
GPA must be met throughout the scholarship term.

James S. Gibson Memorial Scholarship

Minimum GPA of 2.5 or ACT of 17 - enroll in a minimum of 12 credit hours per semester - graduate of a high school in the Redlands service area
GPA must be met throughout the scholarship term.

Cathi “Mac” Kennedy Endowed Scholarship

Be a graduate of Calumet High School - preference will be given to applicants who indicate an interest in pursuing a health related or legal profession - be employed part-time or active in community - provide a written recommendation from employer, educator or community leader - minimum GPA of 2.5 or ACT of 17 - enroll in a minimum of 9 credit hours each semester GPA must be met throughout the scholarship term.

Thomas J. Gilmore Memorial Scholarship

Be a graduate of any high school in a community surrounding Redlands Community College - minimum GPA of 2.5 or ACT of 17 - financial need will be a selection criterion. GPA must be met throughout the scholarship term.

Scott L. Harlan Memorial Scholarship

Must be a student at Redlands Community college – Minimum GPA of 2.75 – ACT of 17 – must submit with application a copy of high school and/or college transcript verifying GPA and ACT score – must enroll in a minimum of 12 credit hours each semester.

GPA must be met throughout the scholarship term.

Francis E. Horn Memorial Scholarship

Must have been unconditionally admitted as a student in the nursing program or paramedic program - classified as a first semester student entering the nursing program or be enrolled in the Paramedic I course - submit an essay stating why nursing or EMT has been chosen as a career goal and future plans
GPA must be met throughout the scholarship term.

Harold H. & Rebecca Raney Hutson Scholarship

Recent graduate of El Reno High School - minimum GPA of 2.75 - minimum ACT of 17 - submit a letter stating the personal benefit of the scholarship - must be a full time student

GPA must be met throughout the scholarship term.

Dewayne Peters & Dennis Harryman Memorial Scholarship

Must be classified as a freshman student with a minimum of 12 hours completed prior to enrollment for spring semester - be a member of the RCC Livestock Judging Team and the RCC Aggie Club - minimum GPA of 2.5 or ACT of 17 - declare a major in agriculture - must enroll in a minimum of 12 credit hours each semester with a minimum of three of those hours being an agriculture related class

GPA must be met throughout the scholarship term.

KLR Scholarship (Kiwanis, Lions, & Rotary Clubs)

Awarded to a returning RCC student who has completed a minimum of 30 credits hours at Redlands and attained an overall GPA of 3.0 - selection criteria will include record of service, activities, honors and awards
GPA must be met throughout the scholarship term.

Tyler Knecht Memorial Endowed Scholarship

Must be a graduate of Okarche High School - minimum GPA of 2.5 or ACT of 17 - must enroll in a minimum of 12 credit hours each semester - submit an essay of 200 words or less stating your greatest accomplishments and how you have used that experience to influence or inspire others
GPA must be met throughout the scholarship term.

Marie West Lyons Scholarship

Graduate of El Reno High School or a high school in the El Reno School district - must be enrolled in either a fine arts or journalism curriculum - two letters of recommendation from people who know applicant's potential but are unrelated to the applicant - must enroll in a minimum of 12 credit hours each semester
GPA must be met throughout the scholarship term.

P&K Equipment John Deere Scholarship

Must be a full-time student at Redlands Community College – returning student entering sophomore year – grown up in or from the following counties: Kingfisher, Garfield, Blaine, Major, Grant, Noble, Logan, Oklahoma, Canadian, Cleveland, McClain, Payne, Cree or Pawnee – GPA 3.0 – agriculture or equine science major
GPA must be met throughout the scholarship term.

Tommy Pinkston Family Memorial Endowed Scholarship

Shall be a returning sophomore student at Redlands Community College - shall be enrolled in a curriculum that results in an AA or AAS in business administration or accounting - shall have completed a minimum of 24 credit hours at Redlands Community College - accumulated GPA of 2.5 during attendance at Redlands Community College - preference will be given to Minco-Union City applicants - enroll in a minimum of 12 credit hours each semester with a minimum of three of these hours being accounting or business administration program classes
GPA must be met throughout the scholarship term.

Cheryl Ross Rinehart Memorial Nursing Scholarship

Must be a student entering into their freshman year of nursing school. Must have accumulated a minimum grade point average of 2.75 on a 4.0 scale or 3.75 on a 5.0 scale. Applicant will submit a one – page essay, with application, stating the candidate's view of the “Humor and Nursing”
GPA must be met throughout the scholarship term.

