

# Student Handbook



**Oklahoma City**

**U N I V E R S I T Y**

**Student Affairs**

**2023-2024**

*The University reserves the right to change any information, policy, or procedure in this Handbook at any time.*

# CONTENTS

<p><b>I. UNIVERSITY OVERVIEW .....4</b></p> <p style="padding-left: 20px;">A. History of Oklahoma City University ..... 4</p> <p style="padding-left: 20px;">B. Mission &amp; Vision..... 5</p> <p style="padding-left: 20px;">C. Strategic Plan Framework - Focus Areas ..... 5</p> <p style="padding-left: 20px;">D. OCU at a Glance/Quick Facts ..... 6</p> <p style="padding-left: 20px;">E. Traditions &amp; Annual Events ..... 7</p> <p><b>II. DIVISION OF STUDENT AFFAIRS.....9</b></p> <p style="padding-left: 20px;">Student Affairs - Purpose ..... 9</p> <p style="padding-left: 20px;">Student Affairs - Offices and Contact Information ..... 9</p> <p><b>III. ACADEMIC POLICY AND PROGRAMS ..... 10</b></p> <p style="padding-left: 20px;">A. Academic Honesty..... 10</p> <p style="padding-left: 20px;">B. University Catalogs &amp; Academic Calendar . 10</p> <p style="padding-left: 20px;">C. Health-Related Emergency Withdrawal..... 10</p> <p style="padding-left: 20px;">D. Learning Enhancement Center (LEC) ..... 10</p> <p style="padding-left: 20px;">E. Study Abroad ..... 11</p> <p style="padding-left: 20px;">F. University Honors Program ..... 11</p> <p><b>IV. UNIVERSITY POLICIES AND PROCEDURES ..... 13</b></p> <p style="padding-left: 20px;">A. Nondiscrimination Policy &amp; Equity Resolution Process ..... 13</p> <p style="padding-left: 20px;">B. Conduct, Alcohol &amp; Other Drugs, Financial Aid Consequences ..... 13</p> <p style="padding-left: 20px;">C. Chalking Policy..... 15</p> <p style="padding-left: 20px;">D. Computer Use ..... 16</p> <p style="padding-left: 20px;">E. Copyright Use &amp; Ownership Policy..... 16</p> <p style="padding-left: 20px;">F. Electronic Skateboard Policy ..... 17</p> <p style="padding-left: 20px;">G. Financial Holds ..... 17</p> <p style="padding-left: 20px;">H. Firearms, Weapons, &amp; Explosives ..... 17</p> <p style="padding-left: 20px;">I. Hazardous Materials..... 17</p> <p style="padding-left: 20px;">J. Honesty Policy ..... 18</p> <p style="padding-left: 20px;">K. Immunizations..... 18</p> <p style="padding-left: 20px;">L. Medical Amnesty ..... 19</p> <p style="padding-left: 20px;">M. Official Means of Communication ..... 20</p> <p style="padding-left: 20px;">N. Performing Arts Events ..... 21</p> <p style="padding-left: 20px;">O. Pets on Campus ..... 21</p> <p style="padding-left: 20px;">P. Privacy of Educational Records ..... 22</p> <p style="padding-left: 20px;">Q. Speakers Policy ..... 25</p> <p style="padding-left: 20px;">R. Public Demonstrations ..... 25</p> <p style="padding-left: 20px;">S. Student Identification Cards ..... 26</p> <p style="padding-left: 20px;">T. Solicitations &amp; Advertising..... 26</p> <p style="padding-left: 20px;">U. Student Travel Policy ..... 27</p> <p style="padding-left: 20px;">V. Transcript Notations - Disciplinary ..... 29</p> <p style="padding-left: 20px;">W. Tobacco-Free Campus..... 30</p> <p style="padding-left: 20px;">X. Grievance Procedures for Students ..... 31</p> <p><b>V. STUDENT SERVICES.....34</b></p>	<p>A. Aduddell Fitness Center .....34</p> <p>B. Automated Teller Machine (ATM)..... 34</p> <p>C. Campus Health Clinic ..... 34</p> <p>D. Campus Store ..... 34</p> <p>E. Campus Technology..... 35</p> <p>F. Career Services ..... 35</p> <p>G. Check Cashing ..... 36</p> <p>H. Dining Services ..... 36</p> <p>I. Disability and Access Services..... 37</p> <p>K. International Student Services ..... 37</p> <p>L. Library ..... 38</p> <p>M. Mail Center ..... 38</p> <p>N. On-Campus Printing Shop ..... 38</p> <p>O. Student Employment ..... 39</p> <p>P. Student Health Insurance ..... 39</p> <p>Q. Student Publications ..... 39</p> <p>R. Ticket Office..... 40</p> <p>S. University Counseling ..... 40</p> <p>T. Veteran Services ..... 41</p> <p><b>VI. LIFE ON CAMPUS.....42</b></p> <p style="padding-left: 20px;">A. Athletics..... 42</p> <p style="padding-left: 20px;">B. Leadership ..... 42</p> <p style="padding-left: 20px;">C. First-Year Experience ..... 43</p> <p style="padding-left: 20px;">D. Fraternity &amp; Sorority Life..... 43</p> <p style="padding-left: 20px;">E. Intramural &amp; Recreational Sports..... 45</p> <p style="padding-left: 20px;">F. Office of Student Engagement..... 45</p> <p style="padding-left: 20px;">G. Parents &amp; Family Services ..... 46</p> <p style="padding-left: 20px;">H. Religious Life ..... 47</p> <p style="padding-left: 20px;">I. Office of Diversity, Equity, and Inclusion..... 48</p> <p><b>VII. CAMPUS SAFETY ..... 49</b></p> <p style="padding-left: 20px;">A. OCU Police Department ..... 49</p> <p style="padding-left: 20px;">B. Annual Security &amp; Fire Report ..... 49</p> <p style="padding-left: 20px;">C. Blue Alert ..... 49</p> <p style="padding-left: 20px;">D. Emergency Procedures &amp; Reporting Incidents ..... 50</p> <p style="padding-left: 20px;">E. Parking Policies ..... 52</p> <p><b>VIII. UNIVERSITY HOUSING ..... 56</b></p> <p style="padding-left: 20px;">A. On-Campus Housing ..... 56</p> <p style="padding-left: 20px;">B. Rights and Responsibilities of On-Campus Residents ..... 56</p> <p style="padding-left: 20px;">C. Rights of the University ..... 57</p> <p style="padding-left: 20px;">C. Housing Regulations ..... 57</p> <p style="padding-left: 20px;">Fraternity House Regulations ..... 66</p> <p style="padding-left: 20px;">Emergency Procedures for Residence Halls &amp; Fraternity Houses ..... 67</p>
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IX. STUDENT ORGANIZATIONS.....	72	F. Withdrawing Funds from Student	
A. Using Engage .....	72	Organization Accounts .....	75
B. Create an Engage Account .....	72	G. Event Planning.....	76
C. Registering & Forming a New Student		H. Student Government Association .....	77
Organization .....	72	X. UNIVERSITY CENTER AND RESERVATIONS .....	79
D. Funding for Student Organizations .....	74	Tom & Brenda McDaniel University Center ...	79
E. Financial Transactions with Student		Facility Reservations .....	79
Organization Accounts .....	74	XI. CAMPUS MAP .....	83

# I. UNIVERSITY OVERVIEW

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## A. History of Oklahoma City University

- **Oklahoma City University (OCU)** was chartered as Epworth University on September 1, 1904. The first students attended class in one all-purpose building. One hundred and sixteen students enrolled that fall. The original building is still standing and forms part of Epworth United Methodist Church in Oklahoma City.
- Surviving the storms of financial difficulties, the university moved to Guthrie in the fall of 1911 and changed its name to Methodist University of Oklahoma. In 1922, the name was changed to Oklahoma City College. The college was relocated to its present location in Oklahoma City where the current administration building housed both classrooms and student dormitories. In 1924, the college was renamed Oklahoma City University.
- OCU emerged from the dark days of the Depression damaged, but intact. The end of the war in 1945 brought about an unprecedented surge in enrollment. As a result, there was an extraordinary amount of development through the remainder of the '40s that included the Gold Star Building, which memorialized the Americans felled by World War II.
- The '50s got off to a great start with the university achieving its long-time goal of earning accreditation from the North Central Association of Colleges and Secondary Schools and merged with the Oklahoma City College of Law. Through the '60s, university leaders and faculty worked together to create courses that approached lofty topics from a variety of perspectives and taught students to look at life in a new way. OCU's spiritual life was also under construction and the Bishop W. Angie Smith Chapel was dedicated in 1968.
- The 1970's brought serious financial troubles for the university, but by 1976, Bishop Paul Milhouse helped guide the university to receive donations from the Methodist Church that amounted to more than \$3 million by 1980. Next, Jerald Walker, an OCU alumnus, became president in 1979. Quickly, he made a series of changes that improved facilities, created new programs and aggressively recruited students. By the summer of 1981, OCU was not only debt-free, but that it also had turned a profit for the first time since 1975.
- The turn of the century ushered in great years for the university. In 2001, Tom McDaniel became president and his leadership transformed the university. The enhancement of university facilities included renovations to the Ann Lacy Visitor and Admissions Center, the Norick Art Center, Tom and Brenda McDaniel University Center, and the Edith Kinney Gaylord Center and new construction of the Bass Music Center, Meinders School of Business and United Methodist Residence Hall.
- Kenneth R. Evans was named President in 2021. OCU strives to be "Oklahoma City's University" and has pledged to be a partner to the community in meeting the economic and cultural needs of our citizens through premier education programs.

## B. Mission & Vision

### Our Mission

**Oklahoma City University prepares all learners to Create, Lead, and Serve.** We provide a diverse, inclusive culture committed to producing graduates who think critically and innovatively, communicate effectively, and use their knowledge and talents to make a local and global impact.

### Our Vision

**Oklahoma City University will be an innovative academic institution with local impact and global reach and reputation.** By providing a student-focused learning environment and an inclusive, values-centered culture that engages the community and the world, Oklahoma City University will be a university of choice for talented and high-potential students, faculty, and staff.

## C. Strategic Plan Framework - Focus Areas

### 1. Student Success

Oklahoma City University will prepare students for lifelong success in career and service: in the classroom, in experiential learning opportunities that connect students to practitioners, in co-curricular experiences, and in development of professional relationships on- and off-campus.

#### Strategic Initiatives

- Recruit and retain academically qualified students who are demographically and financially diverse
- Develop educational opportunities for our students with alumni, corporations, nonprofits, and government
- Develop new, fiscally responsible academic programs that enhance students' lifelong success and meet community demand
- Develop and support an active career services function for each college, school, and program

### 2. Learning and Living Infrastructure

Oklahoma City University will be a vibrant and safe learning and living campus.

#### Strategic Initiatives

- Develop and maintain functional and attractive student housing and recreational facilities with programming and spaces designed to encourage and support learning
- Develop and maintain learning spaces where students and faculty interact and collaborate at the highest levels of academic and artistic excellence
- Develop and maintain the appearance, functionality, and safety of the entire campus
- Enable innovative and effective educational delivery by providing leading edge technology and services

### 3. Culture of Excellence

Oklahoma City University will foster a culture that supports a diverse, collaborative, innovative, and creative faculty, staff, and administration who are strategic, pragmatic, and fiscally responsible.

### Strategic Initiatives

- Attract and support skilled, talented, and effective faculty and staff
- Develop and maintain a culture that encourages and supports creativity, innovation, collaboration, and diversity
- Develop and maintain an entrepreneurial culture that rewards strategic, pragmatic, and fiscally responsible processes and decisions.

## 4. Engaged Community and Service

As Oklahoma City’s University, we will serve our local communities and expand our national and global engagement.

### Strategic Initiatives

- a. Explore and purposefully expand our role as an integral component of Oklahoma City, interwoven into the fabric of the city’s communities
- b. Improve the visibility of the university’s presence in, service to, and positive impact on the local, national, and global communities
- c. Create an atmosphere where our alumni can continually engage with the university academically, artistically, professionally, socially, and in service.

## D. OCU at a Glance/Quick Facts

<b>ENROLLMENT</b>	More than 1,300 undergraduate students and 1,000 graduate students from 45 states and 36 foreign countries (Fall 2022)
<b>STUDENT/FACULTY RATIO</b>	9:1
<b>AVG. CLASS SIZE</b>	77% of <i>undergraduate</i> class sections contain fewer than 20 people
<b>CAMPUS</b>	104 park-like acres in the heart of Oklahoma City.
<b>AFFILIATION</b>	Private United Methodist University established in 1904
<b>FACULTY</b>	74% of Full-Time Faculty hold highest degrees in their fields, as of Fall 2019. No classes taught by graduate assistants
<b>INVOLVEMENT</b>	More than 70 student organizations including nine national fraternities and sororities
<b>MASCOT</b>	Starsky
<b>FINANCIAL AID</b>	More than 90% of students receive academic, merit, performance or need-based financial aid
<b>WORKPLACE</b>	“Certified Healthy Campus”

## E. Traditions & Annual Events

### OCU Traditions

#### Alma Mater

Hail, Alma Mater, honored by all We love your Gothic towers  
so stately and tall, Cherish your noble name but hold still more dear,  
Your wisdom, truth and faith to us given here.  
Your sons and daughters, scholars so true,  
Carry your banner high of white and blue.  
May those who are to follow in future days,  
Find light to guide their steps in all their ways.

#### Fight Song

O-C-U, on to victory O-C-U, on to victory  
Blue and White forever Fight on to victory!  
S-T-A-R-S  
Stars! Stars! OCU!

### Annual Events

- Prior to the beginning of the fall semester, **Stars Week: New Student Orientation** is held for all entering first-year and new transfer students. The activities of Stars Week include OKConnect: Stars Week Service Project, Traditions Rally, and First Year Follies.
- Every August, Matriculation Convocation, a special ceremony, is held to welcome new students to the institution and kick off the academic year.
- The Student Activities Council coordinates a comprehensive array of free student events including **Back To School Bash, Late Night Breakfast and Summer Send-off**.
- Multicultural Student Organizations host cultural activities throughout the year celebrating Black History Month, Diwali, Hispanic Heritage, Lunar New Year, National Coming Out Day, an annual powwow, and more.
- OCU is committed to developing servant leaders. Through the Division of Student Affairs students can participate in an event dedicated to leadership development and training called the **Student Leadership Summit**. Executive members and emerging leaders are highly encouraged to attend each year.
- The **Distinguished Speakers Series** enriches the academic community in a Chautauqua experience that is free and open to the public. Nobel Laureates have joined a remarkable line-up of world-class thinkers, writers, and opinion-leaders including environmental activist Jane Goodall, Archbishop Desmond Tutu, and author David Brooks.
- During the academic year, a speaker outstanding in his or her field is obtained to address the student body in the **Willson Lectures**, a series made possible by an endowment given by Mr. and Mrs. J.M. Willson of Floydada, Texas.
- Near the end of the school year, Blue Key National Honor Fraternity Sponsors **Spring Sing**. All campus organizations may enter musical ensembles in the competition.

- The Religious Life Office sponsors a number of worship services, special convocations, small group offerings, seminars, mission and service projects throughout the year. The OCU campus community annually joins together to celebrate unity and diversity for **Love Not Hate Day** and **Better Together Week**.
- A number of groups from off-campus visit OCU each year. Alumni are invited back to OCU for **Homecoming**. Homecoming provides we long proگرامing including OKConnect: Service work for Homecoming, Lip Sync, Stars on the Plaza, Legacy Speaker, and campus Parade.
- Families are invited to spend a day with their student OCU during **Parent and Family Day**.
- Annual admissions events for potential students include **Stars 101**, **Preview Day**, **United Methodist Youth Day**, and **Native American United Methodist Youth Day**. These events bring groups of future collegians to OCU for campus tours, information, and counseling sessions.
- Each spring the **University Honors Program sponsors Undergraduate Research Day (URD)**. All undergraduates are invited to submit posters or presentations of scholarly or creative work completed within the previous 12 months. Faculty judges in various categories select winners who receive cash prizes. [Click here for more information](#).
- **Oklahoma City University Star Dancers** present *Holiday Spectacular* in the fall and *Move! Dance for the World of Entertainment* in the spring. The Student Choreography Show is presented each fall.



## II. DIVISION OF STUDENT AFFAIRS

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### Student Affairs - Purpose

OCU Student Affairs advances transformational learning by delivering programs and services that promote student excellence through high quality academic and co-curricular experiences, student engagement, appreciation of diversity, and healthy living.

### Student Affairs - Offices and Contact Information

<a href="#">Aduddell Fitness Center</a>	<b>Phone Number:</b> (405) 208-7950
<a href="#">Career Services</a>	<b>Location:</b> Room 200 in the Meinders School of Business <b>Phone Number:</b> (405) 208-5171
<a href="#">Civil Rights Office</a>	<b>Location:</b> Room 233 of the Tom and Brenda McDaniel University Center <b>Phone Number:</b> (405) 208-6310
<a href="#">Dean of Students Office</a>	<b>Location:</b> Room 257 of the Tom and Brenda McDaniel University Center <b>Phone Number:</b> (405) 208-7900
<a href="#">First Year Experience, Parent &amp; Family Services</a>	<b>Location:</b> Room 114 of the Tom and Brenda McDaniel University Center <b>Phone Number:</b> (405) 208-5255
<a href="#">Fraternity and Sorority Life</a>	<b>Phone Number:</b> (405) 208-6287
<a href="#">Intramurals</a>	<b>Location:</b> SE Office, Aduddell Fitness Center <b>Phone Number:</b> (405) 208-5378
<a href="#">Office of Student Engagement</a>	<b>Location:</b> Suite 114 of the Tom and Brenda McDaniel University Center <b>Phone Number:</b> (405) 208-5181
<a href="#">Office of the Vice President of Student Affairs</a>	<b>Location:</b> Room 257 of the Tom and Brenda McDaniel University Center <b>Phone Number:</b> (405) 208-7900
<a href="#">Religious Life</a>	<b>Location:</b> Chapel, Room L102, Bishop W. Angie Smith Chapel <b>Phone Number:</b> (405) 208-5484
<a href="#">University Counseling</a>	<b>Location:</b> Northwest wing of Walker Hall, enter under the blue awning on the north side <b>Phone Number:</b> (405) 208-7901
<a href="#">University Housing</a>	<b>Location:</b> First floor of United Methodist Hall <b>Phone Number:</b> (405) 208-6363

# III. ACADEMIC POLICY AND PROGRAMS

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## A. Academic Honesty

Academic honesty is required in all aspects of a student's relationship with the University. Academic dishonesty may not be course-specific and includes falsification or misrepresentation of a student's academic progress, status, or ability, including but not limited to, false or altered transcripts, letters of recommendation, registration or advising forms, or other documents related to the student's academic career at Oklahoma City University or other colleges or universities. The policy will be listed in your appropriate catalog.

## B. University Catalogs & Academic Calendar

### Graduate and Undergraduate Catalogs

The Catalogs are the first place to turn for questions about any academic policies or programs. The Catalogs contain most academic policies, including more detailed information about:

- Scholarships
- Financial aid
- Degree requirements
- Academic honesty
- Academic advisement
- Transfer of undergraduate credit
- Academic dismissal
- Graduation honors

[Click here to see available Graduate and Undergraduate Catalogs](#)

### Academic Calendar

The Academic Calendar contains the most up-to-date information about the beginning and conclusion of the academic year, holidays, registration and academic deadlines, etc. [Click here to view the current Academic Calendar.](#)

## C. Health-Related Emergency Withdrawal

For more information, all University policies related to academic withdrawals are contained in the University Catalogs. [Click here to see available Graduate and Undergraduate Catalogs](#) and [click here](#) for financial aid information on withdrawals (including medical) and return of Title IV Aid funds.

## D. Learning Enhancement Center (LEC)

The LEC provides academic coaching for all undergraduate and graduate students. Peer educators of the LEC offer **skilled guidance in writing, subject-specific tutoring, and academic coaching.** Peer educators specializing in writing are available for both undergraduate and graduate students to help you gain the skills needed to succeed in your writing. Peer educators can assist you with narrowing down a topic, citing references in different styles like APA,

MLA, and Chicago style, outlining, paragraph development, and identifying grammar errors or other issues in your writing.

Along with writing, subject-specific peer educators provide tutoring services in the following subjects: College Algebra, Anatomy & Physiology, Music Theory (I-III), English Conversation, and more. These peer educators can break down complex ideas and processes and will work one-on-one to help you feel more confident before your next test.

Academic coaching peer educators help students with skills such as organization, time management, study habits, prioritizing, and navigating campus resources. This resource can help students who may not be struggling with a specific subject, but need guidance with the challenges that college can present.

Students may schedule a 50-minute appointment for in-person or online and find additional information by going to the LEC website.

