100 Years of Education
1908 - 2008

"Building Futures . . . One at A Time"

Spring Semester
January 14 – May 09, 2008
GENERAL INFORMATION

ACADEMIC ADVISEMENT SERVICES will assist all students with the enrollment process. For details/assistance, contact the Dean of Enrollment Services or any academic advisor on the Warner or Muskogee Downtown Campus.

FULL TIME STUDENTS must be enrolled in at least 12 or more hours during a spring or fall semester. Summer semester full-time students must be enrolled in at least 6 or more hours. Part-time students enroll in 11 or fewer hours in the spring or fall and 5 hours or less in the summer.

VETERANS – All persons receiving VA educational benefits must report to the VA Education Office, Muskogee Downtown Campus (918) 687-6747, ext. 5443. All class schedules must have prior approval to receive educational benefits. To determine eligibility, students should contact the Department of Veterans’ Affairs toll free at 1-888-442-4551 or visit the VA Regional Office at Okmulgee and Main, Muskogee, Oklahoma.

VOCA TIONAL REHABILITATION BENEFITS are available through the Vocational Rehabilitation Division of the State Board of Education for payment of tuition and other services to students who have substantial employment handicaps. A representative of the Division must approve the vocational objective selected by the student. For additional information, contact your county or regional Vocational Rehabilitation Office. The Muskogee office is located at 733 S. 32nd Street, Muskogee, Oklahoma 74401 (918) 781-4162. NOTE: The representative is at Warner some days.

E-MAIL GUIDELINES

The most common way you will communicate with instructors, especially if enrolled in an online course, will be via e-mail. All CSC students automatically have a CSC e-mail address in the form of:

<yournsename>@stu.connorsstate.edu

If you have not already obtained your CSC username, contact (918) 463-6232 in the Administration Building, 2nd Floor, Warner campus.

Students should carefully read each instructor’s syllabus and identify any specific e-mail guidelines that the instructor(s) may have concerning e-mail.

Students should always consider etiquette and the student code of conduct when writing and submitting e-mail to instructors and students in any course or online course. Using profane or otherwise abusive language in an e-mail can have a negative impact on the student’s standing in the course as well as CSC, and can possibly bring disciplinary action against the student.

DEGREE PLANS - Degree plans will remain in effect provided the student has had continuous enrollment. Students who leave and then reenter will be subject to any new degree or general education requirements.

ACADEMIC FORGIVENESS POLICY - Students may repeat up to four classes (not to exceed 18 hours) of “D” or “F” grades and have only the last grade earned used in the calculation of the retention and graduation GPA. In certain circumstances, students may apply for an academic reprieve for up to two consecutive semesters of course work. Students must apply for academic renewal for removal of all previous coursework. If repeating a course, it is necessary to inform the Registrar’s office. For more information regarding the Academic Forgiveness Policy, contact the Registrar’s Office or the CSC catalog.

ENROLLMENT POLICY

The Admissions/Registrar’s Office will announce the enrollment start date. Students must personally complete an enrollment card with their advisor and submit the card to the Admissions Office.

APPLICATION PACKETS for admission may be obtained from:

Office of Enrollment Services
Connors State College
Route 1, Box 1000
Warner, OK 74499 or call 918-463-2931, Ext. 6270
OR
Office of Admissions
Connors State College Muskogee Downtown Campus
201 Court Street
Muskogee, OK 74401 or call 918-687-6747

NEW STUDENTS should submit an application and other requirements at least one month prior to enrollment. For details contact the Admissions/Registrar’s Office, Gatlin Hall, First Floor, Warner Campus or the Muskogee Downtown Campus, Office of Admissions.

ENTRY LEVEL ASSESSMENT is required for all first-time students seeking admission into degree programs. The purpose of assessment is to assist faculty and advisors in helping students to succeed in attaining their educational goals. Assessment is required in English, math, reading and science. All course remediation requirements must be completed within the first 24 credit hours.

ALL FIRST-TIME FRESHMEN AND TRANSFER STUDENTS are encouraged to enroll in EDUC 1113 STRATEGIES FOR SUCCESS.

READMISSION OF FORMER STUDENTS - Students who have attended CSC but have not been enrolled in more than one year must be readmitted. Students who have enrolled in another college since attending CSC must submit official transcripts of all work attempted before readmission can be granted. For details, contact the Registrar’s Office, 1st Floor, Gatlin Hall, Warner Campus or Admission Office, 1st Floor, Muskogee Downtown Campus.

AN OUTCOMES ASSESSMENT is required by the Oklahoma State Regents for Higher Education and assesses skills in reading, English, science and mathematics. Students with 45 completed hours must enroll in OUTCOMES ASSESSMENT (EDUC 2320). Outcomes Assessment is required for graduation and does not cost.
ACADEMICALLY INELIGIBLE TO RE-ENROLL - If you enroll early, and are found to be ineligible to enroll by the Connors State College admissions/enrollment standards, the Registrar’s Office will notify you and your enrollment will be canceled. Should you become academically ineligible and wish to appeal the decision, the first step in the appeal process is to submit a letter of appeal to the Executive Vice President, Office of the President, Connors State College, Route One, Box 1000, Warner, OK 74469 immediately for permission for re-admission.

CLASS SCHEDULE CHANGES – Changes in schedule during the add/drop period will result in full charges for courses added and full refund for courses dropped. Refunds will not be made until after the defined add/drop period.

