



# Table of Contents

---

## *Introduction*

---

[Campus Culture Tree](#)

---

## *Your First Week of Classes*

---

[Preparing Yourself for School](#)  
[MyCourseConnection.com](#)  
[Dress Code](#)  
[Student IDs and Parking Permit](#)  
[Tobacco Free Campus](#)  
[The Library](#)

---

## *Campus Departments*

---

[Administration](#)  
[Financial Aid](#)  
[Student Accounts](#)  
[Faculty](#)  
[The Library](#)  
[Student Services](#)  
[Registrar](#)  
[Career Services](#)  
[Alumni](#)



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## *Campus Services*

---

[Food Services](#)

[Campus Stores](#)

[Clary Sage College Services](#)

[Oklahoma Technical College Automotive and Barbering Services](#)

---

## *Academic Policies*

---

[Attendance Policy](#)

[Associate of Occupational Science Degree](#)

[Academic Standards](#)

[Academic Honesty](#)

[Repeating Courses](#)

[Program Restart Policy](#)

[Five Year Policy](#)

[Credentialing](#)

[Graduation Policy](#)

---

## *General Policies*

---

[School Closings](#)

[Paperless Campus](#)

[Conduct Guidelines](#)

[Inappropriate Behavior and Language](#)

[Harassment](#)

[Texting and Telephone Policy](#)

[Corrective Action Policies](#)

[Appeal and Reinstatement Policy](#)

[Grievance Procedure](#)

[Drug and Alcohol Testing](#)



---

## *Maximize Your Education*

---

[Student Loans](#)

[Building A Resume](#)

[Social Media](#)

[Time Management](#)

[Study Skills](#)

[FERPA Opt-Out Form](#)

[Use of Images Non-Consent Form](#)

[Acknowlegement of Receipt](#)



# INTRODUCTION



# Campus Culture

## VISION

Our vision is to be the paradigm of for-profit education, most admired for its services, outcomes, and public approval.



## MISSION STATEMENT

The mission of the College is to provide students with the necessary academic, vocational and interpersonal skills required for successful employment and lifelong learning in a rapidly changing and technologically oriented global society.

## CORE VALUES

Honor God.  
Have fun and be healthy.  
Pursue growth and learning.  
Put students first.  
Play to win.  
Deliver service to our community.

### Core Values

**Honor God:** Live in a way that pleases God in all parts of life--thoughts, actions, words, and relationships and do so with honesty, integrity, character, empathy and passion.

**Put Students First:** The College is devoted to exceeding student expectations by providing a valuable experience from the moment he or she inquires through securing employment. Exceptional standards of service will never be compromised and is the driving force behind the College's continued success.

**Have Fun and Be Healthy:** The company offers corporate health initiatives but also promotes a work environment that fosters mental, emotional, and spiritual wellness in employee-friendly and fun surroundings.

**Deliver Service to Our Community:** We are committed to taking responsibility for the impact our business has on society by practicing behaviors that promote accountability through corporate social responsibility initiatives and honest corporate citizenship including investing in our communities, adhering to C.A.R.E.S., and practicing the highest ethical standards.

**Play to Win:** The company practices a culture that is playing to win both competitive advantage and market share in a way that rewards courage and expects creative thinking, innovative problem solving, and high impact results each day from our team.

**Pursue Growth and Learning:** With a steadfast commitment to performance excellence, the college requires professional development, personal progression and continuing education to ensure the staff and faculty are acquiring new skills, testing their capabilities, and stretching themselves in order to deliver exceptional value to our stakeholders.

# YOUR FIRST WEEK



## **Prepare Yourself Academically**

In order to succeed academically, there are a few things that you'll need to do before you begin classes:

- Create a study area at home. Studying in the same place and at the same time every day conditions your brain to automatically get into "learning mode" and reduces the amount of time you spend getting mentally prepared to study.
- Prepare your friends and family for a big change in schedule and priorities. Now that you are going to school, you'll need to be protective of your class time and study time. Let them know your schedule and that you will not be reachable during class times except for emergencies.
- Consider reducing your time spent on non-essential obligations while you're in school. You've just added a 15-30 hours/week commitment to your life. It's possible that something else must go to be successful.

## **Prepare Yourself Financially**

For most people, going to school is financially challenging; both because of the reduction in hours at work and the student loans that most students acquire to complete college. However, many students have successfully used their time in school to improve their financial situation, by focusing on increasing their financial literacy.

Here are some things you can do right now, and throughout your time in school, to maximize your income and establish good habits for the future:

- Reduce your debt, and begin practicing good money management by establishing a budget and balancing your checkbook regularly.
- Open a savings account and begin making regular deposits. Small deposits add up to large amounts over time.
- Use credit cards wisely...if you are unable to make more than the minimum payments on your credit cards, stop charging to them until you can easily pay off your balance each month.
- Begin to observe the difference between a want and a need. You may be working few hours (or none at all) while going to school. With less income, you need to reduce expenses too or you'll find yourself in a financial hole when you graduate.
- Know your student loans. How much are you borrowing, and when will you start making payments? If you don't know the answers to these questions, talk to a financial aid representative.

## **Prepare Yourself Technologically**

Internet access and intermediate computer skills are a requirement to complete an academic program at the College. Here are some things you may want to do to prepare yourself technologically:

- If you don't have one already, create an email account that the College can use to contact you. There are many free email account services available to you. Visit [www.yahoo.com](http://www.yahoo.com) or [www.gmail.com](http://www.gmail.com) to get started.
- Check your email regularly for schedule updates and other important communications from the College.
- Check your email account name for professionalism. Imagine putting PartyGirl@yahoo.com at the top of your resume. What would a potential employer think? Start using a professional email address now.



- If you change your email address while enrolled, be sure to let your instructor know so that the school's records can be updated.
- Make sure that you have regular access to a computer with Microsoft Office programs installed (Microsoft Word, Microsoft Excel, and Microsoft Powerpoint).
- There are some plug-ins you'll want to install to make sure that your computer can open certain types of important electronic documents and websites. These plug-ins are free and take less than five minutes to download in most cases. Follow the links below to download these programs:  
[Install Latest Version of Adobe Reader](#)  
[Install Latest Version of Adobe Flash Player](#)  
[Install Latest Version of Real Player](#)

## **Your First Class – Career and Life Development**

Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

### **MyCourseConnection.com**

If you are an on-ground student, you will access many of your assignments and other class activities through a website called MyCourseConnection.com.