Redlands Community College Freshman Art Scholarship

Must major in Art or present information to show that you plan to further your education in an art related field – be entering in freshman year at Redlands Community College – submit 6 examples of artwork on a CD in JPEG format and detailed information sheet about works – minimum GPA of 2.5 – enroll in minimum of 12 credit hours each semester with 3 of the credit hours being an art class
GPA must be met throughout the scholarship term.

Redlands Community College Sophomore Art Scholarship

Must major in Art or present information to show that you plan to further your education in an art related field – be entering in sophomore year at Redlands Community College – submit 6 examples of artwork on a CD in JPEG format and detailed information sheet about works – minimum GPA of 2.5 – enroll in minimum of 12 credit hours each semester with 3 of the credit hours being an art class
GPA must be met throughout the scholarship term.

Redlands Community College Foundation, Inc. Scholarships

Minimum GPA of 2.5 or ACT of 17 - must enroll in a minimum of 12 credit hours each semester
GPA must be met throughout the scholarship term.

RCC-Follett Bookstore Scholarships

Minimum GPA of 2.5 – ACT of 17 – must enroll in a minimum of 12 credit hours each semester
GPA must be met throughout the scholarship term.

Renna V. Royse Memorial Endowed Scholarship

Must be enrolled as a full-time freshman at Redlands Community College – minimum GPA of 2.75 – must be an equine science major
GPA must be met throughout the scholarship term.

Viridin Royse Memorial Endowed Scholarship

Must be enrolled as a full-time freshman at Redlands Community College – minimum GPA of 2.75 - must declare a major in agriculture
GPA must be met throughout the scholarship term.

Russell-Murray Hospice Nursing Scholarship

Must be entering second year of nursing school at Redlands Community College – GPA 2.75
GPA must be met throughout the scholarship term.

James D. (Jim) Shaw Memorial Endowed Scholarship

Must have completed a minimum of 24 credit hours – must be majoring in English, English education or communication arts (including journalism) – minimum GPA of 2.5. GPA must be met throughout the scholarship term.

Ruth Ellen Strong Memorial Scholarship

Minimum GPA of 2.0 - be employed 15 to 20 hours per week while attending classes at Redlands Community College - must enroll in a minimum of 12 credit hours each semester. b GPA must be met throughout the scholarship term.

Trotter-Gambel Scholarship

Adult female student at least 25 years of age - be employed full time - submit letter explaining the importance of the scholarship to the applicant - past academic performance and financial need will be selection considerations - enroll in a minimum of 9 credit hours each semester. GPA must be met throughout the scholarship term.

Henry Jo Von Tungeln Memorial Agriculture Scholarship

Agriculture major - enroll in a minimum of 12 hours each semester - minimum GPA of 2.5 or ACT of 17 - submit essay on how you plan to benefit agriculture and those who produce agricultural commodities with this scholarship opportunity
GPA must be met throughout the scholarship term.

Emily Kay Wilds Memorial Scholarship

Be a graduate of El Reno High School - minimum GPA of 3.4 - must be an agriculture-related major - be involved in extracurricular activities while in high school such as FFA, academic organizations, church youth group, band, yearbook or athletics - submit a 250 word essay describing the personal qualities, reasons for majoring in an agriculture related field, future goals and past extracurricular experiences while in high school. GPA must be met throughout the scholarship term.

Margaret E. Petree Scholarships

(Transfer Scholarship)

Be a resident of the RCC service area - be a RCC graduate who has fulfilled all graduation requirements and completed at least 45 hours of required program at RCC - cumulative GPA of 3.5 prior to final semester before graduation - attend a college or university that is regionally or nationally accredited and be enrolled in a minimum of 12 credit hours - submit a letter acknowledging the personal benefit derived from the scholarship and expressing intent to assist others to pursue a college education.

Doris Anne Smith Memorial Scholarship

(Transfer Scholarship)

Be a May graduate of RCC in the year the scholarship is awarded - be a member of Phi Theta Kappa - cumulative GPA of 3.5 - participation in campus and civic activities, leadership positions, awards and other honors will be used as additional selection criteria - must attend a college or university that is regionally or nationally accredited and be enrolled in a minimum of six credit hours - submit a 500 word essay stating future goals, current progress toward those goals and an explanation of past events which have shaped goals.

ADDITIONAL SOURCES OF FINANCIAL ASSISTANCE

Bureau of Indian Education

The Bureau of Indian Education of the U.S. Department of Interior awards financial assistance to certain students of Indian descent who desire to obtain a college education. Students receiving such assistance must maintain a GPA of 2.0 on the 4.0 scale. For information contact: Bureau of Indian Education, Branch of Education, Cheyenne/Arapaho Tribes Higher Education, Cheyenne Arapaho Tribes, Box 38, Concho, OK 73022, or the appropriate tribal agency.

