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Continuing Education

Linking the community and the University, Continuing Education is designed to meet the ongoing educational and occupational expectations of the citizens of Oklahoma by providing life-long learning opportunities. Continuing Education creates opportunities for students to learn skills for current or new jobs, update knowledge, explore new fields, or enrich their lives with cultural and personal development training. Courses are designed to fulfill the needs of students of every age, economic status, and educational level. Short courses, workshops, seminars, and special offerings benefit students professionally, culturally, socially, and vocationally. Courses are easily accessible through the RSU main campus, satellite campuses, and online at www.rsu.edu. To obtain information about Continuing Education courses or to discuss your continuing educational needs, call the Dean of the School of the respective area of interest.

Library Resources

Stratton Taylor Library

Stratton Taylor Library provides collections and services for all full-time and part-time students, faculty, and staff in the education programs of Rogers State University.

The library is open 85.5 hours a week.

Hours:

Monday - Thursday:	7:30 a.m. – 10:00 p.m.
Friday:	7:30 a.m. – 6:00 p.m.
Saturday:	12:00 p.m. – 8:30 p.m.
Sunday:	1:30 p.m. – 10:00 p.m.



Food Service

Serving hours for all food service facilities will be displayed at the Café at the RSU Student Union and will be distributed to each resident student. Hours also are posted at each residence hall. Students requesting a meal plan are encouraged to put whatever denomination they choose on the “Hillcat” card. This card can be used throughout the year not only at the café, but at the bookstore and coffee shop. Money can be added at any time according to the needs of the student. Meals consist of breakfast, lunch, and dinner, Monday through Thursdays; and breakfast or lunch on Fridays.

Café Hours:

Monday - Thursday:	7:30 a.m. – 7:00 p.m.
Friday:	7:30 a.m. – 3:00 p.m.

Food service is available in the Café on a cash and credit card basis to all students, faculty, staff, and the public. The Food Service main number is (918) 343-7843. The Café main number is (918) 343-7846.

Coffee Bar - The coffee bar is located on the second floor of the Stratton Taylor Library.

Coffee Bar Hours:

Monday - Thursday:	8:00 a.m. – 9:00 p.m.
Friday:	8:00 a.m. – 3:00 p.m.

Summer hours will be posted at the end of the school year.

Campus Police

The Rogers State University Campus Police enforce federal and state laws along with traffic and parking regulations. They maintain crime records, accident information, and issues of student conduct for the campus. The Campus Police Station is located behind the Foundation Alumni Center at the north entrance of the RSU campus. Policies and regulations have been developed for the safety and convenience of everyone on the Rogers State University campus. A complete guide for student conduct policies can be found in the *Student Code*. For more information, contact the Campus Police Department at (918) 343-7624.

Athletics

In 2005, RSU added intercollegiate athletics to campus programs. The RSU athletics program is dedicated to developing student athletes who are successful not only on the field, but also in the classroom. Through athletic competition, our student athletes will develop skills necessary to succeed in life – teamwork, leadership, character, integrity, and discipline.

The University currently competes as a member of the National Association of Intercollegiate Athletics (NAIA) in baseball and softball. RSU expects to add additional men's and women's sports in the near future, including men's and women's basketball and men's and women's soccer during the 2007-2008 academic year.

RSU also fields a competitive rodeo team, which participates as a member of the Central Plains region of the National Intercollegiate Rodeo Association.

In 2006, the University named its first athletic director and men's basketball coach. RSU recently unveiled its new mascot – the Hillcat, a unique blue and crimson animal that is a source of campus pride and spirit and provides a visual identity for the University. The Hillcat serves as a brand and visual rallying point for the University as a whole, including its academic, alumni, and athletic programs. The Hillcat is a fictitious cousin of the bobcat, which is indigenous to northeast Oklahoma. The Hillcat also draws its name from "College Hill," a traditional nickname for RSU. The University sits atop a hill overlooking the city of Claremore.

The Hillcats are on the prowl, creating a tradition for tomorrow.

