A LETTER FROM THE INTERIM DEAN

Welcome to the University of Oklahoma. Since 1909, the Graduate College at OU has helped students from all around the state, nation, and world pursue graduate studies in the sciences, humanities, fine arts, and professional fields. The Graduate College is dedicated to ensuring the best possible graduate student experience—assisting students with funding, travel, academic recognition and, ultimately, obtaining graduate degrees.

While the graduate faculty and staff are here to direct and facilitate advanced studies at OU, you as a graduate student assume the greatest responsibility for your personal degree pursuit. Beyond simply remaining in good standing academically, it is essential that you stay cognizant of the following:

- **Be aware of the necessary administrative steps for obtaining your degree.** Pay attention to required forms, examination schedules, and other deadlines. The Graduate College degree forms and graduation calendar are online at [http://ou.edu/gradweb](http://ou.edu/gradweb). Individual departments may have additional forms and deadlines. Ultimately, you are responsible for timely and accurate completion of all degree requirements.

- **Read the Graduate College Bulletin.** You are responsible for maintaining familiarity with the information in the [Graduate College Bulletin](http://ou.edu/gradweb). All students should review the bulletin annually for updates.

- **Be available to OU faculty and staff.** Activate and monitor your OU email. When members of the Graduate College staff need to contact you, email or OU directory information often are the only means available. Communicate your questions and concerns to both your department and to the Graduate College. When you receive requests for information, please respond quickly.

- **Talk to your counselor.** Graduate College counselors are a source for information and advice as you progress toward your advanced degree. Make sure you ask them for help if you need clarification of degree requirements or need to confirm your degree progress.

Whatever your field of interest, I am confident that at the University of Oklahoma you will find a committed academic community, dedicated to the spirit of learning and with a passion for assisting others to explore their full intellectual potential.

I wish you the best of luck in your academic pursuits at OU.

Randall S. Hewes  
Interim Dean of the Graduate College  
The University of Oklahoma
# Table of Contents

A LETTER FROM THE INTERIM DEAN .................................................................................................. 2
TABLE OF CONTENTS .......................................................................................................................... 3
GRADUATE COLLEGE INFORMATION .............................................................................................. 4
POLICIES AND DEGREE REQUIREMENTS .................................................................................. 4
LIFE AS A GRADUATE STUDENT ........................................................................................................ 5
  GRADUATE STUDENT LIFE ............................................................................................................. 5
  STUDENT LIFE ............................................................................................................................... 5
  ENROLLMENT ................................................................................................................................ 5
  PAYING TUITION ............................................................................................................................ 5
  STUDENT ID CARD ......................................................................................................................... 5
OKLAHOMA DRIVER’S LICENSE OR ID CARD .............................................................................. 6
JOB OPPORTUNITIES OUTSIDE OF GRADUATE ASSISTANT POSITIONS ....................... 6
RESPONSIBLE CONDUCT OF RESEARCH TRAINING .............................................................. 7
HUMAN RESOURCES TRAINING FOR NEW EMPLOYEES ...................................................... 7
TEACHING ASSISTANT ORIENTATIONS ..................................................................................... 7
INFORMATION TECHNOLOGY COURSES .................................................................................. 7
LIBRARIES .................................................................................................................................... 7
OKLAHOMA MEMORIAL UNION .................................................................................................... 8
CAMPUS CORNER AND DOWNTOWN NORMAN ..................................................................... 8
COMPUTERS, LABS, AND GENERAL NETWORKING INFORMATION .......................................... 8
WRITING CENTER ............................................................................................................................ 9
GRADUATE STUDENT SENATE AND STUDENT GOVERNMENT ASSOCIATION ................... 9
INTERNATIONAL STUDENT SERVICES ....................................................................................... 10
EQUAL OPPORTUNITY POLICY ...................................................................................................... 11
STATEMENT OF COMMITMENT TO AFFIRMATIVE ACTION ..................................................... 11
UNIVERSITY EMERGENCY CONTACTS ......................................................................................... 12

The information in this handbook is intended for supplemental informational purposes. It does not supersede other university or Graduate College publications, including, but not limited to, the Graduate College Bulletin or the University of Oklahoma Student Code. *Links or references on these pages to non-university sites do not represent endorsement by the University of Oklahoma or its affiliates.*
GRADUATE COLLEGE INFORMATION

Founded in 1909, the University of Oklahoma Graduate College is committed to serving the needs of graduate students and faculty. From providing tuition waivers and research grants, to assisting students with completing their degree requirements, the Graduate College staff is dedicated to the success of each of OU’s more than 6,000 advanced degree students.

