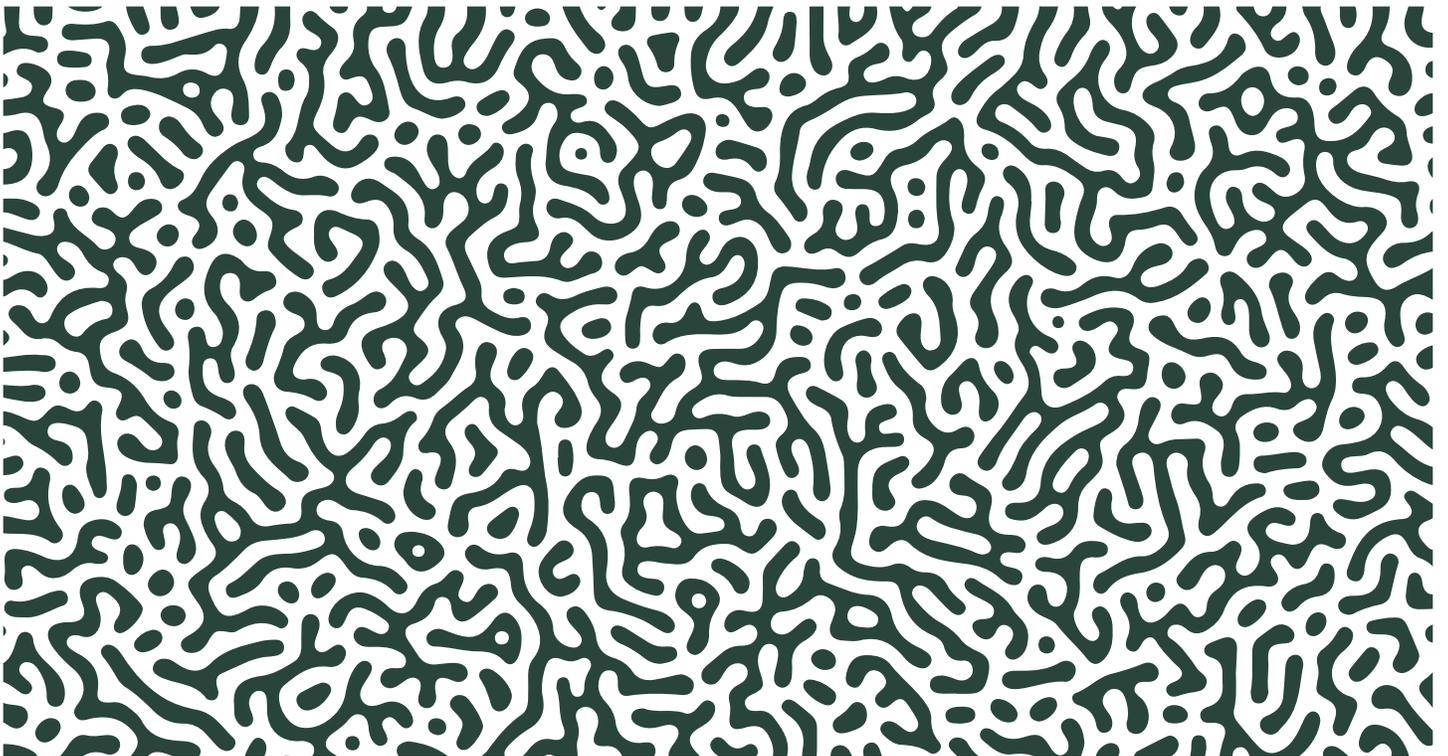


# Student Survival Guide

2020-2021

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA



# Welcome from the President

It is my great pleasure to welcome you to the University of Science and Arts of Oklahoma. USAO is Oklahoma's public liberal arts college. We are committed to providing an education that prepares you to think and act critically, creatively and humanely. We provide you with a distinctive and accessible liberal arts and sciences education, confident that you will leave with a lifelong commitment to learning, leading and serving. I wish you the best throughout your journey at USAO, and I look forward to meeting each of you.

Best wishes,  
President John Feaver



# A GUIDE FOR ALL DROVERS

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# USAO HISTORY AND MISSION

## HISTORY

Celebrating a century of service as Oklahoma’s only public liberal arts college, the University of Science and Arts of Oklahoma – nationally ranked for quality and value – is a recognized leader and innovator in interdisciplinary studies.

Like the best private liberal arts colleges, USAO offers small classes, award-winning faculty committed to teaching (91 percent have the terminal degree), and a campus culture that fosters close faculty-student interaction and undergraduate research opportunities. USAO dedicates itself to educating the whole student, encourages personal development through public service, and offers nationally ranked teams in five sports.

The college was founded in 1908 as a women’s institution, Oklahoma College for Women (OCW), the first college created by Oklahoma’s first legislature. USAO is one of only seven state institutions with similar missions ever created in the United States. Other than the University of Oklahoma, USAO has the oldest original mission of any state college or university in Oklahoma. Located in Chickasha, USAO is the only Oklahoma college to be named a National Historic District on the National Register of Historic Places.

## OUR MISSION

As the state’s sole public liberal arts college, the University of Science and Arts of Oklahoma provides a distinctive education in the liberal arts and sciences, supporting both its interdisciplinary core curriculum and major fields of study with superior teaching. Through its inclusive learning environment, USAO fosters diversity of thought and practice to help students realize meaningful, purposeful and productive lives as global citizens in a rapidly changing world.

## OBJECTIVES

USAO has adopted the following set of objectives consistent with its mission and the functions assigned by the Oklahoma State Regents for Higher Education:

- + To provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. This program will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.
- + To offer programs of study approved by the State Regents for Higher Education, culminating in the Bachelor of Arts, Bachelor of Science, and Bachelor of Fine Arts degrees.
- + To offer a limited number of career, professional, and specialized degree programs which would be especially strengthened when combined with an interdisciplinary, liberal arts foundation.
- + To provide a learning environment suited to the needs of academically and artistically talented students while offering students the advantages of an interdisciplinary, liberal arts program.
- + To assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.
- + To operate on a flexible semester plan which will permit some students to complete a baccalaureate degree in three years and allow all students to progress in their academic programs at a rate which they desire.
- + To foster scholarly activities appropriate to the nature and the needs of the university.
- + To provide cultural, educational, and professional opportunities and services which enrich the university and the community.

## WHY A LIBERAL ARTS EDUCATION?

- + Builds character
- + Develops creative and critical thinking skills
- + Creates well-rounded students who are able to adapt to the ever-changing world
- + Equips students with exceptional communication skills
- + Provides unlimited career options and tools for rapid advancement
- + Prepares students for continuing education



# FIELDS OF STUDY

## **Bachelor of Arts**

Art  
Communication  
Economics  
English  
History  
Multidisciplinary Studies  
Music  
Political Science  
Public Policy  
Sociology  
Theatre Arts

## **Bachelor of Fine Arts**

Studio Concentration in:  
Ceramics  
Computer Graphics  
Expanded Media  
Graphic Design  
Graphics  
Painting  
Photography  
Printmaking  
Sculpture

## **Bachelor of Science**

Biology  
Business  
Chemistry  
Deaf Education  
Early Childhood Ed.  
Elementary Ed.  
Environmental Science  
Mathematics  
Physical Education  
Physics  
Psychology  
Speech-Language Pathology

## **Teacher Certification**

Art  
Biology  
Deaf Education  
Early Childhood Education  
Elementary Education  
English  
Math  
Music (vocal and instrumental)  
Physical Education  
Social Studies

## **Undergraduate Preparation for Professional School**

Pre-Dentistry  
Pre-Medicine  
Pre-Nursing  
Pre-Pharmacy  
Pre-Veterinary

## **Interdisciplinary Studies**

USAO offers an interdisciplinary core curriculum that presents multiple perspectives for a richer understanding of complex issues. The IDS Core Curriculum is 46 hours of carefully planned courses that introduce students to key ideas across a range of disciplines including history, science, art, mathematics, literature, philosophy, economics, art, and theatre.