**Location:** First floor of the Dulaney-Browne Library

**Website:** [libguides.okcu.edu](http://libguides.okcu.edu)

## E. Study Abroad

OCU offers a robust study abroad program including faculty-led tours and exchange programs in a wide range of countries across the globe. Studying abroad provides great opportunities to enhance the college education while living in another country. Whether in or beyond the classroom, studying abroad offers enriching academic and cultural experiences that simply can't be realized in an Oklahoma City classroom. Students who participate in rigorous international experiences develop skills, attitudes, and characteristics that can significantly enhance academic goals, career paths, and personal growth.

**To study abroad, students must meet the following criteria:**

- Possess and maintain a minimum GPA of 3.0
- Students with a 2.50 to 2.99 will be considered on a case-by-case basis.
- Be in good standing with the university
- Have completed at least one year of full-time study at Oklahoma City University by the time of departure
- The university reserves the right to refuse any student's request to study abroad based on conduct, health, or other considerations.

Students may set up a meeting to discuss study abroad options. Information about the types of programs offered is available on the [Study Abroad website](#).

**Location:** Office of Global Engagement, Administration Suite 240 in the Clara E. Jones Administration Building

**Phone:** (405) 208-5270

[Study Abroad website](#).

## F. University Honors Program

The Oklahoma City University Honors Program offers students challenging topics, stimulating professors and innovative approaches to learning. The program's small classes typically involve lively class participation, matching enthusiastic students with faculty known for their excellence in teaching.

There are honors sections of general education courses such as liberal arts seminar, composition, American history, public speaking, psychology, and political science, and honors sections of some major courses such as biology, dance, and music.

In addition, students may choose from a range of topics for the junior-senior seminar. Some examples of these interdisciplinary seminars are:

- Medicine and Literature
- Plays and Politics
- Race and Ethnicity in the U.S.
- American History/American Film
- The Ethics of Communication
- Mystery History
- Science on the Stage
- Law and Literature

Honors students enjoy personalized advising and scheduling priority, ensuring access to appropriate courses and professors. There is also specialized social programming for Honors students as well as the opportunity to attend national meetings for the Great Plains Honors Conference and the National Collegiate Honors Council.

Additionally, Honors students are invited to participate in a residential learning community in Banning Hall and to enjoy use of The Honors Hall in the Gold Star Building, which offers a large commons area for study and special events, a student lounge with coffee machine and microwave, and a small private study room.

**First-year students** entering Oklahoma City University are invited to apply to the program by May 1. Current OCU students with a cumulative GPA of 3.5 based on at least 12 hours of credit at OCU may also apply to the program.

**Transfer students** must have a minimum GPA of 3.5. Twelve hours of honors credit from another NCHC institution will count toward Honors requirements. Final admission into the Honors Program is determined by evaluation of the application, which includes two essays. The essays are an essential component of the admissions decision.

[Visit the Honors Program website](#) for questions or to apply for admission

**Location:** Honors Hall (Gold Star North, 110-115)

**Phone:** (405) 208-5680

# IV. UNIVERSITY POLICIES AND PROCEDURES

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## A. Nondiscrimination Policy & Equity Resolution Process

Oklahoma City University adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. The University will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, color, sex, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational and/or employment access, benefits and/or opportunities of any member of the campus community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of this policy. When brought to the attention of the University, any such discrimination will be appropriately addressed and remedied by the University according to the Equity Resolution Process described below. Non-members of the campus community who engage in discriminatory actions within University programs or on University property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with University programs, services, and property as the result of their alleged misconduct. All vendors serving Oklahoma City University through third-party contracts are subject to these policies and procedures, to which their employer has agreed to be bound.

[Click here to view the Nondiscrimination Policy.\\*](#)

[Click here to view the Equity Resolution process.](#)

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*\*The Nondiscrimination Policy also addresses sexual harassment and misconduct. Specifically, sexual harassment and misconduct are discussed in section 1.3 of the [Nondiscrimination Policy](#).*

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## B. Conduct, Alcohol & Other Drugs, Financial Aid Consequences

[Click here to access the complete OCU Student Code of Conduct.](#)

### Standard of Conduct

Oklahoma City University prohibits the unlawful manufacture, distribution dispensation, possessions, or use of controlled substances and alcohol on Oklahoma City University's property or at any Oklahoma City University sponsored function, whether on or off-campus, except as exempted. Oklahoma City University is intended to be a safe environment free from alcohol and other drugs. The university recognizes that the use of alcohol and illegal drugs diminishes the strength and vitality of human resources and the integrity of the institution. It is the intent of

the University to educate students about the risks associated with drugs and alcohol along with skills to help maintain a safe student experience. Any student found using or distributing alcohol and/or other drugs on campus, in on-campus housing, or during campus-sponsored activities will face disciplinary action by the administration, including but not limited to a mandatory drug assessment, referral for counseling, and/or treatment as recommended by a University-approved counselor or counseling service, and/or suspension or expulsion.

### Alcohol and Substance Abuse Policy for Students

Oklahoma City University prohibits, the use, possession, or sale of alcoholic beverages (including under-age drinking), tobacco, illegal drugs, firearms, or other dangerous weapons on University-owned or controlled property is strictly prohibited. Any student found to be in violation of this policy is subject to University discipline, up to and including suspension or expulsion from the University. Criminal charges may also be filed with the Oklahoma County District Attorney if violations are applicable for prosecution.

Oklahoma City University provides drug and alcohol abuse education, awareness programs, and counseling through the University Counseling Center. Current campus drug and alcohol policies related to University students are available in the Oklahoma City University Student Handbook and Student Code of Conduct. Current campus drug and alcohol policies related to University employees are available in the Campus Drug and Alcohol Policy for University Employees document.

### Drug and Alcohol Dependency Testing

The University may require any student who is reasonably suspected of drug use to undergo drug testing. Any drug tests required will be conducted by a state certified laboratory during or immediately following regular working or classroom hours. The tests will be paid for by the University. Any student who requests a retest of a sample in order to challenge the results of a positive test is required to pay all costs of additional tests.

The University may also require a drug and alcohol dependency evaluation with either an in-house or contracted program that provides substance abuse counseling, treatment, or rehabilitation. A "Release-Of-Information" form provided by the University must be signed by the student prior to any referral for testing or counseling.

Students receiving sanctions requiring treatment may use any other certified program. In any case, a student must provide proof of treatment before consideration is given to his or her reinstatement.

### Disciplinary Action for Drug and Alcohol Use

Any student found using or distributing alcohol and other drugs on campus, in on-campus housing, or during campus-sponsored activities can face disciplinary action by the University. The disciplinary action may include a drug assessment, referral for counseling, and/or treatment as recommended by a University approved counselor or counseling service.

The University may take disciplinary action against a student who refuses to undergo drug and alcohol testing. The University will take no disciplinary action against a student, except for temporary suspension, until the first test result has been confirmed by an additional test. Any student has the right to an explanation, in confidence, of the test results and may obtain all information and records related to testing. Information related to drug and alcohol tests will be kept confidential and apart from other student records.

### Notification to State and Federal Authorities

The University may refer individuals to applicable local, state, or federal law enforcement authorities for prosecution. Any student who is convicted under a criminal drug statute for a violation occurring in any campus owned or leased facility must notify the University within five working days of the conviction. Within ten working days, Oklahoma City University is required to notify the Department of Education of the disciplinary action. Within

thirty days, the University will take appropriate disciplinary action. Any questions concerning this policy may be directed to the Vice President for Student Affairs.

### Federal Financial Aid Penalties for Drug Violations (under section 484(r) of the Higher Education Act):

Conviction for an offense under any federal or state law involving the possession or sale of illegal drugs that occurred during a period of enrollment when a student was receiving federal financial aid (grant, loan, or work assistance under Title IV), can affect the student's eligibility for federal student aid for a period of time :

- **First offense** - for one year from the date of conviction for possession or for two years from the date of conviction for sale of illegal drugs
- **Second offense** - for two years from the date of conviction for possession of illegal drugs or for an indefinite period for sale of illegal drugs
- **Third (and subsequent) offenses** – for an indefinite period for the possession and/or sale of illegal drugs
- **Students convicted of both possession and sale will be ineligible for the longer of the two periods.**

A student whose eligibility is suspended as a result of penalties under section 484(r) of the Higher Education Act will be provided written notice of the loss of eligibility and advised of the ways in which eligibility can be regained. The student may resume eligibility prior to the end of the ineligibility period by completing a qualified drug rehabilitation program that includes two unannounced drug tests.

### Effect of Drug Law Violations on Financial Aid

A student who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student is enrolled in school and receiving Title IV aid is not eligible for Title IV funds. A borrower's eligibility is based on the student's self-certification on the Free Application for Federal Student Aid (FAFSA).

Students with eligibility issues as determined by the Department of Education are notified via their Student Aid Report and are directed to contact the Department of Education for a year-specific Worksheet to determine eligibility for federal student aid. Convictions that are reversed, set aside, or removed from the student's record, or a determination arising from a juvenile court proceeding do not affect eligibility and do not need to be reported by the student.

## C. Chalking Policy

Chalking must be approved by the Oklahoma City University Office of Student Engagement. In order to obtain approval, a requester, using their University login, may fill out the [Chalking Request Form](#)

***Chalking is only allowed on sidewalks and may not be within 30 feet of any building.***

Chalking is prohibited on all other surfaces on campus including but not limited to:

- McDaniel University Center covered patio (outside of Alvin's)
- McDaniel University Center Patio Cobblestones
- Brick surfaces
- Furniture
- Metal Tables, Benches or Chairs
- Planters

- Trash Cans
- Walls
- Building exteriors
- The Pavilion

Any violation of this rule will result in a \$200 fine to the student organization. The organization will also be responsible for cleanup with a power washer to be coordinated with facilities.

## D. Computer Use

As an institution of higher education, Oklahoma City University will implement and maintain computer and electronic network systems to enhance, promote, and support the academic advancement and administrative services of the University. Students, faculty, staff, and guests may be granted access to and use of these systems as deemed appropriate by the University President or his or her authorized representatives.

Authorized users of campus resources should use campus networks and computers wisely and consider the rights of others. The following policy provides guidelines and regulations for the proper use of computer and network resources on campus. The University will not tolerate the misuse of these resources.

### Scope

This policy applies to all students, faculty, staff, and guests who use OCU networks, computer systems, and PCs. It covers all university-owned equipment and non-university-owned equipment residing on university property connected to University networks.

It is applicable to all residence hall facilities, including the Cokesbury Court Apartments. All references in this policy to residence halls include Cokesbury Court apartments.

***Use of any computer attached to a University network binds the user to this policy regardless of the ownership of said computer.***

[Click here to view the entire computer use policy.](#)

## E. Copyright Use & Ownership Policy

Copyright is designed to promote science and the arts by protecting the rights of the creators of new works to reproduce, adapt, publish, perform, and display these works.

These exclusive rights are limited by the concept of “fair use” which allows the use of copyrighted works “for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.” (U.S. Code Title 7 Section 107).

Oklahoma City University strongly supports the rights of creators of copyrighted works and the fair use of such works in the educational setting. Oklahoma City University faculty, staff, and students are expected to comply with copyright law.

[Click here to view the entire policy.](#)



## F. Electronic Skateboard Policy

Electronic skateboards, including self-balancing boards/scooters, and any other similar equipment are prohibited from being used, stored and/or charged in or on any Oklahoma City University Property due to a potential fire hazard.

## G. Financial Holds

A financial hold will be placed on the records of any student who has a past-due financial obligation to the University or is in default on a student loan. A hold prevents the student from pre-enrollment and receiving transcripts and/or other student records. The hold may remain in place for up to seven business days after payment to allow for funds to transfer before it is released. In case of a default of a student financial program, the hold will remain until the Office of Student Account Services receives notification from the Office of Financial Aid, or from the loan guarantee agency, that the student is no longer in default and owes no money to any financial program. Additional financial holds may be placed on a student's account for the following:

- Overdue library books
- Parking tickets
- Student conduct

For questions, please contact the Office of Student Financial Services.

**Location:** Room 340 in the Clara E. Jones Administration Building

**Phone:** (405) 208-5146

[Please click here to access the Student Financial Services web page.](#)

## H. Firearms, Weapons, & Explosives

Weapons, fireworks, and explosives are not permitted on campus. Firearms are not permitted on campus; however, a firearm may be kept in a personal vehicle on any property specifically set aside for the use or parking of any vehicle, whether attended or unattended, provided the firearm is carried or stored as required by law and the firearm is not removed from the vehicle. Violation of this policy is cause for suspension or expulsion from the University and may lead to submission to the District Attorney's Office for criminal prosecution.

[Click here to view the entire policy.](#)

## I. Hazardous Materials

A hazardous material, as defined IHMM (Institute of Hazardous Materials Management) is any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

The possession or use of kerosene, gasoline, benzene, naphtha and similar flammable liquid is strictly forbidden. This prohibition includes but is not limited to any substance, material, or ingredient that may potentially be used for bomb making.

Should members of the OCU community encounter any kind of hazardous materials, please report to facilities or OCU PD (depending on circumstance) for appropriate substance management.

Please see OCU's [Emergency Procedures page on hazardous materials](#) for information.

## J. Honesty Policy

### Bribery and Extortion

Bribery, attempted bribery, acceptance of a bribe, or failure to report a bribe by any member of the University community is prohibited. Extortion, the act or attempt to obtain money or anything of value by violence, misuse of authority, or improper threats is also prohibited. Such conduct may result in criminal charges in addition to University disciplinary action.

### Falsification of Records

Students are personally responsible for the correctness and accuracy of information supplied to the University. Any student who knowingly gives incorrect information to the University is subject to disciplinary action, which may lead to suspension.

### Forgery

Imitating or counterfeiting signatures, works of art, University documents, enrollment forms requiring a professor's, dean's or other official's signature, or other productions with the intent to deceive, and/or the unauthorized use of names, titles, or signatures may result in University disciplinary action or criminal prosecution.

## K. Immunizations

Oklahoma City University complies with Oklahoma law requiring all students, including undergraduate, graduate, and law students, to provide documentation of having received the following vaccinations:

- MEASLES, MUMPS, RUBELLA (MMR): Documentation of 2 shots or serologies is required. List either the two dates of the MMRs received or the individual titer dates and results. The first MMR must have been received on or after your first birthday and there must be at least 28 days between the first and second MMR. If received prior to your first birthday or there is less than 28 days between the two MMRs received, you are required to have another MMR or show proof of positive titers.
- HEPATITIS B: If you are in the process of receiving your Hep B immunizations for the first time, you are required to have the three-shot series and provide the date. If you have completed your Hep B immunizations more than one year ago, please provide the date vaccines were received or the titer date and result. If the 3-dose series is needed, then the doses should be in a 0, 1, 6 month interval.
- TETANUS: Booster is not required, but highly recommended within the last 5 years.
- MENINGITIS: All students living in on-campus housing are required to either get the Meningitis vaccine or sign a waiver against the vaccine.
- TUBERCULIN SKIN TEST (Required Mantoux PPD): International students are required to have a TB skin test within the first 6 weeks of the first semester of enrollment. For 2019-2020 academic year, the official dates

to have the TB skin test completed are October 1st for the Summer and Fall semester and March 1st for the Spring semester. The TB skin test is a small injection given in the forearm. All skin tests need to be read within 48 -72 hours or another test must be done. The cost for the test at Campus Health is \$20. Please list the dates and results (in millimeters) for previous PPD's received. Instead of a PPD, it is acceptable annually to provide negative QuantiFERON gold blood test results within 60 days prior to the first semester. QuantiFERON gold blood tests can be completed at Campus Health at the students cost for \$75.

If the PPD is positive (10mm and above), a chest x-ray is required. The x-ray date along with a copy of the physician's report must be submitted to Campus Health. An x-ray older than one year will be accepted if you have completed the full INH treatment and have been symptom free for one year. Documentation must be submitted to campus health clinic in person.

**Note: For international students** who have received the Bacille Calmette-Guerin Vaccine (BCG), your PPD will likely test positive regardless of any exposure, this procedure is still required since the vaccine is not resistant to all strains of TB.

**Personal or Religious Exemptions:** The law allows that some students or their parents may have personal or religious tenets or beliefs that prohibit them from being immunized. In order to claim this exemption, a student over age 18 (or a parent or guardian if the student is under age 18) must sign a waiver that must be on file with the University. [The student vaccine waiver is available for download here.](#)

An enrollment hold will be placed on the records of any student who is not in compliance with Oklahoma law. An enrollment hold restricts student's abilities to enroll for additional semesters. Enrollment holds will be placed after October 1st in the Fall semester and March 1st in the Spring semester.

An enrollment hold will be placed on the records  
Of any student who is not in compliance  
with Oklahoma law. An enrollment hold restricts  
students' abilities to enroll for additional semesters.  
Enrollment holds will be placed after October 1<sup>st</sup>  
in the Fall semester and March 1<sup>st</sup> in the Spring semester.

**When turning in records:**

- No original records will be accepted. Make a copy of the immunization record for Admissions and keep the original in a safe location for your records. Write your name and student ID number on the records before [submitting them online here.](#)
- Call or email Campus Health with questions about immunization records and requirements at studenthealth@okcu.edu or (405)208-5090. Do not email immunization records directly to the Campus Health Clinic

## L. Medical Amnesty

The Division of Student Affairs recognizes that the potential for disciplinary action by the Dean of Students Office may act as a barrier to students seeking medical assistance for themselves or other students in alcohol or other

drug-related emergencies; therefore, the Division of Student Affairs maintains a medical amnesty protocol. In these incidents, the primary concern is the well-being, health, and safety of students.

Students needing medical assistance during an alcohol or other drug-related emergency will not face formal conduct action by the Dean of Students Office for the mere possession or use of alcohol or drugs. The recipients of medical attention will avoid formal conduct action through the nonacademic conduct process if they participate in an honest and forthright meeting with a representative from the Dean of Students Office. (The Dean of Students or his/her designee may extend the five business days requirement as necessary.)

Additionally, any student(s) or a student organization seeking medical assistance for themselves or another person, during an alcohol or other drug-related emergency, will not face formal conduct action by the Dean of Students Office for the mere possession or use of alcohol or drugs. In order to acquire medical amnesty, these individuals or representatives from organizations may need to meet with a representative from the Dean of Students Office within five business days of the incident and comply with any recommendations prescribed by the office.

Medical amnesty applies only to alcohol or other drug-related medical emergencies and does not apply to other prohibited conduct such as assault, property damage or distribution of illicit substances.

[Click here to view the entire policy.](#)

## M. Official Means of Communication

Oklahoma City University's official means of communication with all students will be through the **assigned@my.okcu.edu** email account. **All students are expected to consistently check their @my.okcu.edu email** in order to stay informed about University announcements, emergencies, information about meetings and events, as well as course related correspondences from faculty. Such correspondence is mailed only to the student's University email address.

Students who choose to have emails forwarded from their @my.okcu.edu account to a preferred account are responsible for ensuring that those emails are entirely received by the preferred account.

[See section on Blue Alert – Emergency Notifications here.](#)

### Updating Contact Information

Students must maintain current contact information with the Office of the Registrar. Students may update their contact information by visiting the Office of the Registrar or logging on to their student account through [BlueLink](#). The University is not responsible for correspondence not received due to incorrect contact information.

### Weather Closure

In the event the University closes or has a delayed opening due to inclement weather, students will be notified via [Blue Alert](#)\* and the [main page of the University's website](#). The University may also contact local news regarding any weather closures.

*\*Please note, Students, faculty, staff and parents/guardians **must register** first with the service to receive Blue Alert emergency notifications.*

## N. Performing Arts Events

### Ticket Policy

Students attending concerts, recitals, stage performances, and athletic events for which admissions are charged and tickets are required, must have a valid ticket to be inside the event facility. A valid ticket must be presented to ushers and University officials on request. Failure to present a valid ticket as requested will result in expulsion from the event facility, loss of privilege to purchase a ticket for the event, and possible disciplinary action.

### Prohibition on Recording Performances

In the absence of official information specifically authorizing videotaping, recording, or photography at a dance, music, theater, or other stage production or concert, students should assume that such activities are strictly forbidden. Productions always prohibit cameras inside the auditorium and always prohibit recording of any kind.

**In the event that a student violates restrictions on the presence of cameras, recording, taping, or photographing part or all of a production, the following may happen:**

- The student's camera or recording device may be temporarily confiscated.
- The student must surrender the film or recording media immediately upon request by a University official.
- The student may be expelled from the auditorium, theater, or concert hall without refund of any part of the admission the student paid for the ticket.
- The student may be barred from attending future dance, music, or theater events.
- The student may be subject to disciplinary action.

### Prohibited Items at Performances

Due to heightened security, please avoid bringing: packages, luggage, backpacks, etc. to the theater. No weapons, bottles, coolers, or containers are allowed in the theater. **All packages are subject to inspection.**

## O. Pets on Campus

Oklahoma City University prohibits all persons, including faculty, staff, students, contractors, visitors, and volunteers, from having pets on campus. This policy applies to all buildings and facilities on campus unless a specific exception is approved per the [Pet Policy](#). The University is responsible for providing a safe and healthy environment where employees can work and students can study and live. Pets can pose a threat to the health and safety of the campus community as well as to a healthy educational environment through issues such as allergies, excessive noise, animal bites, and disease transmission (e.g., fleas, ticks, viruses, and parasites). This policy applies not only to dogs but also to other common animals including, but not limited to, birds, cats, mice, gerbils, amphibians, reptiles, and ferrets.