Student Affairs

The mission of the Rogers State University Student Affairs division is to provide students with the opportunity to meet their academic goals by fostering an environment that is conducive to the learning process. Part of this mission is to enable and encourage each student to participate in accessible co-curricular learning experiences. These experiences can help provide avenues for personal enhancement, leadership development, civic engagement, community service, critical thinking, social expression, organizational involvement, health and wellness programming, and cultural enrichment.

The Career Center

Rogers State University's Career Center, located in the Student Union, is designed to maximize student efforts in setting and achieving career goals. Career guidance is offered in areas of career exploration, career planning, and job search strategy. Computerized testing, literature, magazines, reference books, videos, and other information are available for student use. Guidance in preparing resumes and career portfolios is available as well as information about companies, government agencies, and nonprofit organizations. Students may search for current job openings on RSU's job board at www.collegecentral.com/rsu. They may also upload their resume there for employers to view. The Career Center also coordinates career fairs and provides workshops that encompass job search readiness skills such as interviewing, preparing resumes and cover letters, and job search techniques. All services are provided for current and graduating students as well as alumni.

Student Health Center

The Student Health Center (SHC) provides services to students, faculty, and staff for consultation, assessment and treatment of minor injuries and illnesses, with physician availability 12 hours per week. Personal counseling also is available. All immunization records are to be submitted to the Student Health Center upon enrollment. Student Health Center hours are 8:00 a.m. - 5:00 p.m. Monday through Friday. Appointments may be made by calling (918) 343-7614.

Student Counseling

Student counseling is provided to Rogers State University students through the Student Health Center. On-campus counseling services are provided at no cost. Services provided include confidential individual and group counseling. Additionally, the Counseling Center offers a variety of proactive campus events designed to help students with topics ranging from stress management to study skill development. Referrals off campus are provided through Grand Lake Mental Health Center. For an appointment or schedule of upcoming campus events, contact the Counseling Center at 343-7614.

Health Insurance

Health and accident brochures may be obtained that provide many options for coverage and premium fees through the Student Health Center.

The Wellness Center

The Wellness Center, Rogers State University's health promotion and fitness center, is located on the first floor of the Bushyhead Fieldhouse. This 4,000-square-foot facility offers the equipment and staffing to serve the fitness needs for the entire campus. Renovations of the fieldhouse are ongoing to further enhance and provide the amenities of a first-rate wellness facility. The Wellness Center has aerobic equipment, strength training machines, and free weights along with a full-size basketball court.

In addition, the Wellness Center offers intramural sports and various fitness and sports activity classes that have included: cardiovascular and weight training, beginning tennis, and beginning golf. The center also has a ROPES Challenge course. For more information, call 343-7894.

RSU Child Development Center

The Child Development Center, for children of students, faculty, staff, and the general public, is conveniently located on the RSU campus. The structured preschool curriculum is age appropriate and designed to help developing children learn a variety of intellectual, social, physical, and emotional skills while having fun. Preregistration is necessary as space is limited. A one-time \$25.00 registration fee is required upon enrollment, and tuition is collected weekly. Daily drop-ins are welcome for preregistered children with a 24-hour notice. The center is open Monday through Friday, 7:00 a.m. to 6:00 p.m. For more information about enrollment and tuition rates, call 343-7863.

Student Conduct

Rogers State University is committed to fostering an educational environment where students can freely engage in the learning process and pursue opportunities for personal and social development. Admission to RSU constitutes a student's acceptance of the terms and conditions stated in the *Student Code*. The *Student Code* describes the obligations and responsibilities that govern student behavior and conduct as an RSU student. The *Student Code* also explains the rights and the privileges that are afforded to students attending this University. RSU offers a variety of programs and services to our students to ensure that they have the resources and the information they need to succeed. The *Student Code* can be found on the RSU website and questions regarding its content may be addressed through the Office of Student Affairs.

Identification Cards and Parking Permits

Students are required to have an identification card and a parking permit. Parking permits enable students to park their vehicles on University property. Parking permits are available in the Campus Police Department. Student identification cards are necessary for admittance to all college-sponsored functions and are used for identification in the Bookstore, Library, Bursar and Registrar's offices, in student elections, and by Campus Police. Student identification cards are made during enrollment periods in the Office of Student Affairs located in the Student Union.