Each course is purposefully placed in a sequence to ensure the student has the academic tools to relate new material to what has already been learned as well as communicate that understanding through speaking and writing. Our Interdisciplinary Studies or “IDS” courses are generally team-taught by two or more professors from different disciplines. This IDS approach is intended to enhance USAO’s liberal arts mission and is central to the idea of a liberal arts education. The following types of IDS courses offered are:

Interdisciplinary Skills courses (9 Credit Hours)  
Artistic Expression courses (2 Credit Hours)  
Physical Expression courses (2 Credit Hours)  
Interdisciplinary Ideas (Team-Taught) courses (33 Credit Hours)

**\*To learn more about IDS, visit [usao.edu/academics](http://usao.edu/academics).**

# STUDENTS' CORNER

## Getting Started

Congratulations on becoming a USAO Drover! The next few years will be rewarding and challenging, and we are looking forward to supporting you through it. The following checklist will take you through the step-by-step process for enrolling each semester here at USAO.

## Enrollment Checklist:

1. Check for any necessary registration holds and contact the designated office.
1. Email your faculty advisor to request an advisement appointment before the enrollment period opens. Create a draft of your future schedule and course options to discuss with your advisor. Complete the online pre-registration process through your MyUSAO account.
2. Students are more than welcome to visit the Financial Aid Office, Registrar Office and the Business Office during enrollment, but it is not necessary in most instances.

## Independent Study

The Independent Study period in late April and May offers USAO students a unique chance to take part in exciting, unconventional educational experiences. Independent Study classes emphasize innovative educational approaches and individual learning. Past course choices have included educational trips to Paris, New York, Great Britain, Italy, and the Yucatan. Other groups have surveyed Madness in Literature and engaged in sociological observations in The Impact of New Orleans on the History of Jazz. Organized classes have practiced skills for career success or undertaken art or botanical projects to beautify the campus. Students are free during Independent Study to undertake projects of their own conception under the guidance of a faculty mentor. Independent Study activities are graded Passing/Non-Passing. Independent Study credit cannot be used in fulfillment of major requirements.

*\*Refer to your course catalog for more information and a complete listing of the Independent Study courses offered*

## Credit Hour Load

Fifteen to 18 credit hours is a normal load per semester. A minimum of 124 credit hours are required for graduation from USAO. Consequently, to graduate in four years without attending school during summers, a student must take at least 15 to 16 hours per semester. To be considered full-time for financial aid purposes, a student must be enrolled in at least 12 credit hours in the fall or spring and a total of 12 credits for the whole summer term. Full-time summer enrollment may consist of 5 hours in the Independent Study term and 7 hours in the 10-week term, or it may be 12 hours in the 10-week term if the student does not enroll for Independent Study. The maximum credit-hour load is 22 hours in the fall and spring, 15 hours in the 10-week summer term.



# WHO IS MY ADVISOR?

Every student will be assigned a faculty advisor by the Registrar's Office during their enrollment process. Once this information is processed, all assignments go through the Admissions Office. If you don't remember your assigned faculty advisor, please check your information in your MyUSAO account.

## Top questions you should ask your academic advisor:

- + How do I address my professors? (i.e.: Dr. Johnson; Professor Johnson, etc.)
- + Who can I talk to if I have a complaint about one of my instructors?
- + What is the policy for course add/drop?
- + Where can I find information on all academic policies?
- + Who can I speak with if I have suggestions for campus improvements?
- + What classes do I need to take?
- + What is a credit hour?
- + What number of hours should I take to be considered full time? Part time?
- + How can I qualify for the fastTrack scholarship that USAO offers?
- + What are my degree requirements and how long will it take me to graduate?
- + When should I start looking into graduate school?
- + What are the requirements for entrance to graduate school?
- + When should I start studying for the GMAT/GRE/LSAT/MCAT exam?
- + Which graduate programs should I be researching for my interested field of study?

# GRADUATION CHECKLIST:

- + Schedule an appointment to see your advisor every semester.
- + Ask your advisor about graduate school information and deadlines.
- + All students need 40 hours of upper division coursework in order to graduate on time.
- + Note that a full-time enrollment of 12 credit hours per semester is insufficient to allow for graduation in four years (8 semesters). Make sure you take at least 31 credit hours per academic year to graduate in four years.
- + Pay attention to add/drop periods.
- + Take Interdisciplinary Study courses and program courses each semester.
- + If you are thinking of transferring to another institution, refer to the Oklahoma State Regent's website: <https://www.okhighered.org/transfer-students/>
- + Check with the Registrar's office for graduation updates and deadlines.



# STUDENT SERVICES

Welcome to the USAO community! As the Dean of Students, I am delighted that you have chosen to pursue your higher education with us. As a new student, USAO will be your academic home away from home for the next few years and we're excited to see you on campus!

USAO is truly a special place and Student Services is dedicated to ensuring that our programs and services allow you the opportunity to take advantage of all the offerings that USAO puts in place to help each student realize their dreams, in and outside the classroom. We are here to support and challenge you as you begin your journey as a college student. Please take advantage of all we offer by attending events, meeting new people, asking questions, exploring Chickasha, opening your head, heart, and eyes to new experiences and becoming the person you want to be. Always remember that when you enrolled, you did more than just sign up for classes; you also signed up for all of the resources necessary for success and for all of the experiences that will enhance your semesters here until you graduate with your degree.

I know you must be excited, perhaps even anxious, to get started. As you prepare to make the transition to USAO, this guide will provide a description about some of our programs, general tips for college success, important dates, how to get involved, information to share with your parents, and much more.

Again, welcome to USAO! Student Services is here to support you in your transition to USAO, and you should feel free to contact us with any questions or concerns you may have at 405-574-1278.

Nancy Hughes  
Dean of Students  
(405) 574-1278



## Health Services

Student Services  
(405) 574-1278

USAO Health Services offers the following services free of charge, to students, staff and faculty:

- + Over-the-counter medication for colds, headaches, etc.
- + Minor emergency care for cuts, burns, etc.

### Hours of Operation:

Monday-Friday, 8 a.m. to 5 p.m.

\*In the event of an emergency after normal business hours, please visit the following facilities:

Grady Memorial Hospital Emergency Room  
2222 W. Iowa Ave., Chickasha, OK 73018  
(405) 224-2300 | Open 7 days per week, 24 hours per day

### The following numbers may be of use to someone needing help or service:

Emergency - Ambulance, Fire, Police . . . . .	911
USAO Campus Security . . . . .	405-222-8066
Access Health Care of Oklahoma . . . . .	405-224-4977
Five Oaks Medical Center . . . . .	405-224-2100
Grady Co. Health Department . . . . .	405-224-2022
Grady Memorial Hospital . . . . .	405-224-2300
HealthCare Stat . . . . .	405-224-6700
Southern Plains Medical Center (Quick Care Walk-in Clinic) . . . . .	405-224-8111

## Career Services

305 Student Center  
[careerservices@usao.edu](mailto:careerservices@usao.edu)  
(405) 574-1326

USAO's Career Services office is available to assist interested students in finding employment throughout their collegiate career as well as upon graduation. We offer guidance in career planning and in job searches including creating and updating resumes, writing cover letters, enhancing interview skills, and completing job applications.

USAO has partnered with Resume Target to provide access to free tools for career development and job readiness. The site offers career resources and access to over 1,000 premium professional resume and cover letter templates that align with your industry and career level, as well as daily job alert emails customized to your industry and location. All of this can be accessed by going to [www.resumetarget.com/usao](http://www.resumetarget.com/usao).

Focus2 is an online career, major, and education planning service offered to all students. This program allows you the opportunity to learn about yourself through self-assessments, explore majors at USAO that match your interests and support your career goals, along with many other things. All of this can be accessed by going to [www.focuscareer.com](http://www.focuscareer.com) and using the access code "drovers."

## **Counseling Services**

305 Student Center  
**counseling@usao.edu**  
(405) 574-1326

USAO offers counseling services to all students enrolled at the University. These services, provided by a licensed counselor, are designed to help meet the emotional and psychological needs of the student. A range of services, including individual, family or group, may be offered to students. Other services offered to the USAO community include:

- + Crisis intervention
- + Outreach programs
- + Education
- + Assessment
- + Referrals to other resources
- + Consultation with those concerned about a student in distress

Some of the concerns that can be addressed are relationship issues, stress, motivational problems, loneliness, grief and loss, depression, anxiety, abuse (sexual, physical, and emotional), substance abuse, eating issues, or other personal difficulties which may impede a student's academic and student development progress.