All members of the campus community are required to comply with all provisions of this policy. Employees and students who fail to comply or who interfere with the implementation of this policy, including relocation of animals, will be subject to corrective or disciplinary action. The University may require any person with a pet to remove the animal from campus grounds. The campus community is required to abide by this policy and by the relevant local government laws and ordinances regarding dog and cat management.

[Click here to view the entire Pets' policy.](#)

[Click here to view the American with Disabilities Act \(ADA\) policy for Students.](#)

## P. Privacy of Educational Records

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) give students the following rights regarding their educational records:

- The right to inspect and review the student's educational records.
- The right to request an amendment to the student's educational records to ensure they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Oklahoma City University to comply with the requirements of FERPA.

### Inspection of Educational Records

- Students may inspect and review their educational records upon request to the appropriate records custodian.
- Students should submit to the records custodian, or appropriate University staff person, a written request that identifies as precisely as possible the record or records he/she wishes to inspect.
- The records custodian, or appropriate University staff person, will make the needed arrangements for access as promptly as possible, and notify the student of the time and place where the records may be inspected.
- Access will be given in 45 days, or less, from the date of receipt of the written request.
- When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her.

### Limitations on the Right of Access

Oklahoma City University reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of a student's parents.
- Letters and statements of recommendation for which the student has waived his/her right of access, or which were maintained before January 1, 1975.
- Records connected with an application to attend OCU or a component of the University, if the application was denied.
- Those records that are excluded from the Family Educational Right and Privacy Act definition of education records.

### Refusal to Provide Copies

Oklahoma City University reserves the right to deny copies of records, including transcripts, not required to be made available by the Family Education Rights and Privacy Act in any of the following situations:

- The student has an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against the student.
- There is an unresolved security investigation involving the student.
- The education record requested is an exam or set of standardized questions that is not directly related to the student.
- Documents submitted by or for the student in support of the application for admission (including letters of reference) will not be returned to the student.

## Educational Records

Educational Records include any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by Oklahoma City University, or an agent of the University, which is directly related to a student, except the following:

- A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person except a temporary substitute for the maker of the record.
- Records created and maintained by the Oklahoma City University Police staff for law enforcement purposes.
- An employment record of an individual, whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.
- Records made or maintained by a physician, psychiatrist, psychologist, or other treatment of a student and made available only to those persons who provided the treatment.
- Alumni records which contain information about a student after she/he no longer attends the University and do not relate to the person as a student.

## Disclosure of Education Records

Oklahoma City University will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is given to the following entities or institutions:

- Approved University officials who have a legitimate education interest in the records.
- Another institution of higher learning's officials who have requested records when a student seeks to enroll or is already enrolled at the requesting institution.
- Certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with audit or evaluation of certain state or federally supported education programs.
- In connection with a student's request for, or receipt of, financial aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the financial aid, or to enforce the terms and conditions of the aid;
- State and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
- Organizations conducting certain studies for, or on behalf of, the University.
- Accrediting organizations to carry out their functions.
- Parents of an eligible student who is claimed as a dependent for income tax purposes.
- To entities in which disclosure is required by a judicial order or a lawfully issued subpoena.
- Appropriate parties in a health or safety emergency.
- Individuals requesting directory information, so designated by the University.
- Adjudicators of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime or violence to the alleged victim of that crime.

## Disclosure of Directory Information

Oklahoma City University designates the following items as directory information and may disclose such information without prior written consent, unless notified in writing to the contrary:

- Student's name, email address, and physical address
- Participation in officially recognized activities and sports
- Telephone number
- Date and place of birth
- Major field of study

- Classification
- Parent’s name and address
- Weight and height of student athletes
- Dates of attendance
- Degrees received
- Honors received
- Most recent previous school attended
- Photograph

### Record of Request for Disclosure

Oklahoma City University will maintain a record of requests for and/or disclosure of information from any student’s educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record is available to be reviewed by the student.

### Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights through the following procedures:

- A student must ask, in writing, of the appropriate University official, to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his/her privacy rights.
- The University may comply with the request, or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and advise the student of his/her right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student’s privacy.
- Upon written request, the University will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.
- An impartial hearing officer from the University will conduct the hearing. The hearing officer will be appointed by the University President. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records.
- The University will prepare a written decision based solely on the evidence at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

TYPE OF RECORD	LOCATION	CUSTODIAN
ADMISSIONS	Registrar's Office	University Registrar
CUMULATIVE ACADEMIC	Registrar's Office	University Registrar
HEALTH	Student Health Services	Director of Student Health Services
FINANCIAL	Student Account Services	Student Account Services
PLACEMENT	Career Services	Director of Career Services
STUDENT CONDUCT	Student Affairs	Dean of Students
FINANCIAL AID	Financial Aid Office	Director of Student Financial Services



## Q. Speakers Policy

In its pursuit of truth, Oklahoma City University acknowledges the benefit of examining a variety of ideas and opinions. In order to enable and support the mission of the University, this policy is made in the spirit of providing an open atmosphere for the exchange of ideas, the nurture of critical inquiry, a commitment to value-conscious education, and a maximization of benefit for the University community.

**Any student, group, or registered student organization inviting an external speaker (not affiliated with the University) to campus, must abide by all University regulations.**

Allowing or sponsoring an event in which there is an external speaker does not imply approval or endorsement by the University of the views and opinions expressed at the event.

### Registering an External Speaker

1. All students or student organizations inviting external speakers to appear on-campus with an invitation to the entire campus community or to the general public **must obtain prior approval** of the Dean of Students or designee at least one week before the speaker is expected to be at the University.
2. The Dean of Students or designee may require a meeting with the student(s)/student organization inviting the external speaker in order to determine the parameters of the external speaker's remarks.
3. The Dean of Students or designee may prescribe mandatory conditions for the conduct of the meeting in which the external speakers will make remarks.
4. The University reserves the right to exclude external speakers whose nature or presentation is inconsistent with the University's mission.

## R. Public Demonstrations

In keeping with Oklahoma City University's mission of encouraging the intellectual and spiritual development of its students, the University encourages free expression. At any public demonstration at Oklahoma City University all students, visitors, faculty, or other members of the University community are expected to abide by all University regulations.

### Registering a Public Demonstration

1. All public demonstrations and rallies must be scheduled with the Dean of Students at least three school days in advance of the event.
2. Any student or university group planning to schedule a public demonstration or rally must meet with the Dean of Students, or designee, to seek permission and determine the arrangements for the event.
3. Students are expected to abide by the agreed upon arrangements during the course of the demonstration.
4. The Dean of Students or designee may deny the demonstration or rally if it is inconsistent with the mission of the University, endangers public safety or may cause an unreasonable disruption to the normal routine of the University.
5. The University reserves the right to establish time, place, and manner restrictions that apply to all public demonstrations or rallies.

### Prohibited Conduct at Public Demonstrations

1. Failure to comply with directives of University or police officials enforcing any University regulations or any criminal and civil laws.

2. Failure to observe University regulations.
3. Failure to conduct a demonstration in the time, place, or manner previously approved by the Dean of Students or designee.
4. Physical or verbal abuse of any person.
5. Any conduct which threatens or endangers the health or safety of any person.
6. Theft or damage to property of the University or of a member of the University community or campus visitor.
7. Disorderly conduct or lewd, indecent, or obscene conduct or expression on University property or at University sponsored or supervised functions
8. Obstruction or disruption of the University's normal functions teaching, research, administration, disciplinary procedures, or other University activities
9. Unauthorized entry to or use of University property or facilities.
10. Physically or psychologically hinder access to, use of, or egress from University facilities
11. Possession or use of firearms, ammunition, fireworks, explosives, dangerous chemicals or weapons of any kind.

### Policies for Handling Disruptive Demonstrations/Failure to Comply

1. The Dean of Students, or other authorized University officials, will determine the point at which University regulations have been violated at a public demonstration or rally.
2. The Dean of Students, or other authorized University officials, will then require that the demonstration be modified on stated conditions or immediately terminated.
3. Failure to observe any University regulation or the instructions of University officials during a public demonstration or rally may subject students to University disciplinary procedures.
4. Groups or organizations that fail to observe any University regulation or the instructions of University officials during public demonstrations or rallies may be subject to withdrawal of permission to conduct future public demonstrations or the revocation of their status as a recognized student organization.
5. The University will take all measures, including civil and criminal litigation, it believes necessary in order to prevent disruption of University functions, to restore order, and to protect the rights of the members of its community.

## S. Student Identification Cards

The identification card issued to each student is a permanent card issued for as long as the student is enrolled in the University. **It should be carried at all times while the student is on campus and should be presented to the OCUPD on request.**

The card allows participation in student activities, student elections and provides access to some University facilities. The card will admit the student to regularly scheduled home athletic events and may be presented to receive discounts at University drama and music events. The identification card serves as a meal ticket and is necessary for cashing checks or receiving funds at the Student Accounts Office. The identification card is also the student's library card and is required for checking out material from the Dulaney-Browne Library.

## T. Solicitations & Advertising

Oklahoma City University requires that the following guidelines be followed for any on-campus solicitation and the posting or distribution of any flyers, posters, handbills, or other printed materials anywhere on campus.

## Printed Materials

1. The OCU Involved Center, room 114 of the Tom and Brenda McDaniel University Center must approve all printed materials before being posted on campus.
2. All flyers must have the approval stamp by the Involved Center.
3. Those printed materials without the approval stamp will be removed without notice.
4. Printed materials may only be posted in designated locations in each on-campus facility.
5. Anyone that posts printed materials is responsible for the timely removal and disposal of the posted printed materials after the events or functions advertised have occurred.
6. Materials of any kind may not be posted on painted, wood, metal, or glass surfaces. Violators will be responsible for damages.

## Solicitations

1. On-campus solicitation is only allowed with the express permission of the Dean of Student's Office, Room 257 of the McDaniel University Center.
2. Solicitations related to employment must be approved by the Office of Career Services, Room 200 of the Meinders School of Business.
3. Solicitations related to religion must be approved by the Director of Religious Life, Chapel L111.
4. Materials advertising non-University approved housing are strictly prohibited.

## U. Student Travel Policy

Oklahoma City University provides opportunities for student travel for activities that facilitate and/or enhance the learning process. This policy only applies to domestic travel that occurs away from campus that is either outside the boundaries of Oklahoma County or overnight travel. The Office of Academic Affairs or the Risk Management Department shall be consulted all matters concerning international travel or travel associated with the study abroad program.

### I. University-Sponsored Travel

- A. University-Sponsored Travel is student travel to an event that is initiated, actively managed, planned or arranged by a member of the University's faculty or staff. University Sponsored Travel also includes travel that is initiated, actively managed, planned or arranged by a Registered Student Organization that has received University permission to facilitate travel for a specific function. University-Sponsored travel is wholly funded with University funds. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and policies, the direction of University employees, or applicable law.
- B. All participants are required to:
  1. Comply with the standards set forth in the Oklahoma City University Student Code of Conduct and Student Handbook, and other applicable University policies.
  2. Conduct their selves in a manner consistent with the environment, understanding the standard of decorum may differ from the on-campus environment.
- C. Registered Student Organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Engagement.
- D. Student travel must not create an undue interference with academic responsibilities.
- E. The following documentation must be completed and submitted digitally to [involved@okcu.edu](mailto:involved@okcu.edu) no later than five (5) business days prior to the scheduled trip:
  1. An Oklahoma City University Group Travel Form
  2. A signed Oklahoma City University Travel Waiver and Release Agreement (from each participant)

3. An Oklahoma City University Student Travel Emergency Contact Information form (from each participant)
  4. A copy of each participant's health insurance card
- F. All University-sponsored travel must be chaperoned by an OCU staff or faculty member.
  - G. Faculty/staff advisors are required to complete a copy of the OCU Group Travel Form in advance of any travel.
  - H. Faculty/staff advisors are responsible for holding a meeting in advance of any travel with all participants to communicate the planned itinerary, behavioral expectations, and transportation details.
  - I. Spouses, friends, and family of students are not eligible to participate in University sponsored travel opportunities.
  - J. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
  - K. Any requests for deviation from this policy must be approved by the Vice President for Student Affairs or their designee.

[\\*Click here to access the policy and all travel forms.](#)

## II. Non-University Sponsored Travel

Non-University-Sponsored travel is student travel that is not wholly funded using University funds. In some cases, the Student Government Association may support Registered Student Organization travel by providing funding for conference registration. This partial funding does not alter the non-University sponsored nature of the travel.

- A. When participating in non-University sponsored travel, Registered Student Organizations are required to submit the OCU Group Travel Form to Oklahoma City University's Office of Student Engagement via email ([involved@okcu.edu](mailto:involved@okcu.edu)) at least five (5) business days prior to the trip.
- B. Faculty/staff advisors are encouraged to hold a meeting in advance of any travel with all participants to communicate the planned itinerary, behavioral expectations, and transportation detail.

## III. Transportation

A sponsoring University department may arrange for transportation by rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles.

- **Rental Vehicles:** If rented with University funds, only approved university vehicle operators may drive; all terms of the rental contract must be enforced. The University prohibits departments or employees from renting 15-passenger vans for University travel.
- **Contract Bus Service:** Adequate insurance coverage for personal injury and property damage must be provided by the bus company.
- **Personal Vehicles:** Personal vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The University shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance. The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.

## V. Accident and Medical Insurance

The faculty member, advisor, or administrator responsible for the trip shall communicate to the participants that the University does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

## V. Definitions

- **A Registered Student Organization** is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Oklahoma City University, has been approved for recognition by the Office of Student Engagement, and maintains a current registration status with the Office of Student Engagement.
- **A University sponsored event or activity** is one that is initiated, actively managed, planned and/or arranged by a member of the University's faculty, staff, or members of a Registered Student organization granted full sponsorship by the University.
- **Travel:** Journeys beyond the boundaries of Oklahoma County, whether sponsored by the University or not, are considered Travel. Any trip that requires overnight lodging will be considered Travel. Journeys that occur only within the boundaries of Oklahoma County and will not require overnight lodging are considered Field Trips.

## V. Transcript Notations - Disciplinary

### Transcript Notations

A disciplinary notation may be placed on an academic transcript if a student is found responsible for **violations of University policies\***. Notations will be placed under the following circumstances.

#### 1. Suspensions – notation will be at the discretion of the investigating party

- The notation will be: Disciplinary Suspension
- Dates of suspension will be included (beginning and end)
- Students will be given the opportunity to petition for the suspension notation to be removed one year after the conclusion of the suspension. The petition will be submitted to the office that made the final ruling on the suspension. If granted, the Registrar will be notified to remove the suspension notation.

#### 2. Expulsions – all disciplinary expulsions will be notated on the transcript

- The final notation will be: Disciplinary Expulsion
- Until all appeal timelines and processes are complete, the notation will be: Pending Disciplinary Expulsion
- The date of the expulsion will be included.
- Once all appeal timelines and processes are complete, Registrar will be notified to either remove the notation (if a successful appeal is granted) or to finalize the notation.
- Student grades will be reassigned to Ws.
- All notations of expulsion will be permanent.

#### 3. Pending Conduct Resolution – should a student leave the university prior to having conduct resolution, a notation will be made on the transcript

- A. The notation will be: Conduct Resolution Pending
- This notation is to be used for students who choose to leave the institution before the investigative process is complete.

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\* Students found responsible for violations of the University’s Nondiscrimination Policy (which includes Title IX violations) who are suspended or expelled as result of that determination, will also receive a disciplinary notation on their transcripts. [For more information about Title IX please click here.](#)  
.....

## W. Tobacco-Free Campus

In keeping with Oklahoma City University’s commitment to provide a safe and healthy academic and work environment, the University maintains a tobacco-free campus. This Policy applies to all property (both the interior and exterior of such property) owned, operated, or managed by the University, including all buildings, facilities, and grounds.

Such premises include, but are not limited to, University housing (e.g., dormitories and apartments), athletic facilities, parking structures and lots, offices, classrooms, restrooms, hallways, stairwells, driveways, sidewalks, and lawns. This Policy also applies to vehicles owned or leased by the University, or under University control, as well as at any off-property worksite-sponsored meeting or event.

**The University prohibits all tobacco possession and use of any kind in accordance with this Policy.** This prohibition includes smoking, carrying, or possessing a lighted tobacco product; using or administering any nasal or oral use of any tobacco product by chewing, dipping, vaping, or inhaling; littering the campus with remains of tobacco products; and any form of manufacturing, distributing, or consuming any tobacco product or simulated tobacco product.

Prohibited tobacco products include, but are not limited to: cigars, cigarettes, e-cigarettes, cigarillos, pipes, hookahs, dip/chew, orbs, strips, sticks, snus, snuffs, electronic devices/vapors, vaping products, smokeless pouches, all smokeless or loose-leaf tobacco, and any other nicotine delivery systems or products not expressly permitted below. The University further prohibits selling, advertising, or participating in services that promote tobacco use.

Notwithstanding the preceding list of prohibited tobacco products, this Policy does not prohibit persons over the age of 21 from possessing or using the approved prescription or over-the-counter nicotine replacement products

**Violations of this Policy will be dealt with in accordance with disciplinary procedures** provided for in the respective Faculty, Staff, or Student Handbooks. In the absence of such procedures, University administrators and supervisors will be responsible for implementing appropriate measures to address specific issues that constitute violations of this Policy.

[Click here to view the entire tobacco-free campus policy.](#)

## X. Grievance Procedures for Students<sup>1</sup>

### General Principles

1. These procedures are intended to apply to alleged action by Oklahoma City University faculty/staff or a misapplication of university policies, which directly and adversely affects the student.

Grievances not within the scope of this process are:

- A. Academic policies for which there are already procedures and processes to follow (which are described in the [Academic Catalog](#)) which include, but are not limited to:
  - i. Grade appeals
  - ii. Petitions to drop or withdraw from classes
  - iii. Appeal of University Academic Dismissal
  - iv. Credit transfers
- B. [Concerns related to harassment and/or discrimination](#);
- C. [Incidents involving sexual violence and misconduct](#);
- D. [Student Code of Conduct proceedings](#);
- E. [Traffic/parking citations](#);
- F. [Distance learning complaints](#);
- G. [Concerns regarding student disability](#);
- H. Any issue already covered by a university office or departmental internal grievance procedure.

*For any type of issue, a student may seek assistance separate from these procedures from his or her academic advisor or any other relevant staff member.*

2. Students are responsible for initiating these procedures.

3. Attorneys may not represent any party involved in this complaint process.

4. All parties are expected to cooperate fully at all steps of these procedures.

5. Oklahoma City University will make every attempt to notify the complainant of the outcome in writing within thirty (30) class days. Extenuating circumstances might include holidays or extended university closures.

### Level 1: Informal Complaint

Whenever possible, complaints should be raised immediately with the faculty/staff member responsible, with the aim of resolving the issue directly and informally. If a student's complaint persists, but they would still prefer to pursue informal resolution, the student may seek assistance from the chair of the Academic department, the Associate Dean/Dean of their college, or the individual's supervisor (if the complaint is related to a non-academic

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<sup>1</sup> *These procedures are for informational purposes only. They are not a contract and nothing in them is intended to create or imply a contract for the provision of any benefit. Oklahoma City University reserves the right to interpret the provisions of these procedures and to modify any or all matters contained in them at any time, with or without prior notice, subject to applicable law.*

issue). If the student does not wish to pursue the complaint informally, or is dissatisfied with the university's response at the informal level, the student may file a formal grievance.

## Level 2: Formal Grievance

### General Information

1. A grievance must be submitted through the [online submission form](#).
2. A grievance must be made within fifteen (15) days of the conduct giving rise to the grievance.
3. Oklahoma City University will attempt to confirm receipt of all grievances within five (5) business days of submission. The department chair or academic dean/asst. dean will respond to academic complaints. The Dean of Students or his/her designee will respond to grievances involving university services.
4. Additional information, documentation or clarification may be requested of the complainant.
5. Any complainant or respondent may request a meeting with the person investigating the grievance.
6. The complainant will be notified of the outcome in writing.
7. The goal is to complete the process within 30 class days.

### Records

Oklahoma City University will keep a record of the grievance.

### Confidentiality

The contents and outcome of the grievance will only be shared on a need to know basis. All personnel records and actions are confidential with respect to third parties and will not be made available to the complainant.

### Filing

1. The student must complete the online submission form for the allegation including;
  1. Names of all persons involved;
  2. Statement of material facts;
  3. Dates of the conduct that forms the basis of the allegation(s);
  4. Informal action(s) taken, if any; and,
  5. Preferred remedy sought.
2. The submission cannot be changed after it has been filed.
3. The student filing the grievance is the complainant.
4. Any person who is the subject of a grievance is a respondent.



5. For any grievance in which the respondent is no longer a university employee, the department chair or supervisor will act as the respondent.
6. A separate grievance must be submitted for any further issues warranting the filing of an additional complaint. All grievances may be consolidated, if in relation to the same situation.