Vocational Rehab

Upon approval by a representative of the Vocational Rehabilitation Division of the State Board of Education, grants are made to students who have substantial employment disabilities and who are desirous of securing a college education. Contact the Department of Human Services in your area for further information.

Veterans' Services

Redlands Community College's associate degree programs of education and training are approved for payment of benefits by the Veterans Administration. Current VA education programs include the following:

- Chapter 33, Post 9/11 GI Bill
- Chapter 30, Montgomery GI Bill , active duty(MGIB)
- Chapter 1606, Montgomery GI Bill, Selected Reserve (MGIB-SR)
- Chapter 1607, Reserve Educational Assistance Program (REAP)
- Chapter 35, Dependents Educational Assistance Program (DEA)
- Chapter 31, Vocational Rehabilitation & Employment (VR&E)

In order to maintain eligibility for Montgomery GI Bill benefits, students must be actively pursuing the degree program for which they have been certified. Assistance with Montgomery GI Bill processing is available at the Registrars' Office.

Additional veterans' services are also available with the Veterans Upward Bound (VUB) office located in SC-4 of the Ray Porter Building. VUB is a free postsecondary education assistance program funded by the U.S. Department of Education and designed to meet the unique circumstances of veterans and current military service members by providing them a one-stop location for all their educational needs. The VUB office can be reached at (405) 422-1405.

Aid Disbursement

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.

STUDENT 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
- 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 Misconduct Procedures

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 may be placed in the student's files. Following satisfactory completion of the probation, the notice of probation may be removed from the student's files, if requested. Misconduct by a student on conduct probation may result in further disciplinary action.

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 by submitting a written appeal to the Vice President of Student Services within in 24 hours.

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 may be recorded in the student's file. 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 may be included in the student's file.

Grievances/Complaints

- 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

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.

Sexual Harassment

- Statement of Policy

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

plaint. 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:

Redlands Community College
Human Resources Coordinator
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.

STUDENT ACTIVITIES

All student activities, except intercollegiate events, are coordinated through the office of the Director of Athletics/Student Activities. Students are encouraged to become involved with campus activities. Opportunities are available for social growth and the development of leadership qualities.

Intercollegiate Activities

Athletic Teams

Redlands Community College is a member of the National Junior College Athletic Association and the Bi-State West Athletic Conference. The mascot is the Cougar.

Competitive sports include:

- Women's Volleyball
- Women's Basketball
- Women's Golf
- Men's Baseball
- Men's Basketball

Honors Program

The RCC Honors program offers academically talented students stimulating class experiences and interaction with other exceptional students. This program promotes academic excellence challenging students to achieve their full potential. Students may enter the RCC Honors program by meeting one of these criteria: High school GPA of 3.5 on a 4.0 scale; ACT score of 22; or enter as a probationary honors student and when 9 hours of honors credit is completed with no grade below a "B," the student may be admitted to the program. For further information, contact the Honors Director.

Equestrian Team

RCC's students compete in the Intercollegiate Horse Show Association. In the competitions students ride in western horsemanship classes, which include rail work and a pattern. In rail work, riders are asked to walk, jog and lope their horses along the rail. During the pattern segment, riders are expected to complete patterns of various degrees of difficulty, depending upon their experience level; patterns sometimes including loping and trotting circles, side stepping, backing and riding figure eights. The team competes in state and national competitions.

Livestock Judging Team

Redlands Community College has an active Livestock Judging Team on which team members learn the fundamentals of judging livestock and presenting oral reasons. The RCC Livestock Judging Team competes in state and national competitions.

STUDENT CLUBS AND 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 Collegiate Ministries

Baptist Collegiate Ministries 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.

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 on-line 24 hours a day at efollett.com. Major credit cards are accepted. Financial aid can be used on Follett web site.

The bookstore can be accessed online at www.redlandsc.edu.

EMPLOYMENT SERVICES

Employers may contact the college through Career Education requesting assistance in locating either part-time or full-time employees. Computerized job listing services are also available. A limited number of students are employed by RCC as departmental assistants.

EARLY COLLEGE AWARENESS

Concurrent Enrollment

By enrolling in concurrent classes available through Redlands Community College, high school students can begin earning their college degree while still in high school. The classes taken will satisfy general education requirements at virtually every institution of higher education in Oklahoma as well as most other states. Students who wish to concurrently enroll should contact their high school counselor for enrollment instructions or call Student Services at 422-1417 for more information.

Upward Bound Program

Upward Bound is a special program designed for a select number of high school students who have the potential to continue their education beyond high school and achieve success in college. Students currently attending high school in Calumet,

El Reno, Geary, Hinton, Kingfisher, Minco, Okarche and Union City and meet the federal guidelines for the program may be eligible to participate.