USAO also strives to help students successfully make important transitions, such as starting college; living away from home for the first time; transferring from another school; returning to college after a time away from school; adjusting after a major life event or trauma; and preparing to move from college to the work force. Counseling relationships are voluntary and strictly confidential. All counseling services are offered free of charge.

Sometimes you may feel concerned about a fellow student and aren't sure what to do. Share your observations with a trusted professional on campus. They will be able to help you determine what the situation calls for and how to best proceed. The Dean of Students or Student Services Counselor are a good initial contact to share your concerns with. The important thing is that you act on your instincts instead of pushing concerns to the side. Chances are that if you are noticing worrisome or potentially threatening behaviors, others are too and your information may be one of many that helps piece together a pattern of behavior. You may also use DroverReach, a convenient, online form to share your concerns about another student's mental health. This can be accessed at any time and is sent directly to the Director of Counseling and Dean of Students for review. For easy access to the form, please go to <https://usao.edu/student-life/student-services/counseling-services/drover-reach.html>.

## **Campus Security**

Sparks Hall  
**security@usao.edu**  
(405) 222-8066

Providing a safe environment in which to live, learn, and work is our main objective. A truly safe campus can only be achieved through the full cooperation of all the students, faculty, and staff.

Officers perform routine patrols of all residence hall living areas, classrooms, and office areas on campus. Security officers are on duty 24 hours/day and can be reached by calling (405) 222-8066. If you need to contact the Chickasha Police, the non-emergency number is (405) 222-6050.

## Disability Services

305 Student Center

[disabilityservices@usao.edu](mailto:disabilityservices@usao.edu)

(405) 574-1326

USAO is committed to providing equal opportunities for higher education to academically qualified individuals who have either a learning or physical disability. Catelyn Perry, LPC, Student Center 305, will serve as a liaison in arranging reasonable accommodations. Contact her at 405-574-1326 or [disabilityservices@usao.edu](mailto:disabilityservices@usao.edu).

To be eligible for services, the student must self-identify the disability to the office of Disability Services. Self-identification means the student must discuss the documented disability and the requested accommodations with Disability Services. Disclosure must be done before accommodations can be considered. The institution has no responsibility to make accommodations retroactively. To receive accommodations, the student must:

- + Provide appropriate written verification of disability.
- + Complete a disability services intake session to determine what qualifications you may be eligible to receive.
- + Provide schedule – provide our office with your upcoming class schedule every semester.
- + Accommodation letters – take your accommodation letters to your professors during their office hours or after class.

Accommodations are determined based on assessment of submitted documentation from the qualified provider for its appropriateness and completeness under Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 (ADA), and the office of Disability Services documentation policy.

Handicap parking is available in each parking area adjacent to university facilities. Automobiles must be properly registered and display disabled insignia. Oklahoma State Law (47 O.S. 1991, Section 1007) states that automobiles using those special areas and not displaying the disabled insignia are illegally parked.

**\*Grievance procedures are available in Student Handbook and online.**

## Dining Services

Student Center

[sodexo@usao.edu](mailto:sodexo@usao.edu)

(405) 574-1254

All meal plans are weekly meal plans. FLEX dollars that are associated with your chosen meal plan are available for your use through your student ID to purchase items in Dusty's, the cafeteria, the Daily Grind, or the C-Store located in the Drover's Den.

### Cafeteria Hours (Fall/Spring)

Monday – Friday: 7:30 – 9 a.m.; 11 a.m. – 1 p.m.; 5 – 7 p.m.  
Saturday/Sunday: 11 a.m. – 1 p.m.; 5 – 7 p.m.

### Dusty's Hours (Fall/Spring)

Monday – Friday: 11:30 a.m. – 1 :30 p.m.; 8 – 11 p.m.  
Saturday/Sunday – Closed

### C-Store Hours (Fall/Spring)

Monday – Friday: 9 a.m. – 8 p.m.  
Saturday/Sunday – Closed

### Daily Grind (Fall/Spring)

Monday – Friday: 7:30 a.m. – 6 p.m.  
Saturday/Sunday: Closed

\*All hours are subject to change

# RESIDENCE LIFE

## Lawson Apartments

Lawson Court Apartments is a garden style apartment community that caters to the needs of USAO students.

Each residence is equipped with private vanities, full -size beds, desks with chairs, and dressers. The kitchen comes complete with refrigerator, microwave, stove, dishwasher, and ample cabinet space. The dining area holds a table and four chairs. The living area is furnished with sofa, chair, coffee table, and end table.

Lawson Court also provides a clubhouse which boasts amenities such as a laundry room, meeting areas, pool table, swimming pool, sand volleyball court and movie theater.

## Sparks Hall

Sparks Hall is a suite-style residence hall that contains 108 rooms with 206 beds located on 3 floors. Rooms are fully furnished with extra-long twin size beds, desks and chairs, dressers, shelves, and private vanities as well as a Jack and Jill style bathroom shared by your roommate and your suitemates.

Sparks has a movie theatre, computer lounge, study rooms, a community laundry room, a community kitchenette, and multiple vending machines.

## Robertson Hall

Newly renovated in 2018, Robertson hall is a 30-bed suite-style residence hall primarily for upperclassmen. Rooms are fully furnished, with extra-long twin size beds and dressers and a shared bathroom with your roommate and/or suitemates.

Robertson has a community kitchen, lounge area, a community laundry room, and access to the Lawson movie theater.

For more information regarding housing, contact 405-574-1278 or [housing@usao.edu](mailto:housing@usao.edu).



# GETTING INVOLVED

## Student Activities

Student activities at the University of Science and Arts of Oklahoma is a perfect complement to our liberal arts education and enhances the overall educational experience of our students.

The diverse offering of student activities provides programs to assist students in becoming engaged in campus life. This is accomplished through fun and diverse programming brought to campus through the student activities board, residence life, and student government.

We have programs such as cultural performances and field trips, student government, university athletics, social activities, leadership programs, performing arts, intramurals, as well as many clubs and organizations.

## USAO Organizations

Leadership Academy  
Student Activities Board  
Student Government Association  
Drover Dancers

## Campus Ministries

Baptist Collegiate Ministries  
Chi Alpha

## Faculty Sponsored Organizations

Biology and Associated Sciences Club  
Drovers Against Cancer  
Zombie Survivalists and History Club  
Hiking Club

## Special Interest Clubs

Anime Club  
Black Student Alliance  
Creative Writing Club  
Droverthon  
Feminist Collective  
Gamer's Guild  
Inter-Tribal Heritage Club  
Literature Club  
Meditation Club  
Pokémon Club  
Prism Equality Club  
Sisters in Salvations  
Sodexo Student Board of Directors  
Student Volunterr Society  
United Hispanic Council  
University Music Appreciation  
USAO Student's Union

## Academic Clubs

American Sign Language  
Art Club  
Drama Club  
National Speech, Language & Hearing Assoc  
Psychology Club  
Student National Education Association  
Math, Technology and Science Club

## Greek Life

Sigma Psi Omega

## Honor Societies

Alpha Lambda Delta  
Alpha Psi Omega  
Beta Beta Beta  
Hypatia  
Kappa Delta Pi  
Phi Alpha Theta Pi Gamma Mu  
Pi Sigma Alpha  
Psi Chi  
Sigma Tau Delta

## Intramurals

Intramurals are designed to offer various activities, tournaments, and special events throughout the year to serve a diverse student body and staff. The goal is to promote an active and healthy lifestyle, friendships, sportsmanship & opportunities for the campus community. The following activities may be offered:

- + Flag Football
- + Volleyball
- + Basketball
- + Pool
- + Dodgeball
- + Table Tennis Tournament

Contact 405-574-1311 for information regarding SGA, SAB, student involvement, clubs and organizations.

Contact 405-574-1247 for information regarding student development, leadership programs and intramurals.

