Summer/Fall 2014
Class Schedule
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Oklahoma Panhandle State University
Enrollment Checklist

**Admissions Office – SEWELL-LOOFBOURROW 128**

- Admission Application Submission
- Transcript Turn-in (get copies for your advisor)
  - High School
  - ACT Scores (for other than Adult Admission Category)
  - College Transcript for all colleges attended
- Placement Testing Form (if required)

**Counseling and Testing – HAMILTON HALL 141 (if required)**

- Placement Testing
- Placement Report for Admissions

**Admissions Office – SEWELL-LOOFBOURROW 128**

- Turn-in Placement Report
- Application Processing by Admissions Personnel
- Advisor Assignment
- Enrollment Card

**Advisor (Name: ____________________ Bldg: ________________ Ext: ________________)**

- Degree plan update
- Class Schedule

**Admissions Office – SEWELL-LOOFBOURROW 128**

- Turn-in Enrollment Card
- Obtain two (2) copies of your schedule

**Financial Aid – SEWELL-LOOFBOURROW 106 (if applicable)**

- Financial Aid Application
- Financial Aid Counseling

**Business Office Cashier – SEWELL-LOOFBOURROW - West Side Central Hall**

- Make financial arrangements with Cashier

**Student Affairs – SEWELL-LOOFBOURROW 126**

- ID Card Issue (or ID Card validation)
- Resident Hall Assignment (if applicable)
- Student Handbook
- Parking Decal

**Yearbook - Place to be announced**

- Yearbook Picture
- Schedule stamped with picture taken stamp

**Textbook Issue – Student Union**

- Turn-in stamped copy of your schedule to receive books
I. The Five Step Enrollment Plan At OPSU

(1) ADMISSION TO THE UNIVERSITY—See the Admissions Office (Sewell-Loofbourrow Hall, Room 128) for an admission application. You will also turn in high school and/or college transcripts necessary for admission. A schedule of testing and placement will be provided if necessary.

(2) ENROLLMENT—See the Admissions Office (Sewell-Loofbourrow Hall, Room 128) where you will be provided with a 'Class Registration Form' and academic advisement information. Completed 'Class Registration Forms' will be entered into the computer system and a class schedule will be provided to you.

(3) FINALIZE FINANCIAL ARRANGEMENTS—Students will take their class schedules to the Business Office Window (Sewell-Loofbourrow Hall) and make payment arrangements.

(4) STUDENT ID, CAFETERIA, HOUSING AND PARKING PERMITS—See the Student Affairs Office (Sewell-Loofbourrow Hall, Room 126). Students must have completed their financial arrangements prior to being issued a Student ID and parking permit.

(5) BOOKS—See the Bookstore (Student Union, Room 6). Only students who have completed their financial arrangements and who have acquired a valid Student ID will be allowed to pick up rental books.

II. Payment of Enrollment Fees

Payment of enrollment fees is required before the first day of classes. Any exceptions and/or payment arrangements on accounts, to include any delinquent accounts, must have approval of the Vice President of Fiscal Affairs before pre-enrollment may be finalized. Delinquent accounts may include such things as enrollment fees, book fines, parking tickets, housing costs, I.L. Ennis loan, etc.

Pre-enrolled students who have finalized enrollment must cancel registration before the first day of classes or withdraw after classes have begun and pay fees according to the state regents' and institutional fee policy. Financial aid and scholarships can be used to offset enrollment fees; however, it is the student's responsibility to ensure that documents and awards are properly processed in a timely fashion. Appropriately, students should contact the Financial Aid Office or the Panhandle State Foundation office.

III. Complete Withdrawal or Cancellation Of Enrollment—Refund Policy

Refunds for complete withdrawal from the institution are as follows: There will be a 100% refund through the "No Refund on Dropped Courses" date in the Academic Calendar in this publication.

IV. Dropping or Adding Classes

To be official, course changes and withdrawals must be processed by the Admissions Office.

ADDING: Classes may be added through the fifth class day.

DROPPING: Classes may be dropped through the 10th class day with no enrollment showing and a 100% refund.