Upward Bound offers individualized instruction in a spectrum of academic areas, counseling, tutoring, career education, leadership training, motivational activities, cultural enrichment and other services.

Students who complete the Upward Bound program are eligible to participate in the bridge component, which allows students to take up to nine hours of college classes the summer after their graduation from high school.

FOUNDATION AND ALUMNI

The Foundation

The RCC Foundation, Inc. was established in 1976 for the sole purpose of providing support for programs and activities which strengthen the quality of instruction and expand educational opportunities for students enrolled at RCC.

The RCC Foundation, Inc. is governed by a Board of Directors and managed by an Executive Director. The Board of Directors is responsible for managing all contributions and assets of the RCC Foundation in a responsible manner in order to ensure maximum benefit for RCC.

The RCC Foundation, Inc. is legally and fiscally separate from RCC and is a 501(c) (3) charitable corporation organized under the laws of the state of Oklahoma. Contributions to the RCC Foundation may be tax deductible.

Alumni and Friends Association

The RCC Alumni & Friends Association was organized in 1986 to benefit the students, faculty and former students of the college by participating in various community activities and events. Scholarships are awarded to qualifying RCC students for the fall semester. Each year, the association hosts an after-graduation reception which allows the family, friends and faculty an opportunity to celebrate the accomplishments of the students. During the first week of fall and spring semesters, volunteers assist in the college bookstore as well as greet new and returning students to the campus.

CAFETERIA

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

MEDICAL EMERGENCIES

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

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.

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.

COMMUNITY SERVICE

RCC's office of Community Service has a broad mandate to serve as a liaison between the campus population and the communities served by the college. The office supports the mission of the college and shares its vision by providing programming, activities and opportunities designed to enhance the learning, cultural, economic and social environment locally, regionally and globally. The college strives to bring a broad range of cultural activities and programs for students and residents living

in the region through activities and programs, including art and educational exhibits, public performances, Kids College and several academic and cultural events throughout the year.

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 will be 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.

Electronic Services Offered

In the LRC students can read e-mail, search the Internet and access online courses. Students can also search online full-text articles from literally thousands of magazines, newspapers and scholarly journals. Most of these resources are not available over the Internet, or require a fee to access them, but students can access them in the LRC at no charge. These electronic articles can be read online, printed in the LRC or forwarded to an e-mail address.

The LRC maintains a web page at <http://library.redlandsc.edu>. Through this website students can not only access the LRC catalog off campus, but also search a statewide and even a worldwide catalog of books to identify items to be obtained through interlibrary loan. Other research tools include links to online style guides, scholarly web sites and free e-texts of classic literature.

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 in the following section.

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).

RELEASE OF STUDENT INFORMATION AND 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 at any point during their time enrolled at Redlands must notify the Registrar's Office. The Registrar's Office must be notified in writing, via an in-person visit, fax or email from the student's own Redlands email account. The Registrar's Office is located in the Ray Porter building on the Redlands Community College campus at 1300 S. Country Club Road, El Reno, OK 73036. The fax number for the Registrar's Office is (405) 422-1242 and the email address is records@redlandsc.edu. In the written notice, the student must give his/her name, address, telephone, student ID number and a statement requesting a block on his/her directory information.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford 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 rights 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

ACADEMIC INFORMATION

ARTICULATION-TRANSFERRING CREDITS

A student who has completed the Associate in Arts or Associate in Science degree requirements at RCC may transfer into a bachelor's degree program at any senior institution in the Oklahoma State System of Higher Education and be assured of completing a program of studies in an orderly fashion. These assurances are a part of the articulation policy of the Oklahoma State Regents for Higher Education. Copies of the entire Policy Statement on Articulation of Students Among Institutions in the Oklahoma State System of Higher Education are available for student viewing in the Student Services Center.

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

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

Appeal of Grades

When a student believes a final grade is inaccurate, a grade appeal may be initiated. The appeal will follow a specified procedure. The grade appeal must be initiated within one full semester after the grade was given. A full semester means fall or spring semester.

- 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.

Final Grades

Instructors are required to submit to the Registrar's Office a final semester grade for each student whose name appears on the official roll and grade sheet. The official records of student grades are permanently filed in the Records Office.

Grade Changes

A grade recorded in error may be changed only by the instructor within the following semester. All other requests for grade changes will be approved by the instructor, the appropriate division director and the Vice President of Academic Affairs, in accordance with OSRHE Policy 3.11.6.

Repeated Course Work

A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA. The second course with its 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. ***NOTE:** Students who earn the grade of AW, W or F in a 0-level course may repeat the course one time.