When you access MyCourseConnection.com, you'll be able to click on the course you're currently taking and access assignments, videos, animations, pictures, diagrams, discussion boards, and other activities to help you study what you learn in class. You'll also be able to access your grades, and communicate with your instructor and classmates.

MyCourseConnection.com also offers a "Student Services" page that allows you to access community resources such as transportation, housing, childcare, and other helpful information.

Finally, you can also access all of the campus departments from MyCourseConnection.com. You may visit the Financial Aid page to get information about your student loans or make a tuition payment online. The Career Services page in MyCourseConnection will provide information about resume building, interviewing, and job placement...even after you graduate!



# Dress Code

All students are a representative of the college. The students are preparing to enter a service profession and become a professional. There are three major characteristics of any true professional. First, professionals have a strong knowledge base – they know what they are doing. Secondly, professionals follow a strict code of conduct that sets them apart from others. Finally, professionals adhere to a code of appearance and hygiene.

The purpose of the dress code policy is to prepare students to join the ranks of their chosen profession through the practice of professional appearance and hygiene. The dress code is an enhancement of professional development and helps the College adhere to safety standards. Please adhere to this dress code while on campus or when representing your profession and college at off-site functions such as field trips or community service events. Online students are exempt from the dress code. All students receive temporary business cards upon enrollment. These cards should be considered part of the dress code, as students should have them available at all times.

## **Community Care College**

### **Required:**

- College-issued polo shirt with a choice of pants or jeans (scrub pants are acceptable).
- Medical Assisting, Veterinary Assisting, Surgical Technology, and Dental Assisting may also choose to wear a College-issued full scrub set, provided at the beginning of the program.
- Individual programs may have additional dress requirements during laboratory training.

### **Restrictions:**

- The wearing of jewelry is limited to promote a safe environment. No large hoop or long dangling earrings are permitted at any time. Students may wear a conservative bracelet or watch with a second hand on each wrist and a ring on each hand. In a lab setting, students may wear a wedding band, a watch with a second hand, and stud earrings (unless prohibited by the practice of sterile procedures.)
- Long hair (hair which touches the back of the collar should be pulled back at all times.)
- No hats, head coverings, or head scarves are allowed in public areas. In labs, appropriate medical head coverings will be worn.
- No open-toed shoes may be worn.

Should there be a reasonable chance of exposure to blood or other potentially infectious body fluids, the College, at no cost to the student, will provide personal protection equipment.

## **Clary Sage College**

### **Required:**

- Students are required to wear the designated black or white Clary Sage smock with solid black, white or grey top or any Clary Sage t-shirt.
- Solid black must be worn from the waist down. Jeans are prohibited except on designated jeans days.
- In lieu of a smock, Fashion and Interior Design Students are required to wear the designated Clary Sage T-shirt with professional dress attire. All dress will project an image of fashion, professionalism, and good taste
- All clothes must be clean and pressed and free of stains.
- No sweatsuits, sweatpants, exercise pants, short shorts, Bermuda shorts, bib overalls. Yoga pants are acceptable.



- No clothing that is in poor condition or torn
- No clothing with foul language or obscene images
- All dress will project an image of fashion, professionalism and good taste
- No student should be attired in such a manner as to be distracting to classmates or clients
- All female students must wear a bra
- Shoes must be clean and in good repair. Sneakers are allowed as long as they are appropriate with the outfit. No open toed shoes. No exceptions for this is a Cosmetology Board requirement. All students in programs licensed under the OSBC must wear shoes with heels lower than 1".
- All students must be ready for class with hair and makeup reflective of the profession. Hats are prohibited.
- If worn, false eyelashes must be well-maintained
- Hair must be professionally cut, styled, shampooed and conditioned to reflect the profession.
- Nails must be well cared for if worn natural or any of the following: acrylic, manicured, and or polished (any color). Chipped or peeling polish is prohibited and must be removed.
- Perfume is acceptable but not required
- Deodorant is a must

### ***Oklahoma Technical College***

#### ***Required:***

- The uniform for Automotive Technology and Welding consists of: uniform shirt, black solid color pants, professional close-toed work style boots or shoes. The uniform shirt must be worn buttoned with the exception of the top button or snap. Shirt tails and t-shirts must be tucked into the pants. A work coverall is acceptable in the shop area only
- Welding students have a specific dress code when working in the shop. Please see the course syllabus
- Barber dress code is black solid color pants or jeans, closed toe shoes, white shirt, and clean black smock or vest
- Personal cleanliness must be observed and maintained at all times
- Absolutely no jewelry worn in the shop

#### ***Restrictions:***

- Long hair (hair which touches the back of the collar) should be pulled back at all times. Welders with long hair will need to tuck it into a hat as a safety precaution

## **Student IDs**

Identification Badges will be provided for students and are to be worn visibly every day; all field trips, in-service activities, activities off campus and at externship sites. Additionally, these badges entitle students to discounts at many participating businesses such as movie theaters and some restaurants. Replacement Identification badges are \$5.00 each and can be obtained at the front desk.

