

# FINANCIAL AND STUDENT SERVICES INFORMATION

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UNIVERSITY OF CENTRAL OKLAHOMA  
**Jackson College of  
Graduate Studies**

# Financial Information

## Tuition and Fees for Graduate Courses

Graduate courses at UCO are charged based on a combination of mandatory tuition and fees for all courses plus specific fees which vary by course and the college offering the course. (Graduate students who take undergraduate courses to meet prerequisites or for general preparation pay undergraduate tuition and fees for those courses. See the [undergraduate catalog](#) for details.) See the Registrar Website for the latest detailed information on tuition and fees at: <https://www.uco.edu/admissions-aid/enrollment-services/>

## Estimated Costs for International Students

International graduate students on F-1 visa status should contact the Office of Global Affairs to determine the current cost of attendance estimate including fees, tuition, books, housing, meals, and other living expenses. Visit Nigh University Center, Room 137; call 405-974-2390; e-mail [international@uco.edu](mailto:international@uco.edu); or go to [oga.uco.edu](http://oga.uco.edu).

## Residence Status

A uniform policy concerning resident status exists for all state-supported institutions of higher education in Oklahoma. Information and a petition to determine residency are available in the Office of Admissions and Records, first floor, Nigh University Center.

## Financial Aid for Graduate Students

There are numerous sources of financial aid for UCO graduate students including:

- Teaching Assistantships
- Research Assistantships
- On-Campus Employment including Federal Work-Study
- General Scholarships
- Program-Specific Scholarships
- Veterans and Senior Citizen Programs
- Research Grants

It is the student's personal responsibility to take the initiative to find out about financial aid and scholarships. The Office of Financial Aid (see contact information below) is the best source of information. In addition, the offices of the academic colleges and departments can often make helpful suggestions about scholarship opportunities and sources of financial aid specific to the programs they offer.

On the university web site, students will find a number of privately funded scholarships available to them associated with their specific academic degree. Applications can be downloaded by visiting the following college websites. These websites will carry the latest information and important deadlines.

College of Business, visit:

<https://www.uco.edu/business/current-students/scholarships>

or contact Sarah Gayken at [sgayken@uco.edu](mailto:sgayken@uco.edu) or 974-5333.

College of Education & Professional Studies, visit:

[uco.edu/ceps/student-resources/scholarships/](https://uco.edu/ceps/student-resources/scholarships/) or

contact Carlie Wellington at [cwellington@uco.edu](mailto:cwellington@uco.edu) or 974-5105.

College of Liberal Arts, visit:

[uco.edu/cla/scholarships](https://uco.edu/cla/scholarships) or contact Liberal Arts at 974-5540.

College of Fine Arts & Design, visit:

[uco.edu/cfad/scholarships](https://uco.edu/cfad/scholarships) or contact Tiffany Bryant at [cfadscholarships@uco.edu](mailto:cfadscholarships@uco.edu) or 974-3783

College of Mathematics & Science, visit:

[uco.edu/cms/scholarships](https://uco.edu/cms/scholarships) or contact Donna Bass at [dbass2@uco.edu](mailto:dbass2@uco.edu) or 974-2740

UCO Office for Advancement, visit:

[www.centralconnection.org/scholarships](http://www.centralconnection.org/scholarships) or contact Heather Fieth at [hfieth@uco.edu](mailto:hfieth@uco.edu) or 974-3798.

UCO awards over \$52 million in federal, state, and private aid to more than 9,600 students annually. The University participates in the Federal and State programs for graduate students, Federal Family Education Loan Program (FFEL) and the Federal Work-Study Program (FWS). For information deadlines and forms contact:

Office of Student Financial Aid  
University of Central Oklahoma  
Nigh University Center, Room 141  
100 North University Drive  
Edmond, OK 73034-5209  
Phone: (405) 974-3334  
FAX (405) 340-7658  
Federal School Code: 003152  
Web Address: <https://www.uco.edu/admissions-aid/financial-aid/complete-fafsa>

## Teaching and Research Assistantships

Assistantships at UCO are intended to be awarded only to the best students. The requirements to be granted assistantship status are intentionally rigorous and, as a result, the awarding of an assistantship is not always automatic.