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.

RETENTION STANDARDS

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 semester hours attempted—1.70 retention GPA
when semester hours exceed 30—2.00 retention GPA

ACADEMIC PROBATION

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.

ACADEMIC SUSPENSION

A student placed on academic suspension will not be allowed to re-enroll for one full semester. Students who have been placed on academic suspension may be readmitted after the lapse of one full semester--not including summer. They will be readmitted on probation. If a student is suspended for a second time, the student cannot enroll at RCC without attending another accredited school and acquiring a 2.0 GPA.

Students that are placed on academic suspension for the first time may appeal their suspension status by submitting a written request to the Director for Enrollment Management.

ADDING AND DROPPING COURSES

All changes of enrollment must be initiated with a student's adviser and brought to the Registrar's Office. The addition of classes is allowed only during the first two weeks of a 16-week semester and during the first week of an eight-week course.

CLASS 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.

EXTRA-INSTITUTIONAL CREDIT

Extra institutional learning is defined as learning that is attained outside the sponsorship of legally authorized and accredited post-secondary institutions. The term applies to learning acquired from work and life experiences, independent reading and study, the mass media and participation in formal courses sponsored by associations, business, government, industry, the military and unions.

A maximum of 32 semester hours toward a degree or half of the hours required for a certificate may be granted for extra institutional credit (including but not limited to Advanced Standing, CLEP, DANTES, credit by examination, Advanced Placement credit and credit for military training).

Students applying for extra institutional credit must be enrolled at RCC. No credit will be posted until 12 semester hours of regular academic work are completed at RCC. The courses for which credit is awarded will be recorded with a P on the transcript with a notation signifying how the credit was earned. Credit may not be earned in a course when a course of more advanced standing has been completed.

Documentation in support of requests for extra institutional credit should be submitted to the Registrar's Office. These documents will become a part of the student's official records and will be retained by the college.

TESTING AND 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.

Advanced Standing

No tuition charges are assessed for credit by examination. However, the student must pay the Advanced Standing examination fee or the CLEP examination fee, depending upon the exam being taken.

Forms for initiating the Advanced Standing Examination procedure may be obtained in the Testing Center in the Learning Resources Center, 21-A.

College Level Examination Program — CLEP

In order to register for the College Level Examination Program (CLEP), students must contact the Testing Center, LRC 21-A for a registration form.

Credit will be granted in a designated course if students achieve the score of 50 or above on a CLEP test. For those courses requiring an essay component, i.e., ENGL 1113 and ENGL 1213, a passing score is required on the essay as well as on the objective portion. Essays will not be critiqued for students. Scores for ENGL 1113 and ENGL 1213 are calculated by taking one-half of the scaled score and adding to that score the number of points granted for the essay.

In some instances, students may test out of two semesters of work based on CLEP scores. Contact the Testing Center for more information on specific score requirements.

Credit may not be earned in a course when a course of more advanced standing has been completed. Typically, students will be notified by mail within one week following the return of scores from CLEP whether they will or will not receive credit in courses for which tests were taken.

Credit for courses earned through CLEP tests will be posted on the student's transcript after the conclusion of the term during which the credit was earned - provided the student has completed 12 semester hours or more through regular enrollment in courses.

DANTES Examination

The Defense Activity for Non-Traditional Educational Support—DANTES (or DSST) is a credit-by-examination program, similar to CLEP. By utilizing both the DANTES and CLEP programs, students have access to a wide variety of credit-by-examination opportunities.

Registration for DANTES is handled through the Testing Center, LRC 21-A.

Credit for courses earned through DANTES tests will be posted on the student's transcript after the conclusion of the term during which the credit was earned—provided the student has completed 12 semester hours or more through regular enrollment in courses.

Advanced Placement Program

Redlands Community College grants credit for exams in the Advanced Placement (AP) program as administered by the College Entrance Examination Board in Princeton, New Jersey. The AP tests are taken by high school students in May of their junior or senior year of high school. Credit at Redlands will be granted in a corresponding course for a score of three, four or five on an examination.

Advanced Placement Plan or Articulation for Nursing Program

The Advanced Placement Plan allows LPNs, EMTs and Paramedics to receive credit by examination for the first two semesters of nursing major course work in the program.

Evaluation of Military Service

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.

Transfer of Credit from other Accredited Colleges and Universities

Semester credit hours earned at another college may be applied toward a degree or certificate program at Redlands Community College. The credit must have been earned from colleges and universities accredited by the HLC or other regional associations.

The Registrar's Office will make the determination of acceptance of any course to be accepted for transfer to RCC. Credit will be evaluated from each individual college transcript. The number of credit hours to be accepted and the applicability of such evaluated credit will also be determined at that time.