Residential Life

The Residential Life program at Rogers State University is designed to be a challenging, respectful, and positive experience for college students. To serve the needs of the student body, there are two distinct living facilities: student apartments and family apartments. The luxury student apartments for traditional residential living are conveniently located, affordably priced, and community oriented. The family apartments combine the convenience and security of on-campus living with the family-friendly setting our students desire.

For a housing application, as well as information on contract terms, living arrangements, eligibility, and activities/organizations for residential students, visit the Office of Residential Life, or call (918) 343-7789.

Student Activities and Organizations

Rogers State University supports and encourages participation in campus organizations and student activities. These activities and organizations enhance student life socially, physically, spiritually, and intellectually. Student Activity programming is intended to provide opportunities for personal growth and development, opportunities to become involved in the Rogers State University campus community, and opportunities for academic growth and enrichment through such activities as lectures, films, and fine arts events.

The Student Union is the focal point for student activity on the Rogers State University campus. Table games, a study area, and a television lounge are available in the Student Union. The Café and University Bookstore are also located in the Student Union. Discounted goods and services are offered for students. For more information on these items, please contact the Student Activities Office at (918) 343-7579.

RSU Clubs and Organizations

- ABC (Association of Black Collegians)
- Accounting Society
- Alpha Chi National Honor Society
- Alpha Sigma Tau Sorority
- American Red Cross
- AMSA (American Medical Student Association)
- BCM (Baptist Collegiate Ministries)
- Biology Club
- Campus Crusade for Christ
- Campus RIOT
- Cheerleading
- Chi Alpha
- College Democrats
- College Republicans
- DABBLE
- Dead President's Society
- EMSSA (Emergency Medical Services Student Association)
- Golf Club
- International Student Union
- NASA (Native American Student Association)
- Non-traditional Student Organization
- Oklahoma Broadcasting Education Association
- OIL (Oklahoma Intercollegiate Legislation)
- Pi Kappa Alpha Fraternity
- PLC (President's Leadership Class)
- Pro Historia Medium Aevum
- Psychology Club
- Psi Chi (Psychology Honor Society)
- SAB (Student Activities Board)
- SBA (Student Broadcasting Association)
- SGA (Student Government Association)
- SIFE (Students in Free Enterprise)
- Sigma Beta Delta (Business and Technology Honor Society)
- SNA (Student Nurse Association)
- Spanish Club
- Student Art Association
- Student Theatre Drama Association
- Women in Communications

For more information, call Student Affairs at 343-7579. The Calendar of Events is located at www.rsu.edu

Students with Disabilities

Rogers State University is committed to providing services and support for all students that facilitate the attainment of academic and personal goals. In accordance with federal and state laws, students who appropriately document their disabilities with the University are entitled to reasonable and appropriate educational accommodations. They are also ensured equality of opportunity in regard to University-based or sponsored employment, activities, programs, or other educational opportunities. The University does not alter or modify an academic course in any manner that would fundamentally alter the nature or rigor of the course. The Office of Student Affairs is designated to register and assist any student with a “qualified” cognitive, physical, health-related, or psychological disability. It is the responsibility of any student who requires a disability-related accommodation to initiate that request and to follow the procedures summarized here:

1. Self-identify to the Office of Student Affairs. Students receiving services are instructed to identify themselves to their respective faculty if their academic needs will directly affect the classroom environment.
2. Provide appropriate documentation* of disability(ies) for which the student is requesting educational accommodation.

**Appropriate documentation is information that is reasonably current, on letterhead, provided and signed by a person with relevant licensing or credentials, clearly states the nature and extent of the disability(ies), describes the diagnostic procedures used, and makes recommendations for assistance.*

3. Make an official request for specific accommodation(s) in writing. A written request must be made each semester.
4. A determination is then made concerning the request using the standard of “reasonable accommodation” and, if applicable, “undue hardship.”
5. The Office of Student Affairs then coordinates the approved services with the appropriate offices and persons, informs the student of his or her status, and outlines any additional instructions the student should follow.
6. Students who are denied a particular accommodation and/or provided an alternative can request within a certain time frame the opportunity to appeal that determination.