# CAMPUS RESOURCES

## General Services

Student Services  
3rd Floor, Student Center  
(405) 574-1278

Student IDs: Your first Student ID (Drover Card) is free. Prior to getting your first ID in Student Services, you will need to make a refund choice by logging in to [myusao.edu](https://myusao.edu). In order to get an ID, students must also bring a current driver's license, state ID, or passport and I-20 form. If you lose your ID, a replacement will cost \$25. To replace an ID, payment should be made at the Business Office first and then bring your receipt to Student Services. You will again need to bring a current driver's license, state ID, or passport and I-20 form.

Student IDs are used to access your meal plan. They are also used by Sparks and Robertson Hall residents to unlock the front doors as well as the laundry facility at Lawson. The ID also give you access to the 24/7 computer lab located in Nash Library. The ID can be used as a debit card if you would like and there is an ATM by the cafeteria. Any money you receive back from the school (such as student loans, work study checks, etc.) will automatically go onto your card.

Your card also has a "swipe to print" feature that allows you to print in any of our labs. Your print wallet is loaded with \$15 of print credit on the first day of classes of each semester. Your print wallet expires at midnight on the last day of finals for the semester. Your print wallet does NOT rollover your print credits from previous semesters.

Meal Plans: Meal plans are required with housing contracts. Meal plans are also available to off campus and commuter students as well. Please visit Student Services for more details.

Student Handbook: The Office of Student Services compiles and publishes the USAO Student Handbook, which contains information vital to students including the Student Code of Conduct. All students are encouraged to become familiar with the contents of the Student Handbook.

Parking Services: On campus parking and traffic is supervised by Campus Security. Parking permits are required for all parking at USAO. You can registered your vehicle at [https://usao-gcgxy.formstack.com/forms/student\\_parking\\_permits](https://usao-gcgxy.formstack.com/forms/student_parking_permits) and pick up your permit from Student Services on the third floor of the Student Center. Students may get either a hang tag (\$40) or sticker (\$30). The amount will be billed to your account. Traffic appeal forms are located in Student Services – 3rd floor of the Student Center.

*\* See the student handbook for vehicle registration and parking regulations.*

Grievance and Judicial Action: The Dean of Students is the person designated by the university president to be responsible for the administration of the Student Code. If you have grievance issues related to areas in the student handbook, please contact Student Services at 405-574-1278 or send an email to: [nhughes@usao.edu](mailto:nhughes@usao.edu).

Wellness: USAO promotes a healthy lifestyle and provides fitness facilities for USAO community members to enhance their physical development. Nobbs Wellness Center is located on the 2nd floor of the Student Center and is available to current students, staff and faculty. There is also a fitness facility located in the original gym that is available to the campus community.

MyUSAO: MyUSAO gives you online access that will let you see your grades, schedules, transcript, and bill. To access your information, simply log on to [my.usao.edu](http://my.usao.edu). Your login information is your Student ID and your PIN is your birth date in the MMDDYYYY format. For questions concerning myUSAO, please contact IT at 405- 574-1234 or submit a ticket at [ithelpdesk@usao.edu](mailto:ithelpdesk@usao.edu).

Facilities: If you need to reserve a place on campus for a meeting or activity, please complete a facility request form online. Your event is not confirmed until it is approved. For further information, contact 405-574-1278.

## **Student Success Center (SSC)**

The Student Success Center is located on the 3rd floor of Nash Library inside Room 305. The SSC is the central hub of academic resources on campus and contains space for students to study, prepare group work, receive academic counseling, and attend tutoring sessions. The SSC provides assistance for math and science courses, a writing center to aid with writing assignments, and tutors to assist students with their IDS core curriculum coursework. The SSC holds workshops for students to attend and improve their academic skill set including note-taking techniques, study strategies, and time management habits. In addition, the staff of the SSC can assist students with future career planning and supplemental academic advisement. The SSC services are available to all USAO students, with or without an appointment.

## **Campus Co-Op**

The Campus Co-Op strives to provide supplemental food assistance for those in need within the USAO student community. In addition to helping alleviate hunger within our student community, the Campus Co-Op aims to decrease the impact that food insecurities have on the academic success of our students. Any student wishing to receive products from the Campus Co-Op must be a currently enrolled USAO student with a minimum of one credit hour in that current semester. To enter the Campus Co-Op, all students must have a valid, updated Student ID to gain access. Students are allowed to utilize the Campus Co-Op one (1) time each day and are encouraged to take only what they need for two meals.

## **Dress for Success Interview Clothing Closet**

Do you have an interview coming up and aren't sure exactly what to wear? Do you need clothes to help you make that great first impression? Let us help you dress for success with our selection of free professional interview clothing. Come take a look at what we have available in the Interview Clothing Closet, located in Sparks Hall, and also receive free assistance with putting together that perfect outfit. Stop by Student Services, or send an email to [careerservices@usao.edu](mailto:careerservices@usao.edu), to set up a time.

## **Commuter Lounge**

Room 101 in Nash Library is known as the Commuter Lounge and is reserved for students who commute to USAO. Commuter students' ID cards have a special code which allows them to gain entry. Simply place your ID card on the card reader device. When the red light turns green, push open the door. The Commuter Lounge is accessible 24/7. Security cameras are in use.

## 24/7 Computer Lab

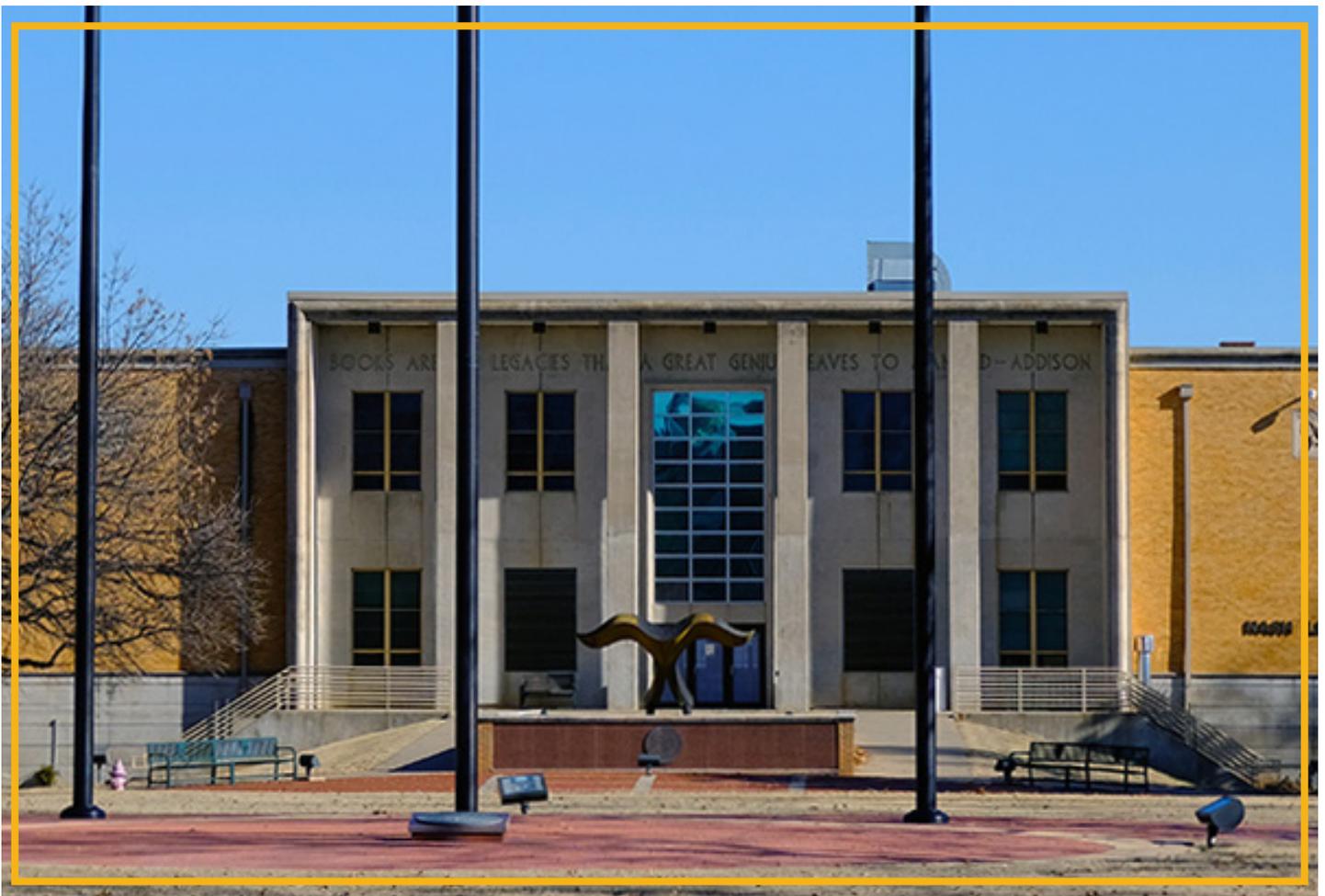
Nash Library, room 118, is the location of the 24/7 computer lab. In addition to desk top computers, there is also a printing station. You must have a current student ID to access the lab. There are places to swipe student ID cards at the entrance to the lab and the exterior side door of the library.