For information on Teaching Assistantships, contact the graduate advisor or deans' office over your program. Nearly all teaching assistantships are in the College of Liberal Arts. For information on Research Assistantships, contact the Office of Research and Grants, ADM 216, 974-2526 or visit their website at: <https://www.uco.edu/academic-affairs/office-high-impact-practices/grants-and-money/>

## Enrollment Changes and Financial Aid

During the semester, a student may drop a course(s). If federal funds have already been issued to the student or credited to the student's account, the student may be liable for repayment of these funds. Federal aid recipients who completely withdraw after school begins, but prior to

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completing at least 60% of the semester will have to repay some portion of the federal funds received.

### **Veterans Assistance Programs**

UCO maintains a full-time Veterans Affairs Office. It is located in Room 121B of the Nigh University Center. The phone number is (405) 974-2578. The staff can assist students in completing requirements to receive VA entitlements.

### **Senior Citizens Programs**

Residents of Oklahoma, 65 years of age or older, may request a fee waiver to audit up to six semester hours of academic work per semester contingent upon available classroom and laboratory space. Permission to audit must be obtained from the instructor. Students auditing a class are expected to have the same prerequisites completed as students enrolled for credit. After enrollment, senior citizens requesting a fee waiver should take their processed class schedule printout and proof of age to the Office of Student Financial Aid, Nigh University Center, Room 141.

### **Vocational Rehabilitation**

The Vocational Rehabilitation office is located at 1701 E. 2nd Street, Suite C, Edmond, OK, (405) 341-1400. All students seeking vocational rehabilitation assistance must be processed and cleared through this office each term. Please contact this office directly about eligibility requirements.

### **Student Research, Creative and Scholarly Activities (RCSA) Grants**

Research is an inquiry or investigation that makes an original, intellectual, or creative contribution to the discipline. At UCO this definition includes significant faculty mentoring in research, creative, and scholarly activities (RCSA) that have the potential for peer-reviewed dissemination in the form of presentations, publications, creative projects, exhibitions, or performances.

Engaging students in RCSA is one of the academic goals of UCO. RCSA opportunities contribute to the production of well-rounded, better-educated students who will have a greater probability of becoming productive, creative, ethical, and engaged citizens in a post-graduate environment. While UCO encourages and supports RCSA at all levels across the UCO campus, it is especially encouraging and supportive when students are involved. Students of all disciplines can engage in the benefits and excitement of student-focused RCSA.

Some of the initiatives available to graduate students in research, creative and scholarly activities are the **Student RCSA Presentation Grant Program**, which supports up to \$500 of air travel expenses for the presentation of student research, creative and scholarly activities. In addition, students can submit proposals to the **Student RCSA Research Grant program**.

Students who are selected for the **Student RCSA Research Grant program** will receive an award of up to \$500 per semester to support research, creative, or scholarly activities. Awards may be used to support travel to a library, museum,

or field site to collect data, to purchase laboratory or project expendables, equipment, or support travel to a local, regional, or national professional conference to present the findings of the funded project.

Students are eligible to receive funding, under the following conditions:

- Have graduate standing in any field and be enrolled full-time (9 or more credit hours) at UCO for the duration of the award, with the exception of those graduate students who are enrolled in their final semester before graduation. They must enroll in at least 3 credit hours;
- Have a minimum of 3.0 GPA;
- If two students wish to collaborate on the same project, they would be required to split the award (payable at a maximum of \$250/student);
- Each student must have a faculty mentor who is a full-time, tenure-track, or tenured faculty member at UCO; and
- Each student is eligible for only a single award during a given semester, but is eligible to reapply for an award each semester as long as he/she meets all other conditions.

For more information on these programs and other research opportunities available to graduate students, contact the Office of Research and Grants at 974-2526. The office is located in the Administration Building, Room 216. You may also access the OR&G Website at: [www.uco.edu/facres/](http://www.uco.edu/facres/).

