

SPECIAL ACADEMIC SERVICES, PROGRAMS AND FACILITIES

Special Academic Services Office of Student Success

Shannon Baker, PhD – Associate Provost for Student Success
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The Office of Student Success provides a variety of services aimed at helping students throughout their academic journey. With a special focus on first-year students, it offers centralized first-year advising and oversees the first-year seminar. Additionally, the unit houses a team of exploratory advisors to support any students exploring major options. Lastly, it provides tutoring and supplemental instruction for a variety of courses through the LASSO Center. For more information, please visit success.okstate.edu (<http://success.okstate.edu>) or contact 405-744-5333.

The following programs are offered through the Office of Student Success:

First-Year Advising

Our academic advisors provide exceptional support throughout the first year of a student's college journey. When students attend orientation and enrollment, they are matched with a first-year advisor who will work with them to develop a plan of study that suits their academic and personal goals. Students can meet with their advisor whenever needed throughout their first year at OSU. These academic advisors are the go-to people when adjusting to new schedules, surroundings, and people. Consider our advisors resource navigators who point students in the right direction whenever they have a question or problem.

Exploratory Advising

Our specialty advisors support students who are undecided or are still exploring major options. We also meet with students interested in changing their majors or adding a certificate or minor to their degree plan. We are equipped to help students who are unsure if their current major fits their values, interests, personality, and skills.

First-Year Seminar

In addition to academic advising, the Office of Student Success provides students with a First-Year Seminar (UNIV 1111) designed to help first-year students adjust to the demands of college life, learn how to become academically successful, explore various major and career options, and become aware of university rules and regulations. All first-year students at OSU take a common first-year seminar in their first semester of enrollment.

Academic Advising

Academic advising is a major function within the University and serves the student first and foremost. Advising assists students in developing their intellectual potential through effective use of all resources available at the University—academic, cultural and social. The role of the student's academic advisor is to:

1. assist in educational planning, including clarification of career and educational goals, curriculum planning and short-term course selection,
2. become aware of and make appropriate referrals to campus support services,
3. provide information to prospective majors, and
4. prepare degree plans for graduating seniors and submit these to the respective college graduation certification office.

Advising is performed within each of the undergraduate colleges and in University College Advising. Each college structures its advising system based upon the college's philosophy and perceived student needs. In most colleges, freshmen and undeclared students are advised through the college's office of student academic services, while declared majors are advised in their major department. In the Division of Agricultural Sciences and Natural Resources, all students are advised by faculty members.

Each college has an office of student academic services to represent the dean in matters concerning undergraduate students. Students should contact their office of student academic services when questions arise regarding advising, academic programs and requirements, and academic support services.

The locations of the offices of student academic services are:

- Arts and Sciences, 213 Life Sciences East
- Education and Human Sciences, 106 Nancy Randolph Davis
- Engineering, Architecture and Technology, 109 ATRC
- Ferguson College of Agriculture, 103 Agricultural Hall
- Professional Studies, North Hall 130, Tulsa
- Spears School of Business, 155 Business Building
- Office of Student Success, 214 Student Union
- OSU-Tulsa Advising Services, North Hall 357
- Honors College, 101 Old Central
- Graduate College, 202 Whitehurst
- Center for Health Sciences, 1111 W. 17th, Tulsa
- College of Veterinary Medicine, 110 McElroy Hall

Students should keep in mind that while the University provides advising as a service and resource, the ultimate responsibility for identifying and completing degree requirements rests with the student.

LASSO Center

Nick Holmes—Assistant Provost for Student Success

The LASSO Center offers academic support through two main programs: the Paul Milburn Tutoring Program and supplemental instruction, which are available to all students at no extra cost. For more information about locations, hours of operation, or classes served, please visit lasso.okstate.edu (<http://lasso.okstate.edu>).

LASSO Center Paul Milburn Tutoring Program

The LASSO Center Paul Milburn Tutoring Program is an academic support service available to students across campus. Highly trained and qualified tutors offer students individualized, one-on-one tutoring. Tutoring is available by appointment, both in person and virtually. For more information, please visit lasso.okstate.edu (<http://lasso.okstate.edu>) or contact the LASSO Center at 405-744-3309.

Supplemental Instruction (SI)

Supplemental Instruction (SI) is an academic support program that offers collaborative study sessions for specific courses. These sessions are led by undergraduate SI leaders who have previously earned an A in the course and are recommended by faculty. The SI leaders attend classes and work with course instructors to provide three weekly collaborative sessions, where they facilitate discussions and study activities that allow students to master course materials by working together in a cooperative learning environment. Students can find more information about SI and a list of current courses offering supplemental instruction at lasso.okstate.edu (<http://lasso.okstate.edu>).