DROPPING AFTER 10th CLASS DAY: There are no refunds. Instructor's signatures are required for dropping courses. After the 10th class day, courses may be dropped by the student through the 11th week of classes with a grade of "W" which remains on the transcript and is neutral in the calculation of grade point averages. Courses dropped after the 11th week until the final day for drop will receive a grade of "W" or "F" depending on the student's record at the time of official withdrawal from class. The grade of "F" is figured in the student's grade point average. Summer and shortened term dates are correspondingly set in relationship to the length of the term.
V. Course Overload
Any student wishing to enroll in 20 or 21 hours for a semester must obtain the prior approval of the Vice President of Academic Affairs. The student must have a minimum grade point average of 3.0 in the last 30 hours of study.

Students requesting to enroll in 22, 23 or 24 hours for a semester must write a letter to the Academic Council explaining their reason and extenuating circumstance for the overload. This letter should be given to the Vice President of Academic Affairs Academic Advisement.

Students are responsible for understanding degree requirements and making their own course selections. Faculty and staff advisors assist students in selecting courses, but students are solely responsible for their own academic planning and for meeting degree requirements.

VI. Audit Of Courses
Persons may audit courses on a space available basis. Students who audit courses are required to enroll and pay all regular fees. A grade of 'AU' is recorded on the transcript. Students may change to credit status provided they meet the OPSU admission standards. Students may also change from credit to audit. Please refer to the Academic Calendar in this publication for deadlines.

VII. Definitions You Need To Know
ADMISSION—New, readmit and transfer students should complete an OPSU Admission Application. Depending on age, high school graduation or GED, and whether you are seeking a degree or not, students will need to provide a high school transcript or GED certificate, transcripts from all colleges previously attended, ACT scores or take OPSU placement testing.

PRE-ENROLLMENT—Services provided to the student to tentatively reserve a place in classes. Students may pre-enroll and later guarantee their place in class through finalizing their financial arrangements (confirming). Only students who have finalized their financial arrangements (confirmed) will be listed on class rolls.

GENERAL ENROLLMENT—The days of enrollment for all students who have not finalized enrollment and financial arrangements. Faculty advisors will be on hand these days for student advisement. Testing and placement will be available through the Testing Office for admission purposes. The Financial Aid Office and other offices will also be open.

FINALIZING and/or CONFIRMING—Making financial arrangements with the Business Office to pay for the coursework. This must be done before the first day of class to preserve your place in the class.

CANCELLATION—Pre-enrolled students who have finalized their financial arrangements (confirmed) must cancel registration before the first day of classes begin or withdraw after classes have begun and pay fees according to the State Regents’ fee policy. No charge is assessed if cancellation occurs before the first day of classes. This process starts in the Admissions Office. If you are pre-enrolled and have not finalized financial arrangements and decide not to attend, please contact the Admissions Office to cancel your pre-enrollment.

VIII. Additional Information
Main OPSU Telephone Number: (580) 349-2611 - or - 1-800-664-OPSU
Visit our Web Site: www.opsu.edu
Academic Affairs Office: Sewell-Loofbourrow, Room 137. Ext. 1400
Admissions Office: Sewell-Loofbourrow, Room 128, Ext. 1370
Registrar's Office: Sewell-Loofbourrow, Room 128, Ext. 1370
Housing & Student Affairs: Sewell-Loofbourrow, Room 101, Ext. 1360
Financial Aid: Sewell-Loofbourrow, Room 106, Ext. 1580
Counseling & Testing: Hamilton Hall, Room 140, Ext. 1558
VIII. Graduating Seniors
Students planning to graduate in the fall term (December) should make application for graduation in the Registrar's Office and pay their graduation fee in the Business Office at the time of registration for the graduation semester.

X. Students with Disabilities
OPSU will make reasonable accommodations for qualified students with a disability. If you need special accommodations, please talk to the course instructor, your advisor, your dean, or the Director of Counseling and Testing.

XI. Vehicle Registration and Parking
Students who park a vehicle on campus must register the vehicle and purchase a parking decal. Information required for purchasing a parking decal includes the make, model, year and license plate number of each vehicle. Decals are purchased in the Student Affairs Office, Sewell-Loofbourrow #101.

XII. Student I.D. Cards
Each student must have a student identification card. New students have their photo ID made in the Student Affairs Office in Sewell-Loofbourrow #101. Returning students have their ID validated in the Student Affairs Office for the current semester AFTER confirming enrollment at the Business Office Window. If a student loses his/her ID, a new one may be made for ten ($10) dollars.