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# *Student Services Information*

The following services are available to UCO graduate students.

## **Academic Support Services**

### **Library Services**

The Max Chambers Library is dedicated to supporting UCO's graduate programs with books and other reference materials including archives and special collections. Many resources, including full-text journal articles, are available online. All graduate students should learn how to use the UCONNECT system to access library resources online. The library offers InterLibrary service to help students obtain materials not available at UCO. Max Chambers Library is physically accessible to students with mobility disabilities and has collections and technology to assist students who have disabilities that interfere with reading typical library materials.

For details about library services visit in person, call 405-974-2878, or go to [library.uco.edu/](http://library.uco.edu/).

### **Student Testing Services**

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The University of Central Oklahoma's Testing Center is a national test center for Educational Testing Services (ETS), The College Board, and the American College Testing Program (ACT). Testing Services administers national college entrance exams such as the ACT, SAT, GRE Subject Exam, and the PPST; visit those web sites for schedule and registration information. Testing Services also offers residual ACT and institutional TOEFL exams to prospective UCO students on a weekly basis (results of residual and institutional exams cannot be transferred to other institutions). Moreover, Testing Services offers two types of "challenge" examinations designed to evaluate learning for the purpose of awarding college credit: 1) Nationally Standardized tests CLEP, Dantes, Advanced Placement (AP); and 2) Departmental tests based specifically on UCO curriculum which may be objective, essay, and/or performance based. For more information, visit Thatcher 301; call (405) 974-2388; or visit: [www.uco.edu/testing\\_services](http://www.uco.edu/testing_services).

### **Technology Assistance**

Call Technology Support: 974-2255; or go online to: [www.uco.edu/technology/](http://www.uco.edu/technology/).

The Office of Information Technology (OIT) is responsible for all technology-related applications and systems which cross two or more departmental or functional areas. It offers students, faculty, and staff a wide range of technology services in support of their educational experience. OIT comprises Technology Resource Center, Support and Operations, Technology Applications, Enterprise Service Professionals, and Telecommunications departments.

OIT has negotiated reduced pricing for software and hardware available through the UCO Techstore. For more information visit [www.uco.edu/techstore](http://www.uco.edu/techstore).

General purpose microcomputer labs are located in the Chambers Library Microcomputer Lab Room 107 and the Cyber Café located on the second floor of the Nigh University Center. The microcomputer labs provide students with access to microcomputers utilizing campus standard software, including Internet browsers, UCONNECT, D2L, Microsoft Office, Adobe and SPSS. UCO is a completely wireless campus. For connection settings visit: [www.uco.edu/technology/trc/academic-technology](http://www.uco.edu/technology/trc/academic-technology)

### **The Language Company - Edmond**

As UCO continues to expand globally, The Language Company - Edmond, a privately-owned school located on campus, is reaching out to international students by providing English as a Second Language programs on nine levels of instruction in addition to special private courses. International students participate in twelve-week classes designed to give them English skills necessary to succeed and to exhibit requirements for admission into U.S. colleges and universities. For more information contact, (405) 341-2125. See the Admission to Graduate Studies section of this catalog for information on English proficiency requirements.

## **Disability and Rehabilitative Support Services**

The Office of Disability Support Services (DSS) aims to assist students with qualifying disabilities achieve access to educational opportunities that are on par with those enjoyed by their peers without disabilities. Students with disabilities who require accommodations may contact the Disability Support Services Office where they will be given an opportunity to identify specific academic needs. Additionally, students will be asked to provide documentation regarding their disability and request for accommodation prior to receiving services. Reasonable accommodations are based on the individual need of the student. Services such as note takers, sign language interpreters, and alternative testing procedures are some examples of the kinds of accommodations that may be granted to qualifying students.

The Disability Support Services Office can assist the student in removing architectural or attitudinal barriers on campus. A student who believes he/she has been treated inappropriately because of his/her disability is encouraged to report the incident to the Disability Support Services Office.