Applicability of evaluated courses to a particular program at RCC is made by the academic division of the specific curriculum in accordance with the recommendation for transfer from the Office of the Registrar.

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 require 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.

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 a retention graduation GPA of 2.0. While a student may earn a 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 AND 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 - 4.00 cumulative GPA |
| Magna Cum Laude..... | 3.50 - 3.74 cumulative GPA |
| Cum Laude..... | 3.25 - 3.49 cumulative 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 cumulative 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.

Academic Scholars Award

This award is given to a student completing all work by the end of the spring semester of graduation and having the highest cumulative GPA, not qualifying for the President's Award and completing the last 30 semester hours in residence. This award will be given only one time to an individual.

Honors Graduates

A student may graduate as an RCC "Honors" student with 15 hours of honors credit completed while maintaining a cumulative GPA of 3.25 with no grade lower than a "B" in honors course work. For further information, contact the Honors Director.

DEGREES, PROGRAMS and CERTIFICATES

Redlands Community College offers Associate in Arts, Associate in Science and Associate in Applied Science degrees, as well as Certificates of Mastery in the areas listed in Programs of Study of the catalog.

- 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.

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 the catalog may change. Always check

with Student Services to make sure your program has not changed as a result of new state requirements.

Course Descriptions

The number assigned to each course reflects specific information:

- The first digit denotes course level.
- Courses numbered 0001 to 0999 are zero-designation courses, which satisfy remediation requirements and do not count toward the completion of the student's college degree.
- Courses numbered 1000 to 1999 are primarily freshman level courses.
- Courses numbered 2000 to 2999 are primarily sophomore level courses.
- The second and third digits identify the course within the total offerings of the department.
- The fourth digit denotes the number of credit hours assigned to the course. Courses offered for a variable number of credit hours end with the numbers 1-5.

ASSOCIATE IN ART - A.A. AND ASSOCIATE IN SCIENCE - A.S. DEGREES

Requirements for graduation include the completion of a minimum of 60 semester hours of academic work with at least a 2.0 GPA, 15 semester hours of which must be in residence at RCC. General education requirements must comprise 37 of the minimum 60 semester hours.

General Education Requirements for the A.A. and A.S. Degree **37 Hours**

A portion of the 60 semester credit hours required for the A.A. and A.S. degrees must include a general education core of a minimum of 37 semester credit hours which shall include the following:

English.....6 hours

- ENGL 1113 English Composition I
- ENGL 1213 English Composition II

Social Studies.....6 hours

- HIST 1483 United States History to 1877 or
- HIST 1493 United States History, 1877 to Present
- POLS 1113 United States Government

Science.....7-8 hours

Includes one 3- or 4-hour course in Life Science and one 3- or 4-hour course in Physical Science (One must be a lab science).

Humanities.....6 hours

Choose from the following courses:

| | | |
|------|--------|--------------------------------|
| ART | 1113 | Art Appreciation I |
| ART | 1123 | Art Appreciation II |
| ENGL | 2413 | Introduction to Literature |
| ENGL | 2423 | Introduction to Fiction |
| ENGL | 2433 | American Literature I |
| ENGL | 2443 | American Literature II |
| ENGL | 2453 | Introduction to Poetry |
| HUM | 2001-3 | Humanities Seminar |
| HUM | 2113 | General Humanities I |
| HUM | 2173 | Beliefs and Believers |
| HUM | 2223 | General Humanities II |
| HUM | 2243 | Film as Literature |
| HUM | 2613 | Leadership Development |
| MUS | 1343 | Music Appreciation |
| PHIL | 1113 | Introduction to Philosophy |
| PHIL | 1413 | Contemporary Ethical Reasoning |

Mathematics.....3 hours

Must be a 1000 or 2000 level course.

Selected General Ed Requirements.....6-8 hours

At least one course from the following areas: Psychology, social sciences, foreign languages, fine arts (art, music, drama). Additional liberal arts and sciences courses as needed to meet the minimum total of 37 credit hours required in this policy.

Institutional Requirements.....3 hours

The Oklahoma State Regents for Higher Education requires students to demonstrate computer proficiency—defined as competency in the use of a variety of software and networking applications. At Redlands Community College, this competency requirement is met by completing one of the following two options:

1. Successful completion of Advanced Standing Exam for CMSC.
2. Successful completion of one of the following Course options:

| | | |
|------|------|--|
| AMT | 2153 | Word Processing I |
| AMT | 2303 | Desktop Publishing |
| AGRI | 2113 | Microcomputers in Agriculture |
| ART | 2063 | Introduction to Digital Photography |
| CJ | 1233 | Understanding Computers and Computer Applications |
| CJ | 1323 | Overview of Computer Crime |
| CMSC | 1213 | Computer Science |
| CMSC | 1223 | Business Applications Software |
| CMSC | 1233 | Spreadsheet Applications |

- CMSC 1243 Database Applications
- CMSC 1373 Operating Systems
- CMSC 2213 Introduction to Web Design

Program Requirements.....23+ hours

The remaining minimum of 23 semester credit hours of academic work shall be applicable to the student's major objective, including any prerequisite courses necessary for his or her anticipated upper-division program.