Study Abroad

OSU students can add an international dimension to their degree program through education abroad designed to support specific academic and professional goals. International programs such as study, internships, research, and service-learning equip students with the skills and knowledge required for future leadership. By developing global competencies needed to engage with local, national, and global communities as a culturally perceptive citizen, participation in international education opportunities also expands key academic and career benefits, such as:

- Students who studied abroad were twice as likely to find a job quickly following the completion of their college studies.
- College graduates who studied abroad see a 25% higher average starting salary than those who did not study abroad.
- Nearly 60% of employers consider study abroad to be a valuable asset for an individual's career path.
- Study abroad participants are about 20% more likely to graduate on time than non-participants.

As part of Oklahoma State University's global engagement initiative, the University partners with over 60 universities abroad for semester and academic-year exchanges. There are also hundreds of options for students looking for summer break, spring break, and winter intersession options. The following program types allow students to have an international experience that aligns with their academic and professional goals.

- **Reciprocal Exchanges.** Students may earn OSU credit through reciprocal exchanges in over 30 countries in Europe, Asia and Latin America, and other regions. While participating in reciprocal exchange programs, students pay tuition and fees to OSU.
- **OSU Faculty-led Programs.** Students may also earn OSU credit by enrolling in short-term international courses offered by OSU college outreach units in countries such as Japan, the United Kingdom, France, Greece, Italy, Mexico, Ireland, and South Africa. Programs are typically held over winter break, spring break, and summer.
- **Affiliated/Approved Programs.** Students may earn transfer credit through participation in pre-approved study abroad programs

offered by other U.S. universities or study abroad program providers. Students on affiliated programs pay fees directly to the provider.

- **Internship and Volunteer/Service Programs.** Students may also participate in non-credit work, internships, and volunteer/service learning opportunities abroad. These programs are offered as short-term experiences or semester-long immersion, often combined with academic study in the host country.
- **National Student Exchange Programs.** The National Student Exchange (NSE) enables OSU students to spend a semester or year at one of over 170 colleges in the United States; its territories of Puerto Rico, Guam, and the U.S. Virgin Islands; as well as in Canada. More information can be found at <http://catalog.okstate.edu/about/special-academic-services-programs-facilities/#specialprogramstext>.

Financial assistance is available for many programs through scholarships as well as federal grants and loans. In many cases students may use federal financial aid to offset the cost of an academic program abroad. Students may apply for School of Global Studies and Partnerships (SGSP) Scholarships such as the Provost's Study Abroad Scholarship or the Humphreys Study Abroad Scholarship through the Center for Global Learning to support their credit-bearing activities abroad. Other scholarships for study abroad are also available. Information on these national and local scholarships is available at https://global.okstate.edu/studyabroad/osu_student_resources/finding_funding/index.html (https://global.okstate.edu/studyabroad/osu_student_resources/finding_funding/) or through the Center for Global Learning office, 056 Student Union, 405.744.8569.

For more information on studying, working, teaching, or volunteering abroad contact the Center for Global Learning, 056 Student Union, e-mail abroad@okstate.edu or visit the website <https://abroad.okstate.edu> (<https://abroad.okstate.edu>).

Nontraditional and Transfer Student Support

The Office of Nontraditional and Transfer Student Support offers a wide range of services to assist transfer students as they transition into OSU and through graduation including academic support related to transferring between institutions, secondary academic advising while attending, informational workshops and seminars, assistance with understanding how and where your credits transfer in, social activities and events, and many other resources. Students are able to meet with staff virtually and in person. The Office connects students with their admissions counselors, academic colleges and personnel where degrees of interest are housed, student organizations, and other services as needed.

In addition to the services offered, the Office of Nontraditional and Transfer Student Support houses:

- **Military-Affiliated Student Support Center**
 - Study and lounge space;
 - Computers and free printing;
 - Free snacks, coffee, soda, and more;
 - Peer engagement.
- **Transfer Student Ambassador Program**
 - Open to all Transfer Students who have completed at least one semester at OSU;
 - First point of contact for new and returning transfer students;
 - Leadership Opportunities.

- Tau Sigma National Honor Society
 - Benefits of membership include Induction Ceremonies, a cord and/or stole to wear at graduation, a local and national network of peers, scholarship and leadership opportunities.

The Office of Nontraditional and Transfer Student Support is located in 061 Student Union and can be contacted at transferstudentservices@okstate.edu or 405-744-8118.