For further information on services provided, visit the Disability Support Services Office, Room 309, Nigh University Center, call (405) 974-2549 or visit us on the Web at: [www.uco.edu/disability\\_support/](http://www.uco.edu/disability_support/)

Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require the University to make reasonable accommodations in providing students with disabilities access to equal educational opportunity.

### **Residential Accommodations**

The University of Central Oklahoma offers unique living environments designed to meet the needs of UCO's diverse student body. To reach them via e-mail use the following address: [housing@uco.edu](mailto:housing@uco.edu)

### **Student Accountability and Conflict Resolution**

The mission of the Office of Student Accountability and Conflict Resolution is to enlighten the campus citizenry regarding conduct regulations and responsibilities and enforce the social guidelines necessary to maintain a comfortable atmosphere of living and learning in the University community. The Office of Student Accountability and Conflict Resolution determines responsibility in referred cases and decides how to develop and/or restore character, community, and civility to those students who have made mistakes, as well as others who may have been impacted. The Office of Student Accountability and Conflict Resolution may develop and restore students and the affected community through a variety of appropriate developmental sanctions and/or programming. The Office of Student Accountability and Conflict Resolution communicates expected standards of behavior through the publication of the Code of Student Conduct.

The Office of Student Accountability and Conflict Resolution also serves as a channel of communication between instructors and those students unable to attend class because of an emergency, which may include death of a family member, extreme illness/hospitalization, jury duty, military leave, or

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## Student Support Offices

victimization by a natural disaster. Authentic documentation is required.

For more information about the services and publications of the Office of Student Accountability and Conflict Resolution, contact the Director of Accountability and Conflict Resolution in NUC 323, (405) 974-5380.

### Student Support Offices

#### Alumni Services

The UCO Alumni Relations Office serves as the voice and link for all graduates and former students to the university. Its goal is to maintain a close relationship with alumni through specialized events and communication pieces. The office also helps alumni (graduates and former students) reconnect with former classmates and faculty. The UCO Alumni Relations Office also works in tandem with the non-profit UCO Alumni Association. Membership is open to any graduate, former student or friend of the university. For more information call, (405)974-2421, visit the Alumni website at [www.uco.edu/alumni](http://www.uco.edu/alumni) or stop by the Evans Hall.

#### Enrollment and Student Success

The Division of Enrollment and Student Success provides a challenging and supportive community for students by fostering their understanding of self, appreciation of diversity, and commitment to service. These goals are achieved by providing progressive and inclusive programs and services that enhance student learning and well being.

The departments within Enrollment and Student Success offer support for personal enrichment and development of leadership skills. All departments aim to assist students in achieving their personal and academic goals.

The departments reporting to the Vice President for Enrollment and Student Success include:

- Broncho OneStop
- Office of Undergraduate Admissions
- Campus Card Services
- First Year Experience Programs
- Student Success
- Student Support Services
- Undergraduate Academic Advisement
- Enrollment Services/Registrar
- Veteran Higher Education Resource and Opportunity Center (VetHERO)
- NCAA Eligibility
- Articulation
- Degree Certification
- Student Financial Services
  - Bursar/Cashier
  - Financial Aid
- Career Services
- Disability Support Services
- Office of Global Affairs
- New Student Orientation
  - Stampede Week and Freshman Forge
- Plunkett Field and Stage

Y-Chapel

Office of Student Accountability and Conflict Resolution

Center for Counseling and Well-Being

Wellness Center

Student Life

Campus Activities and Events

Greek Life

Student Organizations

Volunteer and Service Learning Center

Testing Services

#### Career Support Services

UCO Career Development Center assists students with academic/course planning and career development. The staff and services are available to help students choose plans of study (i.e. majors), to find internships, and to ultimately find full-time employment upon graduation.

The UCO Career Development Center counseling staff meets with students Mondays-Fridays through scheduled appointments and during specific non-appointment hours on certain days, which are considered walk-in counseling sessions. To learn current walk-in counseling hours, please call or visit online.

Four assessments help students understand themselves better and assist them in choosing majors or careers to pursue, the most popular being eDISCOVER (which is free to students).

There is also a seminar series each semester to discuss topics such as resume writing, interviewing skills, job and internship searching, and handling a first post-college salary.