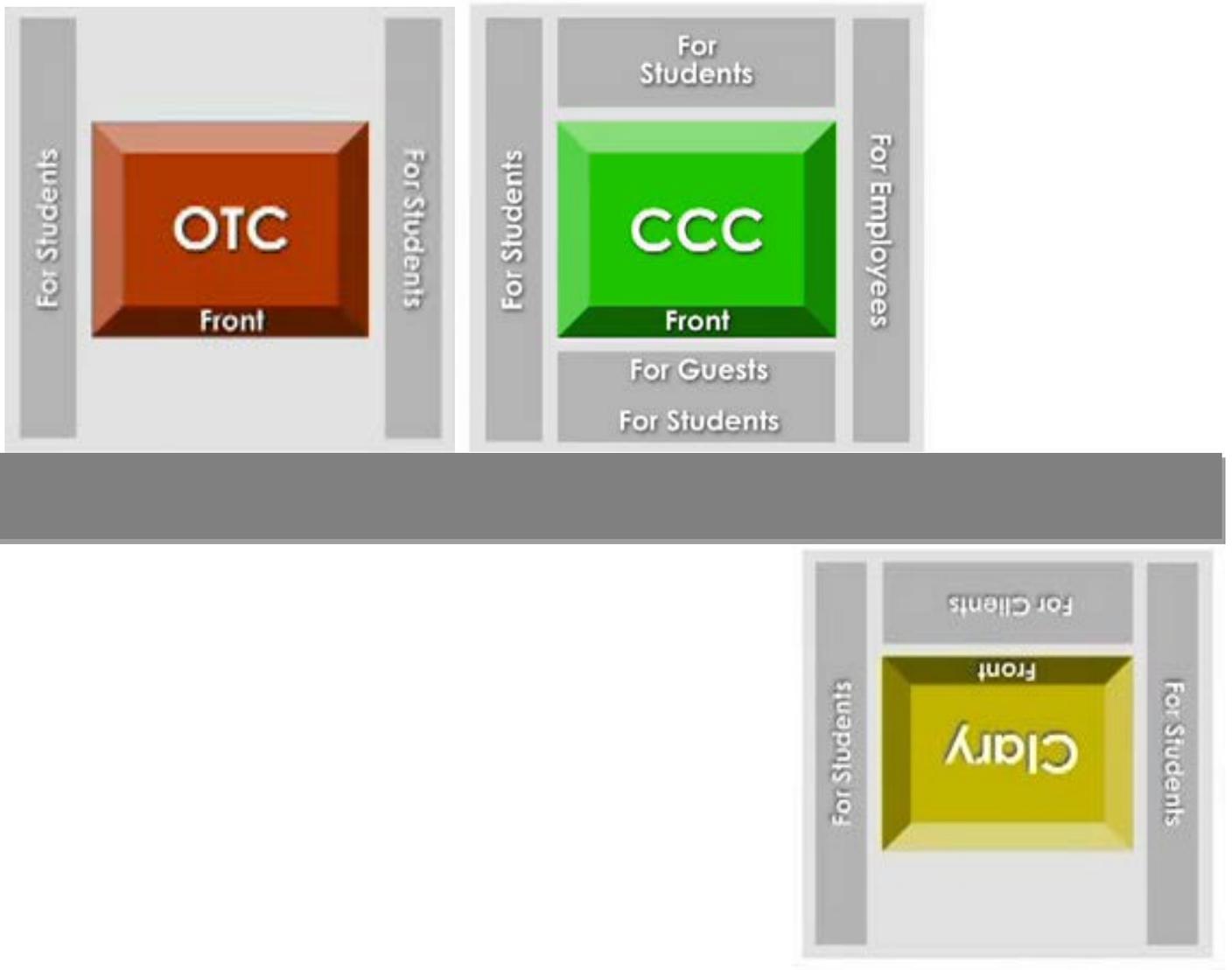


# Parking Permit

Each campus is equipped with on site parking. At CCC, Parking is permitted in the front, south and west parking lots. Students are not allowed to park in spaces designated with “re-served” or “visitors” signs. At Community Care College, overflow parking is available at Oklahoma Technical College. The parking lot is patrolled by a security guard, and surveillance cameras scan the area both day and night.

Parking permits will be issued during your first week of school and must be displayed in the car at all times while on campus. Replacement permits are \$10.00 each and can be obtained at the front desk.

## Parking Maps



# Tobacco Free Campus

The College is a tobacco-free facility. The College recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its faculty, staff, students, and visitors. All tobacco products, including smokeless tobacco and any non-tobacco products designed to emulate tobacco products, are strictly prohibited on campus property. This includes the parking lot, vehicles parked on College property, and all surrounding areas. The College operates according to a strict “three strikes” policy. First Strike: Verbal warning, Second Strike: Written Warning, Third Strike: Expulsion.

## The Library

### **Staff Contact**

Kathy Wills

(918) 610-0027 ext 2118 kwills@communitycarecollege.edu

### **General Rules**

The primary purpose of the Library is to serve the learning resource needs of students, faculty, and staff. Each campus contains resources applicable to your field, and many additional digital resources are available at MyCourseConnection.com. Here are general guidelines to follow when using any of the computer labs or Library resources on campus:

- Sign-in when you arrive and sign-out when you depart
- Always use Germ-X before and after you use the computers
- Do not bring food or drink into the Library or computer labs
- Do not talk on your cell phone while in the computer labs or you may be asked to leave
- Keep noise levels to a minimum while in the computer labs
- Lost and found items are turned in to the front desk at each campus
- Remember your digital media/storage devices when you leave
- Scratch paper is available next to the sign-in sheets
- Return resource materials to their proper location
- Leave workstations neat
- Persons not affiliated with the college are not permitted to use the Library

### **General Policies**

- All current students, faculty, and staff of the College have access to Library collections with full borrowing privileges. Loan periods, borrowing privileges and other policies are designed to give users fair and convenient access to resource center materials.
- A student ID card is required to reserve and check out materials.
- Privileges vary according to borrower status and are granted subject to continued adherence to the established resource center regulations.
- Borrowers are responsible for all transactions made on their borrower’s account and are subject to payment of the full replacement cost of all lost or damaged materials.
- Borrowing privileges are suspended while charges are outstanding. Transcripts and/or excess funds payments will be withheld until the student’s record is cleared of outstanding charges.



## **Locations**

### *Community Care College:*

Books are available in the Library located in the computer lab. Periodicals are available in the reading room in the student lounge.

### *Clary Sage College:*

Books and periodicals are available in the library located on the second floor of the building. Resources are also available in the Library at Community Care College located in the computer lab.

### *Oklahoma Technical College:*

Books and periodicals are available in the computer lab at OTC and may be checked out through the front desk. Resources are also available in the Library at Community Care College located in the computer lab.

## **Library Books**

A student ID card is required to reserve and check out library materials. Students may check out up to three books for one week at a time. Renewals are offered one week at a time and may be accomplished by contacting Library/designated staff by phone, email, or in person. Students may check out books during normal hours of operation.

