

NORTHEASTERN
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CONNECTION



TAHLEQUAH, OKLAHOMA

New Student Insider's Guide

Welcome

To the future NSU graduates:

Welcome to NSU! Today is the first day of what promises to be a rewarding partnership!

As a new member of our extended family, we want to provide you with the tools necessary to make the transition to the NSU community both successful and enjoyable. Although this booklet contains some of those tools, there is no substitute for the personal attention we are prepared to offer you. Our faculty, staff, and students are committed to meeting your needs both today and throughout your career at NSU. Once again, we're glad you're here.

Jeff Walker, Director,
First-Year Experience and Enrollment Services

What's This All About?

- 1. Academics (the real reason you're here)** **Pages 2, 3, 4, 5, 6, 7, 10**
 - Selecting classes
 - Helpful terms
 - Academic divisions & majors
 - EXCELS
 - General education requirements
 - Trial study sheet
 - More good things to know
- 2. What's where, when & who has it (to help with #1)** **Pages 8, 9, 11, 12**
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Academics: Selecting Classes

Required Courses

Some courses are required because they are general education courses. Other courses are required because they are part of your major or minor. General education courses help you get a well-rounded education and offer a glimpse into areas you might not otherwise learn about. All students must take certain general ed classes regardless of their major.

Beginning freshmen should select their courses from the General Education worksheet on pages 4-5. You must also enroll in College Strategies 1001 (freshman orientation) and an English course during your first semester at NSU.

Class Length

Monday, Wednesday, and Friday (MWF) classes last 50 minutes each day. So you could schedule a class at 8 a.m. and one at 9 a.m., and still have time to get to your next class.

Classes that meet on Tuesday and Thursday (TTh) last 75 minutes per meeting. If you have an 8 a.m. class that meets on TTh, the next class meets at 9:30 a.m. There are 10 minute breaks between MWF classes and 15 minutes between TTh classes.

Interested in Science?

If you are planning to major in any science field, you need to enroll in either Zoology 1123 and 1132 or Chemistry 1123 and 1132 rather than General Physical Science or General Biological Science, as long as you meet the prerequisite.

Hours and What They Mean

To be considered a full-time student for the fall or spring semesters, you must enroll in at least twelve hours. Six hours is considered full-time for the summer semester.

To determine how many hours you are enrolled in, add together the ending numbers of your courses. For example, if you are enrolling in English 1113, the ending number is a 3. This is a three credit-hour course, and it meets three hours each week. The first digit in the course number indicates the level of the class (ie, 1= Freshman, 2= Sophomore, 3= Junior, 4= Senior). You will be allowed to enroll only in 1000 and 2000 level classes during your first semester.

Developmental Courses

The First-Year Experience Center will let you know if you have a need for developmental course work. These needs are based on courses you took (or didn't take) in high school or on your A.C.T. scores. Developmental course work must be completed during your first 24 hours of college credit. These are also called zero level courses. You won't receive college credit for these, but they will count for full-time status and toward your financial aid.

What's Your Major?

You may declare your major once you have completed 15 hours and English 1113 with a "C" or better and have met all the prerequisites for that field of study. You will come to the First-Year Experience Center to declare your major. The FYE Center is in Library, room 118, ext. 3253.

Academics: General Education Requirements

General education courses help give you a well-rounded education. They are required of all students regardless of their major. College Strategies (freshman orientation) and an English course **are both required** your first year. Business and Education majors must complete a minimum of 50 hours of General Education.