XIII. College Admission & Placement Exams
The National ACT Registration packets can be picked up in the OPSU Admissions Office, Counseling Center, High School and Community Relations Office, your local High Schools or on the internet at www.actstudent.org.

The Residual ACT is for OPSU use only. The Residual Act Test will be administered at OPSU and pre-registration is required. The registration fee is $35.00 (fees are subject to change) and can be taken in the Counseling Center, Room 141, Hamilton Hall. A photo ID is required to take the residual exam. It is administered within a two week period prior to the semester. For specific dates and times, contact the Counseling and Testing Office at 580-349-1558.

The Course Placement Tests (CPT) must be taken by students who score below a 19 in any subject area on their National ACT or Residual ACT. The CPTs can be taken on a walk-in basis Monday – Friday between the hours of 8:00 a.m. and 3:00 p.m. in the Counseling Center or at the scheduled enrollment clinics.

XIV. Are Online Courses for me?
Online (web-based) courses are as rigorous as classroom-based courses. In addition to the scholarly requirements, taking an online course requires basic computer literacy, motivation, and self-discipline. Consider your learning style and computer literacy by honestly asking yourself the following questions:

Learning Styles Considerations
1. Do you stay on task without direct supervision?
2. Can you prioritize your own workload?
3. Are you good at assessing your own progress?
4. Do you enjoy working and learning on your own, rather than as a part of a group?
5. Do you usually understand written instructions?
6. Do you learn best from reading text and assignments?
7. Are you planning to allocate as much time in your schedule for your online course as you would for a more "traditional" classroom course?
8. Are you willing to initiate calls or e-mails to instructors for assistance?
Technical Considerations

1. Do you have a computer with Internet access? If you do not have your own computer, can you get to campus to use the computer lab or arrange to use some other computer?
2. Are you comfortable using computers?
3. Do you have basic navigation skills such as minimizing and maximizing windows?

Evaluating Your Answers

If you hesitated to answer "Yes" to any of the "Learning Styles Considerations" questions, you may find the distance learning environment more challenging. Online courses make use of a classroom discussion area which allows interaction between students and instructors as well as among students. However, online-based interaction can be less satisfying than face-to-face communication for some learners. The online classroom requires you to structure your own schedule, balancing your time around the assignments/requirements of the class. Without the need to show up in a particular place at a designated time each week, some learners find it all too easy to put work off until the last minute. Much of the material covered in a typical online class will require you to learn from reading. This may include textbooks, Internet-based materials and written "lectures" or notes from your instructor.

If you answered "No" to any of the "Technical Consideration" questions, you may want to consider improving your technical skills before taking a course online. At the very least, you will have some technology to learn in addition to the curriculum of the course(s) you take, and you should make extra time in your schedule accordingly. All of the skills mentioned above are used in most of our online courses.

KEY TO BUILDING ABBREVIATIONS

<table>
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<th>Abbreviation</th>
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<td>CART</td>
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Summer 2014 6-Week Session Academic Calendar

Classes Begin: June 4
Independence Day: July 4
Last Day of Classes: July 16

Summer 2014 6-Week Session Dates to Remember

First Day for Book Pick Up: June 4
Overload Hours Requests Due to Vice President Academic Affairs: June 4
Final Day to Change Sections: June 6
Final Day to Enroll or Add a Class: June 6
Final Day to Change from Audit to Credit: June 6
No Refund on Dropped Courses or Complete Withdrawals after this date: June 10
Beginning Day for Automatic Grade of “W” for Dropped Courses: June 11
Final Day to Change from Credit to Audit: July 1
Beginning Day of Grade “W” or “F” for Dropped Courses: July 2
Final Day to Drop or Withdraw from a Class: July 9
Final Day of Book Turn In: July 16
Final Grades Due: July 21 at Noon