## **Electronic Media Loans**

Students may utilize electronic media on campus. Videos and/or computer discs may be used for two hours at a time and must be used in the Library.

## **Digital Resources**

All digital resources are accessible at [www.MyCourseConnection.com](http://www.MyCourseConnection.com)

## **Tutoring**

Additional computer help and tutoring is available upon request. If you have any questions or need assistance, please contact Bryan Jenkins at [bjenkins@communitycarecollege.edu](mailto:bjenkins@communitycarecollege.edu) or (918) 610-0027.

## **Damaged or Lost Library Materials**

If materials are lost or returned to the Library damaged to the extent that they are unsuitable for the collection, the student must pay the replacement cost or replace the damaged/lost item (it must be an exact duplicate or a later edition if available.). When this occurs, a notice of applicable charges will show up on the student account.

## **Printer**

The Library allows students to print at the CCC campus. The user id is your student ID# and the password is your first name with the first letter capitalized.

Example: User ID: 5555001 Password: Bryan

Your paper account has 350 sheets; additional sheets are .05 each. You may add paper to your account at the front desk. The front desk will notify Library staff, and the paper will be added to your account. The printer system will notify students when their account balance is running low.



## **Computers:**

### *Logon information*

ID = Student ID Number

Password = Student First Name ( First letter in name capitalized, i.e. Jane)

Domain = CCC

The computers shut down every evening. When the computers shut down, any information you have stored on the computer will be erased. A portable storage device is highly recommended.

Barracuda is our web browsing filter, and it will not permit students to visit certain sites such as shopping sites, stock trading sites, and adult related materials. Library staff do not have the ability to unblock any site for students. If students are unable to visit a website indicated by an instructor, please notify them.

Students may use the computers during normal hours of operation. Occasionally, the Library will be used for a special class or testing and will be closed. Signs will be posted and typically an announcement will be made.

## **Internet Access:**

The Internet has added a valuable dimension to conducting student research, and students will have access to a variety of internet and computer resources. Below are the guidelines for Internet usage at the College:

## **Disclaimer**

The internet is a worldwide network containing millions of pages of information. Students are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Students accessing the Internet do so at their own risk and the College is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at the College is governed by the following policy:

## **Permitted Use of Internet and Company Computer Network**

The computer network is the property of the College and may only be used for legitimate instruction purposes. Users are provided access to the computer network to assist them in their training at the College. Additionally, students have also been provided with access to the Internet through the computer network. All students have a responsibility to use the College's computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible suspension, and civil and/or criminal liability.



## **Computers Network Prohibited Uses**

Without prior written permission from the College, the computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code, political material, pornographic text or images, or any other unauthorized materials. Students may not use the College's internet connection to download games or other entertainment software (including screen savers) or to play games over the Internet. Additionally, students may not use the computer network to display, store, or send (by email or any other form of electronic communication such as bulletin boards, chat rooms, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful.

Students may not illegally copy material protected under copyright law or make that material available to others for copying. Students are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Students may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the College.

## **Accessing the Internet**

To ensure the security of the network and to avoid the spread of viruses, students accessing the Internet through a computer attached to the College network must do so through an approved Internet firewall or other security device. Bypassing the College computer network security by accessing the Internet directly by modem or other means is strictly prohibited.

## **Virus Detection**

Users should never download files from the Internet, accept email attachments from outsiders, or use disks from outside sources without first scanning the material with College-approved virus checking software. If students suspect that a virus has been introduced to the College network, they should notify College staff immediately.

## **No Expectation of Privacy**

Students are given access to computers and the Internet to assist them in their learning curriculum. Students should have no expectation of privacy in anything they create, store, send, or receive using the College's computer equipment. The computer network is the property of the College and may be used only for instructional purposes. Students expressly waive any right of privacy in anything they create, store, send, or receive using the College computer equipment or network. Students consent to allow the College personnel to access all materials created, stored, sent, or received by the student through any College computer, network, or internet connection. Additionally, the College has the right to monitor and log any and all aspects of its computer system, including, but not limited to, monitoring Internet sites visited by students, monitoring chat and newsgroups, monitoring file downloads, and all communication sent and received by users. Furthermore, the College has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.



**Additional Resources**

***Tulsa City-County Library***

Herman & Kate Kaiser Library

[www.tulsalibrary.org](http://www.tulsalibrary.org)