The Career Resource Lab within the Career Development Center also offers hundreds of degree and career resources, from Major Connections to employer literature to sample resumes to books and videos to internet access for specialized career software.

Those seeking internship or full-time employment opportunities will find the online program especially helpful. It is a resume database, from which resumes are electronically referred upon employers' requests. It also serves as the interview scheduling program when recruiters come to campus.

UCO Career Development Center also hosts the Fall Career & Internship Fair, Summer Camp Job Fair, Spring Career & Internship Fair and Teacher Job Fair. See [www.careers.uco.edu](http://www.careers.uco.edu) for the latest information, visit Nigh University Center, Room 338 (above the Express Food Court), or call (405) 974-3346 for more information.

#### I.D. Cards

All entering students must have an identification (I.D.) card issued the first semester of enrollment and used while the student is enrolled in classes at UCO. Students must show the I.D. card when conducting business on campus. The card also entitles the bearer to discounts at area movie theaters and other community businesses. Students are charged the \$25.00 I.D. fee at first enrollment, to be paid at the Bursar's counter. I.D. Cards may be obtained in the Nigh University

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## Student Support Offices cont'd

Center, Room 222A.

### International Services

The Office of Global Affairs, Nigh University Center, Room 137, is the international student's home away from home, and the first place an international student should go when arriving on campus. The office has Immigration and Customs Enforcement (ICE) advisors and activity coordinators who provide an array of both on-campus and off-campus activities. Admissions counselors are also available. Information on scholarship opportunities specifically designed for international students is also available.

Additionally, the offices of the NCN (National Collegiate Network) advisors are located in the International Student Services Office. These advisors assist students from Japan who were admitted through this program.

For more information on the International Student Services Office, call (405) 974-2390, or visit the Website at: [oga.uco.edu](http://oga.uco.edu).

### Academic Support

The Broncho Education and Learning Lab (BELL) exists to help undergraduate and graduate students excel academically through peer tutoring, supplemental instruction, study skills development, time-management tools, and other forms of academic support.

The BELL serves current UCO students at four physical locations across campus. Physical locations include the Nigh University Center, the Quad, Sports Performance Center (for student athletes only), and West Hall (graduate student lounge). Virtual appointments are also available.

For more information about the BELL or to schedule an appointment, visit [www.uco.edu/student-resources/bell](http://www.uco.edu/student-resources/bell) or call 405-974-2487.

### Multicultural Programs

The Office of Diversity and Inclusion is here to help students succeed and accomplish all of their goals at the University of Central Oklahoma. The office offers several services and programs for minority students. The Office of Diversity and Inclusion is located in Nigh University Center, Room 211. The phone number is (405) 974-5946.

The program design includes peer counseling, student skills workshops, and cultural awareness programs. The office serves as a resource for the rest of the campus on issues surrounding minority students. Student staff members help their peers adjust socially and academically to university life, learn basic college survival skills, and explore the myriad opportunities the university community has to offer.

### Parking

All students and faculty/staff members must have a valid permit registered to their vehicle when parking on campus. Different permit types are available based on classification and use type, with varying prices to fit the need of the customer. Short-term spaces are also available to provide a convenient option for those needing access to a location for a brief span of time. Students should register their vehicle(s) by the first

day of class. Faculty/staff vehicles should be registered upon reporting to work. Permits may be purchased by visiting the Parking Portal at <https://ucoparking.t2hosted.com/Account/Portal>.

The Transportation and Parking Services unit manages the maintenance and care of university parking facilities, permit sales, violation enforcement, and special event management. The Transportation and Parking Services office is located in 201 Baucher Place, and the office can be reached by phone at (405) 974-2780.

### Postal Service

Mail Services is located in the Nigh University Center on the first floor room 146. The mail desk may be reached at (405) 974-2732.

### Public Safety and Security

The mission of the University of Central Oklahoma's Department of Public Safety (DPS) is to provide a safe and secure environment to further educational activities within the confines of the campus, its buildings, facilities and service areas. To accomplish this mission, DPS delivers a variety of services through its Police Operations Division, Environmental Health and Safety Division, Access Control (Key Control) Division and Transportation & Parking Services Division.