ASSOCIATE IN APPLIED SCIENCE DEGREES

The requirements for graduation shall include the completion of a minimum of 60 credit hours with a minimum 2.0 GPA, 15 hours of which must be completed in residence at RCC.

General Education Requirements for the A.A.S. Degree.....18 Hours

A portion of the 60 semester credit hours must include a general education core of a minimum of 18 semester credit hours which shall include the following:

Communications.....6 hours

- ENGL 1113 English Composition I
 - ENGL 1213 English Composition II or
 - ENGL 2033 Technical Writing and Professional Report Writing
- Refer to specific degrees.

Social Studies.....6 hours

- HIST 1483 United States History to 1877 or
- HIST 1493 United States History, 1877 to Present and
- POLS 1113 United States Government.

Selected General Ed. Requirements.....6 hours

Electives may be selected from approved or free electives from the following areas: science, mathematics, human relations, management, behavioral science, economics and communication. Refer to specific degrees.

Technical-Occupational Specialty Courses.....27+ hours

Courses which are in the major area of emphasis for the student, i.e., equine courses for the equine major. Refer to specific degrees.

Support and Related Courses.....0-15 hours

Courses which are not a part of the technical-occupational specialty, but which support the specialty, i.e., Human Anatomy and Physiology for nursing. Refer to specific degrees.

Electives.....0-4 hours

A minimum of 60 credit hours is required for the completion on the Associate in Ap-

plied Science degree. In addition to the required general education courses, a minimum of 60 credit hours is required for the completion on the Associate in Applied Science degree. In addition to the required general education courses, a student must take the required courses designated within the program. Electives can be taken to total 60 credit hours if the program allows. Refer to specific degrees.

CERTIFICATE OF MASTERY PROGRAMS

A number of programs are available to students who want intensive training in a specialized area, but do not want to enter a two-year curriculum. The time required to complete a certificate program is one, two or three semesters, depending upon the number of specialized courses required.

Requirements for the awarding of a certificate in a like degree program must be completed and applied for before the degree program requirements are completed.

PROGRAMS OF STUDY

The following programs and degrees offered are listed alphabetically in this section. Degrees are listed as Associate in Science (AS), Associate in Arts (AA), Associate in Applied Science (AAS) and Certificate of Mastery.

ALPHABETICAL LIST

| | |
|---|--|
| Agriculture (AS) (twelve option areas) | Child Development (Certificate of Mastery) |
| Agricultural Communication | Criminal Justice (AAS) (five option areas) |
| Agricultural Economics | Collegiate Officer Program |
| Pre Agriculture Education | Corrections |
| Agronomy | Emergency Preparedness/Homeland Security |
| Animal Science | General Studies in Criminal Justice |
| Animal Reproduction | Juvenile Justice |
| Equine Science | |
| Enology | Pre-Criminal Justice (AA) |
| Farm and Ranch Management | |
| General Agriculture | Early Childhood Center Management (AAS) |
| Horticulture | |
| Viticulture | Pre-Education Elementary (AA) |
| | |
| Applied Technology (AAS) (six option areas) | Pre-Education Secondary (AA) |
| Aviation Technology | |
| Computer-Aided Drafting | English (AA) |
| Health Technology | |
| Horticulture | Equine Science (AAS) |
| Industrial Technology Power Generation | |
| Information Technology | Family Studies and Child Development (AA) |
| | |
| Art (AA) | General Studies (AA) |
| | |
| Athletic/Personal Trainer (AS) (two option areas) | Health, Physical Education and Recreation (AA) |
| Athletic Trainer | |
| Personal Trainer | Nursing (AAS) |
| | |
| Pre-Professional Sciences (three option areas) | Psychology (AA) |
| Life Science | |
| Physical Science | Social Studies (AA) |
| Mathematics | |
| | Speech (AA) |
| | |
| Business Administration Technology (AAS) | Sustainable Agriculture (AAS) (two option areas) |
| (Seven option areas) | Enology |
| Accounting | Viticulture |
| Administrative Assistant | |
| International Business | |
| Legal Office Professional | |
| Management | |
| Medical Coding and Reimbursement | |
| Medical Transcription | |
| | |
| Business Administration (AA) | |
| | |
| Child Development (AAS) | |