Graduate College contact information:
Mailing Address: 731 Elm Ave., Robertson Hall, Room 213, Norman, OK 73019-2115
Phone: (405) 325-3811; fax: (405) 325-5346
Email: gradinfo@ou.edu
Website: http://www.ou.edu/gradweb

Graduate College Deans:

<table>
<thead>
<tr>
<th>Dr. Randall S. Hewes</th>
<th>Dr. Nancy LaGreca</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Dean of the Graduate College</td>
<td>Associate Dean of the Graduate College</td>
</tr>
<tr>
<td>Professor of Biology</td>
<td>Professor of Spanish</td>
</tr>
</tbody>
</table>

POLICIES AND DEGREE REQUIREMENTS

The Graduate College Bulletin contains current policies and procedures related to graduate studies. It is the responsibility of all graduate students to familiarize themselves with this information in addition to specific requirements of the particular discipline in which they are seeking a degree. Some helpful links are listed below:

- Graduate College Bulletin
- General Information
- Cost, Financial Support, and Graduate Assistantships
- Graduate College Standards
- Master’s Degree Forms and Checklist
- Doctoral Degree Forms and Checklist
- Graduate College Deadlines
- Academic Calendar
LIFE AS A GRADUATE STUDENT

COUNSELING SERVICES

The University Counseling Center (UCC) is located on the second floor of Goddard Health Center and can be reached at (405) 325-2911. The Center offers individual, couples, and group counseling at affordable rates. The UCC also offers psychological assessments for ADHD, learning disorders, and other mental health conditions.

The OU Counseling Psychology Clinic is located at 3200 Marshall Ave., Suite 100, (405) 325-2914. The clinic provides services to individuals, couples, families, and children involving various challenges of living. Counseling services are on a sliding fee scale. In addition to therapy, counselors provide psychological assessment services for children, adolescents, adults, couples, and families. Anyone currently living in Oklahoma can come to the clinic for services; OU affiliation is not necessary.

GRADUATE STUDENT LIFE

Graduate Student Life exists to connect, equip, and encourage graduate students at OU. All Graduate Student Life programs are designed to meet the personal, professional, and community needs of OU’s graduate student. The Graduate Student Life Center, located in Robertson Hall, Room 304, is designed to give students a place to unwind, work, and meet.

STUDENT LIFE

OU’s Student Life is dedicated to all students and their achievement of educational goals, as well as enhancement of the quality and involvement in campus life. The objective of Student Life is to guide students in realizing academic, professional, and personal goals as they progress toward graduation and beyond. The Student Life office is located in Oklahoma Memorial Union, Room 370, (405) 325-3163.

ENROLLMENT

Enrollment is completed online through ONE, the central enrollment site for the Norman campus, Advanced Programs, Liberal Studies, Outreach courses, and OU-Tulsa. Class listings from multiple semesters are listed on the site. Additional information is available through Enrollment Services.

PAYING TUITION

Tuition can be paid in person at Bursar Services, located in Buchanan Hall, Room 105, or electronically through ONE. For additional information, contact the Bursar Services.

STUDENT ID CARD

Student ID cards are issued by the Sooner Card office, located in the Oklahoma Memorial Union, Room 127. To obtain a Sooner Card, a valid government-issued photo ID with name, date of birth, and a picture is required, e.g., a state-issued driver’s license, passport, green card, or military ID. The cost of the initial and any replacement student ID card is $20. The card is valid for the entire period that the student attends OU. The Sooner Card has many uses: as an all-purpose campus identification, a library card for the campus library system, facilities entrance for campus events and services, and for obtaining discounts at area merchants.
OKLAHOMA DRIVER’S LICENSE OR ID CARD

Students needing to obtain an Oklahoma driver’s license or ID card should contact the Department of Public Safety’s Norman exam site, located at 430 N. Berry Road, (405) 364-9595. Information about Oklahoma driver’s license requirements and an online copy of the driver’s license manual can be obtained at the Department of Public Safety website.

Information about obtaining Oklahoma license plates for a motor vehicle is available on the Oklahoma Tax Commission website.