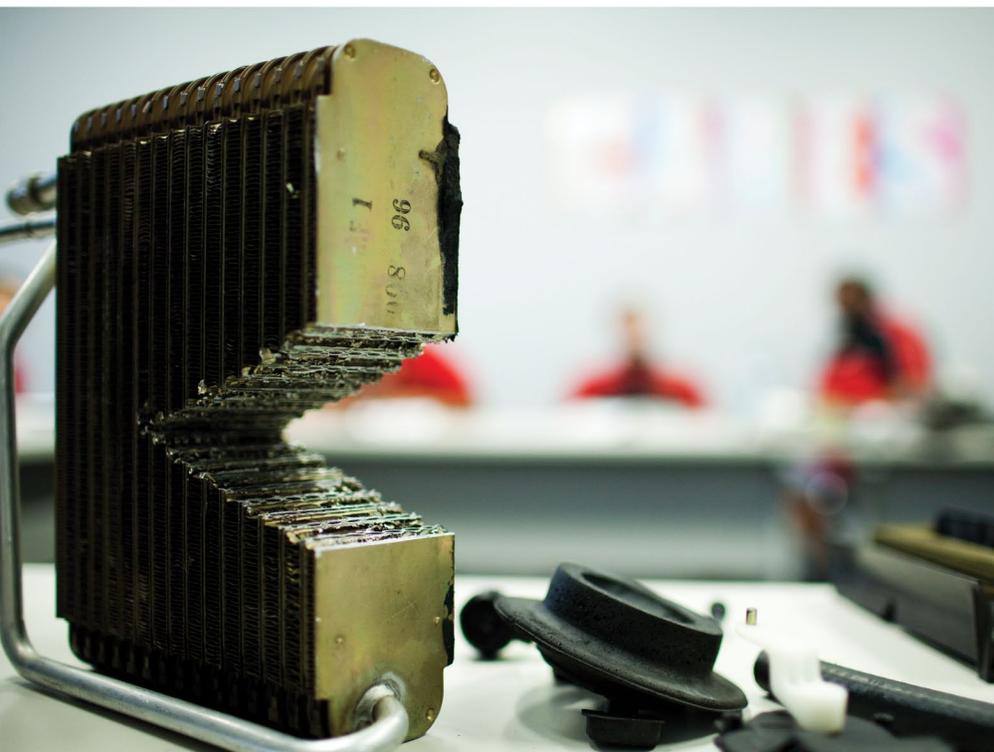
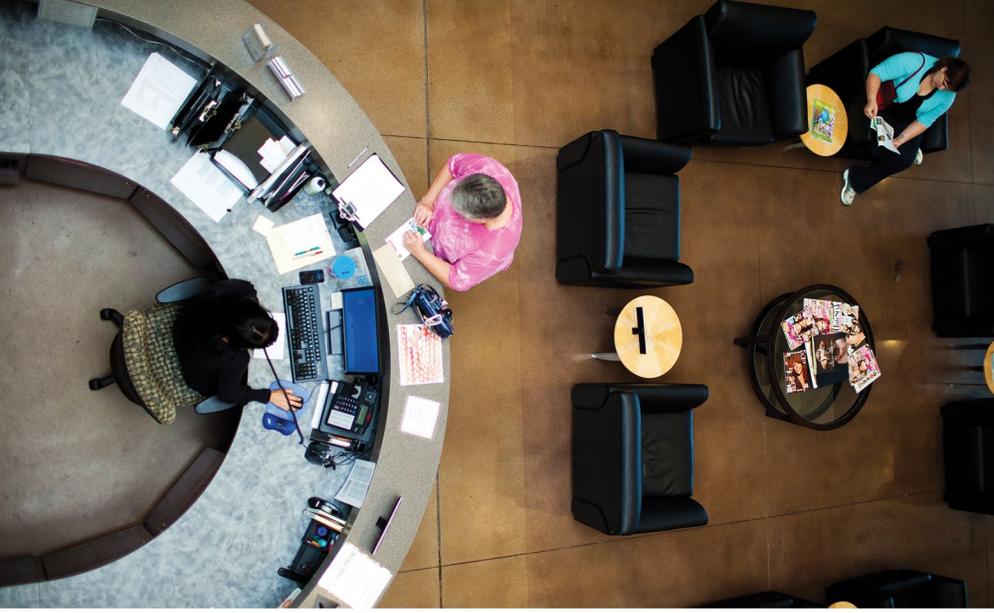
5202 South Hudson Avenue Suite B

Tulsa, OK 74135

***\*Free library card if you work, live or attend school in Tulsa county!***



# CAMPUS DEPARTMENTS



## Administration

Dr. Kevin Kirk is the President of Community Care College, Clary Sage College, and Oklahoma Technical College. Clary Sage College and Oklahoma Technical College have Campus Directors at their locations.

## Financial Aid

Financial Aid helps enrolling students determine what kinds of financial assistance they are eligible for when enrolling. Throughout a student's enrollment, Financial Aid will monitor a student's progress to make sure that they remain eligible to receive the aid originally qualified for. When disbursing funds, the government requires that we evaluate a student's GPA and attendance to determine whether a student remains eligible to receive help with tuition and educational costs. To get more information on these standards, contact a financial aid representative.

## Student Accounts

Periodically, students may need to pay a fee or charge that was not covered in their financial aid package. If this is the case, students will want to contact the Student Accounts department to make a payment or inquire about their balance. Students may also make payments online by [following this link](#).

## Faculty

Instructors are available to assist students outside of class during regular business hours (See posted office hours for available times). Instructors are also available by email or through the MyCourseConnection portal after hours. All faculty are experienced professionals in their field, and offer the highest standard of training in their respective industry.

## The Library

Each campus has a computer lab and Library available to students anytime that the facility is open and operational. Additionally, MyCourseConnection stores electronic resources that are available 24/7 with an internet connection.

## Student Services

There are a lot of things in life that can affect a student's ability to complete their education successfully that have nothing to do with school! That's why we offer information on [MyCourseConnection.com](#) to our students to help them manage anything that comes up which might affect their ability to continue in school. Students may also contact their instructor for assistance.



# Office of the Registrar

The Office of the Registrar provides services related to the creation and maintenance of student academic records. The Registrar's office assists with enrollment, withdrawing, degree or enrollment verification, updating personal information in the Student Database System, fulfilling transcript requests, graduation, and other services. Faculty and staff rely on this office for enrollment maintenance, course scheduling, class roll coordination, grade submission, various enrollment reports and assistance with the registration process. All official documentation regarding grades and attendance, including but not limited to DHS and TANF paperwork, must go through the registrar.

## Grade Reports

Final grade reports are compiled and released at the conclusion of each course. These reports are made available electronically to the student through their Moodle and email accounts. Although the Office of the Registrar notifies a student of all schedule adjustments via email distribution and phone calls where needed, it is the student's responsibility to frequently check their email to review schedules and final grade postings. If a student feels that a grade for a course has been posted in error the student should first address the discrepancy with the their instructor. If the matter is not resolved, the student should address with their program Department head. If it is resolute that the grade posting was incorrect, the instructor must send an official notification of a grade change directly to the Office of the Registrar for processing. Please note: No grade changes will be made by the Registrar at the request of the student.

## Records

### Official Transcripts

All official transcripts of student academic records at CCC, CSC, OTC are prepared and released by the Office of the Registrar. The official transcript includes the complete academic record, as well as the signature of the College Registrar and the official seal of the College.

Transcripts of academic records at CCC, CSC, and OTC may be ordered in the following ways:

1. Mail or fax a completed, signed Transcript Request form to the Office of the Registrar (forms can be emailed or faxed upon request).
2. In person at the Front Desk of the Colleges or directly at the Office of the Registrar  
Students with transcript holds (such as holds due to outstanding financial obligations to the College) will not be granted an official transcript until the hold has been cleared with the appropriate College officials.
3. Under the [Registrar](#) section in My Course Connection.