COLLECTION COSTS – Unpaid accounts receivable may be assigned for collection. If an account is assigned, any collection costs, court costs, and/or attorney’s fees necessary to collect the amount owed will be added to the balance due. The balance due may be reported to national credit bureaus, which may adversely effect credit ratings. A hold will be placed on transcript records and future enrollment until the balance is paid in full.

2008 GRADUATION CHECKS – Students MUST contact the Registrar’s office and (1) request a Degree Check prior to registering for the Spring 2008 term and (2) complete an Application for Graduation before March 03, 2008. Students who expect to complete degree requirements at the end of this term must file an Application for Graduation by March 03, 2008 to the Office of Admissions and Records at the Warner or Muskogee Downtown Campus.

COMMENCEMENT – Ceremonies are held in May of each year. Students who have completed degree requirements in December may participate in the May commencement exercises. Contact the Admissions/Registrar’s office by March 03, 2008.

STUDENT RESPONSIBILITY – Students are personally responsible for completing all requirements established for their degrees by the college and academic department. A student’s advisor is not to assume any of these responsibilities and should not substitute, waive, or exempt the student from any requirement or academic standard.

TO CANCEL ENROLLMENT – If you cannot attend CSC after you enroll, you need to withdraw by a personal appearance or submit a written request to the Warner Campus Registrar’s Office by January 25, 2008 to cancel your enrollment for the spring 2008 semester and receive a full refund. The written request must contain current date, name, social security number, student ID number, current address and your request to cancel your enrollment for the spring 2008 semester. PLEASE NOTE: Non-payment and/or non-attendance does not constitute automatic withdrawal from classes.

DUAL CREDIT
Students may earn credits at another institution in regular course work, extension, correspondence, distance education or online courses while currently enrolled in residence. Approval for dual credit must be secured in advance from the Executive Vice President or the credits will not be accepted. The total number of hours for dual enrollment must not exceed 19 in the fall/spring terms and 10 hours in the summer.

STUDENTS’ RIGHT-TO-KNOW AND CAMPUS SECURITY ACT statistics are available in the CSC Catalog, CSC Student Handbook, Vice President for Student Services Office, Warner Campus and on the CSC website www.connorsstate.edu. Graduation rates are available in the Admissions/Registrar’s Office.

CONNORS STATE COLLEGE maintains a confidential file on each student. See Access to Student Records in the current CSC College Catalog for additional information regarding access to student records.

ENROLLMENT POLICY
The Admissions/Registrar’s Office will announce the enrollment start date. Students must personally submit their enrollment card to the Admission’s Office. For additional information, check our website at www.connorsstate.edu or (918) 453-2331, (918) 687-6747.

PARKING PERMITS are required at any Connors Campus. All students must park in designated areas outlined in the parking permit information. Parking permits are available in the Business Office, Gatlin Hall, Warner Campus or the Business Office, 1st Floor, Room 108, Muskogee Downtown Campus.

STUDENT ID CARDS are obtained each semester once tuition and fees are paid. Students must obtain a student ID at Gatlin Hall, 2nd Floor, Warner Campus, or the Business Office, Room 108, Muskogee Downtown Campus. Student ID cards allow access to the library, bookstore, cafeteria, and college-sponsored activities.

STUDENTS WITH DISABILITIES who require special accommodations must register with the Vice President for Student Services, Miller Crossing Clubhouse, Warner Campus. Prior to each semester, students must provide sufficient notification of all anticipated needs including documentation of medical, educational and/or psychological conditions.

TO THAT END, AND BASED ON THE POLICIES ESTABLISHED BY THE OKLAHOMA A & M BOARD OF REGENTS AND STATE AND FEDERAL LAWS, THE COLLEGE HAS ESTABLISHED A PROGRAM TO AID IN THE PREVENTION OF DRUG AND ALCOHOL ABUSE BY ITS STUDENTS AND EMPLOYEES.

NOTICE
It is the intent of Connors State College to offer all courses and programs listed in this schedule, but these listings do not obligate Connors State College. CSC reserves the right to cancel courses and programs. Courses are subject to cancellation due to low enrollment. The information herein does not constitute a contract between CSC and a student or any applicant for admission. Administrative decisions may affect the published details. This includes the fee schedule, which is subject to change at the direction of the Oklahoma State Regents for Higher Education.

CONCEALED WEAPONS POLICY prohibits the possession or use of firearms, firecrackers, explosives, or any other weapons or instruments designed to be destructive in nature on all CSC Campus grounds and buildings, except for use in officially approved college programs. Law enforcement officers may carry weapons in the performance of their duties and in accordance with Oklahoma Statutes.

DRUG/ALCOHOL PREVENTION PROGRAM
Connors State College recognizes its responsibility as an educational institution to promote a healthy and productive learning environment. To that end, and based on the policies established by the Oklahoma A & M Board of Regents and state and federal laws, the College has established a program to aid in the prevention of drug and alcohol abuse by its students and employees.
HOUSING POLICY

- All single students under the age of 20 and living beyond a 50-mile radius from the CSC Campus where they are enrolled are required to live in Campus housing.
- Exceptions can be made for one of the following reasons:
  - Being married
  - Being a single parent
  - Being 20 years of age or older
  - Living with parent or guardian within 50 miles
  - Being a veteran, or
  - Being a part-time student (enrolled in less than 12 hours)
- Students are not permitted to finalize their enrollment until their housing status is determined.
- Housing, tuition and fees will be subtracted by semester from first available money.
- Connors State College will enforce its housing policy.
- The Housing Policy refers to Warner Campus only.