PARKING AND TRANSPORTATION

An OU Parking Permit is required to park on the University of Oklahoma Norman campus from 7 a.m. to 9 p.m. Monday through Friday. Permits may be purchased at the Parking Services office located in the new Jenkins Avenue Parking Facility at 1332 Jenkins Ave., (405) 325-3311. Student parking permits cost $249 for the academic year. Special rates are available for evening-only parking, Summer semester, and motorcycle/scooter permits.

Cleveland Area Rapid Transit (CART) provides public transportation for both the OU campus and the greater Norman area. The CART system is free to OU students, faculty, and staff with a validation sticker. Stickers are available at the CART’s Transportation Operations Center (510 E. Chesapeake), the Sooner Card office (Oklahoma Memorial Union, Room 127), and OU Parking Services (1132 Jenkins Ave.). The standard fare for area residents or persons without a validated ID is 75 cents.

Travel by Train is limited in Norman. The Heartland Flyer operates daily from Oklahoma City to Fort Worth/Dallas, Texas, with a stop in Norman. Rail connections can be made from Fort Worth/Dallas to destinations around the United States. The train depot is located on Jones Street downtown, just south of Main Street.

Air Travel: Domestic and international commercial flights take off daily from Will Rogers World Airport in Oklahoma City. Information on airlines, available flights, parking, and transportation to and from the airport can be found at the Will Rogers World Airport website.

Long-Distance Bus Service: Bus transportation nationwide is available through Greyhound. Busses depart Norman from the North Porter Superette (506 N. Porter Ave.). Information on schedules and ticket prices can be obtained at the Greyhound website.

JOB OPPORTUNITIES OUTSIDE OF GRADUATE ASSISTANT POSITIONS

Career Services

The office of OU Career Services assists with career exploration, career development, and job search strategy. The office also coordinates an extensive on-campus interview program, maintains credential files, advertises job openings, conducts classes, workshops and seminars, and maintains a career information center. Individual assistance is available during scheduled walk-in hours.

Current job openings are available on the Handshake Job Board. The job board can be viewed with an OU log-in.
For additional information, contact Career Services, Oklahoma Memorial Union, Suite 323, (405) 325-1974.

OU Job Opportunities

Current OU job opportunities can be found at https://jobs.ou.edu. The job listings are searchable and can be applied for online.

TRAINING AND DEVELOPMENT

Responsible Conduct of Research Training

The Graduate College offers monthly Professional Ethics/Responsible Conduct of Research (PET-RCR) Training from August through May. The framework for this training is unique—rather than focusing on rules and principles, it looks at how people try to make sense of ethical issues. The training seeks to provide graduate students across all disciplines with realistic, work-based strategies for identifying and resolving complex ethical dilemmas.

Human Resources Training for New Employees

All new university employees must complete some required online training. Requirements vary depending on FTE and position-specific job duties. University-wide training can be accessed at the Human Resources website.

Teaching Assistant Orientations

- All graduate teaching assistants (GTAs) must attend one or both of the teaching assistant training programs offered by the Center for Teaching Excellence prior to commencing their teaching responsibilities.
- International teaching assistants must attend the Development of International Teaching Assistants (DITA) orientation; all GTAs (international and domestic) must attend the Teaching Assistant Orientation (TAO).
- GTAs who do not deliver content to students, e.g., those who only do grading, are exempt from these requirements.
- For additional information, contact the Center for Teaching Excellence, Wallace Old Science Hall 224, (405) 325-2323, or teach@ou.edu.

Information Technology Courses

OU Information Technology offers complimentary training opportunities on a variety of computer applications and IT topics. Computer support technicians also are available to help solve technology problems that you may experience.

LIBRARIES

Bizzell Memorial Library is the flagship library branch on campus. Bizzell sits at the heart of the Norman campus, between the North and South ovals. Hours of operation vary depending on the day of the week and time of the year. The OU Libraries site outlines more services specific to graduate students. The Norman campus is also home to many smaller, specialized branch libraries and special collections that
enhance and expand the resources available to OU students. Locations, hours, and regulations for these collections are available at the main library website.

The Norman Public Library (Pioneer Library System) has two locations. The central location is about one mile from OU, just north of Main Street, at 225 N. Webster Ave. The west location off of I-35 and Main Street is at 300 Norman Center Court. Library patrons have access to a wide range of media and services, from checkout privileges for books, DVDs, and other media to Internet access and meeting room space. Consult the Norman Public Library’s website for hours of operation, services, and regulations.