TRiO Department

Student Support Services (RSU-SSS)

RSU Student Support Services (SSS) is a federally funded program committed to meeting the needs of targeted degree-seeking students. The program's objectives are to improve the retention and graduation of student participants. SSS provides a supportive environment where participating students will have their academic, career, and personal needs addressed.

To qualify for Student Support Services, a student must be admitted to Rogers State University in at least 6 hours of 1000-level courses on the Claremore campus. Students who need academic support and who belong to one of the following groups may be eligible to participate:

- First-generation college student (neither parent has obtained a four-year college degree by the time the student reaches the age of 18).
- Financially disadvantaged as determined by federal guidelines. A current application for Federal Student Aid must be on file in the RSU Office of Financial Aid.
- Documented disability, as determined through the RSU campus Office of Disability Services.

To receive assistance from Student Support Services, a student must have academic need (as defined in Department of Education 34 CFR Part 646) and:

1. Complete a Student Support Services Program application and interview with SSS professional staff;
2. Provide current income verification (a current, complete FAFSA must be on file in the RSU Office of Financial Aid);
3. Provide appropriate disability documentation as required by the RSU Office of Disability Services;
4. Meet with an SSS counselor to discuss appropriate services and mutual program/student benefit.

The following Student Support Services are FREE to eligible, participating students:

- Academic advisement, degree planning, enrollment assistance
- Peer mentoring
- Career Counseling ACT & EDISCOVER
- Professional tutorial assistance - weekday tutoring available
- Assistance with electronic filing of financial aid forms and documentation
- Cultural events and field trips
- Referrals to campus and community resources
- Internet access

- Workshops on:
 - › Stress management
 - › Note taking
 - › Test-taking skills
 - › Career information
 - › Study skills
 - › Goal setting
 - › Computer skills
 - › Other helpful topics
- Computer lab
- Assistance with identification of student learning styles
- Reference library
- Scholarship information
- Assistance with planning and pursuit of associate or baccalaureate programs at institutions of higher education.

Applicants must be a U.S. citizen and/or have a permanent alien resident card to be eligible to apply to participate in the Student Support Services Program. Student Support Services staff reserves the right to determine eligibility and mutual benefit of participation from all applicants per 34CFR Part 646.

Upward Bound (RSU-UB)

The RSU Upward Bound Program is designed to assist eligible high school students who exhibit academic potential in completion of their secondary education and in the successful pursuit of a post-secondary education. Students receive tutoring, mentoring, and academic counseling throughout the academic year and attend a six-week intensive summer session at Rogers State University. To obtain information about the RSU Upward Bound Program, please phone (918) 343-7576.

Region VI: Environmental Science and Mathematics Center (RSU-ESM)

The RSU-ESM Center is a pre-college math and science program funded by the U.S. Department of Education Upward Bound Science and Math grant program. The project currently serves 58 ninth through twelfth-grade students selected from Oklahoma, Arkansas, Louisiana, Texas, and New Mexico. Students selected for the year-round program complete monthly readings and assignments culminating in their annual attendance in a six-week intensive math/science academic enrichment program on the Rogers State University campus. To obtain information about the RSU Region VI: Environmental Science and Mathematics Center, please phone (918) 343-7824.

Educational Opportunity Center (RSU-EOC)

The RSU-Educational Opportunity Center is a federally funded program providing counseling and information on college admissions to qualified adults wanting to enter or continue a program of postsecondary education. An important objective of RSU-EOC is counseling participants on financial aid options and assisting in the application process. The goal of RSU-EOC is to increase the number of adult participants enrolling in postsecondary education. All services are free to eligible participants. The RSU-EOC administrative office is located on the RSU-Claremore campus with additional outreach centers located on the RSU-Bartlesville and RSU-Pryor campuses and throughout Oklahoma. To obtain information about the RSU-EOC, please phone (918) 343-7761.