OFFICIAL NOTICE

Immunization Requirements for Connors State College

Beginning with the fall semester 2004, Oklahoma state law requires that all new students, who attend Oklahoma colleges and universities for the first time, provide proof of immunization for certain diseases. If you cannot verify your Measles, Mumps, Rubella (2 doses each) and Hepatitis B (3 doses) immunization records, you will need to be re-immunized or sign a written waiver. Medical, religious and personal exemptions are allowed by law; such requests must be made in writing using the CSC Certificate of Exemption form available in the Registrar's office.

FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN A HOLD BEING PLACED ON FUTURE ENROLLMENT

Specific information regarding immunization for meningitis:

- Oklahoma law requires that first time enrollees who reside in on-Campus student housing be vaccinated against meningococcal disease UNLESS, 1) the individual signs a written waiver that he/she has reviewed the information provided by CSC regarding meningitis immunization and has chosen not to be immunized, or, 2) in the case of a minor, the individual’s parents or guardian signs such written waiver

DEGREE PLANS CURRENTLY ON FILE ARE VALID ONLY AS LONG AS A STUDENT IS CONTINUOUSLY ENROLLED

DON’T TAKE A CHANCE of having your GPA or academic record ruined. If, for any reason, you have enrolled and need to withdraw, contact the Office of Admissions, Gatlin Hall, 918-463-6300 or the Muskogee Downtown Admissions Office at 918-687-6747 to properly withdraw from your classes.

SATURDAY ENROLLMENT, JANUARY 12, 2008
MUSKOGEE DOWNTOWN CAMPUS ONLY
10:00 A.M. – 02:00 P.M.

CHDV PROGRAM ORIENTATION
CHDV 2301 (All new CHDV students must enroll)
Muskogee Downtown Campus, Room 706, 06:00 – 09:00 p.m.
January 22, 24, February 5, 7, 19, 2008

OFFICIALLY WITHDRAW FROM COURSES YOU WISH TO DROP
DO NOT ASSUME YOU WILL BE AUTOMATICALLY WITHDRAWN FOR NON-ATTENDANCE

All students under the age of 21 are required to have an ACT test prior to enrolling at Connors State College.

The Residual ACT is given for the convenience of prospective students who did not participate on a National Testing Date. Residual ACT test scores cannot be sent to other colleges or universities without first attending Connors. Cost of the Residual ACT is $30.00, payable at the door. No pre-registration is required. The fee cannot be charged and must be paid on the day the test is taken. Prior to taking the Residence ACT test students should have completed and submitted an Application for Admission to Connors State College. To take the Residual ACT test you must have: (1) a valid photo ID, (driver’s license, CSC ID card, etc.), (2) $30.00, and (3) you must be at the test site 10 to 15 minutes before the testing time. You may use a pocket calculator on the math section of the test. For additional information call (918) 463-2931, Ext. 6298 or bwilcox@connorsstate.edu

Warner 2007-08 Residual ACT Dates
Carl Westbrook Library Auditorium
Tuesday, November 13, 2007 08:00 a.m.*
Tuesday, November 27 08:00 a.m.*
Thursday, December 13 08:00 a.m.*
Thursday, January 3, 2008 08:00 a.m.*
Thursday, January 10 08:00 a.m.*
Wednesday, January 16 08:00 a.m.*
Tuesday, February 12 08:00 a.m.*
Thursday, March 27 08:00 a.m.*
Tuesday, April 15 08:00 a.m.*
Tuesday, May 13 08:00 a.m.*
Tuesday, June 3 08:00 a.m.*

Muskogee 2007-08 Residual ACT Dates
Room 803, Muskogee Downtown Campus
Wednesday, November 14, 2007 06:00 p.m.*
Wednesday, December 12, 2007 12:00 Noon*
Tuesday, January 8 12:00 Noon*
Thursday, February 14 06:00 p.m.*
Thursday, April 10 06:00 p.m.*
Thursday, May 22 12:00 Noon*
Thursday, June 5 12:00 Noon*

*All Tests Begin Promptly as Stated. No late entries accepted.
PAYMENT INFORMATION

TUITION AND FEES
Payment or arrangements to pay should be completed on or before Monday, January 14, 2008.

Payments may be made with cash, check, money order, VISA, MasterCard, Tuition Management Systems or previously approved financial aid. Students receiving funding through an outside agency must provide a letter of authorization from the agency to the Business Office to process payment for their enrollment.

PAY BY MAIL
Avoid disruption to your daily schedule by mailing your payment:
- Write your I.D. number on the check or money order under your signature.
- Make your check payable to Connors State College.
- Mail the check to: Connors State College
  Business Office
  Route 1, Box 1000
  Warner, Oklahoma 74469

PAY BY CREDIT CARD
Connors State College accepts MasterCard and VISA cards for payment of tuition and fees.

PAY BY THE MONTH (TMS)
A financing option is being offered through Tuition Management Systems (www.afford.com). If requested by student, Tuition Management Systems will contact prospective students by mail with information on enrollment in this plan. In addition, students may apply for this financing method by accessing the Connors State College home page at www.connorsstate.edu. Follow the link to “Tuition and Fees”. Click on the link “Payment Plan/Tuition Management Systems” and follow the instructions shown.