<u>Required</u>	<u>Completed</u>	<u>Required</u>	<u>Completed</u>
COLLEGE STRATEGIES	(1hour)		
Orientation	1001 _____		
LANGUAGE ARTS (9hours)		QUANTITATIVE ANALYSIS (Cont'd)	
English	1113 _____	Computer Programming:	
English	1213 _____	Computer Sci.	2013
Speech	1113 _____	Computer Sci.	2143
		Computer Sci.	2253
HUMANITIES (6hours)	_____	Computer Sci.	2163
Hum 2113 & 2223 or		Mgt. Info. Sys.	3043
1 course from:		Mgt. Info. Sys.	3063
Humanities	2113, 2223, 2403 _____	HEALTH & PHYS. ED. (4hours)	
English	3413, Phil 1013 _____	H. Ed.-Personal Health	1113 _____
Hist	1113, 3 hours foreign language _____	OR FCS-Basic Nutrition	1653 _____
1 course from:		P.E. Activity (1hour)	_____
Hum/Art	2333, Hum/Mus 2543 _____	COMPUTER LITERACY (3hours)	_____
Hum/Thtr	2763 _____	CS/MIS	1003 _____
Hum/Film	2843 _____	Mgt. Info. Sys.	1133 _____
*Language other than English required for		ELECTIVE COURSES (4-6hours)	
EDUC majors.		At least one course from each of two of the following	
SOCIAL SCIENCES (9hours)	_____	categories (A through E):	
Political Science	1113 _____	A. LANGUAGE ARTS & FINE ARTS _____	
History	1483 or 1493 _____	Art/Basic Color	1253
Geography	2243 _____	Art/Fund. Of Art	1203
PHYSICAL SCIENCE (3-4hours)		Art/Drawing	1313
Gen. Phys. Science	1114 _____	MC/Intro. to Mass Comm.	1103
OR 1 course from the following:		MC/Basic Writing for Media	2103
Astronomy	1314	Music/Fund. Music	1002
Chemistry	1123	Music/El. Ear-Sig. Tr.	1531/1541
Geology	1114	Music/El. Har. I-II	2553/2563
Engr. Physics	1003	Spch./Prin. Listening	3203
Physics	1115	Spch./Pub. Speaking	3213
BIOLOGICAL SCIENCE (3-4hours)		Thtr Appreciation	2763
Gen. Biological Sci	1114 _____	Thtr/Word Drama	4303
OR 1 course from the following:		Thtr/History of Thtr	4723
General Botany	1123	Spch./Oral Inter. Lit.	3733
Basic Horticulture	2213	B. SOCIAL SCIENCES &	
Zoology	1123	BEHAVIORAL SCIENCES _____	
QUANTITATIVE ANALYSIS (3hours)		Intro. Criminal Justice	1013
Math:	1513, 1473, 1613, 2114, _____	History-West. Civ.	1113/1213
	2423, 2614, 3023 _____	Psy./Intro. Hum. Beh.	1003
Statistics:		Intro. to Psychology	1113
Math	3513	Intro. to Sociology	1113
Social Work/Sociology	3323	Soc. Prob./Soc. Work	2023
Business Admin.	3933	Soc Work	2013
		Anthropology	2223

Academics: General Education Requirements

ELECTIVE COURSES CONT'D

Required	Completed	Required	Completed
C. BUSINESS AND INDUSTRY		E. QUANTITATIVE ANALYSIS	
Economics (Macro)	2113	Math: 1513, 1473, 1613, 2113,	
Economics (Micro)	2213	2423, 2614, 3023	
FCS/Pers. & Fam. Lvg.	1103	Statistics:	
FCS/ Basic Nutrition	1653	Math	3513
IOM/ Engr. Graphics	2203	Social Work/Sociology	3323
IOM Leadership in Organizations	3503	Business Admin.	3933
D. HEALTH & PHYSICAL EDUCATION		Computer Programing:	
H.Ed./First Aid	2212	Computer Sci.	2013
H.Ed./Adv. 1st Aid	2221	Computer Sci.	2153
2 hrs. of Phys. Ed. Activity		Computer Sci.	2163
		Computer Sci.	2253
		Mgt. Info. Sys.	3403
		Mgt. Info. Sys.	3063

• All deficiencies must be removed in the first 24 hours.

• General Education Block must be completed with the first 90 hours.

• Psych 1003 or 1113 and foreign language are required of ALL teacher education majors.

Academics: Helpful Terms

ADVISOR... Each beginning freshman is assigned to the First-Year Experience Center for advisement for their first semester. Students are welcome to drop by to see a Student Success Specialist between 8 a.m. and 5 p.m. each weekday. Appointments are encouraged.

GENERAL EDUCATION COURSES... General Education courses are core courses required of all students regardless of the major they choose. As a beginning freshman, you will be required to enroll in General Education course work for your first semester.

AVERAGE LOAD... Most students carry five courses which usually total 13 to 16 credit hours. Twelve hours is considered full-time. However, if you want to complete your degree within four years, you should complete an average of 16 hours each fall and spring semester.

CATALOG... The NSU catalog, updated each year, contains general information on admission, enrollment, fees, housing, graduate school, etc., as well as information concerning the programs and courses offered in each academic college.

PREREQUISITE... A course which must be taken before another particular course can be taken. These are listed in the catalog at the end of the course description.

SECTION NUMBER... A number given to every course listed in the class schedule to be used when enrolling, adding or dropping a course.