Educational Talent Search (RSU-ETS)

Funded by the U.S. Department of Education, the RSU-ETS program is designed to provide dropout intervention services for students in grades 6-12 and to encourage students to pursue post-secondary education upon graduation. The program provides tutoring, career development, guidance and counseling, educational and financial aid information, study skills seminars, and mentoring opportunities. The RSU-ETS program currently serves 750 students annually at eleven target schools in Rogers, Tulsa, and Osage counties. For additional information, please phone (918) 343-7823.

Vocational Rehabilitation

The Office of Vocational Rehabilitation Services is located at 24797 S. Highway 66, Suite 5, Claremore, OK, 74019, (918) 341-8122. Any student who has a physical or developmental impairment may submit an application for services offered by this state agency.

Rogers State University Bookstore

The University Bookstore in the Student Union provides textbooks and supplies for the courses offered, except for videos for online courses. General supplies, paperbacks, stationery, and gift items are also available. Books for off-campus classes are made available at extension locations for fall and spring classes for a limited time. Students are urged to use their enrollment slips when buying textbooks.

Textbook Refund Policy

A full refund will be given the first week of class with receipt and books in original condition. After the first week of class, a full refund will be given with receipt, proof of schedule change, and books in original condition during the first 30 days of class. Original condition is the exact condition books were in when originally purchased. Shrink-wrapped books must be in original shrink-wrap; used books must be in resalable condition with all components. Refunds for summer and special course sections will be accepted for ONE WEEK ONLY after the start of class.

General Return Policy

All merchandise other than textbooks may be refunded any time with a valid receipt. Without a receipt, a merchandise credit will be issued at the current selling price. Cash back on merchandise credit will be issued at the current selling price. Cash back on merchandise credits will not exceed \$5.00. Refunds will be given in original form of payment.

Exceptions: Custom course materials, outlines, study guides, magazines, and prepaid phone cards. Software must be unopened for exchange or refund. Open software may be exchanged for the identical item only.

Book Buy Back

The Bookstore is happy to buy students' used books back every day. This is called "buy back."

- The best time to sell your used books is during finals week.
- The bookstore will pay 50 percent of the book's selling price if it is requested by your professor for required use next term and the bookstore is not overstocked.
- If the book does not meet this criteria, the price paid is based on the current national demand.
- Study guides and workbooks must be "like new" without any writing on their pages.
- All books must be in good condition.
- Some books have little or no monetary value. Out of print books and old editions are not in demand and can't be bought back.

Please remember: For the protection of the students on campus, the bookstore always requires students selling books to show current student identification.

Student Success and Retention

Testing Center

Several forms of testing are available in the RSU Testing Center. Assessments required for course placement at RSU are offered. These assessment tests include the ACT residual test and the ACT Compass test. In addition, staff members provide proctoring services for distance learning, independent study, and online classes. Many instructors also utilize the Testing Center facilities for specialized testing situations.

Developmental Studies

Through the academic departments, but within the structure of its own program, Developmental Studies offers courses designed to assist students in building and incorporating skills needed to be successful in college-level coursework. Each course in the program provides individualized, multi-media approaches to improving the basic skills needed for academic success in reading, math, writing, and science.

Computerized Learning Laboratory

The RSU Learning Laboratory is available to all RSU students and is designed to provide a variety of computer-assisted instructional and tutorial materials that support academic instruction. Word processing software is also available in the learning lab, and students are invited to use this software for homework assignments. The Learning Laboratory computers also offer full Internet access. Tutors are on hand during lab hours to assist with computer problems as well as study questions.

Tutoring Services

RSU provides academic support to students who need assistance with developmental courses through individual and small group peer tutoring. Tutors are available during lab hours as well as by appointment to help with math, writing, reading, and science.

Tutoring is also provided in the academic areas for specific classes. See the respective Department Head for details.

Adult Basic Education

Rogers State University, in cooperation with the Oklahoma State Department of Education, provides individuals 16 years of age and older the opportunity to increase their basic academic skills and/or prepare for the GED examination. Day and evening classes are available. Classes are free of charge to Oklahoma residents.

