

# Spring 2019 Schedule

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### STUDENT SERVICES OFFICE HOURS

#### **Admissions - Enrollment Services - Business Office - Financial Aid - Bookstore**

*(Hours are subject to change between terms or during special enrollment and holiday periods)*

Monday ..... 8 am to 6 pm

Tuesday-Thursday..... 8 am to 5 pm

Friday ..... 8 am to 4 pm **(Closed on Fridays, June 1 - July 27)**

### BOOKSTORE CHARGES

Spring charges will begin Monday, January 7, 2019 at 8:00 am

### BOOKSTORE BUYBACK

Monday – Thursday, May 6 – 9, 2019 ..... 8 am to 6 pm

### CLASS LOCATION LEGEND

TANR 18 ..... Tanner Hall

GYM 13 ..... Raymond Harber Field House

MPSS 11 ..... Milt Phillips Social Science Building

BLIB 04 ..... David L. Boren Library

CCLZ 02..... Colclazier Building

SCOT 15..... Scott Building

JJFA 09..... Jeff Johnston Fine Arts Center

RRLC 14 ..... Roesler Residential Learning Center

HYNC 06 ..... Enoch Kelly Haney Center

### REMOTE CLASS LOCATION LEGEND

DCC..... Davis Correctional Center

GCTC..... Gordon-Cooper Technology Center

MBCC.....Mabel-Bassett Correctional Center

#### **PUBLICATION AND NON-DISCRIMINATION STATEMENTS**

Seminole State College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The college has an open enrollment policy in accordance to the criteria set by the Oklahoma State Regents for Higher Education. If a regularly enrolled student has not taken the ACT test then placement tests will be required. All first-time freshman students are subject to placement testing to ensure proper course selection. Technical occupational training is offered to all students in the areas of Applied Technology, Business, Medical Laboratory Technology, and Nursing. Inquiries concerning this policy may be directed to: Office of VP for Student Affairs (405-382-9216) is located in the Walkingstick Student Service Center. The Human Resources office (405-382-9204) is located in the Dan & Andrea Boren Center.

# General Information

## Types of Degrees Offered

Seminole State College offers two-year Associate's degrees for students planning to transfer to four-year colleges or universities and Associate's degrees for students intending to enter directly into the workforce upon graduation.

## Transfer Degrees

The College offers two types of transfer degrees: Associate in Arts (AA) and Associate in Science (AS). Consult the SSC webpage for information including degree checklists for the following programs:

Agriculture AS	Health, Phys. Ed. & Rec. AS
Art AA	Health Sciences AS
Biology AS	Liberal Studies AA
Business AS	Pre-Engineering AS
Child Development AA	Psychology AS
Computer Science AS	Secondary Education AS
Criminal Justice AS	Social Sciences AA
Elementary Education AS	

Students that are career undecided or seeking a transfer-oriented degree not listed above may choose the Liberal Studies Degree and enroll in courses that explore career options or support a degree not listed.

## Enter the Workforce Degrees

Two-year degrees designed for students to enter the workforce upon graduation are called Associate in Applied Science (AAS) degrees. The College offers four Associate in Applied Science degrees and one Certificate all designed for immediate workforce entry following graduation.

Business Technology AAS
Medical Laboratory Technology AAS
Nursing AAS
Physical Therapist Assistant AAS

Students that begin an Associate in Applied Science degree program are permitted to change to a transfer degree program should their goals change to include the pursuit of a four-year degree upon graduation from Seminole State.

## Students Planning to Transfer to Colleges and Universities

The Oklahoma State Regents for Higher Education (OSRHE) provides a policy of articulation among the higher education institutions of the State system. The OSRHE guarantees students transferring to public four-year institutions in the state of Oklahoma with an **Associate in Arts or Associate in Science** degree that the associate degree will

satisfy all freshman and sophomore general education requirements at the four-year university. Students who transfer to another regionally-accredited college before completing an associate degree will only receive general education credit for courses that match those at the

transfer college or university. For detailed information regarding general education requirements at SSC refer to the SSC College Catalog available on the SSC webpage.

## Admission

Prior to or at the time of enrollment, students must submit a properly completed application for admission, ACT or SAT scores (if available), high school transcript, and official transcripts from any college previously attended to the Office of Admissions. Admitted students will be referred to an SSC academic advisor to begin the enrollment process.

## Advising and Enrollment

- New students will visit with and enroll through a professional academic advisor in the Enrollment Center in the Walkingstick Student Service Building on the SSC campus.
- New students will be assigned to a faculty advisor or federal program advisor as a part of their first-year success course during their first semester.
- Advisors assist students with degree program and course selection, building a timeline for a plan of completion, and the academic aspects of transferring to a four-year institution.
- Students will also have access to degree program specific expertise through a faculty degree program mentor in their chosen major.

## Placement

Prior to entry-level enrollment, students with ACT subject test scores below 19 or who lack ACT assessment test scores altogether, participate in secondary testing. The instruments for secondary testing are COMPASS Assessment Tests in reading and writing skills, and a Division Assessment in math. A study guide for students to prepare them for placement tests in math has been developed by faculty. Students also have access to a number of free online placement testing tutorial sites.

## Seminole State College Core Values



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## Tuition and Fees

The Oklahoma State Regents for Higher Education and the Seminole State College Board of Regents approve the educational program fees charged by the College. These are mandatory fees charged per credit hour.