### **Withdrawal of a Grievance**

The complainant may withdraw a grievance by written notification to the academic dean or the Dean of Students, whichever is appropriate, at any time. Even in the event of withdrawal, the University reserves the right to pursue matters that implicate University policy violations.

### **Level 3: Appeal**

1. In the event the grievance has not been dismissed or resolved to the satisfaction of the complainant, the student may appeal to the Provost. This request must be made in writing within five (5) business days of the decision being rendered from the Level 2 Formal Grievance.
2. The Provost will notify the complainant within seven (7) business days as to whether the appeal will go forward. In deciding whether to grant the appeal, the Provost will consider whether:
  - a. Procedural irregularities existed during the investigation of the grievance;
  - b. Fresh evidence can be presented which was not or could not have been made available to the investigator of the formal grievance; and,
  - c. The result of the formal grievance investigation was against the weight of the evidence/information gathered.
3. If the Provost allows the appeal to go forward, the Provost or his/her designee will further investigate the grievance. Where appropriate, they will consult with previous parties, witnesses to the grievance, and new or additional university community members with useful knowledge in resolving the grievance.
4. The Provost or designee will issue their decision within thirty (30) class days from the date the complainant was notified the appeal was granted. This decision shall be final.

## V. STUDENT SERVICES

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### A. Aduddell Fitness Center

The Aduddell Fitness Center features a variety of workout equipment including free and machine weights, cardioequipment, balance balls, steppers, state-of-the-art treadmills, elliptical machines, stationary bikes, and jump ropes.

Qualified personnel are on hand to assist with weight training needs. Available year round, the fitness center offers an awesome way to stay healthy.

**Location:** North side of Methodist Hall

**Phone:** 405-208-5378

[Click here to view more information on the fitness center.](#)

### B. Automated Teller Machine (ATM)

A cash card machine is available inside the Tom and Brenda McDaniel University Center on the first floor.

### C. Campus Health Clinic

Oklahoma City University has partnered with Family HealthCare and Minor Emergency Clinic to operate its campus health clinic in the Kramer School of Nursing's west wing. It serves the university and the broader community with family health care services.

The Clinic's hours are 8:30 a.m. to 5 p.m. Monday through Friday. Appointments can be made by calling 405-373-2400.

In addition to employees and students on a university health plan, the clinic accepts patients with most major insurance carriers and provides special pricing for the uninsured.

[Click here to go to the Family Healthcare and Minor Emergency Clinic page](#)

### D. Campus Store

OCU is in partnership with Slingshot to operate the Campus Store. Slingshot is a healthy, growing family-owned private business that partners with colleges and universities to provide store services and course materials.

**Location:** First floor of the Tom and Brenda McDaniel University Center

**Phone:** (405) 208-5112

[Click here to go to the University's campus and bookstore.](#)

## Textbooks

The Campus Store strives to meet all student textbook needs by offering extensive options for buying and selling textbooks at great prices.

- Student Account Charging: – Slingshot ties in with the University’s billing system so you can charge textbooks directly to your school account.
- Textbook Rental – Roughly 90% of all required textbook materials are available to rent, in store or online, which equates to savings.
- Buyback – We currently offer daily buyback to all students in the Campus Store.
- Pricing – Slingshot uses a unique algorithm that adjusts rental prices daily to react to the online marketplace.

## Apparel and Accessories

Slingshot uses its reach and buying power to bring in premium brands for your spirit gear. You can literally wear your pride on your sleeve with top-notch products available at many different prices.

## E. Campus Technology

Campus Technology Services provides and supports information technology resources for the University in pursuit of its goal of continued growth in academic excellence.

Students with any technology support needs can contact Campus Technology Services in several ways:

- Visit the [Campus Technology Services website](#) to find a wide variety of information related to the services and resources CTS provides.
- Walk-in support is available Monday through Friday from 8 AM to 8 PM in room 136 of the Tom and Brenda McDaniel University Center.
- For general support issues and services:
  - Call [\(405\) 208-5555](tel:405-208-5555)
  - Enter a support ticket at [help.okcu.edu](http://help.okcu.edu)
  - Send an email to [helpdesk@okcu.edu](mailto:helpdesk@okcu.edu)
- If you are a student of online course, 24-hour support can be reached in these ways:
  - Call [\(405\) 208-5550](tel:405-208-5550)
  - Send an email to [onlinehelp@okcu.edu](mailto:onlinehelp@okcu.edu)

All students must be familiar with and abide by the [Computer Use Policy](#) and the [Network and Data Security Policy](#).

## F. Career Services

Career Services empowers students and alumni with the practical knowledge needed to blend their personal goals and talents with the career development skills that will lead to success. There are a number of resources and services available to help students with career development, including:

- Assessments that connect your values, interests and personality for an optimal career path
- Career development programs for resume and cover letter development, interview skills, job and internship search strategies, and numerous other career related topics
- Networking and mentoring opportunities through on-campus recruitment tables, information sessions and career fairs
- [Handshake](#), our online employment portal for on-campus employment, internships, and jobs

- Quality one-on-one career advising
- Planning for graduate school

The office of Career Services encourages students and alumni to schedule an individual appointment to begin planning for career success.

**Location:** Martha Burger Career Services Center, Room 200, Meinders School of Business

**Phone Number:** (405) 208-5171

[Click here to view the Career Services website.](#)

**Student employment** at Oklahoma City University is open to all students, without regard to whether they are eligible to receive federal work-study. Students are given the opportunity to contribute to their education funds while learning skills that will benefit them in the classroom and beyond. Employers benefit from students' talents, insight and enthusiasm. **The Student Employment Office** provides centralized information for student employment opportunities while enhancing the awareness of student employment and increasing the number, variety, and quality of on- and off-campus employment opportunities.

To view on-campus job opportunities, students must create an account with Handshake.

[Click here to access Handshake.](#)

**For other questions or information about student employment at Oklahoma City University**, please contact the Student Employment Office, [or click here to visit the office's website.](#)

**Location:** Clara E. Jones Administration Building, Room 349

**Phone:** (405) 208-5730

## G. Check Cashing

Students may cash one personal check per day for up to \$50.00 at the Office of Student Account Services.

**Location:** Room 340 in the Clara E. Jones Administration Building

**Phone Number:** (405) 208-5146

[Click here for the Office of Student Account Services website.](#)

## H. Dining Services

OCU Dining offers a variety of services that have been developed to truly provide each student with quality food products, excellent customer service, and a wide range of offerings that will satisfy palates and meet budgets. Meals are served in the University cafeteria, Alvin's Market, and at Kitchen 1904 located in the Tom and Brenda McDaniel University Center. All students who reside in on-campus housing must participate in a meal plan.

There are three residential meal plan options, four apartment meal plan options and four commuter meal plan options. as well as meal plans for apartment residents and commuters.

Information about the food service can be obtained through the [OCU Dining website](#)

**Locations:** Alvin's Market, Kitchen 1904, and the Cafeteria are located on the first and second floor of Tom and Brenda McDaniel University Center

**Phone:** (405) 208-5506

## I. Disability and Access Services

Disability and Access Services [DAS] are integral to a student's transition to higher education, particularly for those who need environmental adjustments (e.g. academic processes, dietary, and housing).

DAS at Oklahoma City University [OCU] provides a variety of services to students with disabilities, based on individual need and documentation. OCU's responsibility is to provide reasonable accommodations on a case-by-case basis and to assist the University in providing an equal and equitable opportunity for students with disabilities to participate in the institution's programs, activities, and services. DAS is the official contact for students with documented disabilities who wish to request appropriate accommodations to mitigate the impact of certain environmental barriers. It is the responsibility of students to identify themselves and to make requests to this office to receive the appropriate accommodations. The staff of DAS also serves as a conduit between the faculty and staff of the University and the students in the event any questions or concerns arise.

Because disability related needs are individualized and determined through an interactive, case-by-case process, a full accommodation needs assessment is critical to this process. To engage in the interactive process, students must self-identify and connect with DAS in the following ways:

- Fill out the "OKCU Campus Disability Registration Form" on the DAS website <https://www.okcu.edu/campus/resources/das>
- Email [das@okcu.edu](mailto:das@okcu.edu)

**Location:** Dulaney-Browne Library, 106C

**Phone:** (405) 208-5895

[Click here to go to the Disability and Access Services page](#)

## K. International Student Services

Oklahoma City University offers a variety of services, support, and events for international students: immigration advising, employment advising and workshops, tax filing assistance, airport pickups and arrival assistance, new International Student Orientation, student-led International Student Organizations, the Multicultural Student Association, International Education Week, and the International Food Fair.

**Location:** Second floor of the Ann Lacy Visitor and Admissions Building

**Phone:** (405) 208-5758

[Click here to visit the International Student Admissions page.](#)

## L. Library

Library services are available through the Dulaney-Browne Library and the Chickasaw Nation Law Library at Oklahoma City University School of Law. The Dulaney-Browne Library coordinates services and collections for all of the campus except the law school. The law library coordinates services and collections for the law school.

**Location:** The Dulaney-Browne Library building is on the north side of the quad. The Leichter Listening Library is in Bass Music Center B308.

**Phone:** (405) 208-5068

[Click here to find a full and current description of Dulaney-Browne Library resources and services.](#)

## M. Mail Center

The OCU Mail Center assists the campus community with mail services. Through the Mail Center, students can send mail and packages, as well as purchase postage using cash or Stars Cash.

Each student residing in on-campus residence halls should address mail as follows, and they will receive a notification email whenever an item, either letter or package, is received.

*Students residing in Cokesbury Court Apartments will have mailboxes and receive packages there.*

**Mail intended for students should be addressed as follows:**

**Residence Hall Residents:**

[Student Name]  
2501 N. Blackwelder Ave  
Oklahoma City, OK 73106

**Cokesbury Court Residents:**

[Student Name]  
2601 N. Kentucky Ave Apt # \_\_\_\_\_  
Oklahoma City, OK 73106

**Location:** Second floor of the Tom and Brenda McDaniel University Center

**Phone:** (405) 208-5209

**Email:** [ocumailcenter@okcu.edu](mailto:ocumailcenter@okcu.edu)

[Click here to visit the Mail Center website.](#)

## N. On-Campus Printing Shop

The On-Campus Printing Shop, "RK Black Office," offers students, faculty, and staff extensive printing, binding, and copying services designed to save money without sacrificing quality. This service offers full service printing for newsletters, forms, brochures, business cards, course pack, and stationary. In addition to handling your copying and printing needs, this service also offers graphic design services as well as CD and DVD duplication and photographing head shots.

**Location:** Room 114B of the Tom and Brenda McDaniel University Center

**Phone:** (405) 208-5665

## O. Student Employment

Student employment at Oklahoma City University is open to all students, without regard to whether they are eligible to receive federal work-study. Students are given the opportunity to contribute to their education funds while learning skills that will benefit them in the classroom and beyond. Employers benefit from students' talents, insight and enthusiasm. **The Student Employment Office** provides centralized information for student employment opportunities while enhancing the awareness of student employment and increasing the number, variety, and quality of on- and off-campus employment opportunities.

To view on-campus job opportunities, students must create an account with [Handshake](#).

For other questions or information about student employment at Oklahoma City University, please contact the Student Employment Office, [or click here to visit the office's website](#).

**Location:** Clara E. Jones Administration Building, Room 349

**Phone:** (405) 208-5730

## P. Student Health Insurance

Health insurance is required for all full-time students attending classes at OCU as well as part-time international and nursing students. Upon class enrollment, the insurance fee will be billed to student's account.

Oklahoma City University offers health insurance to all full-time students through a Student Health Insurance Policy (SHIP) administered by BancFirst Insurance. Coverage is through United Healthcare, a national PPO network. Students on the SHIP pay a \$500 deductible per policy year, then the plan will cover 80% of a covered injury or illness. Deductible and co-insurance (20%) are waived for most services at the Campus Health Clinic.

[Click here for the schedule of benefits, limitations, exclusions, and dates at United Healthcare's website.](#)

*Students may waive the student health plan by August 31st for fall or January 31st for spring.*

## Q. Student Publications

### The Campus

Oklahoma City University's student newspaper is distributed free to all students every Wednesday, with the exception of finals weeks and University breaks. Any student may seek paid employment with the Student Publications staff.

[Click here to access current and previous issues of The Campus.](#)

### MediaOCU

Oklahoma City University's student media website, [www.mediaocu.com](http://www.mediaocu.com), is updated daily during the regular academic year, with the exception of finals weeks and University breaks. Any student may seek paid employment with the Student Publications staff.

[Click here to access the MediaOCU website.](#)

## The Scarab

The Scarab is published annually by OCU's chapter of Sigma Tau Delta, International English Honor Society. It is an anthology of student poetry, fiction, nonfiction and art, with occasional faculty pieces included. The Scarab won the national Sigma Tau Delta award in 2004 for best literary magazine. All students are invited to submit their creative writing and art at the end of the fall semester.

[Click here to access current and previous issues of the Scarab.](#)

## Stellar

Stellar is published each spring, giving OCU undergraduates in all disciplines an opportunity to have their research published. All undergraduate students are invited to submit papers at the end of the spring semester.

[Click here to access current and previous issues of the Stellar.](#)

## R. Ticket Office

The OCU Ticket Office is the one-stop shop for tickets to most dance, musical theater and opera, and main stage theater performing arts events at the University. Performing arts ticket purchases can be made by phone, in person at the Ticket Office, or online.

**Location:** G.K. Gaylord Center

**Phone:** (405) 208-5227

[Click here to access the ticket office website.](#)

## S. University Counseling

University Counseling provides short-term, triage based counseling and professional referrals for students as they adjust to life in a college atmosphere.

The staff can offer individual, and couples (if both parties are enrolled students at OCU) counseling services. Outside referrals may also be made if the student can benefit from long-term or specialized treatment. Counseling is a confidential process designed to help individuals address concerns, come to a greater self-understanding, and learn effective personal and interpersonal coping strategies.

Students seek counseling services for many reasons. Some of these include symptoms related to anxiety, disordered eating, trauma (which includes being a member of a marginalized group and fearing for personal safety and the safety of others), suicidal ideation, sexual assault, homesickness, depression, 2SLGBTQ+, representation and identity, stress management/mindfulness, social issues, relationship issues, severe and persistent mental health issues, and psychiatric referrals.

Services are free to part and full time students. To make an appointment, you may call the University Counseling office at 405-208-7901, walk in to the office, or contact the counselors directly ([click here for contact information](#)). Appointments are highly recommended but accommodations will be made in the event of an emergency. Hours of operation are M-F 8:00a-5:00p during the fall and spring semesters and M-Tr 8:30a-5:30p during summer term.



Location: Northwest wing of Walker Hall, enter under the blue awning on the north side.

**Phone:** (405) 208-7901

[Click here to access the counseling website](#)

## T. Veteran Services

Oklahoma City University works tirelessly to honor the service and sacrifice of veterans by offering robust, individually tailored veterans services. OCU has been recognized as a Military Friendly School and offers a welcoming environment where veterans receive personalized attention.

**Yellow Ribbon Program:** OCU is a part of the [Yellow Ribbon Program](#) that entitles eligible veterans to have a significant portion of their tuition and fees paid by the federal government.

**Recognition of Course Credit for CLEP and DANTEs:** Incoming veterans may receive course credit through the College Level Examination Program (CLEP) as well as through the Defense Activity for Non-Traditional Educational Support (DANTEs). OCU works with veterans on obtaining course credit through CLEP tests and DANTEs.

**Personal Counseling:** Veterans are encouraged to use [University Counseling at OCU](#), free of charge, to receive confidential, personal counseling sessions with a licensed professional counselor.

**Personalized Service:** The Coordinator of Military Admissions and Affairs is available as a personal guide for veterans seeking to use any OCU services. For any questions about OCU veteran services contact the Coordinator of Military Admissions and Affairs.

**NOTE: VA beneficiaries are not penalized in any way as a result of delayed VA payments**

**Location:** Ann Lacy Admissions and Visitor Center, Room 101

**Phone:** (405) 208-5655

[Click here to access the Veteran Services website.](#)

## VI. LIFE ON CAMPUS

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### A. Athletics

***Entry to all home regular season contests is free to students when they present their student ID.***

Oklahoma City University sponsors 22 varsity sports programs, including men's and women's basketball, women's softball, men's baseball, men's and women's golf, men's and women's soccer, men's and women's rowing, men's and women's wrestling, men's and women's cross country, men's and women's indoor and outdoor track and field, women's volleyball, competitive cheer, pom, and STUNT teams that participate in regional and national competitions.

Oklahoma City University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Sooner Athletic Conference.

Oklahoma City University is home to 73 national championships, 3 NAIA Learfield Cups, and is renowned for its proud sports tradition.

Locations:

Henry J. Freede Wellness and Activity Center

Jim Wade Baseball Stadium

Ann Lacy Softball Stadium

Brian Harvey Soccer Complex

*\* Athletics venues are located on the North side of campus (1790 NW 27<sup>th</sup>)*

[Click here to visit the OCU's Athletics website](#) where you can find **competition schedules**, and more!

### B. Leadership

The Division of Student Affairs seeks to impact the campus community through insightful, engaging, and useful co-curricular activities in a quest for transformative learning. To meet these goals, the Division of Student Affairs provides the following programs:

#### [The President's Leadership Class](#)

The President's Leadership Class (PLC) is a program for new students who have demonstrated outstanding leadership in academics and extracurricular endeavors. PLC is comprised of five different scholarships (American Indian Scholarship, Bishop Scholarship, Clara Luper Scholarship, Methodist Leadership Scholarship, OCU Leads Scholarship). During their first-year at the university, these students will participate in The President's Leadership Class course and will reside with other PLC students in a Living/Learning Community.

#### [Student Civic Engagement Committee](#)

The Student Civic Engagement Committee is a student-led group that works to promote and foster democratic principles and social responsibility at Oklahoma City University. Working closely with the Division of Student Affairs, the Student Civic Engagement Committee is responsible for hosting a variety of programs and events throughout the academic year for the Oklahoma City University community.

## G.O. OCU

G.O. OCU is a half-day student leadership conference that focuses on organization management and personal leadership development. Participants will have the opportunity to engage with fellow OCU students and administrators on how they can lead with intentionality to bring the goals of an organization to actualization.

## Star Summit

Star Summit for Student Leadership is a half-day leadership conference near the end of the academic year for OCU student leaders. The conference focuses on the needs of student leaders at the completion of an academic year, assessment of academic and non-academic University services, and preliminary planning for the next academic year.

## C. First-Year Experience

The First-Year Experience (FYE) program is committed to integrating first-year students into a diverse community that values holistic development. To achieve this, the FYE program hosts fun, educational, and social programs throughout the year to help new students succeed academically and socially at Oklahoma City University and beyond.

### Stars Week (New Student Orientation)

Stars Week introduces first-year students to their new life as OCU Stars. The action-packed week includes a variety of programs providing new students opportunities to build community while becoming familiar with many of the campus resources and engagement opportunities at OCU.

## D. Fraternity & Sorority Life

Oklahoma City University is proud to host five women's organizations- Alpha Chi Omega, Alpha Kappa Alpha Sorority, Inc., Alpha Phi, Gamma Phi Beta, and three men's organizations – Alpha Phi Alpha Fraternity, Inc., Kappa Sigma, and Lambda Chi Alpha.

### Core Values of Fraternity & Sorority Life

Fraternity & Sorority Life at OCU centers on four core values: Scholarship, Leadership, Community Service, Sisterhood and Brotherhood. These three core values enhance a student's academic career by providing opportunities for practical application of the knowledge gained in the classroom.

1. **Scholarship:** Scholarship is an important aspect of any college organization, but OCU Greeks have taken their commitment to scholarship to the next level. Only students with at least a 2.5 GPA are eligible for recruitment, and chapters maintain individual scholarship standards for new members. Each Greek member is expected to maintain a GPA higher than the all-University average. Due to these high academic standards, OCU Greek men and women have consistently outperformed their non-Greek cohorts in the classroom.
2. **Leadership:** Greek members take Oklahoma City University's mission of servant leadership to heart every day as they serve not only in their own chapters but in all campus organizations. Involvement in the Greek community contributes to the development of positive leadership qualities in its members including vision, motivation, persistence, collaboration, communication, self-awareness, and character.
3. **Community Service:** Updated: Community Service & Philanthropy: OCU Fraternity & Sorority Life also believes strongly in community service and philanthropy. Each year, members of the Greek community

contribute thousands of hours and dollars to local and national charities. Each Greek chapter supports its national philanthropy as well as local philanthropic projects throughout the year including support of veterans, women's heart health, ovarian cancer awareness, Campfire USA, domestic violence awareness, children's miracle network hospitals, the regional food bank and the USO.

4. **Sisterhood & Brotherhood:** Sisterhood and brotherhood are words with deep meaning in the OCU Greek community. Greek women and men form bonds that last a lifetime. Being Greek is not just four years of college, being Greek is for life.

## Human Dignity Statement

Greek women and men believe in cultivating an environment that fosters the development of integrity and respects the dignity of all human beings.