UNIVERSITY BOOKSTORE

The University Bookstore, located in the Gaylord Family Oklahoma Memorial Stadium, stocks an array of commercial books in addition to OU paraphernalia and academic supplies. Textbooks also are sold at the University Bookstore and may be purchased in person or online.

OKLAHOMA MEMORIAL UNION

The Union offers many diverse services to both the OU and Norman communities. A variety of restaurants are in the food court area located at the north end of the ground floor. Crossroads Restaurant, located at the south end of the first floor, is open 24 hours/day. The Union has rooms available for rental or reservation; many are free for student organizations. University Catering is a convenient way to provide food for any on-campus event, with special prices for campus organizations and a special student organization menu. Many organizational offices are located in the Union, including Career Services, Graduate Student Senate, and the Gender + Equality Center.

CAMPUS CORNER AND DOWNTOWN NORMAN

Campus Corner is home to many specialty shops and restaurants. The Campus Corner Merchants Association website lists the businesses located on Campus Corner.

Downtown Norman is the original settled portion of Norman. Stretching primarily along Main Street from University Boulevard on the west to Porter Avenue on the east, this area is home to a variety of businesses, including gourmet grocery stores, art galleries, coffee houses, restaurants, furniture stores (new and used), and theaters. To learn about upcoming shows, festivals, and other events, visit the Downtowners Association website.

COMPUTERS, LABS, AND GENERAL NETWORKING INFORMATION

Numerous computer labs are strategically located throughout the Norman campus. Each lab features personal computers, printers, and scanners readily available for use.

For more information and hours of operation, visit the OU Information Technology website.

OU EMAIL

To ensure timely and efficient communication, all OU students, faculty, and staff are assigned an OU email account. Official university communications may be sent to this account. Email sent to this account is expected to be read in a timely fashion.
Faculty and staff assume that a student’s official university email is a valid mechanism for communicating with that student. Account holders who choose to have email forwarded to another email address do so at their own risk. An account holder’s failure to read official university communications sent to an official email account does not absolve the account holder from knowing and complying with the content of the official communication.

Email accounts: The Office 365 email system can be accessed at http://portal.office.com. OU email addresses: Email addresses for all OU personnel can be located online at http://search.ou.edu.

Mail alias and “dotted name”: When an OU email account is first created, it is in a format called the “dotted name” address. It looks like this: Jane.Q.Student-1@ou.edu. The “dotted name” address is valid while at OU, but a shorter, personalized email “alias” can be created at: http://account.ou.edu. When deciding on an email alias, remember that it is something that may appear on a job resume and in other professional contexts.

WRITING CENTER

The Writing Center provides writing assistance with experienced writing consultants. Services are complimentary for students, staff, and faculty. Hours of operation vary by location and time of year. Citation guides and services specific to graduate students are available. Papers also may be submitted for review online.

The Writing Center can be contacted at (405) 325-2936.

Main Location:
- Wagner Hall, Room 280

Other Locations:
- Bizzell Memorial Library, Collaborative Learning Center, Lower Level 1 (closed until Fall 2017)
- Couch Residence Hall, Couch Practice Facility, Level 1 (closed until Fall 2017)

GRADUATE STUDENT SENATE AND STUDENT GOVERNMENT ASSOCIATION

It is the job of the Student Government Association (SGA) to address student concerns, turn ideas into realities, provide student services on behalf of SGA, execute SGA laws, advocate for the positions of students, and provide overall support for students. SGA is located on the first floor of the Conoco Student Leadership Center in Oklahoma Memorial Union, Suite 181, (405) 325-5471.

The Graduate Student Senate (GSS) serves as the Senate of the Legislative Branch of OU’s Student Government Association. GSS is comprised of two senators from each Graduate College department. The GSS offers conference fees and research grants to graduate students, helps allocate funds to all student organizations, and acts on issues that affect graduate education. Each year, GSS raises money for its grant endowment fund. The Graduate Student Senate approves funding for nearly 100 graduate student organizations. Agendas and minutes from the Graduate Student Senate are available for public access.

Many of the graduate departments and schools have university-recognized graduate student organizations. Examples include the Biology Club, History of Science Association, and Music Composition Club.
Graduate students from underrepresented groups also are active in such campus-wide organizations as the Black Graduate Student Association, Asian American Student Association, American Indian Student Association, and Hispanic American Student Association.