## Career Services

Career Services helps students find employment in their field quickly after graduation, and offers career assistance services to all graduates, in good standing, with the community and past employers. Career Services also provides students with extensive career training while in school.



# Alumni

The Alumni Association for Community Care College, Clary Sage College, and Oklahoma Technical College provides opportunities for alumni to participate in and contribute to the continued growth and development of our three colleges, facilitates ongoing professional development for our alumni, and promotes interaction between alumni and current students after graduation. Alumni efforts are focused on innovative, relevant, and comprehensive communication to engage alumni, of all three campuses and to enhance their awareness of the college.

## ***Alumni on Facebook***

The Alumni Association also maintains an alumni profile on Facebook. For alumni who are already Facebook users, or those who are interested in registering for Facebook and adding your college as a friend, please visit the Alumni Page for your campus.

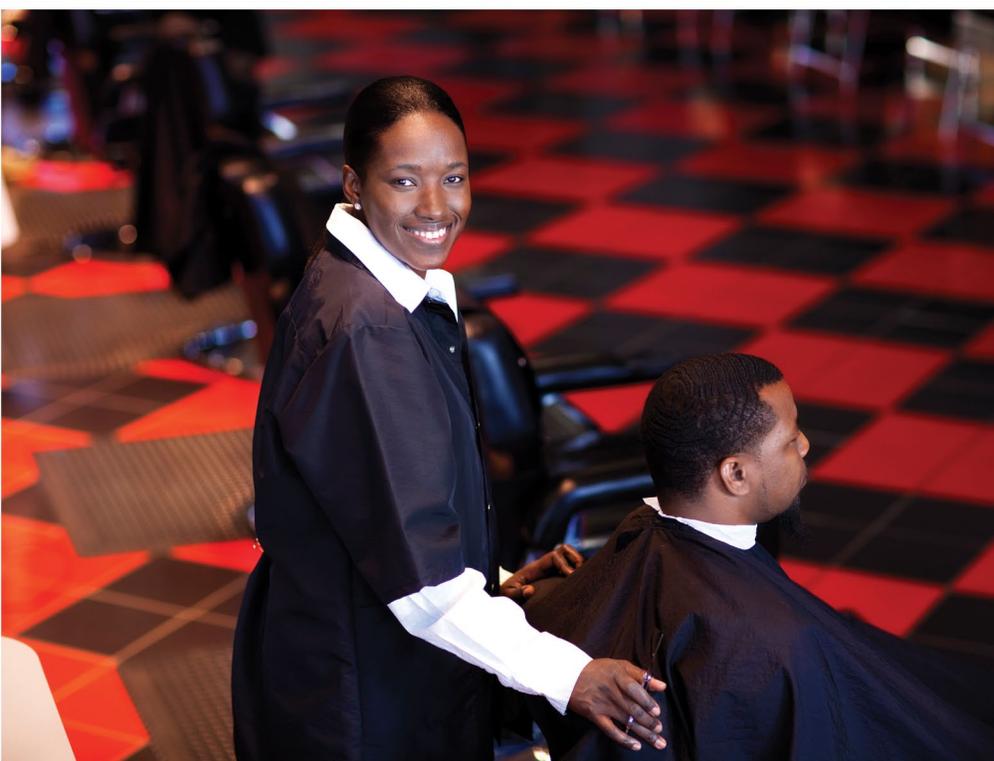
## ***LinkedIn***

The CCC, CSC and OTC Alumni programs maintain a group profile on the professional networking site, LinkedIn. Alumni who are LinkedIn users, or are interested in registering for LinkedIn and adding your campus Alumni page as a friend, can visit the Alumni Profiles on LinkedIn. Each campus has a specific alumni group.

## ***Career Services***

Our Career Services department is also available for alumni who are looking for a job, seeking assistance with their career or needing professional development at any of our three campuses.

# CAMPUS SERVICES



## Food Services

A variety of food options are available at each campus. Vending machines and microwave ovens are located in the student lounge, and periodically local vendors will serve a lunch menu on-site. Additionally, many fast food and traditional restaurants are located in the neighborhood. Food is permitted in the student lounge areas or outside patio areas only. Beverages with a cap or lid are permitted in classrooms. Food is not permitted in classrooms or labs.

## Campus Stores

The CSC and OTC campuses feature retail stores or the equivalent where you can buy supplies, campus apparel, and other products. Hours of operation are as follows:

HOURS:

CSC: Monday -- Thursday 8:00am to 10:30pm and Friday 8:00am to 5:00pm

OTC: Monday – Thursday, 9:45am to 12:45pm and Friday 5:45pm to 8:00pm

\*CCC Offers vending machines for many supplies and offers other items as well.

## Clary Sage College Spa

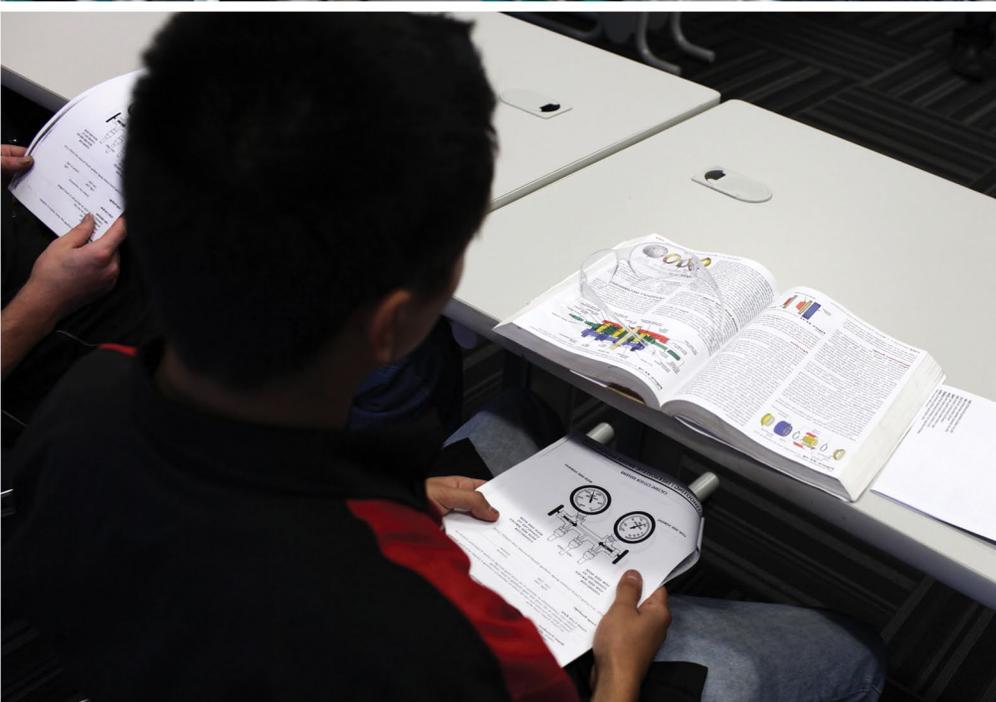
The Spa is located on the first floor of Clary Sage College. Services in massage, esthetics, cosmetology, and nail technology are provided by students, who utilize the Spa for practical training. Students and employees receive 25% off eligible services and products excluding massage. [View Clary Sage College Spa Menu](#)