## Dr. Ada Lois Sipuel Fisher Center for Social Justice and Racial Healing

Inspired by the life and legacy of Civil Rights activist Dr. Ada Lois Sipuel Fisher, the goal of the Dr. Ada Lois Sipuel Center for Social Justice and Racial Healing is to recognize and hold the values of American democracy and the concept of justice as key principles facilitating both individuals and groups. The Center's mission is to advance the common good by educating and inspiring individuals who are dedicated to the pursuit of social justice through community-building, service and transformation, curriculum and pedagogy and engage research. For additional information, please contact Dr. Tonia Anderson at [tanderson@usao.edu](mailto:tanderson@usao.edu).

## Neill-Wint Center For Neurodiversity

The Neill-Wint Center for Neurodiversity will assist students with autism spectrum disorder (ASD) in the transition to college life and help ensure postsecondary success. The program focuses on a collaborative model that promotes the development of self-advocacy and independent living skills to encourage strong academic and social progress. Varying levels of academic, social and residential support will aid students in meeting their personal and professional goals. For additional information please go to <https://usao.edu/neill-wint>.



# TIPS FOR COLLEGE SUCCESS

## Academic Tips

- + Be strategic when scheduling your courses and be aware of when required courses are offered and register accordingly.
- + Go to class. Besides learning the material by attending classes, you'll also receive vital information from the professors about what to expect on tests, changes in due dates, etc.
- + Find the best time and place to study. It may be your dorm room or a corner of the library, but find a place that works best for you to get your work done and avoid distractions. Suggested spaces on campus are Nash Library, Student Success Center, Student Center or the residence hall lounges.
- + Become an expert on course requirements and due dates. Professors spend hours preparing course syllabi and calendars so that you will know exactly what is expected of you and when. It is not acceptable for a college student to give a professor the excuse: "I didn't know it was due today."
- + Take advantage of the study resources on campus. The Student Success Center in Nash Library places tutors in many challenging courses and regularly offers free study group and exam preparation opportunities.
- + Take responsibility for your learning and get organized. In high school, the teachers tended to lead you through all the homework and due dates. In college, the professors post the assignments for the entire semester and expect you to be prepared. Buy an organizer, a planner, a large wall calendar, or whatever it takes for you to know when assignments are due.
- + Meet with your professors. There are benefits to getting to know your professors, especially if later in the semester you run into problems. Professors schedule office hours for the special purpose of meeting with students. Take advantage of that time!
- + Get to know your academic adviser. This person is a key resource for you and should be the person you turn to with any academic issues or conflicts, such as; adding or dropping courses, scheduling classes for future semesters, or deciding on majors and minors. Don't be afraid of requesting another adviser if you don't click with the one first assigned to you.
- + Pay attention to add/drop periods.
- + Strive for good grades. Set goals for yourself and then make sure you work as hard as you can to achieve them.
- + Give yourself breaks when you study.
- + Read before class and re-read and/or review your material after class. This will help store information into your long-term memory.
- + Take notes and review them after class, sometimes even typing your notes helps.
- + Use the back-tasking approach when preparing for exams, research projects, and papers.
- + Find out what is your best learning style and preferences.
- + If you have or think you might have a learning disability, contact Disability Services to help with any accommodations you may need.
- + Put away any distractions during class.
- + Remember each semester is a fresh, new beginning.

## **General Tips**

### **FRESHMAN:**

- + Activate and use your USAO student email.
- + Stop by Student Services to get your Student ID and your parking decal.
- + Sign up for Drover Alert (USAO emergency notification). Obtain a USAO mailbox and check it often.
- + Make an appointment with your academic advisor. Find an upperclassman to mentor you.
- + Meet new people and make friends with your roommate. Review your Student Handbook to get familiar with the academic and institutional rules.
- + Complete your housing application for next year
- + Fill out your FAFSA before December 1 to maximize your aid possibilities.

### **SOPHOMORE:**

- + Talk with your advisor about getting the most comprehensive experience in your major.
- + Visit Career Services and start working on your resume.
- + Join the Alumni Association's Pathways Mentor Program
- + Consider serving on a campus-wide committee.
- + Think about studying abroad. Make sure your address and contact information is up-to-date with the Registrar's Office.
- + Fill out your FAFSA before December 1.
- + Complete your housing application for next year
- + Check USAO emails for important messages.

### **JUNIOR:**

- + Look for internships.
- + Mentor a new USAO student.
- + Begin developing professional networks. Update your resume.
- + Build leadership skills.
- + Consider serving on a campus-wide committee.
- + Begin talking with faculty and Career Services about options after graduation (work, grad school, etc.).
- + Fill out your FAFSA before December 1. Consider Study Abroad opportunities.
- + Complete your housing application for next year
- + Check USAO emails for important messages.

### **TRANSFERRING IN:**

- + Activate and use your USAO student email.
- + Make an appointment with your academic advisor.
- + Stop by Student Services to get your Student ID and parking decal.
- + Meet new people and make friends with your roommate.
- + Complete your housing application
- + Review your Student Handout book to get familiar with the academic and institutional rules.
- + Fill out your FAFSA before December 1.

### **SENIOR:**

- + Finalize your professional resume/portfolio. Start making contact with potential employers. Get post-graduation plans under control.
- + Prepare for and take grad exams (GRE, GMAT, MCAT, LSAT). Do a "graduation check" early.
- + Check USAO emails for important messages.
- + Pick up graduation tickets in Troutt 215.
- + Apply for graduation.
- + Check with USAO Bookstore for cap and gown information.

## First Year Tips

The decisions you make and the actions you take during this first year of college will have a major impact on the rest of your college experience as well as on the rest of your life. The following tips are things you need to do to not only survive your first year of college, but also to thrive. Practice the following steps to develop the tools, skills, and habits needed to help you succeed in college and in your future career.

- + Go to orientation. Do you really need to go on yet another campus tour? Yes! The faster you learn your way around campus, the more at ease you'll feel and the better prepared you'll be when issues arise.
- + Get to know your roommate and others in your residence hall. The people you live with are going through similar experiences and emotions. Let them be your safety net.
- + Seek a balance. College life is a mixture of social and academic happenings. Don't tip the balance too far in either direction. Maintain a balance among all your responsibilities (school work, recreation, family, etc.).
- + Get involved on campus. A big problem for many new students is a combination of homesickness and a feeling of not quite belonging. Consider joining student organizations, clubs, or sports teams. You'll make new friends, learn new skills, and feel more connected to your school.
- + Make time for you. Be sure you set aside some time for activities that help you relax and take the stress out of your day or week.
- + Don't feel pressured to make a hasty decision about a career or a major. It doesn't matter if it seems as though everyone else seems to know what they're doing with their lives. College is the time for you to really discover who you are, what you enjoy doing, what you're good at, and what you want to be. It's not a race; take your time and enjoy exploring your options.
- + Take responsibility for yourself and your actions. Don't look to place the blame on others for your mistakes; own up to them and move on. Being an adult means taking responsibility for everything that happens to you.
- + Make connections with students in your classes. In the first week of classes, meet at least one new person in each of your classes. This will expand your network of friends and can be a crucial resource at times when you may have to miss a class.
- + Find the Career Services Office. Regardless of whether you are entering college as undeclared or have your entire future mapped out, seek out the professionals in your college's career services office and get started on planning, preparing, and acting on your future.
- + Don't procrastinate; prioritize your life. It may have been easy in high school to wait until the last minute to complete an assignment and still get a good grade, but that will not work for you in college. Give yourself deadlines and stick to them.
- + Stay healthy/Eat Right. A lot of problems first-year students face can be traced back to an illness that kept them away from classes for an extended period of time that led to a downward spiraling effect. Get enough sleep, exercise, take your vitamins, and eat right.
- + Learn to cope with homesickness. It's only natural that there will be times when you miss your family and friends from back home. Find a way to deal with those feelings, such as making a call, texting or setting up a video call with your family and friends.
- + Stay on campus as much as possible. The more time you spend getting to know the campus and your new friends, the more you'll feel at home at school. Take advantage of all the cultural and social events that happen on campus.
- + Seek professional help when you need it. If you're sick or feeling isolated or depressed, take advantage of the many services offered by Student Services. You don't have to face these issues by yourself.
- + Keep track of your money. If you've never had to create a budget, now is the time to do so. Find