## Hazing

Hazing practices are not only harmful, but also have no place in Greek organizations. OCU Greeks pledge to not allow themselves to be hazed nor to tolerate the hazing or harassment of any brother or sister. Hazing of any kind violates the [OCU Student Code of Conduct](#).

## Diversity & Inclusion

The importance of diversity and inclusion in our society and the promotion of human dignity are ideals upon which Greek organizations are founded and maintained. The Greek community promotes these ideals through education, communication, and actions.

## Dry Recruitment Policy

Alcoholic beverages are prohibited at all recruitment events on or off-campus. This prohibition also includes the use of all illegal drugs. Alcohol and/or drugs use on-campus or during the period of recruitment, or at any time, are violations of the OCU Student Code of Conduct. Any student found using or distributing alcohol and other drugs on campus, in University approved housing, or during campus sponsored activities can face disciplinary action by the administration. Fraternity & Sorority Life complies with all University policies and NPC Unanimous Agreements.

## Chapter Residences

Oklahoma City University is committed to maintaining a positive relationship with collegians, advisors, alumni, and national offices. A chapter residence is eligible to be classified as University approved housing. All University approved housing units will maintain the same standards of safety and risk management as the University residence halls. Chapters who fail to meet these expectations are at risk of losing their University approved housing status.

## Chapter Advisors

Chapter Advisors are selected by the Fraternity & Sorority Life organizations and registered with the Office of Student Engagement and the University Fraternity and Sorority Life Advisor.

## New Member Education

Oklahoma City University encourages cooperative and mutually supportive relationships among the institution, undergraduate students, chapters, advisors, and the international Greek organizations. Organizations must adhere to the standards of discipline established by the international offices and the University. Guidelines for new member education are established in accordance with the policies governing each organization.

## E. Intramural & Recreational Sports

OCU has a variety of health and fitness programs that provide something for everyone, regardless of interest or athletic ability. Events are scheduled so that the majority of students can participate without competing with other University programs. All participants are required to register in the Intramural Sports and Wellness Office for their particular areas of interest.

### Intramural Sports

The Intramural Sports program at OCU offers a full selection of sports. The program is designed to enhance the social interaction with other students, faculty, and staff. The Intramural Sports program offers the campus community an opportunity to maintain physical fitness while interacting with friends. OCU has a variety of league and tournament events, including co-ed events, designed for both the competitive and recreational participant.

**Location:** Aduddell Fitness Center

**Phone :** (405) 208-5378

[Click here to visit the Fitness and Intramural Sports website.](#)

### Henry J. Freede Wellness Center

The Henry J. Freede Wellness Center and its Abe Lemons Arena provide the home court to Oklahoma City University's basketball, volleyball, cheer, and wrestling teams. It opened in January 2000, seating 3,360.

Every Monday, Wednesday & Friday from 8 pm to 11 pm, the Freede Gym is open for use to anyone who carries an OCU ID.

**Location:** North side of Campus to the east of the baseball field

**Phone:** 405-208-5378

[Click here to visit the Freede Wellness Center website.](#)

## F. Office of Student Engagement

### Our Mission

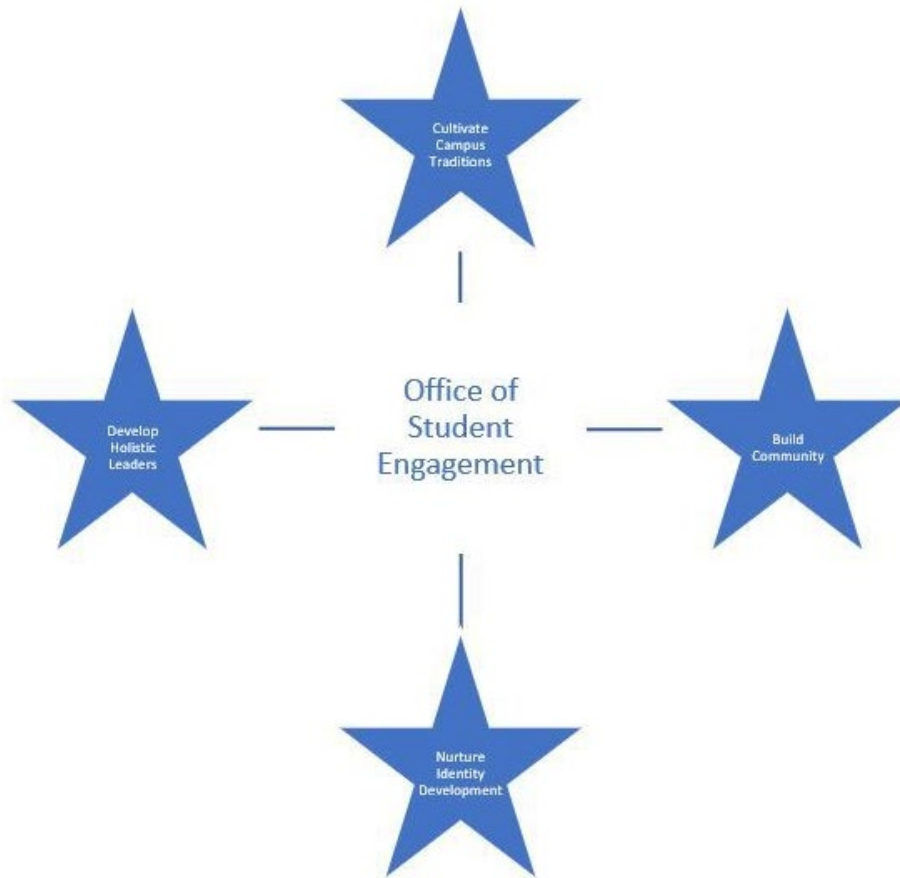
The Office of Student Engagement provides transformative educational experiences that enhance student leadership development and engagement through active and intentional support, programs and events.

### About Us

The Office of Student Engagement is the hub of student activity and information on campus. Through the Office of Student Engagement, students can obtain information about campus resources, student events, and student organizations. Additionally, the staff in the Office of Student Engagement oversee Stars Week, First-Year Experience (FYE) programs, leadership development, Parent & Family Services, and first-generation programming. They also advise the students in Miracle Marathon, Student Activities Council, Homecoming, and Fraternity and Sorority Life.

Student organizations are supported through the Office of Student Engagement. Staff members facilitate the processes for creation, registration, and maintenance of student organizations, room reservations, equipment reservations, and Engage online platform training.

## Guiding Pillars



**OSE Four Pillars:** Cultivate Campus Traditions; Build Community; Nurture Identity Development; Develop Holistic Leaders

**Location:** Suite 114 in the Tom and Brenda McDaniel University Center  
Phone Number: (405) 208-5181

[Click here to access Engage](#) (use OCU login credentials)

## G. Parents & Family Services

Oklahoma City University recognizes that you are an important partner in your student's success. Parent & Family Services connects parents and families to the university and nurtures a continuous partnership for student success. Parents and family members are encouraged to participate in various on-campus programs and events throughout the year.

### Communications

**Facebook Page:** The Parent & Family Services Facebook Page is an online resource for parents & family members of Oklahoma City University students to get news from across the OCU campus.

[Click here to visit the Parent & Family Services Facebook Page.](#)

**Quarterly Parent & Family Newsletter:** Parents and families who sign-up to receive the 'Parent & Family Connections' newsletter will be sent an electronic newsletter four times an academic year with updates from the Vice President of Student Affairs, the Vice President for Diversity, Equity & Inclusion, Housing & Residence Life, Student Engagement, University Counseling, Career Services, Student Government Association, Alumni Engagement, and Fraternity & Sorority Life.

Parents and families can [click here to sign up to receive 'Parent & Family Connections'](#).

## Events

- **Parents & Family Orientation:** Held each August on the Monday of Stars Week, this orientation program introduces parents and families to important staff members across campus, and offers breakout sessions on various topics and resources for their student's success.
- **Parents & Family Day:** Held each December, this is a festive holiday celebration where parents and family members of OCU students are invited to enjoy the campus' annual holiday performing arts events. Parents and family members are invited to attend the 'Welcome Reception' where the traditional holiday ornament is given out each year.

## H. Religious Life

Oklahoma City University is proud of its affiliation with the United Methodist Church. The Office of Religious Life seeks to bring faith and learning together through worship services, community service, student organizations, and mission opportunities. Religious Life is a vital part of the student experience at OCU. The following are some of the signature features of Religious Life at OCU.

**Location:** Bishop W. Angie Smith Chapel, Lower Level, Room L102

**Phone:** (405) 208-5484

**Email:** AShahan1@okcu.edu

[Click here to visit the Religious Life website.](#)

### University Worship

University Worship is our university worship service. These services are every Thursday at 1:00 p.m. throughout the academic year. The community gathers for a service of worship led by the Director of Religious Life, professors from Wimberly School of Religion, students, and many community religious leaders. These services, usually around 40 minutes in length, feature many of our talented musicians and dynamic guest preachers. This service usually follows a traditional liturgical format with occasional special services. Students have many opportunities to participate in leadership including singing in a volunteer University Worship Choir, greeters, and liturgists. Visitors from outside the campus community are welcome and encouraged to attend.

### The Wesley Center

The Wesley Center is OCU's Campus Ministry with Rev. Aly Shahan as our Campus Pastor. We are located in the lower level of the Chapel. Though we are grounded in United Methodist theology, this is a ministry that is open and welcoming to students of all religious affiliations and backgrounds. Our four areas of focus are: worship, purpose, service, and community. We provide small groups and Bible studies, mission and services opportunities, times of fellowship, and an inclusive Christian community. Our goal is to be a safe home away from home for students to experience the unconditional love of God, grow in their faith, and find true community.

## Wesley Worship

Wesley Worship meets each Monday night at 7:00 p.m. during the academic year. The community is invited to a service of worship led by the Director of Religious Life, students, and our Wesley Worship student Band. This contemporary style service includes praise, prayer, scripture, sermons, and Holy Communion each week. It is an interactive worship experience. Following worship we share in a free dinner together in a time of fellowship and fun.

## Student Religious Organizations

Religious Life is proud to support a wide range of student organizations to help students deeply engage their faith through religious study, fellowship, and service. The organizations reflect specific faith backgrounds including the Jewish Stars, Catholic Student Association, Baptist Collegiate Ministry, and the Muslim Student Association, or ecumenical ministries like Fellowship of Christian Athletes, Kappa Phi and DAX. All groups related to OCU are welcoming of any student.

Our Better Together organization focuses on Interfaith understanding. This group helps build relationship and cooperation across faith differences, including those with no faith backgrounds.

**The Offices of Religious Life or Student Engagement can help students connect with these groups!**

## Mission and Service Opportunities\*

OCU Religious Life is committed to community engagement through service. This takes many forms, including service opportunities and mission trips, serving both domestic and international locations. If you are looking for ways to serve your community, reach out to our Assistant Director of Religious Life, KC Curry (KCurry1@okcu.edu).  
Pastoral Care

No matter your involvement in Religious Life or your religious affiliation, Rev. Aly Shahan is available to meet with any and all students regarding faith, spiritual, or personal matters. If you need prayer, a listening ear, advice, or a friend to provide a distraction and light conversation, please reach out to Rev. Shahan.

*\*Please visit section IX Student Organizations to learn more about forming religious student organizations.*

## I. Office of Diversity, Equity, and Inclusion

OCU celebrates diversity and practices inclusion in all its forms—from human qualities of gender, race, sexual orientation, and disability, to diversity of ideas regarding religious beliefs, cultural identities, and political and social convictions. It is understood that the intersections of varied social identities, lived experiences, and ideas enrich lives. The enrichment occurs all while developing personal values based on expansive interactions with those with whom common experiences are shared and those with whom few common experiences are shared. Diversity of thought, inclusion, access, equitable practices, and belonging enrich academic, professional, and personal opportunities, and is a source of strength and empowerment for all and allows OCU to prioritize inclusion, access, and equity as we consider and embrace all who are a part of our community.

**Location:** 205 Clara E. Jones Administration Building

**Phone:** 405-208-5030

**Email:** [dei@okcu.edu](mailto:dei@okcu.edu)

**Website:** [www.okcu.edu/odei](http://www.okcu.edu/odei)



## VII. CAMPUS SAFETY

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### A. OCU Police Department

The Oklahoma City University Police Department (OCUPD) is devoted to providing the campus community with emergency and non-emergency services in a timely and efficient manner.

The OCUPD is proactive in identifying and curtailing criminal activity and safety concerns through ethical, well-trained and dedicated police personnel.

In addition to handling emergencies, the OCUPD also provides motorist assistance including battery jumps; vehicle unlocks, flat tires, and will assist students who run out of gas.

Police safety escorts are available to all members of the campus community 24 hours a day. The OCUPD strives to provide a safe environment that is conducive to learning.

**Location:** 1635 NW 23rd Street

**Emergency Phone:** (405) 208-5911

**Non-Emergency Phone:** (405) 208-5001

**Anonymous Reporting:** 1-866-943-5787

[Click here to access the OCUPD website.](#)

### B. Annual Security & Fire Report

Every year the OCU Police Department publishes a report detailing the crimes committed on campus as well as the campus safety policies and procedures.

[Visit the OCUPD website to view the report.](#)

### C. Blue Alert

Blue Alert is OCU's method of alerting the campus community in the event of disaster, weather emergency, terrorist attack, etc. The system uses both email and text messaging to broadcast the alert.

The system is only used for emergency announcements and not for day-to-day information dissemination.

Students, faculty, staff and parents/guardians can [register](#) to receive Blue Alert emergency notifications via the Blue Alert.

[Click here to sign up for the BlueAlert Emergency Notification System.\\*](#)

*\*Here you will also find an option to opt-out from the service*

## D. Emergency Procedures & Reporting Incidents

### Reporting of Incidents/Threats

OCU Police will promptly and thoroughly investigate all reports of any crime or incident including threats of (or actual) violence and of suspicious individuals or activities. The identity of the reporting party will be protected to the greatest extent possible.

Anyone determined to be responsible for criminal activity or any other conduct that is in violation of University policies will be subject to prompt disciplinary action, up to and including, suspension or dismissal from the University with the possibility of criminal charges being filed with the Oklahoma County District Attorney's Office.

### Medical Emergencies

1. Remain calm and quickly assess the situation.
2. Call 911 and/or OCUPD (405-208-5911).
3. OCU Police Department will come to your location to assist you and to assist local emergency responders.
4. Remain calm and help the victim relax. Try to keep the victim warm and comfortable until experienced medical help arrives.
5. EMSA or other community emergency responders will come to the University at no charge. The patient is charged only if transported to a local hospital.

### Violent Crime

1. Determine if anyone is injured.
2. Contact the OCUPD (405-208-5911).
3. Keep an eye on the suspect, if you can safely do so, and stay on the line with the police dispatcher.
4. Have witnesses and/or victims remain until the proper authorities arrive.

### Non-violent Crime (i.e. Theft, Property Damage, etc.)

- Contact the OCU Police (405-208-5001).

### Bomb Threats

1. Remain calm, courteous, and professional.
2. Do not place the caller on hold or attempt to transfer the call.
3. Allow the caller to complete everything he or she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him or her to help you.
4. Take notes or record the call if possible. When possible, have someone responsible quietly listen in on the conversation if you are unable to record it.
5. Call the OCU Police (405-208-5911).

### Suicide

#### *If an attempt is verbalized:*

1. Ask the individual why they to commit suicide. If the individual has a specific plan and intends to complete the act of suicide and has the means to do so, contact OCUPD immediately (405-208-5911). Give the

dispatcher your location and a brief description of the situation and stay on the line until instructed to hang up. Contact OCUPD if you suspect someone is contemplating suicide.

2. Continue to engage the individual in conversation. Ask the individual open-ended questions to encourage conversation and offer hope in any way.
3. Do not provide judgment on the thoughts of the individual and do not label their thoughts or behaviors. Look for anything good in what the individual has to say and repeat it in the form of a question or kind statement.
4. Stay with the individual until an officer has arrived. Do not transport the individual.

***If an attempt is made:***

1. Call the OCUPD (405-208-5911) and provide information to the dispatcher as to location and situation.
2. Do not transport the individual. Assess the situation and do not proceed in applying first aid if you are untrained or the situation poses a threat to your safety. If it is determined that an ambulance is necessary, please contact 911 after contacting or OCUPD immediately.
3. Obtain as much information as possible so you can share with the officer upon arrival.
4. If the individual has overdosed, attempt to determine what substance was ingested and in what quantity. Do not induce vomiting unless advised by medical personnel.
5. If the situation allows for you to safely remain with the individual, stay with them until OCUPD arrives. Once the officer has arrived, be on the lookout for the ambulance and direct them to the location.
6. If the suicide attempt involves a firearm, DO NOT touch or move the weapon unless it is necessary for the safety of you and others.

*Seeking support for yourself after providing assistance in these situations may be helpful. Please contact University Counseling at 208-7901 or the Office of Religious Life at 208-5484 to speak with someone about self-care.*

**Suicide Prevention Resources:**

- National Suicide Prevention Lifeline: 1-800-273-TALK (8255), [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)
- Oklahoma's Community Crisis Connection: 848-2273 (CARE), Statewide: 1-800-273-8255
- University Counseling: (405) 208-7902

## Reporting Missing Students

If a member of the university community has reason to believe that a student who resides on-campus is missing, he or she should immediately notify the OCUPD at 405-208-5911 or 405-208-5001 or the Dean of Students Office at 405-208-7900.

Upon receiving information that a student cannot be located and may be missing, OCUPD officers and Dean of Students will coordinate an investigation which may include the following:

- Conduct welfare check into the student's on-campus room, if applicable.
- Call the student's cell phone of record.
- Call known contacts (parents, guardians, coaches, roommates and friends).
- Review student's known social media accounts and university email.
- Call the student's confidential emergency contact if one has been registered.
- Contact employers and associates, if known.
- Contact instructors to ascertain the student's recent class attendance.
- Engage specific law enforcement investigative procedures.

- If applicable, OCUPD will attempt to locate the student's vehicle.
- If applicable, OCUPD can utilize specific law enforcement investigative procedures in cooperation with its partner agency, OCPD.

If the student cannot be located after reasonable efforts, OCUPD will notify the Oklahoma City Police Department no later than 24 hours after the student has been reported missing. Following notification of the appropriate law enforcement authority the University will cooperate in the investigation and aid in locating the missing person.

[Click here to visit the OCUPD website.](#)

Click on the "Annual Security Report" to view section "Missing Students" for more information.

## E. Parking Policies

### General Parking Regulations

- Motor vehicles must be parked only in spaces allocated and designated for the permit type displayed on the vehicle.
- Parking on campus is prohibited in areas other than those established for parking and marked by signs or other devices controlling their use.
- Parking is on a first-come, first-served basis.
- The issuance of a parking permit merely constitutes authorization to park if space is available.
- Motor vehicles must be parked within the boundaries of the single parking space used. The fact that other motor vehicles may have parked improperly does not constitute an excuse for parking any part of your motor vehicle outside the space boundaries.
- The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space in a particular lot is not a valid excuse for violating parking regulations, and will not be considered as a valid basis for appeal.
- Double-parking or parking in any position that prevents other vehicles from entering or exiting their legal parking spaces is prohibited.
- Vehicles parking on a street must be parked the same direction as the flow of traffic in the adjacent lane.
- Parking on sidewalks or walkways is prohibited for ALL motor vehicles. The only exception made is for golf carts.
- Motorcycles and scooters may park in any valid parking space. Motorcycles or scooters shall not be parked on sidewalks, patios or in breezeways.
- The responsibility to pay tickets written to any vehicle remains with the registered owner of the parking permit displayed.

### Student Parking

- Student parking permit restrictions are enforced 365 days a year in all parking areas
- **Currently enrolled students** at OCU are not "Visitors" and therefore **not eligible to park in "Visitor Parking" spaces.**
- Cokesbury Apartments and United Methodist Hall permitted motor vehicles may only be parked in their respective complexes with the exception of weekends between 7 p.m. Friday and 7 a.m. Monday.
- Students holding university employment in student positions are not eligible for employee parking privileges.

- Students appointed as full-time university employees may choose to be designated either as a student or as faculty/staff regarding parking, but may not be designated as both.

### Guest/Visitor Parking

Spaces identified by signage for use by visitors or Admissions guests are reserved for first come first serve basis their use between 8 a.m. and 5 p.m., Monday through Friday. Persons affiliated with the university as employees, students, office occupants, or tenants shall not park any vehicle, registered with the university or not, in a visitor/admissions guest parking space.

### One-Hour Parking

Spaces identified as “One-Hour Parking” may be used by students, staff, faculty, and guest visiting the University on a temporary basis. No parking permit is required to park in these parking spaces. However, remaining in a One-Hour Parking space for more than one hour will constitute an “Incorrect Parking” and/or “Expired Parking” violation. One-Hour Parking spaces are designed to allow everyone equal access to services offered by the University.

### Special Event Parking

Individuals or departments planning to conduct short courses, workshops, conferences, or special events to which persons from off-campus will be invited should inform the OCU Police Department as soon as possible, preferably one (1) month, and no less than 2 weeks, in advance of the event, regarding the anticipated attendance, duration of the event, and special parking or traffic management requirements utilizing [SchoolDude](#), email, or by phone call.