All plans are interest free, but there is a one-time non-refundable enrollment fee charge of $52.00. The enrollment fee may be charged to the student’s account. Payments are due on the fifteenth of each month with a $35.00 late fee on any payment not received by the twenty-fifth. This option is designed to offer interest-free financing for educational expenses. The options include the following plans:

<table>
<thead>
<tr>
<th>FALL PLANS</th>
<th>SPRING PLANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15 Start – 5 payment plan with a $52.00 enrollment fee</td>
<td>December 15 Start – 5 payment plan with a $52.00 enrollment fee</td>
</tr>
<tr>
<td>August 15 Start – 4 payment plan with a $52.00 enrollment fee</td>
<td>January 15 Start – 4 payment plan with a $52.00 enrollment fee</td>
</tr>
</tbody>
</table>

This plan also includes life insurance in the amount of college expenses on the primary payer of the account until paid. Payments may be made by Check, Money Order, Western Union Phone-Pay, VISA, MasterCard, and E-payment on the web or Automatic Debit (ACH).

STUDENTS WITH FINANCIAL AID
Students who have returned a signed “Financial Aid Award Notification” from the financial aid office may have aid available for institutional charges. Financial aid funds may be applied toward your tuition and fees.

To receive priority consideration for 2008-2009, students seeking federal student aid MUST complete and mail the Free Application for Federal Student Aid (FAFSA) no later than Friday, March 14, 2008. For additional information, contact the Director of Financial Aid, 1st Floor, Gatlin Hall, Warner Campus, (918) 463-2931, Ext. 6220 or Muskogee Financial Aid Office, 1st Floor, Muskogee Downtown Campus, (918) 687-6747 or www.fafsa.ed.gov

Financial aid recipients whose circumstances require that they withdraw from all classes are strongly encouraged to contact the CSC Financial Aid Office and their academic advisor before doing so. At that time, the consequences of withdrawing from all classes can be explained. The federal government requires that students who withdraw from all classes may only keep the financial aid they have “earned” up to the time of withdrawal. Title IV funds (except federal work-study) that were disbursed in excess of the earned amount must be returned by CSC and/or the student to the federal government. This situation could result in the student owing aid funds to CSC, the government, or both. The CSC Financial Aid Office staff can provide examples of return of funds calculations and further explain this policy to students or parents.
REFUNDS FOR COMPLETE AND PARTIAL WITHDRAWALS

<table>
<thead>
<tr>
<th>Refund Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Refund</td>
<td>Students withdrawing completely from Connors State College or from an individual 16 week class during the first two weeks Monday, January 14 - Friday, January 25, 2008 will receive a 100% refund. The final day to withdraw for a first eight week class and receive a refund is January 18, 2008.</td>
</tr>
<tr>
<td>No Refund</td>
<td>Withdraw from an individual class or totally withdraw from regular 16 week classes after January 25, 2008.</td>
</tr>
</tbody>
</table>

STUDENTS RECEIVING SCHOLARSHIPS, REHAB, FEE WAIVERS, OR FINANCIAL AID

Awards ARE NOT automatically credited to your account. Students receiving tuition, fees, books or room & board assistance must appear in person, during Enrollment Week, or no later than January 25, 2008, at the Business Office in Warner or Muskogee to receive these awards.

All enrollments are final and binding on the student for financial obligations and academic records unless changed by January 25, 2008, the last scheduled drop-add date.

ENROLLMENT FEES*

<table>
<thead>
<tr>
<th>ENROLLMENT &amp; MANDATORY FEES</th>
<th>OKLAHOMA RESIDENT TOTAL</th>
<th>NON-RESIDENT OF OKLAHOMA TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 and 2000 Level</td>
<td>77.75 (60.45 Tuition and 17.30 Fees*)</td>
<td>188.25 (170.95 Tuition and 17.30 Fees*)</td>
</tr>
<tr>
<td>0000 Level</td>
<td>90.75 (60.45 Tuition and 30.30 Fees*)</td>
<td>201.25 (170.95 Tuition and 30.30 Fees*)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MANDATORY FEES**</th>
<th>AMOUNT OF MANDATORY FEES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATION FEE</td>
<td>20.00</td>
</tr>
<tr>
<td>INTERNATIONAL STUDENT STATUS MAINTENANCE FEE</td>
<td>15.00</td>
</tr>
<tr>
<td>LATE FEE</td>
<td>5.00</td>
</tr>
<tr>
<td>PARKING PERMIT</td>
<td>10.00</td>
</tr>
<tr>
<td>PUBICATION FEE</td>
<td>3.00</td>
</tr>
<tr>
<td>RETURN CHECK CHARGE</td>
<td>20.00</td>
</tr>
<tr>
<td>STUDENT ID CARD</td>
<td>10.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACADEMIC FEES***</th>
<th>AMOUNT OF ACADEMIC FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCE STANDING (PER HOUR)</td>
<td>5.00</td>
</tr>
<tr>
<td>BIOLOGY LAB FEE</td>
<td>10.00</td>
</tr>
<tr>
<td>CHEMISTRY LAB FEE</td>
<td>10.00</td>
</tr>
<tr>
<td>COMPUTER LAB FEE</td>
<td>15.00</td>
</tr>
<tr>
<td>EQUESTRIAN RIDING FEE</td>
<td>50.00</td>
</tr>
<tr>
<td>FITNESS CENTER FEE</td>
<td>15.00</td>
</tr>
<tr>
<td>FLORAL DESIGN FEE</td>
<td>96.00</td>
</tr>
<tr>
<td>HORTICULTURE LAB FEE</td>
<td>15.00</td>
</tr>
<tr>
<td>MISCELLANEOUS LAB FEE</td>
<td>5.00</td>
</tr>
<tr>
<td>NURSING FEE</td>
<td>60.00</td>
</tr>
<tr>
<td>NURSING INSURANCE</td>
<td>15.00****</td>
</tr>
<tr>
<td>PHYSICS LAB FEE</td>
<td>10.00</td>
</tr>
<tr>
<td>REMEDIAL FEE (PER HOUR)</td>
<td>13.00</td>
</tr>
<tr>
<td>WORKSHOP/SEMINAR</td>
<td>VARIES BY COURSE</td>
</tr>
</tbody>
</table>

*This schedule contains fees and charges in existence at the time of this publication. Connors State College administration reserves the right to modify or amend all contents of this schedule to reflect current Board Policies, administrative regulations or procedures, and applicable state or federal regulations.