ways to stretch your money and avoid all the credit card offers you'll soon be receiving.

- + Don't cut corners. College is all about learning. If you procrastinate and cram, you may still do well on tests, but you'll learn very little.
- + Be prepared to feel overwhelmed. There's a lot going in your life right now. Expect to have moments where it seems a bit too much, the trick is knowing that you're not the only one feeling that way.
- + Look for businesses that have student discounts (always carry your student ID with you).



# MONTH BY MONTH OVERVIEW

## AUGUST

- + Summer classes end
- + Get parking decal
- + New Student Orientation
- + Fall classes begin
- + Welcome Week
- + \*Last day to add or drop a course\*
- + Soccer & Volleyball seasons begins

## SEPTEMBER

- + Labor Day holiday
- + Intramurals
- + \*Last day to withdraw with an automatic 'W'\*
- + Cross Country Season begins

## OCTOBER

- + Midterm Exams
- + Men's & Women's basketball season begins
- + Intramurals
- + Student Leadership Conference
- + FAFSA is available for the next year
- + \*Last day to withdraw from a course\*
- + Family Day

## NOVEMBER

- + Thanksgiving holiday
- + Homecoming
- + Intramurals
- + Last day of fall classes
- + Fall finals
- + Commencement

## DECEMBER

- + Winter Break

## JANUARY

- + Spring classes begin
- + Welcome Week
- + \*Last day to add or drop a course\*
- + Applications for Orientation Leaders
- + Applications for RAs
- + Intramurals
- + Fill out housing applications for next year
- + Track & Field season begins

## FEBRUARY

- + Financial Aid month
- + \*Last day to withdraw with an automatic 'W'\*
- + \*Fill out application for continuing education scholarships and alumni scholarships\*
- + Baseball & Softball seasons begin
- + Intramurals

## MARCH

- + Midterm Exams
- + Drover Difference Day
- + Spring Break
- + Intramurals

## APRIL

- + \*Last day to withdraw from a course\*
- + Droverstock
- + Montmartre Chalk Art Festival
- + Minerva Awards
- + Intramurals
- + Spring finals
- + End of spring classes
- + Commencement
- + Fill out a change of address, if you are going home for the summer or graduating
- + Independent Study begins

## MAY

- + Independent Study ends
- + Memorial Day holiday

## JUNE

- + Summer classes begin
- + \*Last day to add or drop a course\*
- + \*Last day to withdraw with an automatic 'W'\*

## JULY

- + Independence Day Holiday
- + \*Last day to withdraw from a course\*
- + Summer Finals

**\*For other specific dates, visit [usao.edu/calendar](http://usao.edu/calendar).**

# QUICK REFERENCE

## **Admissions**

Troutt Hall | 225

(405) 574.1357

[usao.edu/future-students](http://usao.edu/future-students)

- + Begins the enrollment process as a first time USAO student
- + Campus tours
- + Co-Sponsor of the Drover Delegates

## **Alumni Office**

Troutt Hall | 126

(405) 574.1290

[usao.edu/alumni](http://usao.edu/alumni)

- + Alumni memberships
- + Alumni Scholarship applications
- + Pathways Mentor Program

## **Assessment**

Troutt Hall | 318a

(405) 574.1281

[usao.edu/assessment-center](http://usao.edu/assessment-center)

- + Assessment Tests for Course Placement
- + CAP Test – usually given in March and November
- + CLEP Exams
- + Graduate School Information
- + NSSE – January – April

## **Business Office**

Troutt Hall | 220

(405) 574.1211

- + Pay bills, deposits, or fines
- + Disperse work-study check or financial aid reimbursement check
- + Set up payment plan
- + Set up book vouchers

## **Financial Aid**

Troutt Hall | 112

(405) 574.1240

[usao.edu/financial-aid](http://usao.edu/financial-aid)

- + FAFSA
- + Federal & State aid programs
- + Eligibility, awarding & applying aid, but refunds handled by Business Office
- + Scholarships and aid resources

## **Food Services SODEXO**

Student Center Cafeteria

(405) 574.1254

[usaodining.com](http://usaodining.com)

- + Any meal plan changes should be directed to Student Services Student Center 3rd floor

## **Health Services**

Student Center | 3rd Floor

(405) 574.1278

[usao.edu/student-life/student-services](http://usao.edu/student-life/student-services)

- + Assist with medical referrals
- + Contraceptives available upon request
- + Over the counter medications

## **Information Services**

Austin Hall |113

(405) 574.1234

[usao.edu/infoservices/](http://usao.edu/infoservices/)

- + Computer related issues
- + Internet services
- + Student E-mail

## **Mail Room**

Lawson Clubhouse

(405) 574.3417

- + Fill out the paperwork to get a USAO mailbox in Student Services
- + List the USAO address only, NO Box.
- + List full name of recipient.

## **Nash Library**

(405) 574.1343

[library.usao.edu](http://library.usao.edu)

- + Check out books
- + Interlibrary Loan
- + Research assistance
- + Tech support
- + A great place to study

## **Registrar**

Troutt Hall | 204

(405) 574.1204

- + Address changes / updates
- + Class add or drop
- + Enroll
- + Graduation check
- + Name changes / updates
- + Transcripts
- + Withdraw from a class

## **Print Services**

Troutt Hall | 124

(405) 574.1280

- + All services provided for a nominal fee, depending on the service
- + Activity or event posters
- + Copies available black and white or color (>25)
- + Graduation announcements

## **Student Services**

Student Center | 3rd Floor

(405) 574.1278

**usao.edu/student-life**

- + Career Services
- + Counseling Services
- + Disability Services
- + Health Services
- + Grievances
- + Lost & Found
- + Residence Life
- + Security
- + Student Development
- + Student Involvement
- + Reserve rooms on campus for receptions, meetings, weddings

## **Security**

Sparks Hall | (405) 224.8066

Available 24/7

**usao.edu/student-life/living-on-campus/campus-safety**

- + Car assistance/jumper cables
- + Escort around campus late night
- + First point of contact for campus emergencies
- + Report any suspicious behavior
- + Chickasha Police Non-Emergency contact information: (405) 222-6050

## **Student Success Center**

Nash Library | 3rd Floor

(405) 574.1316

- + Receive academic counseling
- + Tutoring assistance for Math and Science courses
- + Writing Center
- + Tutors to assist students with their IDS coursework
- + Workshops for students
- + Assist students with future career planning and exploration of life after college

## **USAO Bookstore**

Student Center 1st Floor

(405) 574.1304

**usaobookstore.com/**

- + Art supplies
- + Books for class & leisure gifts, apparel, stamps and more

# CAMPUS MAIL

## Campus Mailroom

Lawson Court Clubhouse  
405-574-1215

## Hours

Mail is accessible 7 a.m. – 12 p.m. daily.

Mail is sorted Monday – Saturday.

No mail will be delivered on federal holidays.