Summer 2014 8-Week Session Academic Calendar

Classes Begin: June 4
Independence Day: July 4
Last Day of Classes: July 30

Summer 2014 8-Week Session Dates to Remember

First Day for Book Pick Up: June 4
Overload Hours Requests Due to Vice President Academic Affairs: June 4
Final Day to Change Sections: June 6
Final Day to Enroll or Add a Class: June 6
Final Day to Change from Audit to Credit: June 6
No Refund on Dropped Courses or Complete Withdrawals after this date: June 10
Beginning Day for Automatic Grade of “W” for Dropped Courses: June 11
Final Day to Change from Credit to Audit: July 14
Beginning Day of Grade “W” or “F” for Dropped Courses: July 15
Final Day to Drop or Withdraw from a Class: July 21
Final Day of Book Turn In: July 30
Final Grades Due: August 4 at Noon
### DEPT - AGRICULTURE EDUCATION - AGED

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### DEPT - CRIMINAL JUSTICE - CJ --

**C.O.P. STUDENTS WITH DIRECTOR’S PERMISSION ONLY**

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**DENOTES 6 WEEK SESSION - ALL OTHERS 8 WEEK SESSION**

# - Denotes courses that count for humanities credit.

### DEPT - ECONOMICS - ECON

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Fall 2014 Academic Calendar

Classes Begin .......................................................................................................................... August 13
Labor Day .......................................................................................................................... September 1
Fall Break .......................................................................................................................... October 16-17
Thanksgiving Break .......................................................................................................... November 26-28
Final Examinations ......................................................................................................... December 8-11
Last Day of Classes .......................................................................................................... December 11

Fall 2014 Dates to Remember

First Day for Book Pick Up ............................................................................................ August 7
Overload Hours Requests Due to Vice President Academic Affairs ......................... August 15
Final Day to Change Sections ......................................................................................... August 20
Final Day to Enroll or Add a Class ................................................................................ August 19
Final Day to Change from Audit to Credit ...................................................................... August 19
No Refund on Dropped Courses or Complete Withdrawals after this date ............. August 26
Final Day to Pay Graduation Fee and File Graduation Application ......................... August 26
Beginning Day for Automatic Grade of “W” for Dropped Courses ........................ .. August 27
Final Day to Change from Credit to Audit ..................................................................... October 31
Beginning Day of Grade “W” or “F” for Dropped Courses ........................................ November 3
Pre-Enrollment for Spring 2014 ....................................................................................... November 5
Final Day to Drop or Withdraw from a Class ................................................................. November 14
Final Day of Book Turn In ............................................................................................... December 11
Final Grades Due .............................................................................................................. December 15 at noon
### Fall 2014
#### Final Exam Schedule

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<tr>
<th>Exam Time</th>
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<tr>
<td>8:00 am - 10:00 am</td>
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<td>Classes meeting at 11:00 am - M, MW, MWF, MTWR</td>
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<td>Classes meeting at 2:30 pm - T, TR</td>
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All night classes (those meeting at 5:30 pm or later) will have final exams **at their regular class time on the appropriate test day during final exam week.**

Classes meeting at “odd” times (i.e 9:15 am, 9:45 am) will have their final exam at the time scheduled closest to them.
# - Denotes courses that count for humanities credit.

## DEPT - ACCOUNTING - ACCT

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AUGUST 13, THROUGH DECEMBER 11, 2014
# - Denotes courses that count for humanities credit.

## DEPT - AGRONOMY - AGRN

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**MEETS AT THE CHURCH OF CHRIST STUDENT CENTER**

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# - Denotes courses that count for humanities credit.

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### FALL 2014 OPSU GUYMON CLASSROOM COURSES - CREDIT

All courses meet at the OPSU Guymon Classroom located at 304 NW 5th St.

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### FALL 2014 INTERACTIVE TELEVISION (ITV) COURSES

Students who wish to take ITV courses should contact the Office of Admissions at 580-349-1374 or 800-664-6778, EXT. 1374 for enrollment and site information.

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Online Course Enrollment

Instructions and Textbook Information

Enroll for online courses:
- at the OPSU Registrar’s Office
- through your OPSU advisor

Logon Instructions for Accessing Your Online Courses
Go to www.opsu.edu
- Select “Online Courses” from the Navigational Bar
- Select “Online Course Logon”

Class List and Textbook Information
- Click on the semester “Course List and Information”

* Rental Textbooks can be picked up at the OPSU Bookstore. Rental textbooks can also be mailed from the OPSU Bookstore upon request.

** Buy Textbooks should be purchased early. Students should have textbooks for the first day of class. Used textbooks are acceptable and less expensive.

** Students will be able to access online courses the first day of the semester. Online courses will not be available before this time.