## OTC Barber Shop Services

The OTC Barber Shop is located at Oklahoma Technical College, and currently offers students a 25% discount on barbering services. [View OTC Barber Menu](#)



# ACADEMIC POLICIES



## Attendance Policy

Students are expected to attend all regularly scheduled classes and laboratory sessions. Poor attendance generally results in poor grades. Attendance in class is a requirement and will be considered in the evaluation of student performance. Students having difficulties because of absenteeism should discuss this matter with their instructor. Refer to the course syllabus for individual course attendance requirements.

## Associate of Occupational Science Degree

The College is a degree-granting institution offering Associate of Occupational Science (AOS) degrees in a variety of disciplines. The AOS degree is a terminal degree designed to help students develop additional skills within their field. To earn a degree, students must successfully complete ten additional courses pertaining to principles of business administration: business law, introduction to marketing, accounting principles, leadership development, human resources, principles of management, business communications, principles of business, business math, and critical thinking. All Associate of Occupational Science courses are hosted by the main campus Community Care College. Degree courses are offered on-ground and online.

## Academic Standards

In order to remain enrolled at the College, students must maintain an overall grade point average of 2.0. If a GPA falls below this average, students will be placed on academic warning until the average generates a grade of 2.0 or higher. Any course failed must be repeated; however, not more than 50% of the total program may be repeated.

In addition, those students receiving federal financial aid must also meet “satisfactory academic progress” (SAP) requirements. To meet SAP, students are first required to maintain a minimum satisfactory cumulative grade point average. Secondly, students are required to complete (pass) at least 70% of the credit hours attempted for each term. For more information about the SAP policy, refer to the catalogue for your campus.

## Academic Honesty

Academic honesty is expected of everyone. No cheating will be tolerated. Examples of cheating include:

- Talking or bringing written notes during a test
- Looking at another student’s paper during testing
- Plagiarism-submitting another’s work and claiming it as your own
- Falsification of any records or official documents

## Plagiarism, Copying, Cheating

Any student found to have plagiarized, copied, or otherwise attempted to indicate the work of another as their own, in an attempt to benefit their standing within the class, will be placed on academic warning and may be expelled.



## Homework

Homework will be assigned regularly during each program of study. In order to be successful, students should plan to spend 3-5 hours per day to complete homework assignments.

## Repeating Courses

When a student does not earn the minimum grade that is considered passing for a course for his/her program the student will be required to “repeat the course” and will be assessed a retake fee. The Registrar’s office will reschedule the failed course. Students are not required to notify the Registrar’s office of a failed course; this information is currently retrieved through the student database system. Date determinations for retaking a course will vary due to course availability.

At times an Instructor/Department Head may determine that it is in the student’s best interest to repeat a course for reasons that could include, but are not limited to, remedial purposes, failure to perform or obtain the appropriate skills needed to function satisfactorily during externship/internship. These instances are at the discretion of the Instructor/Department Head. If it is determined that a student will need to repeat a course in order to review the appropriate knowledge or skills needed, a request for an “Audit” can be made to the Registrar department to be scheduled for this student in scheduling. During the determined “audit” period, the student is required to fulfill the criteria as set by the Instructor/Department Head and will earn audit attendance. Academic credit will not be earned at the conclusion of the audit period.

Students who have earned the minimum or higher grade to pass a class, yet elect to retake a course due to not performing to their own expectations must be aware that if they are receiving Financial Aid, per the DOE regulations, an earned credit for a program can only be funded once. Therefore, if a student successfully passes a course he or she will be responsible to pay for the repeated course out of pocket.

If a student elects to retake a previously passed course and has made arrangements with Financial Aid for “out of pocket” payments, student must then submit an official request to the Office of the Registrar who will then reschedule the course per availability. Once availability has been determined, the Registrar will notify the student.

Please Note: Due to our 150% policy per the DOE, students who are in jeopardy of nearing this deadline will not be eligible to repeat previously passed courses.

## Program Restart Policy

NOTE: (Federal Financial Aid and Agency regulations and requirements will supersede all College policies and procedures when applicable)

**Definition:** Periodically, a student voluntarily withdraws or is terminated from a program with the intention of taking the same program at a later date (This is known as a restart).

**Policy:** It is the College’s policy to allow students to restart a program, provided that they were not terminated from the school for any school policy except attendance or grade issues.



The following procedure is to be followed:

1. A new enrollment contract cannot be signed until:
  - A re-enrollment request form has been filled out
  - A re-enrollment personal statement form has been filled out
  - All paperwork is completed
  - Re-enrollment fee of \$150 has been paid prior to meeting with the re-admission committee along with the required tuition fees that have been prorated per credit hour
2. A student desiring to “restart” must meet with the readmission committee which consists of the President, Department Head, Registrar and Admissions Team Leader. The committee meets monthly. The case will then be decided by the committee. If the student is denied the student can appeal in a letter written to the President.
3. Any student who has dropped or has been dropped by the College will be eligible to return to school on the next start date of the course of which you were originally enrolled. This allows student time to rectify the problem that necessitated the dropping of the course. Student must complete the re-enrollment process.
4. A student who has restarted the course will be treated as a new student being placed on 90 day academic warning. If the previous tuition fee and costs have been refunded, full tuition must be paid. If the monies have not been refunded, the only charges that will incur are any increases that may have gone into effect during your absence and the \$150 re-enrollment fee.
5. The maximum number of times you may restart is two.