**\* If you are a resident on campus, you may check out a mailbox by contacting Student Services. Students must set up their mailbox in order to check for mail. A key is needed in order to check for mail.**

## Get it Right

Under policies by the U.S. Postal Service, mail must be addressed precisely to ensure delivery. Under these new policies and software used by scanners, only “right” addresses are acceptable.

- + Use only 1727 W. Alabama Ave. as your address.
- + Don't add box numbers or building names. You don't need USAO's name in the address, as the 9-digit zip code brings your mail to the campus mail room.

## RIGHT:

Student's Name (e.g., Julie Jones)  
1727 W Alabama Ave  
Chickasha, OK 73018-5322

**\*Note: You may purchase stamps at the USAO Bookstore**

## Packages

- + Packages delivered by the U.S. Post Office will be delivered to the mailroom and you will pick them up in Student Services, located on the 3rd floor of the Student Center. Student Services is open Monday through Friday between the hours of 8 a.m. and 5 p.m.
- + Packages delivered by FedEx and UPS are delivered to the Physical Plant located at 2108 S. 19th Street. This office is open Monday through Friday between the hours of 7:30 a.m. to 12 p.m. and 1 p.m. to 4:30 p.m.
- + You will be notified by email of the location of the package waiting to be picked up.

# DROVER DICTIONARY

- + **3rd FLOOR GALLERY** – Student Art Gallery, Located on the 3rd floor of Davis Hall.
- + **24/7 COMPUTER LAB** – Nash Library, room 118, is the location of the 24/7 computer lab. In addition to desk top computers, there is also a printing station. You must have a current student ID to access the lab.
- + **ADD/DROP** – Period of time when a student can add or drop a class without a penalty or extra charge.
- + **ADVISOR** – Faculty person associated with your chosen major who assists you with an academic plan, enrollment, and other academic needs.
- + **ALL-NIGHTERS** – All-nighters consist of staying up all night until the next morning and drinking lots of caffeinated beverages. All-nighters usually happen during the week of mid-terms and the week of finals.
- + **ALUMNI CHAPEL** – A place for weddings, intimate music concerts, religious services and meetings. It is located near the Alumni House on the SE corner of campus.
- + **AMPHITHEATRE** – This is the place where some of your IDS classes may be held and is located in Davis Hall 224.
- + **ART ANNEX 101, 102** – Houses all 3D courses (ceramics, pottery, sculpture, jewelry, expanded media), located behind Davis Hall
- + **ASSESSMENT OFFICE** – Where students can go to take assessment tests that place them in the most appropriate courses related to their academic achievement, such as the ACT Residual or CLEP tests. The assessment office is located in Troutt Hall 318A.
- + **BALLROOM** – Located on the second floor of the Student Center, this is where various events are held, such as banquets and symposiums.
- + **BLOCK TUITION** – A set amount a student pays for 12-18 hours. Hours less than 12 or more than 18 are charged at a per hour rate. Students can save on tuition if they enroll in more than 15 hours.
- + **BOOK VOUCHER** – If a student expects to have a credit balance, which is a result of having more financial aid than expenses, the Business Office may be able to issue the student permission to charge books and supplies at the campus bookstore. The voucher will be issued in the amount of the credit balance and the amount charged in the bookstore will be deducted from the balance on their student account.
- + **CAF** – Slang term for USAO's cafeteria
- + **CAMPUS CO-OP** - The Campus Co-Op provides supplemental food assistance for those in need to USAO students. You must be currently enrolled and have a valid Student ID to gain access.
- + **CANVAS** – It is the learning management system is used by faculty and students. You can access Canvas by logging in to OneLogin and clicking the Canvas Tile. If you do not see your course listed, ask your professor if they are using Canvas this semester.
- + **CIRCLE, THE** – Located on the NW corner of campus, the Circle is a unique structure of stones and rocks where students can go to hang out in nature.
- + **CLICKER** – A handheld device that can be purchased in the bookstore. It is mostly used in science and math courses, as well as in some IDS courses on campus.

- + **CLUBHOUSE** – A building in the center of the Lawson Court Apartment Complex for students to hang out, do laundry, and check their mailbox.
- + **COLLEGE CENTRAL NETWORK** – Also known as CCN. USAO’s exclusive online job board which also offers help building a resume, free podcasts, and hundreds of career advice documents. This is all available at [www.collegecentral.com/usao](http://www.collegecentral.com/usao).
- + **COMING TOGETHER PARK** - Coming Together Park is a massive “environmental installation” at the heart of campus activity south of the Student Center and east of Sparks Hall. It is a symbol of the coming together of ideas from many disciplines, students from various backgrounds, and the campus and community.
- + **COMMUTER LOUNGE**- Located in room 101 in Nash Library it’s available for students who commute. The Commuter Lounge is accessible 24/7.
- + **C-STORE** – USAO’s own convenience store, located in the Drover’s Den in the Student Center.
- + **FLEX DOLLARS** – Can be used to purchase items such as food and snacks in any food service area but mainly it’s used in the C-Store and the Daily Grind Coffee Shop.
- + **DAILY GRIND** – USAO’s coffee shop and the home of Starbucks coffee, located in the Lawson Clubhouse.
- + **DRESS FOR SUCCESS INTERVIEW CLOTHING CLOSET** - An interview clothing closet located in Sparks Hall to help you find the right clothes at no cost for making that great first impressions and getting that perfect job.
- + **DROVER** – The USAO Mascot; also, a person who moves groups of animals, such as cattle or sheep, from one place to another
- + **DROVER ALERT**- A system that alerts students of extreme weather and campus-wide emergencies. It is highly recommended you keep your contact information updated.
- + **DROVER BUCKS** – Money can be added to your student ID card, through Sodexo, and used for food items in the cafeteria, coffee shop and C-Store.
- + **DROVER CARD** – Also known as your student ID, it is issued by Student Services and used for the following things: receive credit balance disbursements from the Business Office, check out books from Nash Library, attend basketball games, receive student discounts from participating merchants, purchase food from your meal plan or Drover Bucks at the cafeteria, Dusty’s, the Daily Grind or C-store. Your Drover Card is also a MasterCard debit card that allows you free access to Herring Bank’s ATMs and to make no-fee purchases at merchant locations that accept MasterCard. Your card also has a “swipe to print” feature that allows you to print in any of our labs.
- + **DROVER DELEGATE** - A Drover Delegate is a student who represents USAO at open houses, admission events and new student orientation among other events. These students serve as a beacon of Drover pride to incoming students.
- + **DROVER’S DEN** – Located in the basement of the Student Center. It’s a great place for students to hang out, study, play pool, Ping-Pong, board games or watch T.V.
- + **DROVER DIFFERENCE DAY** – A day where students, faculty and staff volunteer in the community of Chickasha, usually held the first Friday in March.
- + **DroverREACH** – An online form that can be filled out by students, faculty, or staff to let administration know if they feel that a student is in danger or may be dealing with a mental health situation. This form can be located by clicking on Current Students on the USAO website.
- + **DROVERSTOCK** – A music festival that takes place in the oval on the first Thursday in April.
- + **DUSTY’S** – Located on the second floor of the Student Center and open from 8pm-11pm. This is a place where students can go to grab a late-night meal.
- + **DUSTY THE DROVER** – USAO’s mascot.