FALL 2014 ONLINE COURSES

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| 10247 | ACCT  | 4013 | INCOME TAX PROCEDURE I               | 3   | ONLINE| DAVIS M
| 10388 | BADM  | 3613 | STATISTICS                           | 3   | ONLINE| PETERSON J
| 10254 | BADM  | 4603 | BUSINESS ETHICS                      | 3   | ONLINE| BRANTNER S
| 10172 | BIOL  | 3013 | MEDICAL TERMINOLOGY                  | 3   | ONLINE| UNRUH J
| 10380 | CHEM  | 3213 | PHARMACOTHERAPEUTICS                 | 3   | ONLINE| CRAIG L
| 10033 | COMM  | 2503 | COMMUNICATION FOR HEALTHCARE PROVIDERS | 3   | ONLINE| GUTHRIE R
| 10304 | CIS   | 2013 | INFORMATION SYSTEMS FOR BUSINESS     | 3   | ONLINE| ODOM D
| 10309 | CIS   | 2223 | MICRO APPLICATIONS                   | 3   | ONLINE| CURTIS T
| 10153 | EASC  | 1014 | EARTH SCIENCE                        | 4   | ONLINE| MEYER B
| 10282 | ECON  | 2113 | PRINCIPLES OF ECONOMICS (MACRO)      | 3   | ONLINE| MILLER D
| 10284 | ECON  | 2123 | PRINCIPLES OF MICROECONOMICS         | 3   | ONLINE| WINGER D
| 10377 | ECON  | 2223 | HEALTHCARE ECONOMICS                 | 3   | ONLINE| PARROTT D
| 10329 | EDUC  | 2323 | READING IN THE CONTENT AREA          | 3   | ONLINE| STEWART E
| 10001 | ENGL  | 1113 | FRESHMAN ENGLISH I                   | 3   | ONLINE| BOOK J
| 10008 | ENGL  | 1213 | FRESHMAN ENGLISH II                  | 3   | ONLINE| BOOK J
| 10018 | ENGL  | 3023 | TECHNICAL WRITING                    | 3   | ONLINE| BOOK J
| 10286 | FIN   | 3773 | BUSINESS FINANCE I                   | 3   | ONLINE| WINGER D
| 10287 | FIN   | 4063 | COMMERCIAL BANKING                   | 3   | ONLINE| WINGER T
| 10069 | GEOG  | 2243 | ELEMENTS OF HUMAN GEOGRAPHY          | 3   | ONLINE| SEAMAN D
| 10036 | HIST  | 1313 | U.S. HISTORY 1492-1877               | 3   | ONLINE| MAILLE P
| 10039 | HIST  | 1323 | AMERICAN HISTORY, 1877-PRESENT      | 3   | ONLINE| DUREN B
| 10041 | HIST  | 2453 | OKLAHOMA HISTORY                     | 3   | ONLINE| DUREN B
| 10020 | HUM   | 2223 | #GENERAL HUMANITIES II               | 3   | ONLINE| HUGHINS L
| 10021 | HUM   | 2563 | #MUSIC IN LIFE                       | 3   | ONLINE| HUGHINS L
| 10183 | MATH  | 1473 | MATH FOR CRITICAL THINKING           | 3   | ONLINE| PETERSON J
| 10188 | MATH  | 1513 | COLLEGE ALGEBRA                      | 3   | ONLINE| PETERSON J
| 10289 | MKTG  | 3813 | PRINCIPLES OF MANAGEMENT             | 3   | ONLINE| GOOSEN K
| 10295 | MKTG  | 3923 | PROFESSIONAL SELLING                 | 3   | ONLINE| MILLER D
| 10253 | MKTG  | 4113 | E-COMMERCE                           | 3   | ONLINE| DAVIS M
| 10106 | MUSI  | 1513 | MUSIC FUNDAMENTALS                   | 3   | ONLINE| GARBER J
| 10376 | NURS  | 2223 | HEALTHCARE ECONOMICS                | 3   | ONLINE| PARROTT D
| 10173 | NURS  | 3013 | MEDICAL TERMINOLOGY                 | 3   | ONLINE| UNRUH J
| 10378 | NURS  | 3113 | THE SCIENCE OF NURSING              | 3   | ONLINE| GIVENS J
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