**MANDATORY FEES are required of all students and may be based on credit hours, per semester, or one-time fee.

***ACADEMIC FEES are linked to specific classes and are charged per class in addition to regular tuition.

****This fee will be paid directly to the insurance company.
Fundamentals of Computer Advanced Standing Test

January 15, 2008  04:00 p.m.
8th Floor Library, Muskogee Downtown campus
Testing Fee: $15.00

Contact Ms. Gina Ramming at bunch@connorsstate.edu for additional information

Students wishing to take the Advanced Standing Test for COMS 1133 should pay the $15 fee at the Business Office prior to taking the exam. Students who pass the exam will be required to pay a $15 transcripting fee for 3 credit hours ($5.00 per hour).

Outcomes Assessment – EDUC 2320

All students with 45 completed hours must enroll in EDUC 2320 Outcomes Assessment. This course is Connors’ exit level assessment of student learning in reading, math, English and science. There is no charge for this course. For additional information, contact (918) 463-2931, Ext. 66367. Outcomes Assessment is required for graduation and if not completed, a hold will be placed on the students’ transcript.

Tuesday, March 04, 2008 – EDUC 2320 M01
Room 803 - 12:30 p.m. – 4:30 p.m.
Muskogee Downtown Campus
Testing Begins Promptly at 12:30 p.m.

Thursday March 06, 2008 – EDUC 2320 M02
Room 803 - 12:30 p.m. – 4:30 p.m.
Muskogee Downtown Campus
Testing Begins Promptly at 12:30 p.m.

Thursday, March 13, 2008 – EDUC 2320 M03
Room 803 – 12:30 p.m. – 4:30 p.m.
Muskogee Downtown Campus
Testing Begins Promptly at 12:30 p.m.

Wednesday, March 05, 2008 – EDUC 2320 W01
Melvin Self Fieldhouse Multi-Purpose Room - 12:30 p.m. – 4:30 p.m.
Warner Campus
Testing Begins Promptly at 12:30 p.m.

Tuesday, March 11, 2008 – EDUC 2320 W02
Melvin Self Fieldhouse Multi-Purpose Room – 12:30 p.m. – 4:30 p.m.
Warner Campus
Testing Begins Promptly at 12:30 p.m.

BUILDING AND OTHER CODES

Administration Building, Warner: ADM
Baseball Field, Warner: BF
Westbrook Library Learning Center, Warner: LLC
Classroom Building, Warner: CLB
Distance Education, Warner: ITV
Education Building, Warner: EDB
Equine Arena, Warner: EQA
Equine Barn, Warner: EQB
Gatlin Hall One Stop Enrollment Center, Warner: GATLN
Greenhouse, Warner: GRN HS
Jacob Johnson Science Building, Warner: JJS
Melvin Self Fieldhouse, Warner: MSF
Muskogee Downtown Campus: MUSK
Muskogee Three Rivers Port Campus: MNE
Muskogee Northeastern State University Campus: N etc.
Warner Campus: W
Outdoor Arena: OA
Softball Field: SF
1st 8-Week Session: January 14 – March 07, 2008*
2nd 8-Week Session: March 10 – May 09, 2008**

Monday-Wednesday-Friday: MWF
Monday-Tuesday-Wednesday-Thursday-Friday: MTWRF
Monday: M
Tuesday: T
Wednesday: W
Thursday: R
Friday: F
Saturday: S

Muskogee Downtown Campus Site: M01, M02, M03, etc.
Muskogee Three Rivers Port Campus Site: P01, P02, P03, etc.
Muskogee Northeastern State University Campus Site: N01, N02, N03, etc.
Warner Campus Site: W01, W02, W03, etc.
Off Campus Site: F01, F02, F03, etc.
On-Line Class: (On-Line)
Distance Education: (ITV)
Special Topic: (ST)
Mobile ITV: MBL

1
SIXTEEN WEEK SPRING CLASS CALENDAR

January 02 – March 3, 2008
Apply for graduation

January 02 -11
Enrollment at Warner and Muskogee Downtown Campuses – 8:00 a.m. to 4:30 p.m.

January 09 - 10
Muskogee Enrollment - Wednesday-Thursday Evening – 4:30 p.m. to 7:00 p.m.

January 11
Residence Halls Open - 10:00 a.m.

January 12
SATURDAY ENROLLMENT – MUSKOGEE DOWNTOWN CAMPUS ONLY – 10:00 A.M. – 02:00 P.M.

January 14
All Fees Due or Arrangements to Pay

January 14
Classes Begin

January 14 - 15
Muskogee Downtown Enrollment – Monday-Tuesday – 8:00 a.m. to 7:00 p.m.