LISTED BY DEGREE:

ASSOCIATE IN SCIENCE

Agriculture (twelve option areas)

Agricultural Communication

Agricultural Economics

Pre Agriculture Education

Agronomy

Animal Science

Animal Reproduction

Equine Science

Enology

Farm and Ranch Management

General Agriculture

Horticulture

Viticulture

Athletic/Personal Trainer (two option areas)

Athletic Trainer

Personal Trainer

Pre-Professional Sciences (three option areas)

Life Science

Physical Science

Mathematics

ASSOCIATE IN ARTS

Art

Business Administration

Pre-Criminal Justice

Pre-Education Elementary

Pre-Education Secondary

English

Family Studies and Child Development

General Studies

Health, Physical Education and Recreation

Psychology

Social Studies

Speech

ASSOCIATE IN APPLIED SCIENCE

Applied Technology (six option areas)

Aviation Technology

Computer-Aided Drafting

Health Technology

Horticulture

Industrial Technology Power Generation

Information Technology

Business Administration Technology

(seven option areas)

Accounting

Administrative Assistant

International Business

Legal Office Professional

Management

Medical Coding and Reimbursement

Medical Transcription

Child Development

Criminal Justice (five option areas)

Collegiate Officer Program

Corrections

Emergency Preparedness/Homeland Security

General Studies in Criminal Justice

Juvenile Justice

Early Childhood Center Management

Equine Science

Nursing

Sustainable Agriculture (AAS)

(two option areas)

Enology

Viticulture

CAREER CERTIFICATE PROGRAMS

Certificate of Mastery

Child Development

Certificate of Mastery

Enology

Viticulture

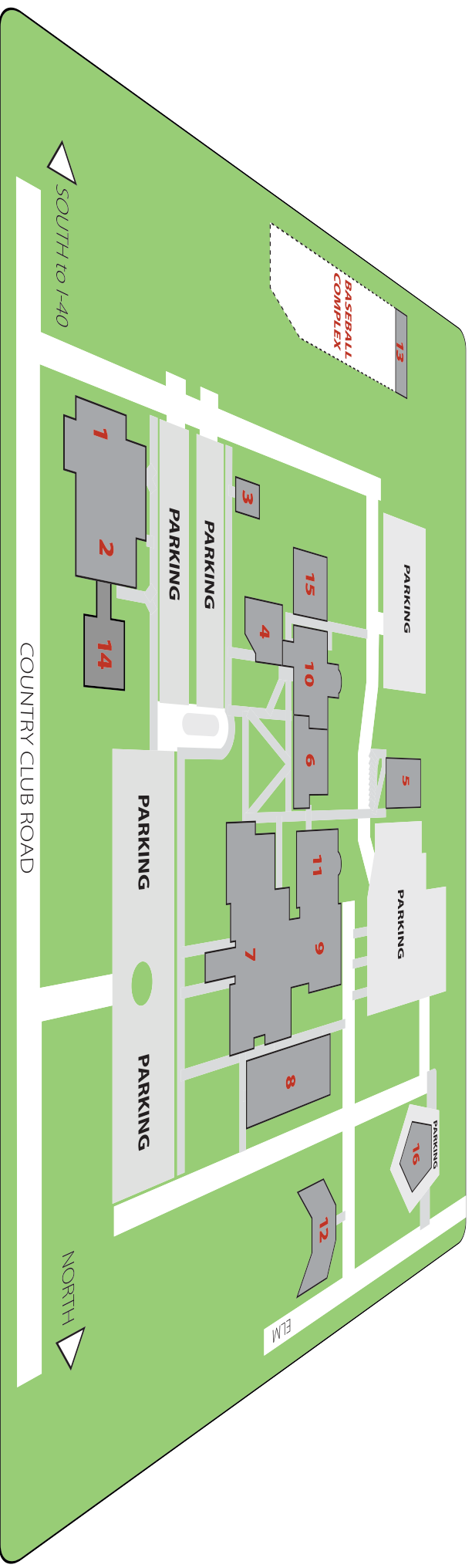
CAMPUS PHONE DIRECTORY

Main College Number: 405-262-2552

Toll Free: 1-866-415-6367

| | |
|---|----------|
| AAA Center (assessment, tutoring, testing)..... | 422-6274 |
| Admissions..... | 22-1417 |
| 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 of Finance and Campus Services..... | 422-1410 |
| Vice President of Grants Development and Applied Research..... | 422-1447 |
| Vice President of Student Services and Institutional Advancement..... | 422-1490 |
| 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)