Students, faculty members, or staff may apply in advance for temporary parking permits for individuals or groups whom they invite to the campus. Sufficient advance notice should be given to the OCU Police Department [minimum of one (1) week] to make appropriate arrangements utilizing [SchoolDude](#).

From time to time parking areas may be barricaded, roped off, or otherwise marked as reserved for university guests or for public safety. Students, staff, and faculty who disregard these barriers are subject to ticketing and/or impoundment of vehicles.

### Parking Permits

All motor vehicles parked at the University must have a valid parking permit or authorization from the OCUPD. Each person purchasing/obtaining a permanent parking permit will be issued one permit that is transferable to any vehicle driven by the permit owner. One additional permit may be purchased for \$10.00.

#### *Obtaining a Parking Permit*

- Anyone desiring a University parking permit must complete a registration form online at [okcu.edu/financialaid/parking-permit](http://okcu.edu/financialaid/parking-permit).
- Parking permits may be obtained at the Student Accounts Office located on the 3rd floor of the Clara Jones Administration Building.
- Any person who gives false information on the application/registration form may be subject to fines and/or university disciplinary action.
- Permits will be billed to student’s university account, or direct payments may be made at the Office of Student Account Services during regular business hours.
- Permits are available on or after August 1 of each year.

#### *Parking Permit Placement*

- University permits shall be affixed to the driver side, lower corner, rear window.

- Temporary permits shall be hung from the rear-view mirror with the permit number visible from the front of the vehicle.
- Motorcycle permits shall be affixed to the left-hand fork or if applicable a standard university permit may be displayed on the lower left-hand corner of the windshield.
- Motor vehicles without an appropriately placed parking permit are subject to citation.

### *Temporary Parking Permits*

Students, faculty, and staff with a current parking permit or vendors may receive up to three free temporary permits per year. Each temporary permit shall only be valid for a maximum of two weeks and are not to be used consecutively. Temporary permits may be obtained from the OCUPD at any time or from Student Accounts.

### *Lost or Stolen Permits*

Lost or stolen permits must be reported immediately to the OCUPD regardless of the location at which the loss/theft occurred. Any vehicle displaying a parking permit that has been reported lost or stolen will be issued a citation and vehicle impounded.

### *Parking Ticket Appeals*

- Tickets must be appealed within 10 calendar days of issuance. Appeals turned in more than 10 days after issuance of the ticket will not be considered.
- To appeal a citation, go to the OCUPD office, located at 1635 NW 23rd Street, to obtain and complete an appeal form.
- The parking citation appeal form requires the recipient to plead either “not guilty” or “guilty.” A “not guilty” plea means the recipient disputes the officer’s claim that parking regulations were violated. A plea of “guilty” is an admission to having violated parking regulations because of extenuating circumstances and the appeal will be forwarded to the Chief of Police. If the student disagrees with the Chief’s decision, the student may appeal to the Student Court.
- Students must sign up for a date to appear before the “Student Court”. Any student appealing a ticket is required to appear before the Student Court in person. Students will be fined \$25.00 if they sign up to appear before the Student Court and fail to attend.
- Faculty and staff appeals are heard by the “Staff Council”. The Faculty/Staff appeals committee is comprised of staff and/or faculty members that meet monthly to review appeals. Only written appeals will be considered.
- The decisions of the Staff Council or Student Court are final and binding.

### *Payment for Parking Tickets*

- Students are not allowed to enroll, pay tuition or receive transcripts without first paying parking fines/fees charged to their account. OCUPD does not accept payment for parking tickets.
- All parking citations should be paid in person at the Office of Student Account Services.
- Do not send cash in the U.S. or campus mail. The University will not be responsible for cash lost in the mail.

### *Penalties*

Students, faculty and staff accruing more than five tickets during any academic year may receive additional penalties including but not limited to additional fines, loss of parking privileges, and vehicle impound. An “Immobilizer boot” may also be placed on any vehicle which has received 3 or more unbillable citations. An additional fee is required to remove the boot. Vehicles booted for longer than 15 days will be impounded.

### Vehicle Impound

- Students, faculty, and staff whose vehicles are impounded must visit the OCUPD office and bring: (1) Proof of ownership; (2) Proof of vehicle insurance; and (3) Valid U.S. State Driver's License.
- The impounded vehicle owner must be able to prove ownership of the vehicle through a bill of sale or verification of registration.
- The impounded vehicle owner must have proof of insurance and a valid driver's license or bring someone that will be driving with a valid driver's license.
- An impounded vehicle fee of \$100.00 cash is due to OCUPD for vehicle processing. After paying the fee, you will receive an *impound release slip* that must be presented at the impound lot.
- The towing company used by the University will also have a separate release and impound fee that is set and regulated by the State of Oklahoma.
- Vehicles parked or in operation with expired insurance or registration may be impounded according to state law.

# VIII. UNIVERSITY HOUSING

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## A. On-Campus Housing

Oklahoma City University affirms the contributions of on-campus living in enhancing the academic environment and in providing satisfying personal and social experiences. The University offers numerous options for on campus living, including residence hall suite-style residences, and apartments.

**Location:** Methodist Hall Housing Office and Cokesbury Housing Office

**Phone:** (405) 208-6363

[Click here to visit the Office of University Housing and Residence Life website.](#)

### Residence Halls

**Housing Options:** There are four residence halls on the OCU campus: Banning, Methodist, Draper, and Walker.

**Residence Life Coordinators & Resident Assistants:** A Residence Life Coordinator leads each of the residential community. In addition, each community has Resident Assistants (RAs) that help students build community, are available as a campus resource, and to help students succeed in college living. Housing and Residence Life staff enforces housing policies to maintain an environment that supports academic success and student development.

**Amenities:** Residence halls are equipped with the following services/amenities (may vary by hall):

- Washers and dryers
- Vending machines
- Microwave ovens
- Ice machine
- Televisions (in common areas)
- Ping-pong and pool tables
- Study rooms
- Computers
- WIFI

### On-Campus Apartments

**Cokesbury Court:** Cokesbury Court offers apartment living with the convenience of being on-campus. Amenities include, the security of a gated community with pin entry, an outdoor swimming pool, onsite parking, and a laundry facility within the clubhouse. Apartment options include furnished efficiency (studio), two- and four-bedroom units. All unit layouts have full kitchens. Utilities are provided, including internet access.

## B. Rights and Responsibilities of On-Campus Residents

**As a resident, you have the right to:**

- Read and study in your room free from undue interference.



- Have control over your personal possessions.
- Access to your assigned room and hall.
- A clean environment in which to live.
- Seek the aid of staff in resolving possible roommate conflicts after unsuccessfully attempting to reach a resolution

#### As a resident, you are responsible for:

- The student is responsible for the condition of the assigned space and shall reimburse the University for all damage to the space and damage to or loss of fixtures, furnishings, or properties furnished under the contract.
- Each resident is required to complete a University Housing Room Inventory form and return it to the Resident Assistant within 24 hours of occupancy.
- Residents are expected to take every precaution to assure that communal property is not abused.
- Residents are responsible for all policy and procedural information posted on bulletin boards, doors, and public walls of University Housing and/or disseminated through University publications, mass emails, and newsletters.
- Residents are responsible to abide by all policies and regulations put in place by OCU Housing and Oklahoma City University.
- Residents are responsible for carrying renter insurance to protect personal belongings against losses and claims.

## C. Rights of the University

#### The University Specifically reserves the following rights in regards to University Housing and residents:

- To conduct routine or impromptu searches of students and their on-campus premises, including student on-campus housing, to ensure health and safety, or to investigate a suspected violation of any University policy, or as deemed necessary.
- To enter any rooms in on-campus housing for general inspection, cleaning, repairs, or maintenance of order by authorized personnel at any time.
- To cancel or change a housing assignment for any reason, including but not limited to ensuring compliance with student conduct policies, health, sanitation, safety, and in cases of recognized emergency.
- To close on-campus housing, when necessary or practical, during official University vacation periods, extended periods between terms, and summer terms.
- To levy and collect, when appropriate, fines for improper conduct, damages to room or equipment, losses of equipment, and failures to observe University or Housing policies and procedures.
- University Housing reserves the right to fill every available space. Where there is a vacant space, the remaining occupant(s) must maintain the area in a manner that would allow another student to move in immediately.

## C. Housing Regulations

The following regulations apply to all students, visitors, or guests in on-campus housing. All references to on campus housing include the residence halls, fraternity houses, and Cokesbury Court Apartments.

## Residency Requirements

- All unmarried students under 21 years of age before the first day of classes who are enrolled full-time, regardless of classification, are required to live in University housing or with a parent or legal guardian.
- Any student under 21 years of age desiring to live with a parent or legal guardian within a 30-mile radius must submit a completed 'Housing Exemption' form in the Housing Portal.
- Students who do not comply with the off-campus living arrangement for which they received an exemption for will be fined the lowest highest rate based on their classification.
- If a student is identified living off campus without being approved to live off campus the student will be charged the lowest housing rate based on their classification.
- All individuals living in on-campus housing must be enrolled, full-time students at Oklahoma City University. Part-time students may live in on-campus housing with approval from University Housing Officials. Students can obtain approval by submitting a written request through email to [residencelife@okcu.edu](mailto:residencelife@okcu.edu).
- First-time freshmen will reside in Walker Hall, and Banning Hall. Honors students will be assigned to Banning Hall. PLC students will be assigned to the 5th floor of Walker Hall. All other students may reside in any permitted on-campus housing facility.
- Residents of Walker, Banning, Draper, and Methodist Halls must purchase one of the Residential Meal Plans. Cokesbury Court Apartment residents may choose between purchasing one of the Residential, or the Apartment meal plans.
- [Click here to view information on Housing and Meal Plan Rates.](#)

## On-Campus Housing Rent/Fees

- All students applying for on-campus housing must pay a non-refundable housing processing fee that is charged to each student's account with the Student Accounts Office or through their BlueLink account. Scholarship cannot cover this amount.
- The housing rate covers occupancy of the assigned space from the official opening to 24 hours after the official withdrawal from the University, or 24 hours after a student's last final examination.
- Residents vacating on-campus housing prior to the completion of their contract will be charged their total rent.
- The housing rate for the residence halls do not cover occupancy during official University vacation periods or extended periods between terms. The University reserves the right, when necessary or practical, to close the residence halls during these periods. Special arrangements are available for residents who must remain during such periods. Residents will incur an additional charge. Official opening and closing times will be listed in the academic calendar, and will be posted in residence halls.
- A resident who is suspended or expelled from the University or is removed from any on-campus housing facility for reason of improper conduct or for violation of University regulations must immediately vacate the facility upon notification and is not entitled to a refund. The removal of personal items remaining in the facility after the student has vacated will be at the discretion of the University.
- All fines issued for failure to adhere to University regulations will be applied to students' accounts. Grades and transcripts will not be released if any account is not cleared in accordance with the records of the Office of Student Account Services.

## Check-In and Check-Out Procedures

- At check-in each resident must complete a room inventory form. This includes transfer from one room to another during a term. The form indicates the condition of the room and allows for notation of any existing damage. Fines will be assessed based on damages reported.

- Student must check into their space by following the posted guidelines on the Housing and Residence Life website. If a student is arriving late please contact Housing and Residence Life at [residencelife@okcu.edu](mailto:residencelife@okcu.edu).
- Upon check-out, rooms must be left in the same condition they were when initially occupied. Students will be fined for any damages in the rooms.
- All furnishings which are not property of the University must be removed by the resident prior to checkout.
- All rooms will be thoroughly cleaned and inspected by the Residence Life Coordinator or Resident Assistant for damages and condition.

## Housing Assignments and Roommates

### Incoming Students

- Incoming student must complete a Housing Application online.
- Incoming students are given housing assignments Mid-Summer
- Incoming students may request a roommate when completing the Housing Application. Potential roommates must specifically request each other in their housing application to be considered for the same room assignment.

### Current Students

- Current on-campus housing residents returning to on-campus housing for the following academic year are eligible to participate in the Housing Selection.
- The Housing Selection is held in the spring term and provides on-campus housing residents an opportunity to handpick their housing assignment for the coming academic year.
- Prior to Housing Selection, each on-campus resident will be given a time-slot to begin selecting housing.
- Residents will select their housing in time-slot order. Groups of residents must have a full group (i.e. four students to sign up for a quad, two students to sign up for a double) to be eligible for the priority housing times.
- Only residents who have filled out an application on the Housing Portal will be eligible to participate in the priority Housing Selection process.

### Housing Selection Requirements

- Submit a Housing Application
- Register for classes for the following semester.
- Ensure there are no financial holds on the student account.
- Immunization records are current and complete.

### Room Retention

Students seeking to keep the same room or apartment for the following academic year may do so by selecting a room in the housing portal during announced days if they meet the requirements and adhere to the following guidelines:

- Residents must have all rooms filled and one current resident must remain in the room to retain the room.
- Residents in a double or quad may “pull-in” other residents to retain the room. To retain a room, all roommates must complete a housing application and request each other as roommates on the Housing Portal with those residents with whom they are pulling in.
- The rooms that have been retained will not be available for selection during the Housing Selection.

### Room Retention Requirements

- Submit a Housing Application online in the Housing Portal.

- Register for classes for the following semester.
- Ensure there are no financial holds on student account.
- Immunization records are current and complete.

### Room Assignments

- Assignments are for the entire academic year, except for students graduating in December.
- Residents must fill out the room change request form in the housing portal to change rooms during the academic year.

## Housing and Residence Life Policies

### Section 1: Alcohol, Tobacco, Vaping, and Paraphernalia

1. Oklahoma City University is to be a safe environment free from alcohol, drugs, and paraphernalia. It recognizes that the use of alcohol and illegal drugs diminishes the strength and vitality of human resources and the integrity of the institution. It is the intent of the university to educate and encourage students to abstain from alcohol and other drugs. Any student found using or distributing alcohol and other drugs on campus, in on-campus housing, or during campus-sponsored activities can face disciplinary action by the administration. The action may include a drug assessment, referral for counseling, and/or treatment as recommended by a university-approved counselor or counseling service. Every OCU student is required, upon admission, to read and acknowledge the [Alcohol and other Drug policy found in its entirety here](#). Every OCU student is responsible for the contents of this policy.
2. Alcoholic beverage containers, including shot glasses, kegs, beer balls, funnels, or other alcohol consumption containers are not prohibited in the residence hall or apartments.
3. Bongs, hookahs, pipes, and other drug paraphernalia is not prohibited in the residence hall or apartments.
4. Alcohol or drug packaging, containers, or paraphernalia cannot be used for decoration.
5. Marijuana possession or use is not allowed on Oklahoma City University campus or within a Residence Hall.
6. Marijuana paraphernalia use or possession is not allowed on Oklahoma City University campus or within Residence Halls or campus apartments.
7. Tobacco, E-cigarettes, and Vaping products and use are prohibited on the campus of Oklahoma City University.
8. Tobacco, e-cigarettes, and vaping products are not allowed and cannot be possessed or used inside or outside the residence halls or apartment community.

### Section 2: Animals

1. The only animals permitted in University Housing are fish in 10-gallon fish tanks. All other animals are not permitted in any of the residence halls or apartments.
2. If any unauthorized animal is found there will be an automatic \$200 fine per occurrence along with any additional fines for cleaning and damages.
3. Emotional Support Animals and Service Animals:
4. If you have an Emotional Support Animal or Service Animal, it must be registered and approved with the Office of Disability and Access Services before allowed in the residence hall or apartment.
5. If you have an Emotional Support Animal or Service Animal you are required to follow all expectations from the Offices of Disability and Access Services, and Housing and Residence Life.
6. OCU's [Emotional Support Animal Policy can be found here](#).

### Section 3: Appliances, Decoration, and Equipment

1. Antennas: Exterior antennas or satellite dishes are not permitted.

2. Appliances: Microwave: Residence Hall rooms are limited to what can be prepared within a microwave. Banning Hall, Draper Hall, and Walker Hall are permitted to have one microwave per room. Max Wattage of 700 Watts. Methodist Hall provides microwaves to residents and students are not able to bring additional microwaves. Cokesbury Apartments residents are permitted to have one microwave per apartment with a Max Wattage of 700 Watts.
3. Mini-Fridges: Have a max size of 4.4-Cubic Feet or Smaller. Banning Hall, and Draper Hall are permitted to have one per bedroom. In Walker Hall, Double Rooms are permitted to have one fridge per bedroom, Triple Rooms are permitted up to two fridges per bedroom.
4. Appliances that are **NOT** permitted in the Banning Hall, Draper Hall, Methodist Hall, and Walker Hall: Slow Cookers, Crockpots, Pressure cookers, Rice cookers, Hot plates, Toaster ovens, Deep fat fryers, Air fryers, George Foreman grills, Electric grills/skillets/griddles, Instant pots, Freezers, Outdoor grills (gas or charcoal), Coffee pots without an auto shut-off feature, Waffle Makers, indoor grills, and multi-cookers
5. Appliances that are NOT permitted in Cokesbury Court Apartments: Deep fat fryers, outdoor grills (gas or charcoal)
6. Decorations: Candles and Incense that are meant to burn are not permitted within any residence hall or apartment. Nails, screws, or other devices that are inserted into the walls are strictly prohibited. Only 3M adhesive strips are to be used when hanging decorations. No sticky paper, wallpaper, or decorative paper may be adhered to, glued, or attached to the walls. Combustible decorations including cotton batting, dry/cut vegetation, moss, straw, hay, vines, leaves, or twigs are prohibited. Real Christmas trees are not permitted in residence halls or apartments. Pumpkins used for decorating are not permitted in the hallways and must be kept in each room and apartment.
7. Decorative Lights: Only LED decorative electric lights are permitted or non-LED battery powered. Decorative light sets should not be anchored/taped or allowed to touch metal items such as window or door frames. Cords may not be run through doorways, under doors, or across hallways.
8. Electrical Equipment: Residents may not alter or repair any electrical equipment or fixture provided by the University. Defects in electrical equipment or wiring should be reported to a university housing staff member and a work order must be put in by the student. If more than two appliances or two appliances with a cumulative wattage of more than 1500 watts are plugged into a single wall outlet, a U.L. approved power strip with a built-in circuit breaker must be used. Only one power strip is permitted per outlet
9. Extension Cords: Extension cords are permitted to use in rooms but they must be UL Certified. Extension cords must not be used in succession, or in conjunction with, power strips. Extension cords shall not be used as a substitute for permanent wiring.
10. Space heaters, window unit/portable air conditioners, ceiling fans, and similar items not issued by Oklahoma City University are not allowed. Students violating this policy are subject to fines and/or disciplinary action.
11. Exterior Equipment: Ring/Nest/Smart Doorbells, personal exterior cameras, or any other type of device are prohibited to use or install with on-campus housing buildings and apartments.
12. Network/Internet Devices: Routers, splitters, and other similar devices are prohibited within the residence halls and apartments.
13. Window Treatments: All curtains must be hung using tension rods. Permanent hardware may not be attached to walls, windows, or ceilings.

#### **Section 4: Bicycles and other Recreational Equipment**

1. Bicycles may not be stored or placed in stairwells, hallways, fire exits, or chained/locked to stair railings, lamp posts, or shrubbery. Bicycles should be properly secured to bicycle racks provided outside of residence halls and apartments.
2. The operation of hoverboards, skateboards, scooters or other recreation equipment is banned in all residence halls and apartment communities.

3. Boats, Kayaks, and other flotation vehicles and devices are not allowed to be stored within any residential communities or within parking lots on OCU Campus unless prior approval is given.

#### **Section 5: Entry/Exits into Residential Communities**

1. Banning, Draper, Methodist, and Walker Halls are require an ID card swipe to enter the building. Each swipe is meant to let one person into the building.
2. Methodist Hall and Cokesbury Apartment vehicle entry and exit gates are meant to be opened and closed for one vehicle each. Once the entrance code or ID card is swiped only one car is permitted to enter and exit at a time. Residents must wait their turn in line and make sure not to follow behind other vehicles without entering their entry code or swiping their ID.
3. If damage has occurred to a vehicle entering or exiting the gates due to negligence on behalf of the student and/or not following proper entry procedures Oklahoma City University is not liable for any damages to any personal property.
4. If a student damages a vehicle gate, pedestrian gate, or access door the student will be liable for the replacement and labor charge.

#### **Section 6: Fireworks/Explosive/Flammables**

1. Any type of firework or explosive is strictly prohibited from the residence halls or apartments.
2. The following are banned from the residence halls and apartments:
3. inflammable fluids, dangerous chemical mixes, Bunsen burners, fire pits, kerosene heaters, halogen lamps, lava lamps, multi-bulb lamps with plastic shades (octopus lamp), three dimensional (3D) printers

#### **Section 7: Fire Safety**

Evacuation of University buildings is mandatory when a fire alarm sounds. Sounding of false fire alarms or tampering with firefighting or safety equipment to include extinguishers, fire sprinklers, and connecting pipes, EXIT signs, and the alarm system is prohibited. Those suspected of such offenses are subject to criminal prosecution, eviction from University housing, and/or suspension from the University, and may be required to pay fines and/or restitution.