January 25
Last Date to Enroll and Add Sixteen Week Classes

January 25
Last Date to Drop or Cancel Enrollment from any 16 Week Class Without a Transcript Record – 4:00 p.m. and Receive 100% Refund

March 03
Last day to apply for graduation

March 07
Oklahoma Association of Community Colleges (OACC) Meeting – All CSC Classes Will Meet

March 07
Midterm

March 10
Faculty Grade Sheets Due in the Warner Registrar’s Office by 12 Noon

March 12
Midterm Grades Available to Students

March 17 - 21
Spring Break – No Classes (All CSC Administrative & Staff Offices Open)

March 24
Classes Resume

March 28
Last Date to Withdraw from a Single Course 16 Week Class with Grade of “W” (no refunds available)

March 28
Last Date to Withdraw from All CSC Classes

May 05-08
Finals Week

May 09
SEMIESTER ENDS

May 09
Commencement (Graduation Ceremony) - Melvin Self Fieldhouse – 7:00 p.m.

May 12
Faculty Final Grade Sheets Due in the Warner Registrar’s Office by 12 Noon

May 12 - 22
May Mini-Mester

May 19
Earliest Date Official Transcripts are Available

DON’T TAKE A CHANCE
of having your GPA or academic record ruined.
If, for any reason, you have enrolled and need to withdraw, contact the Office of Admissions, Education Building, and (918) 463-6300
Or (918) 687-6747 in Muskogee to properly withdraw from your classes
SPRING 2008 SCHEDULE
FIRST EIGHT WEEK CLASSES
January 14 – March 07, 2008

FIRST EIGHT WEEK SPRING CLASS CALENDAR

January 08 -12  Enrollment at Warner and Muskogee Downtown Campuses – 8:00 a.m. to 4:30 p.m.
January 12  SATURDAY ENROLLMENT – MUSKOGEE DOWNTOWN CAMPUS ONLY – 10:00 A.M. – 02:00 P.M.
January 14  All Fees Due or Arrangements to Pay
January 14  First Eight Week Classes Begin
January 14-15  Muskogee Downtown Enrollment – Monday-Tuesday – 8:00 a.m. to 7:00 p.m.
January 16  Last Date to Add First Eight Week Classes
January 18  Last Date to Withdraw from First Eight Week Classes and Receive a 100% Refund
February 22  Last Day to Withdraw First Eight Week Class with a “W”.
March 07  Last Day to Withdraw from all First Eight Week Classes.
March 07  Last Day of Class for First Eight Week Classes

SPRING 2008 SCHEDULE
SECOND EIGHT WEEK CLASSES
March 10 – May 09, 2008

SECOND EIGHT WEEK SPRING CLASS CALENDAR

January 02 – March 10  Enrollment at Warner and Muskogee Downtown Campuses – 8:00 a.m. to 4:30 p.m.
January 12  SATURDAY ENROLLMENT – MUSKOGEE DOWNTOWN CAMPUS ONLY – 10:00 A.M. – 02:00 P.M.
March 10  Second Eight Week Classes BEGIN
March 12  Last Date to Add Second Eight Week Classes
March 14  Last Date to Withdraw from any Second Week Classes and Receive a 100% Refund
April 24  Last Day to Withdraw Second Eight Week Classes with a “W”
May 09  Last Day to Withdraw from all Second Eight Week Classes
May 09  Last Day of Classes for Second Eight Week Classes
May 09  Commencement – Melvin Self Fieldhouse – 7:00 p.m.
May 12 -22  May Mini-Mester

OFFICIALLY WITHDRAW FROM COURSES YOU WISH TO DROP
YOU WILL NOT BE AUTOMATICALLY WITHDRAWN FOR NON-ATTENDANCE

Degree plans currently on file are valid only as long as you are continuously enrolled
## 2008 FINAL EXAM SCHEDULE

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Testing Period</th>
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<tbody>
<tr>
<td>Wednesday May 07</td>
<td>8:00 a.m. – 9:50 a.m.</td>
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<tr>
<td>Monday May 05</td>
<td>9:00 a.m. – 10:50 a.m.</td>
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<tr>
<td>Wednesday May 07</td>
<td>10:00 a.m. – 11:50 a.m.</td>
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<tr>
<td>Monday May 05</td>
<td>11:00 a.m. – 12:50 p.m.</td>
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<tr>
<td>Wednesday May 07</td>
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<tr>
<td>Monday May 05</td>
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<tr>
<td>Wednesday May 07</td>
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<tr>
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<tr>
<td>Tuesday May 06</td>
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</tr>
<tr>
<td>Tuesday May 06</td>
<td>3:00 p.m. – 4:50 p.m.</td>
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</tbody>
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**CLASSES INCLUDE BOTH MWF AND TTH MEETING DAYS**

**CLASSES MEETING ONCE PER WEEK**

**EIGHT-WEEK CLASSES**

**EVENING CLASSES**

**SIXTEEN WEEK CLASSES MEETING ONCE A WEEK**

Dr. Jo Lynn Digranes, Executive Vice President, must approve any departure from the published final schedule.

**FINAL SHOULD BE GIVEN ON**

**MWF schedule**

**Last Date the Class Scheduled to Meet**

**Last Date the Class Scheduled to Meet**

**During Week of May 05-08, the Last Night Class Meets**

**Last Date the Class Meets**

Dr. Jo Lynn Digranes, Executive Vice President, must approve any departure from the published final schedule.
**Blended Classes**

Blended classes combine conventional classroom meetings with independent study via the Internet and e-mail. Blended courses combine the benefits of face-to-face courses with the benefits of online learning. Students spend less time in the classroom, and more time interacting through online communications technologies.