Military-Affiliated Student Support

The Office of Military-Affiliated Student Support is dedicated to helping veterans get the resources they need to succeed in a classroom environment. The Office provides comprehensive support to student-veterans, active duty, guard/reserve students and their families in an atmosphere of respect for their service to the nation. The Office is committed to helping the veteran and military-affiliated community achieve academic excellence at the university and occupational success once they leave. The Office hopes to further the cause of veterans on campus and in the community through education, administrative services, job advisement, community outreach and peer fellowship. Specific services offered include:

- Student veteran advocacy;
- University support services referrals;
- VA counseling and health services referrals;
- Computer and printing resources;
- Peer support;
- Lounge study area, refreshments;
- Veteran and Community Based Events;
- Specific needs-based test proctoring;
- Work Study via The VBA Work Study Management System.

The Office of Military-Affiliated Student Support is located in 061 Student Union and can be contacted at militaryveterans@okstate.edu or 405-744-8118.

University Assessment and Testing (UAT)

Ryan Chung, PhD—Assistant Vice Provost of Accreditation, Assessment, and Testing

University Assessment and Testing (UAT) at OSU supports institutional, college, and academic program improvement and provides public assurance of academic program quality and accountability by documenting assessment progress toward meeting educational goals as required by accreditation agencies (Higher Learning Commission, HLC) and the Oklahoma State Regents for Higher Education (OSRHE). Assessment involves creating measurable student learning outcomes, collecting data through various direct and indirect methods, analyzing and reviewing data, and, most importantly, using data to improve student learning. Assessment is an integral part of the institution's commitment to enhance and sustain academic program quality and students' overall educational experiences.

The OSU Assessment and Academic Improvement Council (AAIC) guides the institution's assessment plan and coordinates with UAT to facilitate assessment processes for all academic programs. Membership of the AAIC consists of faculty from each college and representatives from the offices of Student Affairs, Institutional Research and Analytics, University Libraries, and the Student Government Association. The AAIC supports assessment by providing resources to:

1. Measure the effectiveness of all academic programs,
2. Utilize information provided by assessment processes to improve student learning, and
3. Determine the overall educational impact through assessment processes of the university learning experience on all students.

Assessment activity at OSU, coordinated by UAT, includes four primary initiatives:

1. Entry-Level Placement Assessment (ELPA) assists OSU advisors and faculty in making placement decisions to give students the best chance of academic success.
2. General Education Assessment evaluates student achievement of institutionally recognized general education competencies, including written communication, critical thinking, diversity, professionalism, ethics, and information literacy. UAT works with the Committee for the Assessment of General Education (CAGE) to improve efforts on general education assessment.
3. Program Student Learning Outcomes Assessment evaluates achievement of student learning goals in academic programs.
4. Survey development and consultation, data collection, analysis, and reporting on student engagement, student satisfaction, and alumni perceptions of academic programs and services at OSU while also supporting various research initiatives across campus.

Results of these assessment initiatives and efforts provide significant information for improvement of academic programs and services, of students' achievement of learning outcomes, and of students' satisfaction with their educational experience.

UAT submits reports to the OSRHE according to a proposed schedule and timeline that summarize the assessment initiatives listed above. These reports include program student learning outcomes, assessment methods used, measured criteria and expectations, results, and uses of assessment findings (action plans). Visit <https://assessment.okstate.edu/> (<https://uat.okstate.edu/assessment/>) for more information on assessment at OSU.

The OSU Testing Center, within UAT, provides testing and evaluation support services for OSU students and faculty on the Stillwater campus as well as to the wider local and state communities. Oklahoma State University course exams for many online and in-class courses are proctored at the OSU Testing Center, as are exams for many students who receive testing accommodations through Student Accessibility Services (SAS). Some common testing accommodations include separate room testing, extended testing time, adaptive technology, and/or trained staff assistance to students requiring a reader or an amanuensis.

The OSU Testing Center also administers exams for prospective students, including the ACT On-Campus and the Test of English as a Foreign Language (TOEFL). The online OSU Reading, English, and Math Placement Exams are available to current and future undergraduate students for course placement in reading, writing, and mathematics courses. College-Level Examination Program (CLEP) exams are administered to current and prospective students who wish to earn college credit for specific courses.

Many state, national, and other certification exams are offered at the OSU Testing Center, including the Graduate Record Exam (GRE), PRAXIS, Graduate Management Admission Test (GMAT), Pearson Vue Exams, PROV Exams, and Federal Aviation Administration (FAA) certifications, amongst others. Visit <https://testing.okstate.edu/> for more information on the exams available at the OSU Testing Center.

For more information on assessment and testing at OSU, visit the UAT website at <https://uat.okstate.edu/>.