A complete listing of OU’s 400-plus registered student organizations is available with links to the individual organizations’ websites.

INTERNATIONAL STUDENT SERVICES

International Student Services (ISS) assists more than 2,000 international students and their families from over 100 countries, providing expert advice and support to each student. OU ISS works with international students, faculty, staff, community members, U.S. federal officials and a variety of government agencies. ISS is located in Farzaneh Hall, Room 144, and can be reached at (405) 325-3337 or iss@ou.edu.

International degree-seeking students in F-1 or J-1 status may work part-time (up to 20 hours/week) on campus. Before seeking a job on campus, international students should contact the ISS office about work authorization policies.

International students in F-1 status may apply for authorization to hold off-campus employment in their field of study. Students may be eligible for Curricular Practical Training (CPT) during their program and also may be eligible for a year or more of Optional Practical Training (OPT) during or after their program of study. CPT must be either a professional experience required for a student’s degree program (i.e., an internship/practicum) or integral to a student’s academic program of study and for which academic credit is received. OPT consists of non-required off-campus employment within a student’s field of study. For more information on OPT/CPT, visit the ISS webpage, attend an on-campus workshop, or contact the ISS office.

DISABILITY RESOURCE CENTER

The University of Oklahoma Disability Resource Center will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration to the nature of a service, program, or activity, or cause undue financial or administrative burdens. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students, and visitors.

The center accepts requests from students for reasonable accommodation after the student has self-identified as an individual with a disability. Requests for reasonable accommodation should be addressed to the Disability Resource Center, University Community Center, 730 College Ave., (405) 325-3852, video phone (405) 217-3494, or drc@ou.edu.

Once the student has provided the Disability Resource Center with appropriate diagnostic information that substantiates the disability, the office will assess the impact of the disability on the student's academic program and record the required academic accommodations in a memo to the instructor. All diagnostic information is confidential and, therefore, memos can only be sent at a student’s request.

Not every student with a disability requires consideration beyond that which may be granted to any other student in the class.
EQUAL OPPORTUNITY POLICY

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Inquiries regarding non-discrimination policies may be directed to Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator, (405) 325-3546, bjm@ou.edu, http://www.ou.edu/eoo.html.

STATEMENT OF COMMITMENT TO AFFIRMATIVE ACTION

The University of Oklahoma, recognizing its obligation to guarantee equal opportunity to all persons in all segments of University life, reaffirms its commitment to the continuation and expansion of positive programs which reinforce and strengthen its affirmative action policies. This commitment stems not only from compliance with federal and state equal opportunity laws but from a desire to ensure social justice and promote campus diversity. The University will continue its policy of fair and equal employment practices for all employees and job applicants without insidious discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran. The University will maintain a critical and continuing evaluation of its employment policies, programs, and practices. Each budget unit bears a responsibility for constructive implementation of this plan, and whenever possible, to the overall progress toward employment opportunity and participation in all University programs and activities. Our commitment to the concept of affirmative action requires sincere and cooperative efforts throughout all levels of our employment structure. We will continue to strive to reach the goals of fair and equal employment opportunities for all.
UNIVERSITY EMERGENCY CONTACTS

UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT
Emergency* 911
Non-Emergency/Administration 325-2864

OFFICE OF COMPLIANCE
Anonymous Hotline 271-2223
Norman Office of Compliance 325-8487
After Hours—Emergency Service Only 911

DEPARTMENT OF RISK MANAGEMENT (fire@ou.edu)
University Fire Marshal 325-2983
Reporting Workers’ Compensation or 3rd Party Injuries 325-2981
Risk Management Non-Emergency/Administration 325-2981
Fire Emergency 911
After Hours—Emergency Service Only 911

FACILITIES MANAGEMENT - 24-HOUR SERVICE (facilities@ou.edu)
Academic Buildings (non-housing) 325-3060
Housing 325-4421

OTHER ON CAMPUS RESOURCES
HeartLine – 24 HOUR SERVICE 848-2273
OU Advocates - 24 HOUR SERVICE 615-0013
Bias Reporting Hotline – 24 HOUR SERVICE (844) 428-6531
SafeWalk 325-9255
Behavioral Intervention Team (BIT) 325-3161

*Also, look for one of the Blue Emergency Phones on campus to make an emergency call.