One of the most common ways you will communicate with instructors and especially if enrolled in an online or blended course will be via e-mail. All CSC students automatically have a CSC e-mail address in the form of: `<yourusername>@stu.connorsstate.edu`

If you have not already obtained your CSC username, please contact (918) 463-6223 for additional information.

Students should carefully read each instructor’s syllabus and identify any specific e-mail guidelines that the instructor(s) may have concerning e-mail.

Students should always consider etiquette and the student code of conduct when writing and submitting e-mail to instructors and students in any course or online course. Using profane or otherwise abusive language in an e-mail can have a negative impact on the student’s standing in the course as well as CSC, and can possibly bring disciplinary action against the student.

**Distance Education**

The (ITV) code in the course listing denotes distance education classes that Connors is sending or receiving via interactive video. On-Line courses, available through the Internet, are also included in the schedule. Information about enrolling in distance education classes from other Oklahoma colleges and universities may be obtained by contacting the CSC Distance Education Specialist, Muskogee Port Campus, (918) 684-5480.

One of the most common ways you will communicate with instructors and especially if enrolled in an online or distance education courses will be via e-mail. All CSC students automatically have a CSC e-mail address in the form of: `<yourusername>@stu.connorsstate.edu`

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**Internet On-Line Classes**

Internet courses at Connors State College provide an alternative to those students who, for whatever reason, are unable to participate in traditional on-campus courses. Because these courses are delivered via the Internet, it is assumed that students enrolling in these classes:

- are self-motivated, self-directed and able to meet deadlines.
- have access to a computer and the Internet and possess basic Internet skills.
- are familiar with the MS Windows environment including file/folder manipulation.
- have basic computer application skills and are familiar with a word processor.
- are capable of sending and receiving e-mail.

Basic hardware and software requirements can be found on the CSC Distance Education website at: [http://www.connorsstate.edu/disted/intcourse orientation.htm](http://www.connorsstate.edu/disted/intcourse orientation.htm)

Specific computer requirements may vary from course to course. Please consult with the instructor. **Students who enroll in Internet On-Line Courses are required to contact their instructor via e-mail and complete a mandatory orientation by January 25, 2008. If a student fails to contact the instructor or complete the orientation he/she will not be allowed to participate in the course.**

One of the most common ways you will communicate with instructors and especially if enrolled in an online internet course will be via e-mail. All CSC students automatically have a CSC e-mail address in the form of: `<yourusername>@stu.connorsstate.edu`

If you have not already obtained your CSC username, please contact (918) 463-6223 in the Administration Building, 2nd floor, Warner Campus.

Students should carefully read each instructor’s syllabus and identify any specific e-mail guidelines that the instructor(s) may have concerning e-mail.

Students should always consider etiquette and the student code of conduct when writing and submitting e-mail to instructors and students in any course or online course. Using profane or otherwise abusive language in an e-mail can have a negative impact on the student’s standing in the course as well as CSC, and can possibly bring disciplinary action against the student.
On-Line, Blended & Other Orientation Schedules

ENGL 2113 F01 – Creative Writing  (Blended) – Orientation Mandatory
Students may attend either session:
Date:    Wednesday, January 23, 12:10-01:00 p.m., Warner Campus Room 102 CLB
        Thursday January 24, 12:30-01:20 p.m., Muskogee Downtown Campus, Room 604
Instructor:  Ms. Connie Nicholson
Phone:  918-463-6289
E-mail: nconsta@connorsstate.edu

BUSB 1113 F01- Business Principles  On-Line Orientation
Orientation: E-mail instructor for a copy of the orientation document with on-line instructions.
Instructor:  Mr. John Maly
Phone:  918-684-5431
E-mail: john.maly@connorsstate.edu

BUSB 2113 F01 – Macroeconomics  On-Line Orientation
Orientation: E-mail instructor for a copy of the orientation document with on-line instructions.
Instructor:  Mr. Patrick Clancy
Phone:  918-684-5438
E-mail: clancyp@connorsstate.edu

BUSB 2143 F01 – Principles of Management  On-Line Orientation
Orientation: E-mail instructor for a copy of the orientation document with on-line instructions.
Instructor:  Mr. John Maly
Phone:  918-684-5431
E-mail: john.maly@connorsstate.edu

BUSB 2213 F01 – Microeconomics  On-Line Orientation
Orientation: E-mail instructor for a copy of the orientation document with on-line instructions.
Instructor:  Mr. Patrick Clancy
Phone:  918-684-5438
E-mail: clancyp@connorsstate.edu

CHDV Program Orientation
CHDV 2301 (All new CHDV students must enroll)
Muskogee Downtown Campus, Room 706, 06:00 – 09:00 p.m.
January 22, 24, February 5, 7, 19, 2008
E-Mail: jcowan@connorsstate.edu

CHDV 2433 F01 – Professional Development  - On-Line Orientation
Date:    Monday, January 14, 2008 @ 3:00 p.m.
Location: Room 706, Muskogee Downtown Campus
Instructor:  Ms. Jan Cowan
Phone:  918-684-0433
E-mail: cowanjl@connorsstate.edu
NOTE: Only students who will graduate during or before the fall of 2008 will be allowed to take the class.