Academics: Preparing a Trial Study Sheet

A trial study sheet is basically a schedule of the classes you plan to take. Below are some tips to remember about the “trial study,” as it's commonly called:

1. Make sure your social security number is entered on the trial study correctly.
2. Check the section numbers you have entered to make sure they are correct.
3. Are you enrolled in the correct English class?
4. Is your trial study sheet approved by an advisor?
5. Thirteen to 16 hours is considered a normal load. Try not to overload yourself with too many hours your first semester. Remember you must take an average of 16 hours a semester to complete your degree in four years without summer school. A student must complete 30 hours to be a sophomore.

This is what a trial study sheet looks like:

Social Security Number				Course Request Form									
Section Number	Dept	Course Number	Class Time	M	T	W	T	F	S	Instructor	Bldg		

Student Signature _____ Advisor _____

FYI... Stay focused and remember why you're here... Work hard... Don't be afraid to take courses that are challenging or require work... You'll benefit from it... Stay on top of your homework...GO TO CLASS regularly...If you have a full class schedule, be wary of working more than 20 hours a week.

Academics: Academic Divisions (Colleges) & Majors

College of Liberal Arts

- English*
- Mass Communication
- Speech*
- Health Care Administration: Health Services Organization or Gerontology Emphasis
- Theatre
- Spanish*
- Music*
- Art(Graphic Design & Fine Arts)*
- Political Science: Public Administration
- Paralegal Studies
- Social Studies Education
- Social Work
- History
- Native American Studies
- Sociology
- Geography
- Criminal Justice

College of Business and Technology

- Accounting
- Finance
- Management Information Systems
- Family & Consumer Science
- Entrepreneurship
- Business Administration
- Marketing
- International Business
- Management
- Meetings & Destinations Mgt.
- Industrial Operations Management

College of Education

- Early Childhood Education
- Health & Human Performance
- Special Education
- Psychology: with emphasis on Developmental Psych., General Psych., Human Resource Dev., or Mental Health
- Elementary Education
- Health & Physical Education

College of Science and Health Professions

- Chemistry
- Nursing**
- Biology: Cellular, Fisheries/Wildlife, Organismic
- Medical Technology
- Math*
- Pre-Nursing
- Environmental Science
- Computer Science
- Engineering Physics
- Science Education
- Pre-Professional Health
- Speech & Language Pathology

**Education degrees are also available in these fields
**For individuals already licensed as Registered Nurses*

FYI...Jump right in...Don't be afraid....Get involved in school any way you can...Join organizations - get involved in any activity that interests you. But don't overcommit!

Academics: Suggestions for Success...

Attend class regularly- Remember, you paid for the privilege of taking courses. You are cheating yourself if you copy a friend's notes instead of being in class and taking your own. Be responsible for your own learning experience.

Be a self-starter- No one will be looking over your shoulder as they may have done in high school. You are responsible for your own learning.

Study- Learn good study habits and self-discipline. Brilliant people do not necessarily get good grades at NSU; people who consistently study do. To get ahead of the study load you

What's Where, When & Who Has It?

Guide to Campus Services

NSU Main Switchboard (918) 456-5511

Concerned With	Who to See	Where	Ext.
Academic Problems	First-Year Experience Center	Library 118	3253
Student Activities	Student Affairs	Admin 204	2120
	NAB	UC Basement	2526
Transcripts	Admissions & Records	Admin B4	2200
Address Change	Business Affairs	Admin 124	2160
Books and Supplies	Bookstore	University Ctr.	2510
Campus Safety	Department of Public Safety	Grand & Crafton	2468
Parking Permits	Parking and Traffic Office	Physical Plant	2444
Cashing a Check	Business Affairs	Cashier Window	2160
Student Employment	Student Financial Services	Financial Aid	3456
Enrollment	Admissions & Records	Admin B4	2200
	First-Year Experience Center	Library 118	3253
Drop-Add Classes	Admissions & Records	Admin B4	2200
	First-Year Experience Center	Library 118	3253
Financial Problems	Student Financial Services	Financial Aid	3456
ID Card	Campus Card Services	UC Basement	2577
Intramurals	Fitness Center	Fitness Center	3980
Mail/Stamps	Drop Zone	UC Basement	2610
Health Needs	School Nurse	Health Center	2126
Scholarships	Scholarship Office	Admin Basement	3470
Personal Counseling	Student Affairs	Admin 204	2120
Residence Halls	Housing Office	Leoser Ctr.	4700
Student Government	Student Affairs	Admin 204	2120
Veterans Benefits	Veterans Office	Admin Bsmt	3080
Tutoring	First-Year Experience Center	Library 118	3253
	Student Support Services	Haskell Hall 16	3035

Good People to Know

The staff in the offices of Student Financial Services, Admissions & Records, and First-Year Experience Center who will assist you are assigned according to the first letter of your last name. Ask for these people when you need help in either of these areas.