#### **Section 8: Furnishings**

1. University-provided furniture is not allowed on ledges, balconies, or terraces when not in use.
2. University provided furniture cannot be stored on ledges, balconies, or terraces
3. All furniture provided by Oklahoma City University must remain inside the student's room and/or apartment.
4. Personal beds, mattresses, and box springs can not be brought into the residence hall or apartments unless approved through OCU Disability Services for accommodation.

#### **Section 9: Guests and Visitation**

1. Residents are responsible for the conduct of their guests and must be present for the duration of the visit. It is the responsibility of the host to make sure that the guest(s) understand and abide by all Housing and University regulations. If a resident's guest is involved in any violation of University or Housing regulations, the hosting resident, as well as the guest, may be subject to disciplinary action. Students may be held responsible for violations of University or Housing regulations that occur in their rooms.
2. Overnight guests may not stay for more than three consecutive nights and a total of ten days in a semester.
3. Guests may only stay where there is a free bed for them to sleep in. No guest may sleep on the floor of any University Housing building due to the fire code.
4. Overnight guests are not allowed during periods where the University is closed.

### **Section 10: University Breaks**

1. The University reserves the right, when necessary or practical, to close the residence halls or apartments during official holiday breaks or University vacation periods.
2. Banning Hall, Draper Hall, Methodist Hall, Walker Hall, and Cokesbury Apartments will close during winter break.
3. Students in the residence halls can apply over the break and must be approved by Housing and Residence Life. Any student that is approved to stay over the break will be charged a daily rate. Students are only approved for catastrophic hardships.
4. Any students living in Cokesbury Apartments can choose to stay over the break but will have to register. Any students that register to stay during the break period will be charged a daily rate.
5. Students not returning to the University after winter break, or any other university period must remove all their possessions before leaving.

### **Section 11: Inspections and Access**

1. The University reserves the right to enter student rooms under certain circumstances including, but not limited to, inspections for:
2. Safety, health, general housing policy compliance, cleanliness, inventory, emergency situations, pest control, occupancy verification, maintenance
3. If such inspections are of a routine or periodically recurring nature, a reasonable effort will be made to give prior notice.

### **Section 12: Keys**

1. Keys are issued at check-in by Housing and Residence Life Staff for the assigned space. Keys must be returned when checking out of the space.
2. If a key is lost or not returned when occupancy has ended, or if a temporary key is not returned within the stated time, the resident will be charged a fee. All keys remain the property of the University.
3. Students will be charged \$100 for a lost room/apartment key and \$50 for a lost mailbox key.
4. Students found to be in possession of a key to any room other than that assigned to them will be subject to disciplinary action.

### **Section 13: Lockouts and Locks**

1. Each time a student contacts a housing staff member, or the University Housing Office for a lockout to be performed to their bedroom, apartment, or building/complex they will be charged \$20 per lockout.
2. No additional locks can be added to entry doors, bedroom doors, and bathroom doors in an apartment or residence hall room.
3. There will be no lock-out charges within the first two weeks of classes each semester.

### **Section 14: Mail Services**

1. Each Residence Hall (Banning, Draper, Methodist, Walker) student shall be provided mail service at the mail center located within the McDaniel University Center. Mail is not delivered to individual rooms.
2. Cokesbury Apartments residents will be assigned a mailbox outside their assigned building to share with their roommates and their packages will be sent to the Cokesbury Housing office to be picked up.

### **Section 15: Pest Control/Bed Bugs**

1. Students must allow Housing staff and our pest control professionals access to the room/apartment at reasonable times to inspect for or treat pest/bed bugs. You and your family members, occupants, guests, and invitees must cooperate and must not interfere with inspections or treatments. We have the right to select any licensed pest control professional to treat the apartment and building. We can select the method

of treating the apartment, building, and common areas for bed bugs. You are responsible for and must, at your own expense, have your own personal property, furniture, clothing, and possessions treated according to accepted treatment methods established by a licensed pest control technician.

2. You must report any signs of pest/bed bugs within 48 hours of discovery to your RA, Residence Life Coordinator, or to the Housing and Residence Life Office, or you may submit a maintenance request. Do not wait to report evidence of pests/bed bugs. Even a few bugs can rapidly multiply to create a major infestation. When an infestation is caught early, treatment is often much quicker and less disruptive than when the infestation is more advanced.
3. Successful treatment of a pest/bed bug infestation is dependent on your full cooperation. If we confirm the presence of pest/bed bugs, you must cooperate and coordinate with us and our pest control professionals to treat and eliminate the pest/bed bugs. You must follow all directions from us and our agents to clean and treat the apartment or building that is infested. Follow-up treatments or inspections may also be necessary. You shall not treat the apartment for pest/bed bug infestation on your own. You must remove, or treat personal property that cannot be treated or cleaned before we treat the dwelling.
4. If we confirm the presence or infestation of pest/bed bugs in your dwelling, we have the right to require you to temporarily vacate the dwelling and remove all furniture, clothing, and personal belongings in order for us to perform pest control services.
5. If you do not comply with the preparation of the apartment as required by the pest control professional or the treatment is unsuccessful because of lack of cooperation, you will also be responsible for subsequent treatments to the apartment and for any treatment to adjoining units that are infested with pests/bed bugs.
6. If you are required to pay for any pest control services it will be clearly communicated to you through the student's OCU email account. The charges will be applied to the student's BlueLink account.
7. If for any reason the student brings in any pest/bed bugs into the room/apartment they need to follow pest/bed bug policy set out in the housing policies and be charged a treatment/cleaning fine along with any furniture or materials that need to discard that is property of Oklahoma City University.
8. Neither Owner nor Owner's agents and employees shall be responsible to you for any losses, damages, or expenses including special, consequential, or punitive arising out of a bed bug infestation, inspection, or treatment. Failure to promptly report bed bugs, failure to comply with treatment instructions or any other violation of any other policy are grounds for eviction. The student will remain liable for any costs and damages incurred.

### **Section 16: Photographing or Videotaping**

Photographing, videotaping, filming, digitally recording, or by any other means, secretly viewing with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy is prohibited. This section does not apply to lawful security surveillance filming or recording that is authorized by law enforcement or authorized University officials.

### **Section 17: Quiet and Courtesy Hours**

*Students shall observe and respect the rights of other students occupying the residence halls.*

Students will avoid excessive noise levels and will observe quiet hours for studying in each residence hall. At all times, residents need to be considerate of others' needs and respect the rights of others by being aware of the noise level on the hall. Noise that can be heard beyond two doors down from a room is likely excessive and potentially bothering other residents in the building.

1. Common courtesy requires all Residence Hall occupants to keep noise levels in all residential areas to a minimum, 24 hours a day.



2. Quiet hours: Sunday – Thursday are 10 p.m. to 9 a.m. and Friday and Saturday midnight to 9 a.m.
3. Beginning 24 hours before the first final through closing, 24-hour quiet hours will be in effect.

### **Section 18: Restricted Areas**

The roofs, ledges, attics, and mechanical/electrical equipment rooms of all University-owned buildings are strictly “off-limits” to all students. Violators of this policy will be subject to fines and/or disciplinary action.

### **Section 19: Solicitation and Sales**

1. Soliciting, canvassing, or the use of University housing as a location for selling, advertising, or running a personal business enterprise is strictly prohibited. This includes, but is not limited to hosting parties for Tupperware, Pampered Chef, Avon, Mary Kay, etc.
2. Off-campus individuals and organizations are not allowed to conduct or solicit commercial sales or distribute commercial pamphlets, handbills, circulars, newspapers, magazines, and other written material on University Housing property.

### **Section 20: Vandalism/Damages**

Residents are prohibited from vandalizing, damaging, or destroying university or other individuals’ property. Any damages to the community will be billed back to the individuals who caused the damage or split among the residents that live in that community. This includes but not limited to furnishings, bulletin boards, equipment, games, supplies, other student’s belongings, marketing materials, flyers, etc.

### **Section 21: Waste Disposal**

All waste paper and other trash must be deposited in dumpsters. Littering or improper disposal of trash is not permitted. Trash sitting outside of room, apartments, or in hallways will be subject to disciplinary action. Students found littering in and around University Housing will be subject to fines and/or disciplinary action.

### **Section 22: Weapon, Projectiles, Explosives, and Inflammables**

1. The possession or use of firearms on campus is strictly prohibited within any residence hall or apartment and result in eviction from University housing and/or up-to expulsion from the University.
2. The weapon is defined as any pistol, revolver, shotgun or rifle, whether loaded or unloaded, or any imitation or toy gun, airsoft or pellet gun, or any electronic control devices commonly known as Tasers, or any machete, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or another device in the handle of the knife, blackjack, loaded cane, Billy club, hand chain, metal knuckles, any knife with a blade measured greater than 4 inches, or any other offensive weapon, whether such weapon is concealed or unconcealed.
3. Realistic weapon replicas such as airsoft or similar type weapon are prohibited from the residence halls and apartments.
4. Water balloon launchers are prohibited from the residence halls and apartments.
5. Darts and dartboards are not permitted in the residence halls or apartments. This includes metal, plastic, magnetic, and other types not listed.

### **Section 23: Other Policies**

The University reserves the right to prohibit any item or activity deemed by the University to be harmful, unadvisable, or not in the best interest of the University or its students. Addenda to the contract may be distributed as needed. Residents are required to know and comply with all policies and regulations contained within the [Student Handbook](#) and the [Student Code of Conduct](#).

## Fraternity House Regulations

Residents of any fraternity house must abide by all on-campus housing regulations as well as any other published regulations or guidelines of Fraternity and Sorority Life.

### Residency Requirements

Any individual residing in fraternity housing must meet the following requirements:

1. Receive prior approval from the Dean of Students before residing in the fraternity house.
2. Be currently enrolled full-time at Oklahoma City University. Students residing in fraternity housing who drop below full-time enrollment at any time during the semester will have five (5) school days to relocate residence.
3. Be an initiated member in good standing of the fraternity.
4. Have completed at least 24 course credit hours.
5. **Maintain a cumulative and semester GPA of 2.5.**
6. **Not be on student disciplinary probation.**
7. Be released by the Office of Housing and Residence Life if the student is currently in a university housing contract.

### General Policies

1. Fraternity house living is considered on-campus housing, and fraternity house residents and guests must abide by all on-campus housing regulations.
2. **University policies regarding alcohol and substance abuse apply to fraternity house residents and guests.**
3. The University reserves the right to enter the fraternity common areas and individual rooms for general inspection, cleaning, repairs, or maintenance at any time.
4. The fraternities are expected to be good neighbors. Theft of property, intoxication, and other antisocial behavior is prohibited and may result in student conduct sanctions. It may also result in the termination of the fraternity on the Oklahoma City University camp.

### Quiet Hours and Visitation

1. Loud music will not be tolerated.
2. Male students living in fraternity houses may not have female guests in the house after midnight on Sundays through Thursdays, and not later than 2:00 a.m. on Fridays and Saturdays.
3. Fraternities are responsible for the behavior of their guests.
4. Alumni of the fraternities will have restricted visitation in the house when University policies are violated.

### Cleaning and Maintenance

1. The fraternities must maintain neat houses.
2. The fraternities must ensure that trash is picked up both inside and outside the fraternity house.
3. Lawns and flower beds are to be maintained on a regular basis. The University will have unkempt lawns mowed at the expense of the fraternity.
4. Upholstered furniture or furnishings intended for indoor use are not permitted on the exterior of fraternity house property.
5. Only outdoor furnishings in good repair are permitted outside fraternity houses.

### Fraternity House Inspections

1. The Dean of Students, Fraternity and Sorority Life Advisor, or Director of Student Engagement are permitted to schedule inspections of the fraternity houses.
2. All rooms must be open and unlocked during a scheduled inspection.
3. The fraternities must adhere to all published inspection guidelines from the Office of Fraternity & Sorority Life.
4. Fraternities must complete a self-inspection once a month.

### Hazing

- Hazing of any individual by fraternity members or their guests will not be tolerated.
- Fraternities are responsible for the behavior of their guests or alumni.

[Click here to view the Student Code of Conduct](#) for more information about conduct regulations.

## Emergency Procedures for Residence Halls & Fraternity Houses

### Fire

1. As you leave the floor instruct residents to evacuate to the designated location.
2. Designated Locations:
  - Walker Hall - Watson Lounge, Basement of Chapel
  - Banning Hall – Activities Lawn
  - Methodist Hall – Activities Lawn
  - Draper Hall – South Side Parking lot of Draper
  - Kappa Sigma House – Courtyard south side of ELS
  - Lambda Chi Alpha House – Sidewalk on the north side of ELS
  - Cokesbury Court Apartments - Activities Lawn
3. All residents and staff should remain in designated locations until clearance is given by an authorized University official.

### Evacuation Drills

- Unannounced random evacuation drills will be conducted within 10 days of the beginning of classes in order to comply with federal and state laws and regulations.
- The intent of the inspections is to increase the level of safety awareness of residents and identify health and safety issues.
- **Failure to cooperate** with evacuation drills will result in minimum \$50.00 fine per violation and referral to the Dean of Students Office.

### Armed Person/Shooter

Quickly determine the most reasonable way to protect your own life. Remember that visitors are likely to follow the lead of students, faculty and staff during an active shooter situation.

1. **RUN (Evacuate):** *If there is an accessible escape path, attempt to evacuate the premises.* Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible to responding police

- Follow the instructions of any police officer encountered during your escape
- Notify police that you escaped and tell them what you saw and encountered while inside.
- Do not attempt to move wounded people who cannot move on their own
- Call 405-208-5911 or 911 when you are safe.

**2. HIDE:** *If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:*

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door, behind a concrete wall or heavy desk)
- Not trap you or restrict your options for movement

**To prevent an active shooter from entering your hiding place:**

- Lock the door
- Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., concrete walls and pillars, iron beams, file cabinets, heavy desks, solid table tops)
- Remain quiet

**If evacuation and hiding out are not possible:**

- Remain calm
- Dial 405-208-5911 or 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen
- Take combative action against the active shooter, only as a last resort:

**3. FIGHT:** *As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:*

- Any means necessary using improvised weaponry.
- Acting as aggressively and as violent as possible against the shooter if confronted. Coordinating together with others to incapacitate the shooter, by any means necessary.
- Fight for your life.
- Yelling loudly as you fight for your life.
- Committing to your actions.
- If you feel you are about to be shot, and the shooter is close, attack the shooter's weapon to prevent it being used against you.

***What to expect when Law Enforcement arrives:***

Law enforcement's immediate purpose is to locate and stop the active shooter as soon as possible. The first officers on scene will bypass the wounded and proceed directly to the area where the last shots were heard.

- Officers may enter buildings in teams of four (4), or less. Officers will not wait for back up if the shooter is still shooting upon police arrival.
- Officers may wear regular police uniforms or, external ballistic vests, Kevlar helmets, regular or modified goggles, and other tactical equipment. Officers may be armed with rifles, shotguns, handguns.

- Some officers may be in plain clothes, but ALL law enforcement at the scene will be identified by a visibly worn badge and possible ballistic vest.
- Officers may use pepper spray or, tear gas, Tasers, percussion grenades, or other less lethal means to control the situation.
- Officers may shout commands, push individuals to the ground and handcuff victims for their safety.
- Officers may bypass injured and wounded victims until the shooter's deadly actions are stopped.
- It is extremely important that you follow the instructions and directions of Police first responders.

***How to react when Law Enforcement arrives:***

- Remain calm, and follow officers' and all first responder's instructions
- Put down any items in your hands (i.e., bags, jackets), especially cell phones, flash lights, ink pens, and keys.
- Immediately raise hands, above your shoulders, and spread fingers apart.
- Keep hands visible at all times in the presence of police.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not ask questions of officers when evacuating, follow instructions and proceed to the designated exit.
- Officers will provide answers when they are able to do so.

***Information to provide to law enforcement or 405-208-5911(OCUPD) / 911(OCPD) operators:***

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description (approximate height, weight, race, sex, hair color, build) of shooter/s.
- Clothing description of the shooter/s.
- Number and type of weapons held by the shooter/s. Number of potential victims at the location.

***Remember:***

- The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial police response.
- These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
- Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.
- Please cooperate with police and ALL first responders after you safe.
- Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.
- Remember, you are now a material witness to a crime.

**Tornado**

1. All students should immediately take tornado safety precautions when a tornado warning is issued for your general area. A Tornado Warning indicates a tornado has been sighted and you should immediately take shelter.
2. A severe weather siren may or may not be sounded. If sounded the siren will have a continuous steady tone lasting 3 minutes or longer.
3. Do not wait to hear a tornado siren to seek shelter.
4. Proceed to the nearest designated tornado shelter area or an interior room at the lowest level of the building and close the door. If at all possible have a phone, radio, flashlights and first aid kits available.

5. Contact University Police at (405)208-5911/ or 911. If you call 911 from a cell phone, the call will go to the Oklahoma City Police Dispatch. Immediately identify your location at OCU and you will be transferred to OCUPD Dispatch. To reach the University Police Department directly from a cell phone, call 405-208-5911.
6. Monitor the storm by listening to the local media on your cell phone or a nearby television.
7. **The OCU Main Campus shelter locations are as follows:**
  - Walker Hall basement
  - Banning Hall basement
  - Draper Hall basement
  - Methodist Hall L1 & L2 stairwells
  - Tom and Brenda McDaniel University Center Basement lower level east
  - Kappa Sigma basement
  - Lambda Chi Alpha basement.
  - OCU Law School basement & interior first floor area away from windows

Should a tornado actually affect campus, **DO NOT LEAVE THE TORNADO SHELTER AREA UNTIL TOLD TO DO SO.** University and/or Local Government Officials will be making rounds throughout campus determining damages and will contact you when it is safe to leave the building. This may take a while, so remain in the designated area until you are contacted to leave. Exit your location only in the event of a life-threatening interior flooding situation. There may be structure damage and downed powerlines that could cause extreme injury upon your building exit.

**PLEASE NOTE,** Tornadoes have been known to leave the ground and come back down again in a matter of minutes or even as long as half an hour. Remain in the designated area until notified by University and/or Local Government Officials that it is safe to leave.

### Earthquake

1. Take cover under heavy furniture – a table, desk, or bench – or within a doorway.
2. Keep away from glass and windows.
3. Wait for quake or tremor to subside and all falling objects to come to rest.
4. For small quakes and tremors with NO apparent damage, return to normal activities. Building Coordinators will survey the entire building for possible damage such as natural gas and water leaks, electrical hazards, falling objects, etc. All Coordinators will report damages to University Police and/or the Facilities department.
5. Remain calm.
6. If building damage appears heavy, evacuate **ONLY** when notified to do so by University/Local Government Officials.
7. Proceed immediately to safe areas.
8. Stay away from electrical power sources, fallen lines, buildings, or other tall objects.
9. **Do NOT smoke. Gas lines may have ruptured.**

### Medical Emergencies

1. Remain calm. Call 911 and stay on the line until the dispatcher tells you to hang up.
2. If calling 911 from a cell phone, the call will go to the Oklahoma City Police Dispatch. Immediately **identify your location at OCU** and you will be transferred to OCUPD Dispatch. *To reach the University Police Department directly from a cell phone, call 405-208-5911.*
3. If possible, send an individual outside to meet the ambulance to assist them finding the patient.
4. Do NOT move the victim or give first aid unless you are trained and certified to do so.

5. Remain with the victim and try to keep the victim warm and alert by talking with them until emergency response personnel arrive.

## Crime

### *Violent Crime*

- Contact the OCUPD (405-208-5911) immediately.
- Have witnesses and/or victims remain until the proper authorities arrive.
- Keep the suspect in sight and remain on the line with police dispatchers if you can safely do so.

### *Non-violent Crime (i.e. Theft, Property Damage, etc.)*

- Contact the OCU Police (405-208-5001)

## Electrical Emergencies

- Determine if anyone is injured.
- Call OCUPD (405-208-5911) or 911 if there is a fire or injuries.
- Contact OCU Facilities at (405-208-5382). After office hours contact the OCU Police (405-208-5911).
- **Do not use candles or any open flame** as a source of light during the emergency.

## Plumbing Emergencies

- Determine if there is a flooding need to evacuate
- Contact OCU Facilities at (405-208-5382).
- After office hours, contact the OCU Police (405-208-5911).

# IX. STUDENT ORGANIZATIONS

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## A. Using Engage

Engage is the gateway for all students to get involved and connected at Oklahoma City University. It is an online community where you can connect to student organizations and find out what is happening on campus.

Engage helps students streamline their involvement by organizing, managing, and communicating with other members of an organization all in one place. It also allows students to keep an official record of involvement, create an ePortfolio, and utilize a personal calendar of events or a virtual to-do list.

It allows student organizations to do many things including: manage records, store and share important documents, communicate with members, plan and publicize events, track service hours, keep a log of past officers for reference purposes, post pictures, complete organization surveys, announce meeting schedules, post event information, and track meeting attendance.