### Oklahoma Residents:

Tuition (waived for high school seniors)	\$ 99.00
Student Technology Fee	\$ 9.00
Library Resources Fee	\$ 2.75
Records Management Fee	\$ 2.00
Student Assessment Fee	\$ 3.00
Student Activity Fee	\$ 11.00
Student Service Fee	\$ 10.00
Safety Fee	\$ 2.00
Compliance Fee	\$ 2.00
Cultural and Recreation Fee	\$ 1.25
Infrastructure Fee	\$ 11.00

Total per credit hour \$153.00

### Non-Residents of Oklahoma:

Tuition	\$ 99.00
Non-Resident Tuition	\$ 204.00
Student Technology Fee	\$ 9.00
Library Resources Fee	\$ 2.75
Records Management Fee	\$ 2.00
Student Assessment Fee	\$ 3.00
Student Activity Fee	\$ 11.00
Student Service Fee	\$ 10.00
Safety Fee	\$ 2.00
Compliance Fee	\$ 2.00
Cultural and Recreation Fee	\$ 1.25
Infrastructure Fee	\$ 11.00

Total per credit hour \$ 357.00

Enrollment fees help defray a portion of the costs of higher education. The Student Activity Fee, Cultural and Recreation Fee and the Student Service Fee help pay for student services and for facilities. The Student Assessment Fee supports both student and institutional assessment. The Library Resources Fee provides for additional materials. The Records Management Fee helps pay for the creation and maintenance of a permanent record of each student. The Student Technology Fee provides all students access to telecommunications and computer technology.

## Concurrent Student Tuition and Fees

The Oklahoma State Regents for Higher Education and the Seminole State College Board of Regents approve the educational program fees charged by the College. These are mandatory fees charged per credit hour.

Tuition (waived for high school seniors – 18 hours per academic year)	\$ 99.00
Student Technology Fee	\$ 9.00
Library Resources Fee	\$ 2.75
Records Management Fee	\$ 2.00
Student Assessment Fee	\$ 3.00
Student Activity Fee	\$ 11.00
Student Service Fee	\$ 10.00
Compliance Fee	\$ 2.00
Cultural and Recreation Fee	\$ 1.25
Infrastructure Fee	\$ 11.00

Total per credit hour \$151.00

### **Fees for Concurrently Enrolled High School Students**

Mandatory fees for juniors and seniors concurrently enrolled will be \$52.00 per credit hour. No Distance Education/Outreach Fee, Safety Fee, Academic Excellence Fee, or Electronic Access Fee will be charged to high school students enrolled as concurrent students. Tuition for up to 18 credit hours per academic year will be waived for concurrently enrolled high school seniors. Concurrent students and parents must complete concurrent forms **each term** before enrolling in SSC classes.

### Other Concurrent Student Charges

Application Fee (one-time))	\$ 15.00
Student ID (valid for 3 years)	\$ 20.00
Parking Permit	\$ 25.00 per academic year
Additional Parking Permit	\$ 10.00 per permit
Laboratory Course Fee	\$ 35.00 per course
Electronic Access Fee	\$ 10.00 per course (waived for concurrent high school students)
Distance Ed./Outreach-Fee	\$ 25.00 per credit hour (waived for concurrent high school students)
Late Payment Fee	\$ 50.00 per semester
Returned Check Fee	\$ 25.00 per check

### Other Student Charges

Application Fee (one-time))	\$ 15.00
Student ID (valid for 3 years)	\$ 20.00
Parking Permit	\$ 25.00 per academic year
Additional Parking Permit	\$ 10.00 per permit
Transitional Course Fee	\$ 25.00 per credit hour
International Student Fee	\$ 200.00 per semester
Laboratory Course Fee	\$ 35.00 per course
Electronic Access Fee	\$ 10.00 per course
Distance Ed./Outreach-Fee (waived for concurrent high school students at off-campus sites)	\$ 25.00 per credit hour
Nursing Fee	\$ 40.00 per credit hour
MLT Fee	\$ 20.00 per credit hour
PTA Fee	\$ 20.00 per credit hour
Miscellaneous Charges	see College Catalog
Late Payment Fee	\$ 50.00 per semester
Returned Check Fee	\$ 25.00 per check
Advanced Standing Fee	\$ 6.00 per credit hour
Parking Fines	\$ 10.00 per offense
Student Accident Shield Fee (If enrolled in 5 or more hours)	\$ 4.00 per credit hour
Academic Excellence fee (varies)	\$ 5 to \$15.00 per credit hour

\*fees listed on current General Enrollment Information online

### Tuition and Fees are Subject to Change

In the event that the Oklahoma State Regents for Higher Education or the Seminole State College Board of Regents assess a fee change, students will be assessed accordingly.

### Audit and Non-Credit Courses

Students permitted to audit courses shall pay the same resident or non-resident tuition and fees as required of students who enroll for credit. The fees for non-credit courses, workshops and seminars will be assessed on the basis of individual program costs.

### Tuition and Fee Payment Due Dates and Payment Plan

Students pay tuition, fees, and all other charges at the Business Office Cashier located in the Walkingstick Student Services Building. MasterCard, Visa, Discover Card, personal checks, cashier checks, money orders, and cash are accepted for payment in the Cashier's Business Office and the College Bookstore. Tuition and fees are due by the first day of classes unless other arrangements have been made. Save time by paying online at [www.sscok.edu](http://www.sscok.edu). Simple, secure, and easy payment plans are available.

### Refunds for Schedule Changes or Withdrawals from College

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks (one to 10 business days) of a sixteen-week semester or the first week (one to five business days) of



an eight-week semester will be charged 100% of all tuition and fees for any courses added and will receive a 100% refund for any courses dropped. No refunds will be issued to students withdrawing after the first class meeting of any intersession, weekend, or any other course scheduled to meet less than eight weeks. When a student receiving federal financial aid completely withdraws from any semester a Return of Title IV Aid (R2T4) calculation must be done. If a student is required to return funds, the excess funds must be returned through the SSC Business Office. Students should visit the SSC Financial Aid Office if they are planning to withdraw from any classes and receive federal financial aid.