Police patrol services are provided by commissioned, armed and state-certified police officers. DPS police officers are responsible for building security, response to emergencies, investigation of crimes that occur on campus, crime prevention activities and a myriad of other activities that help support the educational mission of UCO. DPS also employs students through the Student Public Safety Officer program to perform general safety and security services. These include building security, Safe-Walk escorts and motorist assistance.

The UCO DPS building is located immediately northwest of Old North, next to University Drive. They operate twenty-four hours a day, seven days a week year round. For non-emergency matters, call (405) 974-2345. Emergencies may be reported via 9-1-1 from any campus telephone.

The Environmental Health and Safety Division manages a number of programs and training initiatives including fire alarm system management and fire safety programs, asbestos abatement, mold remediation, occupational safety programming, chemical disposal programs and a number of other programs engineered to ensure that UCO remains a safe environment for everyone. They can be reached at (405) 974-2216 or (405) 974-3000. Students should report any environmental health or safety concerns to this office.

### Risk Management

UCO is insured through the Office of State Risk Management. The Risk and Insurance Management Program Coordinator in UCO's Office of Legal Counsel, coordinates all insurance activities for the University.

Students desiring insurance coverage for their properties must provide their own. UCO is not responsible for stolen or lost property on the University campus. UCO is not liable for personal injuries sustained by students in classes or laboratory

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settings unless the State Risk Management, working with the State Attorney General Office, determines that the cause of the incident leading to the injury is due to negligence on the part of UCO. A student motor vehicle must have full insurance coverage, as the university does not indemnify against losses to vehicles operated or parked on university property.

### Student Counseling Center

The University of Central Oklahoma's Center for Counseling and Well-Being is a place where students can learn to deal more effectively with personal concerns or situations, such as coping with friendships, divorce or a break-up, anxiety, depression, academic difficulties, career change, and adjustment to college life. Services are available to currently enrolled students of UCO only. The Center for Counseling and Well-Being is located in Nigh University Center, Room 402, and is open between the hours of 8 a.m. to 5 p.m., Monday through Friday, excluding university holidays. Call (405) 974-2215 or visit online at: <https://www.uco.edu/student-resources/center-for-counseling-and-wellbeing/> for more information.

### The Alcohol and Drug Abuse Prevention Office

Our goal in the Alcohol and Drug Abuse Prevention Office is to develop prevention strategies to help students decrease the likelihood of alcohol or drug abuse. We provide on-line and comprehensive self-assessments, treatment recommendations, structured support groups and short-term individual therapy services. Visit us at <https://www.uco.edu/student-resources/center-for-counseling-and-wellbeing/> or call 405 974-2215.

### Project SPEAK

Project SPEAK provides awareness education and intervention services with issues related to sexual assault or rape, domestic or dating violence, or stalking. Our office is located in the Nigh University Center, Room 406. For more details, call 405-974-2224 or check our UCO website, [www.uco.edu/student-resources/center-for-counseling-and-wellbeing/project-speak](http://www.uco.edu/student-resources/center-for-counseling-and-wellbeing/project-speak).

### Immunizations

Beginning Fall semester, 2004, Oklahoma state law required that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases.

### Official Transcripts

Transcripts reflecting degrees earned will be available approximately three weeks after the last day of the semester in which the student graduated. Requests for official transcripts may be made in person or via the online Parchment transcript service.

Students obtaining official transcripts in person may do so through Broncho OneStop in Room 124 on the first floor of the Nigh University Center. Students are limited to five copies per day, and there is no charge for transcripts obtained in person.

All out-going transcript requests must be made through the online Parchment system, which may be accessed via UCONNECT or through the "Self-Register" link at UCO's

"Request a Transcript" page: <https://www.uco.edu/admissions-aid/enrollment-services/request-a-transcript>. Electronic transcripts cost \$7.00 per copy, and paper transcripts cost \$8.00 per copy.