[For more details on how to use Engage, follow this link.](#)

## B. Create an Engage Account

[Click here to go to Engage](#) and use your BlueLink ID and password to login. New users will need to complete the basic profile information.

### Engage Assistance

Contact the Office of Student Engagement by email [involved@okcu.edu](mailto:involved@okcu.edu) or visit the Involved Center, Room 114 of the Tom and Brenda McDaniel University Center for assistance and Engage training.

## C. Registering & Forming a New Student Organization

Student organizations are vital to building a vibrant campus life at Oklahoma City University. OCU strongly encourages students to explore the many diverse offerings of student organizations available on campus. All student organizations must be consistent with the University's mission. It is always advised to check that an organization you desire to create does not already exist at Oklahoma City University.

[Click here to check current organizations.](#)

*If interested in forming a new organization follow these steps:*

1. In order to apply, you must have at least 3 interested students, a faculty or staff Advisor, and an organization constitution. One student must serve as the President or primary contact and another as treasurer. Incomplete or incorrect submissions will result in a delay this includes (failure to complete an accurate constitution).



2. Once you have the above information; an interested student or staff member will visit Engage to complete the application.
  - a. Be sure to log in in the upper right corner of the screen, then visit the “organizations” tab.
  - b. On the left-hand side there will be an option to “register an organization”.
3. Once the application is submitted, a staff member from the Office of Student Engagement will review the documents and set-up a meeting with the student leader(s) to finalize the registration process and review the Registered Student Organization Handbook and resources. Depending on the time of year the application is submitted, the review process may take multiple weeks to complete.

## Annual Re-Registration of Student Organizations

Every fall student organizations must re-register. The re-registration process requires each organization to update their contact information, governing documents, and membership roster.

Through the re-registration process, organizations will be updated on the policies and procedures in the Registered Student Organization Handbook and any additional information deemed necessary by the Office of Student Engagement. Instructions for re-registration will be sent out at the beginning of the fall semester.

## Forming a Religious Student Organization

All student religious groups must agree to abide by the Ethical Framework for Religious Life at OCU.

### Ethical Framework for Religious Life at OCU

- **Collegiality:** OCU recognizes the diversity of religious belief present in society and on campus. This has the potential to enrich the life of our community and the lives of each individual. A positive environment grows from mutual respect and a common understanding. All student groups and religious organizations recognize that they are guests of the university and that their ability to operate on campus is a privilege. As such, all groups agree to abide by the ethical parameters of the university, partially outlined here. Any group who violates these guidelines, in the opinion of the University-Church Relations (UCR) staff, will forfeit their privilege to continue their ministry on campus.
- **Accountability:** All student religious groups must be associated with an organization with clear lines of accountability. Christian denominations and local houses of worship usually have boards or administrators who oversee such groups. Independent religious organizations may have a board of directors that serve a similar function.
- **Personal Freedom:** All religious groups will respect each person’s decision to believe, or not believe, any particular teaching or idea. A student must be able to freely participate in or to leave a religious group without being subject to harassment or shame. Religious groups will not encourage the alienation of any student from established friends and family. OCU religious groups should strive for a campus climate that honors the personal independence of each person, encourages open exploration, stimulates intellectual as well as spiritual inquiry, and supports the university’s devotion to truthfulness and the search for knowledge.
- **Inclusiveness and Identity:** Student religious groups must be open to general participation by any interested student. They may, however, specify requirements for holding a leadership position and/or participating in a particular religious ritual. OCU will not tolerate abuse of any kind, verbal, written, or physical, harassment, intimidation, or the denigration of another person on the basis of race, religion, gender, sexual orientation, national origin, etc.

- **Support of the University's Mission:** All religious groups must promote the academic and program missions of OCU. They will not engage in any action that would place undue financial pressure on students or be demanding of their time so as to compromise their studies.
- **Solicitation:** All publicity distributed by religious groups will conform to the policies of the University, including bearing the approval stamp from UCR. General solicitation of students is limited to specific areas and times that must be preapproved by the Director of University Church Relations and Religious Life and the Dean of Students Office. Group members may make themselves available at these events and may respond when approached by interested persons, but they may not actively pursue making the initial contact.
- **Respecting privacy within university residence halls:** When desiring to share their faith commitment with students in residence halls, religious group participants should avoid invading or intruding upon the privacy of those students—whether through such means as personal visit, telephone, email, social networking sites, or mail—unless they have been asked by a student to make contact. They may not canvass, approach, or visit an entire residence hall or floor. They may not randomly visit student rooms where no prior relationship has existed, even when the door to a student's room is left open. They may not place publicity or solicitations on a general, random basis on or under the door of students' rooms.

## D. Funding for Student Organizations

- **Funding from Student Senate Legislation:** Any student organization may receive funding from the Student Senate through a bill. The student organization must have a Student Senator author a bill that specifies the purpose and amount of funding requested.
- **Organizational Allotments:** In addition to legislation, registered student organizations are eligible to receive funding through Organizational Allotments each semester. Organizational Allotments are determined by the Joint Committee on Organizational Allotments whose members include elected representatives from Prexie Club as well as members of the SGA. The Joint Committee on Organizational Allotments reviews all Organizational Allotment applications and makes a recommendation to the Student Senate on how the allotments are allocated.
- To receive an update on your Organization's Account Balance email [involved@okcu.edu](mailto:involved@okcu.edu)

## E. Financial Transactions with Student Organization Accounts

**On Campus Student Organization Accounts:** Any Registered Student Organization will receive information for an on-campus account two to three weeks after their organization is approved and reviewed. All registered student organizations must have a student organization account with the University in order to receive funds from the OCU Student Government Association. Account balances can be checked by emailing [involved@okcu.edu](mailto:involved@okcu.edu).

**Dues:** Student organizations may require their members to pay membership dues. Dues help student organizations to maintain a consistent funding source. This is especially important because the Student Government Association's ability to distribute grants may vary from year to year. If a student organization collects dues the funds must be deposited into their student organization account. Registered Student Organizations that collect dues may have their members pay in cash or check.

**To deposit funds** into your Student Organizations account, complete this form and turn it in to Student Accounts Located on the 3rd floor of the Administration building.

## F. Withdrawing Funds from Student Organization Accounts

### Registered Student Organization Account

On Campus Student Organization Accounts: Any Registered Student Organization will receive information for an on-campus account two to three weeks after their organization is approved and reviewed. Account balances can be checked by emailing [involved@okcu.edu](mailto:involved@okcu.edu).

All registered student organizations must have a student organization account with the University in order to receive funds from the OCU Student Government Association. Each Registered Student Organization's president, treasurer and advisor should be allowed to manage financial transactions on behalf of the organization.

### Accessing Student Organization Funds

Student organizations have two methods for using the funds available in their on-campus student organization account.

**Petty Cash for amounts up to \$250.00:** Financial designee's of an organization may obtain petty cash for up to \$250.00 per day.

1. Petty Cash Vouchers are available on [Engage](#) or in the Office of Student Engagement, Room 114 of the Tom and Brenda McDaniel University Center. All Petty Cash forms must be signed by your on-campus advisor or a member of the Office of Student Engagement.
2. Completed petty cash vouchers can be turned into Student Financial Services, located in room 340 of the Administration Building.
3. All receipts (must be itemized) and unused funds for purchases made with petty cash must be turned in to Student Financial Services within **one week** of receiving the petty cash. If **Itemized** receipts are not returned, then the amount of petty cash will be charged to the student or organization that received the cash.

**Reimbursement:** Students who make purchases using personal funds on behalf of a Registered Student Organization may be reimbursed.

1. Students must verify they have the funds available in their account prior to spending. Email [involved@okcu.edu](mailto:involved@okcu.edu) to verify. This process may take up to five business days.
2. Students **must have itemized receipts** and complete a Petty Cash Voucher form. The Petty Cash Voucher forms are available on [Engage](#) or in the Office of Student Engagement, Room 114 of the Tom and Brenda McDaniel University Center. All Petty Cash forms must be signed by your on-campus advisor or a member of the Office of Student Engagement.
3. Once the itemized receipt(s) and Petty Cash form are submitted, the student will be reimbursed with a check from the student organization's account or via direct deposit to their personal checking account if the account information is on file with the University.
4. Reimbursements typically require at least two weeks for processing.

### Purchases over \$250:

1. Student organizations may on occasion need to make purchases over \$250. Before you agree to a purchase you must have verified your on campus account balance and have your advisor's approval to

move forward with the purchase. Invoices will not be approved to be paid if your organization does not have sufficient funds.

2. In order to approve and pay the invoice, it must be directly emailed or mailed to accounts payable.

### ***Inactive Student Organization Funds***

Funds held in organization accounts where the student organization has been inactive for four or more semesters may be transferred for other uses to benefit the student body at the discretion of the Vice President for Student Affairs and Dean of Students.

## **G. Event Planning**

### **Catering Reservations**

Oklahoma City University Campus Dining manages all catering at the University. Oklahoma City University Campus Dining caters for any event from a continental breakfast or roll-in luncheon to formal receptions, dinners, gala celebrations, and social affairs. For catering needs, contact the Catering Booking Assistant at (405) 208-5512 at least two weeks before the event.

### **Student Life Weekly Email Requests**

Oklahoma City University gives student organizations the opportunity to let the campus community know about upcoming events through the OCU Student Engagement Weekly email. This comprehensive email is sent out every Wednesday. In order to obtain approval to be included in the weekly email, all requests must be sent in by Tuesdays at 5PM.

[Click here to access the form](#)

### **Renting Student Life Equipment**

The Office of Student Engagement gives students the opportunity to enhance events by renting out items including: tables outside of the Caf, popcorn machines, a snow cone machine, bluetooth speaker, yard games, and card swipers.

In order to request any of the items, [click here to access and fill out the 2023-2024 Student Engagement Table and Equipment Request Form](#). This form must be completed and submitted 7 days prior to the requested rental date. Your request may not be approved if you fail to submit your request a week in advance and/or if your event is not registered in Engage.

*Organizations that fail to clean or return the equipment in working condition are subject to fines.*

### **Booking Space**

**School dude info:** Space on campus is in high demand, requests should be submitted as far in advance as possible. Event organizers (this includes faculty, staff and students) are expected to make requests for space at least 15 days in advance of the event. The University Center Management reserves the right to deny requests not submitted within this time.

1. Visit MySchoolBuilding at <https://login.myschoolbuilding...>

- a. If you have not previously submitted a request, register your account using the Organization Account number: 746615915
  - b. Enter your email address and click "Submit"
2. Select the grey "Schedule Request". There are several schedule options:
  - a. Normal Schedule for an event that is one day, or consecutive days in one room.
  - b. Recurring Schedule for an event that is daily, weekly, or monthly in the same room each time.
  - c. Irregular Schedule is for an event that is for one day, or consecutive dates in multiple rooms.
3. Fill out all the information required including event title, location, date and times.
  - a. Once you have chosen a location and a date check to see if your space is available by clicking the grey "Check Availability" button below the dates box.
  - b. Make sure you indicate setup and breakdown times.
  - c. Enter the organization contact information so those involved know who to contact for questions or concerns regarding a request.
4. If there is anything you need such as tables, chairs, sound system, or food for you event fill out the "Setup Requirements" portion.
  - a. Check the box of each requirement and list the exact items you will need.
  - b. For example, if you need tables and chairs for an event you would check "Event Setup" and write "13 round tables, and 100 chairs" in the white box.
  - c. Fill out "Number Attending" portion and any other needs for the event.
  - d. Enter the password "gostars" and click "Save"

## H. Student Government Association

The Oklahoma City University Student Government Association (OCU-SGA) represents and advocates for all OCU students. The OCU-SGA provides a voice for students by participating in the development of University policy, creating dynamic social programming, and enhancing the overall student experience at OCU.

### The OCU-SGA is made up of three integrated branches:

1. **Executive:** The SGA President manages the executive functions of the OCU-SGA with the help of the Executive Cabinet. The SGA President is the chief advocate for student friendly policies at the University. The President represents students on numerous University committees that cover critical university functions including General Education, Student Retention, Diversity, and most importantly the Oklahoma City University Board of Trustees. Aside from advocacy, the Executive Cabinet administers the finances and marketing of the SGA.
2. **Legislative:** The Student Senate is the legislative branch of the OCU-SGA. Student Senators are elected each year to be the chief representative voice of the student body. The Student Senate writes legislation that expresses student needs as well as funding student programming and organizations. The Student Senate consists of 24 members that are elected based on class or academic major.
3. **Judicial:** The Student Court is the judicial branch of the OCU-SGA. The Student Court interprets all OCU-SGA documents. and settles cases under its jurisdiction. The Student Court handles all student traffic appeals at

the University. The Student Court consists of five members that may include undergraduate, graduate, and law students.

**Location:** Room 113 in the Tom and Brenda McDaniel University Center

**Phone :** (405) 208-5221

[Click here to view the OCU-SGA section in Engage.](#)

# X. UNIVERSITY CENTER AND RESERVATIONS

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## Tom & Brenda McDaniel University Center

The Tom and Brenda McDaniel University Center provides a range of activities and facilities for the University community. To ensure maximum, efficient, and fair use of the University Center, the following policies govern the reservation and use of facilities. The Dean of Students is responsible for all room reservations and coordination of all services related to these reservations.

**Location:** Student Affairs Suite, Room 257 in the Tom and Brenda McDaniel University Center

**Contact:** Dr. Levi Harrel, Dean of Students, [ljharrel@okcu.edu](mailto:ljharrel@okcu.edu)

## Facility Reservations

Interior and exterior spaces adjacent to the University Center can be reserved through the ["MySchoolBuilding" website](#) and shall be approved or denied by the Dean of Students and is assigned in the order requests are received. University departments and registered student organizations may reserve space at the University Center at no charge. Student organizations are required to be both registered with the Division of Student Affairs and to register their event through the [Engage portal](#). To reserve space at no charge, the event must be reserved for official University business as defined by the campus-wide Facilities Usage policy. A copy of the policy is provided upon request by the University Events Management department.

## Reservation Requests

Event organizers including faculty, staff, and students must make reservation requests at least 15 business days in advance of the event. The University reserves the right to deny requests not submitted within this time.

1. [Click here to visit the request portal "MySchoolBuilding"](#).
  - a. Enter Organization Account number: 746615915
  - b. Enter your email address and click "Submit"
2. Select the grey "Schedule Request". There are several schedule options:
  - a. Normal Schedule for an event that is one day, or consecutive days in one room.
  - b. Recurring Schedule for an event that is daily, weekly, or monthly in the same room each time.
  - c. Irregular Schedule is for an event that is for one day, or consecutive dates in multiple rooms.
3. Fill out all the information required including event title, location, date and times.
  - a. Once you have chosen a location and a date check to see if your space is available by clicking the grey "Check Availability" button below the dates box.
  - b. Make sure you indicate setup and breakdown times.
  - c. Enter the organization contact information so those involved know who to contact for questions or concerns regarding a request.
4. If there is anything you need such as tables, chairs, sound system, or food for you event fill out the "Setup Requirements" portion.
  - d. Check the box of each requirement, and list the exact items you will need.
  - e. For example, if you need tables and chairs for an event you would check "Event Setup" and write "13 round tables, and 100 chairs" in the white box.
  - f. Fill out "Number Attending" portion and any other needs for the event.

- g. Enter the password “gostars” and click "Save."

## Room Setup

Any necessary adjustments in room arrangements must be requested through the ["MySchoolBuilding" website](#) and approved by the Dean of Students at least five full working days prior to the event. Requests are assigned in the order they are received; therefore, late requests cannot always be honored due to equipment, staff and time limitations.

Furniture and permanent art should not be removed or rearranged without express permission from the Director of Student Engagement.

Decorations may not be hung from any place in the University Center. Adhesive materials, including duct, electrical, transparent or double stick tape, nails or staples are not allowed on the floors, walls, pillars, wood, or glass. All decorations must be freestanding. All decorations must be removed without leaving damages directly following the departure of the last guest without the prior approval of the Director of Student Engagement.

**Writing on mirrors, windows, or sidewalks is prohibited** (see "Chalking Policy", for exceptions)

## Equipment Rental/Usage

The University Center may supply a lecturn(s) or piano, on a complimentary basis upon request. Pianos are tuned once per year but customers may request a tuning at an unscheduled time for an additional fee. If equipment is not available, the customer will be notified. Equipment is for use inside the Tom and Brenda McDaniel University Center only. Contact Media Services in Campus Technology (208-5159) regarding AV equipment.

## Room Conditions and Availability

Meeting rooms will be available approximately one-half hour before the scheduled event. The conditions of all meeting rooms and multi-purpose rooms in the University are checked before and after each event. Persons and organizations using the space are held responsible for turning off lights and leaving the room in the same condition in which it was found.

## Tabling in the Student Lounge

Tabling in the Student Lounge of the University Center is a great way to promote events, raise awareness, and talk to students. Space is available to registered student organizations and University departments at no charge. In order to obtain approval for tabling in the Student Lounge, an individual would simply need to complete the form on Engage found [HERE](#).

When tabling, University organizations are expected to agree to and abide by the following rules:

- Only use the table assigned to your organization.
- Only use the table during your requested time period.
- Please refrain from making alterations to any of the tables.
- Please do not remove anything from the Tom and Brenda McDaniel University Center.

*\*Note: No adhesive material is allowed on the walls, pillars, or glass. No masking tape duct tape, electrical tape, or double stick tape is allowed. All decorations must be free standing. Nails and staples may not be used on the walls or floor.*



**Posters and/or other materials** including literature must be confined to the booth area and may not be attached to the wall or other places throughout the building. The use of tape, nails, staples or tacks is strictly prohibited.

Any damage to the building surfaces will result in a **damage fee** being charged to the group and possible loss of booth privileges. Persons staffing the booth must stay behind the table. Special permission from the Dean of Students must be obtained for sales of food or beverages.

### Bicycles, Skates, Skateboards

Use of bicycles, skates, and skateboards is strictly prohibited inside the University Center. Bicycles may not be parked in the University Center. Violators of this policy may be fined and risk having their bicycle impounded.

### Solicitations

Soliciting or distributing information is only permitted by reserving a booth or room and is not permitted elsewhere in or around the University Center. The University Center reserves the right to deny requests for solicitation.

### External Vendors and Contractors

Student organizations and University departments may host external university vendors or contractors to sell merchandise when the organization or department reserves a room for official OCU use and the selling is supplemental to the event, not the primary use of the room (i.e., room may be reserved for guest speaker who may sell his book, or room may be rented for a conference and supplemental conference materials may be sold).

The Dean of Students must approve all non-university vendors and contractors. Any outside vendor or contractor may be asked to leave the University Center at the Dean of Students' discretion.

The Dean of Students will establish the fee for room and booth/table reservations.

### Risk Management

No unnecessarily risky activities may occur in the University Center. Unnecessarily risky activities include but are not limited to any type of contact sport, or use of open flame, or unauthorized electrical appliances and equipment.

### Payment of Services

A purchase order or full payment of the total estimated cost of the room reservation or equipment rental is required five full working days in advance of the event. A refundable damage deposit of \$1,000 is required 15 business days prior to the event, and a deposit of 1/3 the total rental fee is due upon reserving space. This amount will be deducted from the invoice. Any additional charges for room rental, food, technical fees, audiovisual rentals or damages not covered by an advance payment must be paid within 30 days after the event.

Any reservation request submitted by an organization or department with an outstanding debt will automatically be rejected. The balance must be paid in full before the request will be processed. Failure to pay the account in full will result in the account being turned over to University Collections.

### Facility Cancellations and No-Show Policy

Event organizers must contact the Events Management Department to cancel a reservation. A 48-hour notice of cancellation is necessary to avoid service charges. If a booth reservation is cancelled less than 48 hours before the scheduled date or if the organization does not honor the reservation, they will be charged a \$50 rental fee.

Any student organization that makes a reservation in the University Center and fails to honor that reservation by not canceling it within 48 hours of the scheduled event will be charged a \$50.00 fine. Repeated violators of this policy may have their facility usage privileges suspended at the discretion of the Dean of Students.

### Cancellations Due to Inclement Weather

Events scheduled with the Tom and Brenda McDaniel University Center that are cancelled as a result of inclement weather (snow, ice, etc.) will follow the policies listed below:

1. Events sponsored by registered student organizations will automatically be cancelled when the University is closed.
2. University departments will be given the option of having the event as scheduled, rescheduling the event, or cancelling the event.
3. If the event continues as scheduled, the group will pay the full room rental fee for the event when applicable.
4. If the event is rescheduled, the group will not be required to pay the room rental fee for the inclement weather date. The full rates for room rental and food will be charged for the rescheduled date's event when applicable.
5. If the event is cancelled, the group will not be required to pay the room rental fee.

### Alcohol

Alcohol may not be served anywhere at the University including the University Center.

### Piano Use Policy

The piano in the Shdeed Lounge is available for use during events only. Student groups requiring the use of a piano may reserve the Great Hall by contacting the Dean of Students after scheduling the event. The pianos cannot be moved and are not available for practice use.

# XI. CAMPUS MAP

[Click here to access an interactive map of campus](#)