COMS 1133 F01 – Fundamentals of Computer Usage  On-Line Orientation
Orientation: E-mail instructor for a copy of the orientation document with on-line instructions
Instructor:  Ms. Gina Ramming
Phone:  918-463-6307
E-mail: bunch@connorsstate.edu
COMS 2143 F01 – C++ On-Line Orientation
Date: Thursday, January 17, 2008 @ 2:00 p.m.
Location: Room 403A, Muskogee Downtown Campus
Instructor: Mr. Mani Shanmugamani
Phone: 918-687-6747
E-mail: schinna@connorsstate.edu

COMS 1533 F01 – Spreadsheets On-Line Orientation
Orientation: E-mail instructor for a copy of the orientation document with on-line instructions
Instructor: Ms. Rhonda Wilson
E-mail: rhondwil@connorsstate.edu

COMS 1513 F01 – Visual Basic On-Line Orientation
Date: Thursday, January 17, 2008 @ 2:00 p.m.
Location: Room 403A, Muskogee Downtown Campus
Instructor: Mr. Mani Shanmugamani
Phone: 918-687-6747
E-mail: schinna@connorsstate.edu

GPS 1103 General Physical Science On-Line Orientation
Orientation: E-mail instructor for a copy of the orientation document with on-line instructions
Instructor: Ms. Ann Trzcinski
Phone: 918-463-6235
E-Mail: etrzcin@connorsstate.edu

MATH 1513 F01 - College Algebra On-Line Orientation
Date: Tuesday, January 15, 2008 @ 5:00 p.m.
Location: Room 15, Muskogee Three Rivers Port Campus
Instructor: Dr. Ramona Piearcy
Phone: 918-463-6333
E-mail: piearcy@connorsstate.edu

MATH 1493 F01 Math Structures On-Line Orientation
Date: Tuesday, January 15, 2008 @ 5:00 p.m.
Location: Room 15, Three Rivers Port Campus
Instructor: Dr. Ramona Piearcy
Phone: 918-463-6333
E-mail: piearcy@connorsstate.edu

NURS 1003 F01, F02 – Medical Terminology On-Line Orientation
Date: Monday, January 14, 2008 @ 5:00 – 5:50 p.m.
Location: NURS 1003 F01 - Room 513, Muskogee Downtown Campus - Ms. Nancy Johnsey
Location: NURS 1003 F02 - Room 514, Muskogee Downtown Campus – Ms. Sandra Scott, R.N.C., MS
Phone: 918-463-6282 or 463-6292
E-mail: johnsey@cox.net
scotts@connorsstate.edu

NURS 2302 F01 - Lab & Diagnostic Studies On-Line Orientation
Date: Tuesday, January 15, 2008 @ 5:00 to 5:50 p.m.
Location: Room 513 – Muskogee Downtown Campus
Instructor: Ms. Sandi Casey, R.N.C., B.S.N.
Phone: 918-684-5429
E-mail: sandi@connorsstate.edu

NURS 1232 F01, F02 – Pharmacology On-Line Orientation
Date: Monday, January 14, 2008 @ 4:00 – 5:00 p.m., Room 513, Muskogee Downtown Campus
Instructor: (F01) Ms. Joyce Johnson, joycesj@connorsstate.edu
Phone: 918-684-5428 or 684-5429
Date: Tuesday, January 15, 2008 @ 4:00 – 5:00 p.m., Room 101, Jacob Johnson Science Building, Warner Campus,
Instructor: (F02) Ms. Vicki Sanders, svicki@connorsstate.edu
Phone: 9180462-6282 or 918-463-6292
NURS 1117 M01 – Foundations of Nursing Orientation
Instructor: Ms. Wonda Brown
Date: Tuesday, January 8, 2008
Time: 09:00 a.m. – 04:00 p.m.
Location: Muskogee Downtown Campus
Room: 603
E-Mail: wonda.brown@connorsstate.edu

NURS 1228 W01 – Adaptations of Family Orientation
Instructor: Ms. Charlotte Vaughn
Date: MTWRF
Time: 09:00 a.m. – 04:00 p.m. (first 2 weeks)
Location: Warner Campus
Room: 101 JJS
E-Mail: cvaughn@connorsstate.edu

NURS 2137 M01 – Maladaptive States Orientation
Instructor: Ms. Joyce Johnson
Date: MTWRF
Time: 09:00 a.m. – 04:00 p.m. (first 2 weeks)
Location: Muskogee Downtown Campus
Room: 513
E-Mail: joyce.johnson@connorsstate.edu

NURS 2247 M01 – Maladaptive States II (CL-Blended) Orientation
Instructor: Ms. Susan Lybarger
Date: Tuesday & Thursday
Time: 04:30 p.m. – 09:30 p.m. (first 2 weeks)
Location: Muskogee Downtown Campus
Room: 513
E-Mail: slybarg@connorsstate.edu

NURS 2247 W01 – Maladaptive States II Orientation
Instructor: Ms. Sue Evans
Date: MTWRF
Time: 09:00 p.m. – 04:00 p.m. (first 2 weeks)
Location: Warner Campus
Room: 105 JJS
E-Mail: sevans@connorsstate.edu

SPCH 1113 F01 - Intro to Oral Communication – On-line/Blended Orientation
Instructor: Ms. Kim Hayes
Date: Wednesday, January 16, 2008 @ 06:00 – 07:00 p.m.
Location: Room 405, Muskogee Downtown Campus
Phone: 918-463-6301
E-Mail: khayes@connorsstate.edu

Connors State College is in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Connors does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, 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.