- + **FAMILY DAY** – A Saturday in the fall trimester where students’ family come visit and are able to see what life on campus is like for their student.
- + **FIELD HOUSE** – The Field House is where all the Drover basketball games are held and where the indoor swimming pool is located. It also houses the athletic training room, coaches’ offices, and the athletic director’s office.
- + **FOCUS2** - An online career, major and education planning service offered to all students. This program allows students the opportunity to learn about themselves through self-assessments, explore USAO majors that match their interests, along with many other things. All of this can be accessed by going to [www.focuscareer.com](http://www.focuscareer.com) and using the access code “drovers.”
- + **FRENCH FRIES** – The statue located south of the Student Center. The official name is “Coming Together” and symbolizes the college’s strong artistic and cultural connection to the Chickasha community.
- + **GREEK THEATRE** – The columns located between the Alumni House and the Alumni Chapel.
- + **GRIMSLEY GARDEN** – The grassy area behind Sparks Hall on the northwest corner of campus.
- + **HABITAT AREA** – Outdoor classroom used for hands-on learning. Also known as the college farm.
- + **INTRAMURALS** – Recreational sports that any student can be involved in, not just athletes.
- + **IDS** – Stands for Interdisciplinary Studies and are the liberal arts classes that every student must take as a part of the liberal arts college curriculum.
- + **INCOMPLETE** – If you miss too much work in a course due to a family emergency or illness, you might be able to receive an incomplete and be allowed to make up the work you missed next semester.
- + **IT** – The Office of Information, Network, and Research Services, located in Austin Hall 113. It is where students can receive help with their technological devices, have issues looked at and repairs made. This is also where you can report problems with Wi-Fi connections.
- + **LAWSON** – The on-campus apartments for USAO, located on the East side of Campus.
- + **LEADERSHIP ACADEMY** – A series of activities, projects, and presentations that enhance a student’s leadership skills and provide valuable networks with other like-minded leaders.
- + **LITTLE THEATRE** – Located on the first floor of Davis Hall; often the place where drama productions are held.
- + **MAILROOM** – The campus mailroom is located in the Lawson Clubhouse. This is where students from all the residence halls will receive their mail. To get a free mailbox, go to Student Services and you will be assigned a mailbox with a key. The key must be turned back in if leaving USAO for good or graduating.
- + **MIDTERMS** – The first big test you take in the semester. Midterms are usually given in the middle of the semester and are usually worth more points than other tests or assignments. These tests also contribute to your midterm grades.
- + **MIDTERM GRADES** – Midterm grades tell you how you are doing in a class. You will be alerted by the Registrar’s Office if you have a D or F in any classes.
- + **MONTMARTRE CHALK ART FESTIVAL** – A chalk art festival that takes place on the first Thursday in April and is held in the oval.
- + **MEAL SWAP** – Where you can use the meals from your meal plan for on-the-go lunches at the C- Store.
- + **MOVIE LOUNGE, LAWSON** – Located on the second floor of the clubhouse, the movie lounge is a room with a big TV that residents of Lawson and Robertson can reserve for watching movies.

- + **MOVIE LOUNGE, SPARKS** – Located on the first floor of Sparks Hall, the movie lounge is a room with a big TV that residents of Sparks can reserve for watching movies.
- + **MUSIC ANNEX** – Located on 19th St behind Davis Hall. The music annex is where some music classes are held.
- + **MyUSAO** - MyUSAO is the portal that provides web access for faculty, staff, and students to USAO's Student Information System (Jenzabar). This is where you'll be able to search for available courses, enroll in classes, and view your grades, unofficial transcript, and billing information as well as housing information and other resources.
- + **NESBITT GALLERY** – Professional Art Gallery, Located on the 1st floor of Davis Hall.
- + **NOBB'S WELLNESS CENTER** – Located on the second floor of the Student Center, the Nobbs Wellness Center is a gym where students can work out for free!
- + **NSSE** – Stands for National Survey of Student Engagement and is commonly called "Nessie." NSSE is a national survey in which freshmen and seniors can rate the university on academic challenge, active learning and student-faculty interaction. Participation is highly recommended because feedback helps improve services and opportunities for students.
- + **OFFICE HOURS** – Times in which the professors are available in their office for whatever questions or needs you might have.
- + **ORIGINAL GYM** – AKA the Old Gym, located on the SW side of campus, the original gym is where most physical education classes take place, and also where various physical activities are held. It's also the home of a weight room.
- + **ORGANIZATION ADVISOR** – A faculty or staff member who serves as the advisor for a student organization at USAO. They can assist students with questions they may have about their particular organization.
- + **OVAL** – Located on the West side of Campus; where most commuters and/or visitors park; a grassy area where Intramurals and other activities take place.
- + **PART-TIME AS NEEDED** – Any student is eligible to work for an office on campus as a part time employee. Part-time employees generally work 10 hours per week. Offices that typically hire part-time as needed employees are the Nobbs Wellness Center, Nash Library, Information Services and Grounds.
- + **PASS/FAIL** – Some courses are known as pass/fail classes, which means that grades of C or better are recorded as a pass (P) and grades of D's and F's are recorded as D's and F's. Getting a P does not affect your GPA but getting a D or F does.
- + **PITCH, THE** – Located on the SW corner of campus, the pitch is the soccer field where all the home soccer games are held.
- + **PHYSICAL PLANT** – The maintenance building located on the South side of Grand Ave near the tennis courts. You will need to go here to pick up Fed-Ex and UPS packages.
- + **POOLAW ROOM** – Located on the ground floor of the library, a room where people go to study quietly. Shhhhh!
- + **R.A.** – Stands for Resident Assistant. These are students who assist residents with any housing needs.
- + **REGENTS ROOM** – A room typically used for meetings and celebrations, located behind Dusty's on the second floor of the Student Center.
- + **RES LIFE** – A student organization designed to help residents build relationships and make their experience here more fun and enjoyable.
- + **ROBERTSON** – Traditional style housing for upperclassmen; located on the SE side of

campus, next to Nash Library and across the street from the Alumni House.

- + **SAB** – Stands for Student Activities Board; a student-run organization that holds many recreational events for the student body each trimester.
- + **SAC** – Stands for Sooner Athletic Conference. SAC is the conference that USAO Athletics competes in and is a small college conference that groups together some of the best athletic programs in the NAIA.
- + **SECURITY** – Security is on campus 24/7 and is able to assist you. They perform routine patrols of all residence hall living areas, classrooms, and office areas on campus. Security officers can be reached by calling 405-222-8066. They can also help you with jumping your car, escorting you across campus at night if you feel unsafe, or letting you into your room with proper ID.
- + **SGA** – Stands for Student Government Association; comprised of executive and legislative branches that helps determine important policies for the student body. The student body elects the representatives.
- + **SODEXO** – The university’s food service vendor. They provide several food service options including an all you can eat cafeteria, Dusty’s and the C-Store. They also can employ any student on a part-time basis.
- + **SPARKS** – Traditional style dorms for USAO; located on the NW side of campus, next to the Student Center.
- + **SPRING TRIAD** – Three events that take place on the first Thursday in April. These are Droverstock, Montmartre Chalk Art Festival, and the USAO Interscholastic Meet.
- + **STATION 82** – Located in the basement of the Student Center, next to the Drover’s Den; this is where various events are held, such as dances or conferences.
- + **STEVENS ALUMNI HOUSE** – Named in honor of Myrtle Stevens, long-time home economics professor and alumni director; also known as the Alumni House; various campus and alumni events are held here.
- + **STUDENT SUCCESS CENTER (SSC)** – Located on the 3rd floor of Nash Library, this is the place to get all kinds of help. The center provides a variety of services:
  - Interdisciplinary Studies (IDS) tutors
  - Math and science tutors
  - Writing tutors
  - Peer mentoring
  - Academic advisement
  - Career exploration
  - Workshops for academic support and student success
  - Study space for all students, including group work
- + **SYLLABUS** – Passed out by teachers at the beginning of each trimester, the syllabus is essentially your contract for that class. It contains the teachers email, phone number, and offices hours as well as what the teachers expect of you, their grading system, lists of readings, and dates of assignments and their due dates.
- + **TE ATA** – The auditorium in Troutt Hall which can seat up to 832 guests. It is used for large concerts, commencements, guest speakers, and meetings. The auditorium is named after Te Ata, a famous alumna, whose statue can be seen on the oval in front of Troutt Hall.
- + **TREND, THE** – USAO’s student ran newspaper.
- + **WHALE’S TAIL** – The Whale’s Tail is the statue that is placed outside of Nash Library. The statue’s official name is “Flight” and it symbolizes the tail of our state bird, the Scissor-Tailed Flycatcher.
- + **WITHDRAWAL** – If you choose to drop a class, it is called a withdrawal. There are deadlines

that determine whether you receive an automatic W for Withdraw or WF for Withdraw Fail.

- + **WORK-STUDY** – Only available to US citizens, the Financial Aid office offers federal work-study opportunities to students who qualify. These students work on-campus approximately 10 hours per. Visit financial aid to verify if you qualify for work-study and to see what jobs are available.

# CAMPUS MAP