Admissions & Records Specialists

A-Hi Janie Giles
Hj-SeDamita Cunningham
Sf-Z Paula Page

Financial Aid Counselors

A-C Debbie Tyler
D-He Becky Scott
Hi-Me Arlene Tate
Mi-Se Kriston Gerler
Sh-Z Shelly Dreadfulwater

Student Success Specialists

Chris Adney
Jennifer Ford
Rebecca Neely
Abby Tinchler

John Vaughan Library

The John Vaughan Learning Resources Center is the campus library. In addition to books, periodicals and reference materials, it is a great place to study. You'll receive electronic access to the card catalog, data bases, journals and many periodicals. The staff is glad to assist you in using it.

Library Hours

Fall/Spring	Summer
Monday- Thursday 7:30 a.m.- 2:00 a.m.	Monday-Thursday 8:00 a.m.-6:00 p.m.
Friday 7:30 a.m.-5:00 p.m.	Friday 8:00 a.m.-5:00 p.m.
Saturday 1:00 p.m.-5:00 p.m.	Closed Saturday
Sunday 2:00 p.m.-2:00 a.m.	Sunday 2:00 p.m.-6:00 p.m.

Who's in Charge?

Executive Officers

Dr. Larry Williams	<i>President</i>
Mrs. Kim Cherry	<i>Vice President, Business & Development</i>
Dr. James Pate	<i>Vice President, Academic Affairs</i>

Deans and Administrators

Dr. Janet Bahr	<i>Associate Vice President, Academic Affairs</i>
Dr. Ron Cambiano	<i>Dean, Student Affairs</i>
John Wichser	<i>Director, Housing</i>
Dr. Kathleen Reese	<i>Dean, College of Business and Technology</i>
Dr. Kay Grant	<i>Dean, College of Education</i>
Eddie Griffin	<i>Director, Athletics</i>
Ron Cox	<i>Director, Physical Fitness Center</i>
Dr. Allen McKiel	<i>Director, Library</i>
Arlan Hanson	<i>Director, Business Affairs</i>
Dr. Craig Clifford	<i>Dean, College of Math, Science and Nursing</i>
Michael Gibbons	<i>Director, Computing & Telecommunications</i>
Bill Nowlin	<i>Dean of Enrollment Management/Registrar</i>
Dr. Paul Westbrook	<i>Dean, College of Liberal Arts</i>
Jeff Walker	<i>Director, FYE and Enrollment Services</i>

Also Very Important: Q & A

Where do I go if I need help deciding what courses to take?

The Office of FYE will serve as your academic advisor until you are eligible to declare your major. Staff will be on hand to guide you through the process at your Campus Connection. A Student Success Specialist will be available to assist you with enrollment, adjusting your schedule (drop/add), withdrawal, evaluations, academic forgiveness counseling, assistance to students on academic probation, and distribution of catalogs, semester schedules, and unofficial degree plans. They are located in the Library, room 118, ext. 3253.

Where do I pay bills and pick up financial aid checks?

Students may pay bills and pick up financial aid checks in the Office of Business Affairs located in the Administration Building 1st Floor. You may also cash checks in the Business Affairs Office. If you are a student worker on campus this is where you pick up your pay check.

Where can I pick up a campus newspaper?

The Northeastern is the campus newspaper which is produced weekly by mass communication students. It is available on Tuesdays in distribution boxes located conveniently across campus.

Where do I get my ID card and what do I do if I lose it?

Your ID card can be picked up in the Campus Card Services Office located in the University Center basement. Your ID card is valuable because it contains information about your meal plan, ACCESS points, fitness center membership and gives you access to the 24 hour computer labs in the NET. It also enables students to attend various athletic and cultural events at a reduced price or no cost. If you should lose your ID card, contact the ID Office immediately to have it turned off and replaced. Your picture for the ID card will be made at the Campus Connection Enrollment Session and you will receive your card at the end of the day.

What if I have a health problem or need health information?

NSU has a registered nurse practitioner on duty from 8:00 a.m. to 5:00 p.m. on weekdays. You may call the Student Health Center for more information or an appointment at ext. 2126.

Where do I go for a copy of my transcript?

Transcripts are available in the Admissions and Records office from 8:00 a.m. to 4:00 p.m., Monday through Friday, free of charge. This is also the office which processes applications for admission, maintains your grade files and prepares final degree checks. You can get class schedules and course catalogs here, too.

Also Very Important: Q & A

Where will I live?

Single student housing and family housing for married students and/or students with children are available. The seven residence halls offer a variety of living arrangements. Freshmen housing is in Leoser Complex, Ross and Logan Halls. All rooms have service for cable TV, telephone and access to the NSU computer network. Living on campus offers many different rewarding opportunities and is the best way to stay tuned in to campus activities. The Housing Office is located in the Leoser Complex. A deposit of \$50 is due with your housing application.

I'm hungry! Where do I eat?

NSU offers a wide variety of meal plans, menus and dining locations. Meal point plans are designed to give you flexibility in dining choices. Food services are available 7 days a week with any plan. Every item you buy using your ID card is deducted at the cash register from your semester's allotment of meal points. You sign up for a meal plan when you apply for on campus housing and at the Housing Office. You can reduce or increase your plan any time during the year at the Housing Office or in the Food Services Office. Of course, you can pay for food with real money, too, and you don't have to live on campus to eat in any of the NSU dining locations.

What do I do with my car?

All vehicles parking on campus must be registered through the Parking and Traffic Office. You can purchase a parking decal from the Parking and Traffic Office between the hours of 7 a.m. and 5 p.m. Color-coded parking maps are available which show the lots you can park in.

Where can I pick up my mail?

Stamps, mailing supplies, service, and a public fax are all available at the Drop Zone on the lower level of the University Center. Mail is delivered to the residence halls each weekday.

What is the University Center?

It is the hub of activity on campus, sometimes called a student union or student center on some campuses. The University Bookstore, the Caff (dining room), meeting rooms, Cue Bowl Recreation Center, the Food Court, the Drop Zone, Campus Card Services, Student Government Office, and the Northeastern Activities Board are all located here.

What if I need a tutor for class?

There are many free tutoring services offered on the Tahlequah campus. For information about what is available, contact Debbie Amlin at ext. 2138.

Also Very Important: Q & A

Where can I go for recreation or to work out?

The Fitness Center has a swimming pool, weight rooms, racquetball courts, a gym, and a sand volleyball court. You can also sign-up here to play on an intramural team. Tennis courts are located behind Leoser Complex. A recreation center with bowling, pool tables, and video games is in the University Center.

What about my safety?

NSU has its own 24-hour certified police force. They work on criminal investigations, offer escort services on request, engrave and register personal items, open locked doors, and perform many other duties. You may reach them through extension 2468 or directly at 458-2111 after 9 p.m. and on weekends.

Where do I buy my textbooks?

The University Bookstore in the University Center (UC) has a huge selection of new and used textbooks. It also carries an assortment of school, art, office and engineering supplies, backpacks, and computer software at reduced prices. It is also the official source for NSU clothing and merchandise.

How do I get involved in campus activities?

The office of **Student Affairs** has a list of all recognized student organizations on campus, including fraternities and sororities and student government. This office works closely with these organizations and helps sponsor special events.

The **Northeastern Activities Board** provides entertainment and special activities on campus. NAB helps encourage student involvement through the planning, promotion, and production of these events. Several student volunteer committees specialize in areas such as concerts, comedians, films, lectures, and festivals. NAB is located in the basement of the University Center. Call ext. 2526.

Is there assistance for students with disabilities?

It is the responsibility of each student with a disability to notify NSU and request accommodations prior to enrollment. Students are encouraged to apply for services by contacting the Office of Student Affairs, ext. 2120.

FYI....Make many friends so you can have people to get away with...Don't stay in your room the whole semester...Have fun, but limit it...Get help if you are stressed out and having a hard time in your classes...Be able to use the library...Create understanding.

Getting Started

Nervous? Excited? Anxious? Thrilled? Ready? Well, get prepared for the best time of your life—College!

The transition into college life can be confusing. New school, new living arrangements, new friends, new expectations...so many new situations to deal with. Your friends at NSU realize this and have developed several programs to help you glide through this transition and ease into campus life.

Start your college experience off on the right foot by attending **Rookie Bridge Camp 2005**. This two-day camp has been designed to help you meet other incoming freshmen, upperclassmen, professors, and administrators. Sessions for 2005 are Aug. 11-12, Aug. 15-16, and Aug. 18-19. Learn the ropes of college life from people who know other students. Jam-packed with fun, **Rookie Bridge Camp** is an NSU tradition! For more information, call the University Center Student Activities Office, 918-456-5511, ext. 2526.

Welcome Week is another NSU tradition and annually kicks off each new school year with a host of activities designed with students in mind. **Welcome Week** activities are for all students, but some are geared especially for those new to NSU. In addition to concerts and a Merchant Mall to introduce you to Tahlequah area stores, services, and restaurants, you'll also learn about more than 80 student organizations on campus. Make plans now to attend and get involved in NSU!



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FOR MORE INFORMATION, CONTACT

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