If a student believes their individual case warrants exemption from any of the above, a request in writing must be submitted to the College President, detailing the reasons the exemption should be granted. The decision to exempt will be based on the request and College Administration will make the final decision.

## Five Year Policy

Due to technological and credentialing changes and advances in industry standards; Students who do not complete the externship portion of their education or those who never worked in their chosen field of study that wish to return to “audit,” must do so within five years in order for the “transfer credit” to apply. If additional time is necessary, the college will require the student to take a minimum of 50% of the program at the current price. Students must adhere to the re-admission policy outlined in the college catalog

## Credentialing

### Dental Assistant

RDA	American Medical Technologist*
CDA	Dental Assisting National Board
Radiographs	Oklahoma Dental Association Radiation Safety and Protection

### Early Childhood Education

CDA	Child Development Association
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### **Fitness and Health Trainer**

NASM National Academy of Sports Medicine-Certified Personal Trainer  
ACSM American College of Sports Medicine-Certified Personal Trainer  
ACSM American College of Sports Medicine-Health/Fitness Instructor  
ACE American Council on Exercise

### **Massage Therapy**

NCBTMB National Certification Board of Therapeutic Massage and Bodywork  
LMT City of Tulsa Licensure

### **Medical Assistant**

CMA American Medical Assistants Association  
RMA American Medical Technologist  
RPbt American Medical Technologist

### **Pharmacy Technician**

CPhT Pharmacy Technician Certifying Board  
License Oklahoma Board of Pharmacy

### **Surgical Technologist**

CST National Board of Surgical Technologist and Surgical Assisting

### **Basic Cosmetology, Esthetician, Nail Technician, Makeup Artistry/Cosmetician, Master Instructor**

License Oklahoma State Board of Cosmetology

### **Automotive Mechanic, Automotive Technology, Automotive Technology/Light Diesel**

ASE National Automotive Technicians Education Foundation

### **Barber, Barber Instructor**

License Oklahoma Department of Health

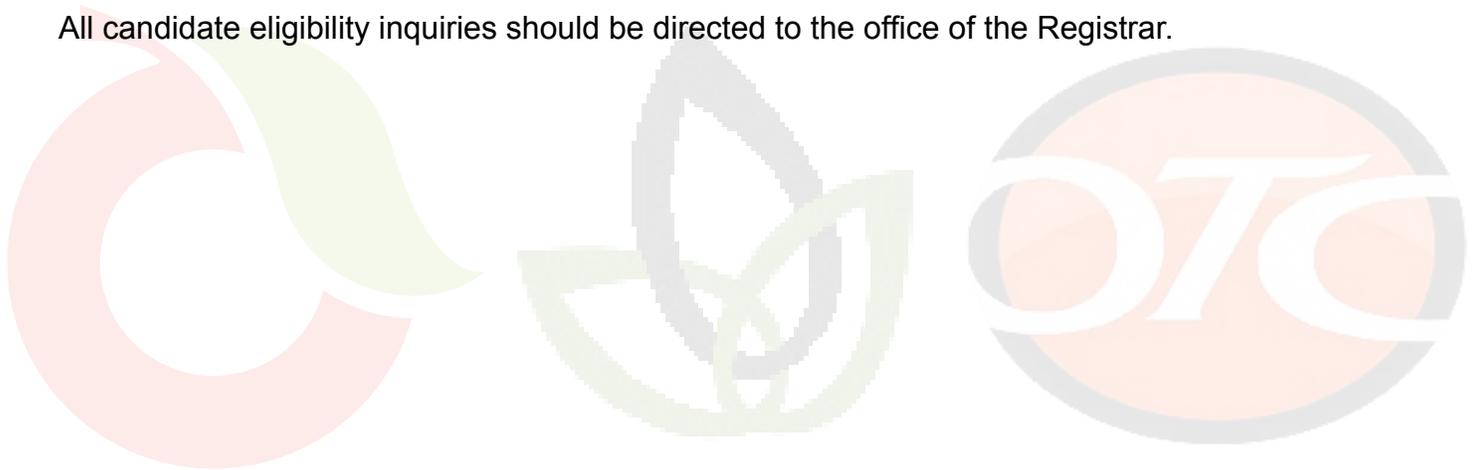
*Many credentials require an applicant to be at least 18 years of age. All credentialing will need to be pursued by the student outside of Community Care College, Clary Sage College, or Oklahoma Technical College. Students do not graduate from the College with these credentials. Please contact your admissions representative with any questions.*



# Graduation

Formal graduation ceremonies are held twice each year and will include graduates from Community Care College, Clary Sage College and Oklahoma Technical College at each ceremony. Prior to graduation, students must successfully complete each individual course within their program. In addition, students must complete all areas of the program with a cumulative grade point average of 2.0 or better and satisfactorily complete the externship/internship portion of training. In order to participate in the graduation ceremony, students must successfully complete all program requirements prior to the cut-off date. Cut-off dates are set by the Registrar's office and typically fall 4-6 weeks prior to the graduation ceremony. If a graduate should complete all course requirements after the cut-off date, the graduate will not be eligible to participate in the ceremony but will be invited to attend the subsequent ceremony scheduled. In addition, students must satisfy all financial obligations to the school, and be cleared of any "holds" in order to participate. A Diploma or AOS Degree is awarded to those meeting the graduation requirements.

All candidate eligibility inquiries should be directed to the office of the Registrar.



# GENERAL POLICIES



## School Closings

The College President and/or the CEO may close the campus for several reasons, which may result in class being either postponed or canceled. The reasons include inclement or anticipated inclement weather that may cause unsafe driving conditions, power failure, water main break, natural or human-caused disasters or other events that may affect the safety or well-being of those who use the campus.

Consideration will be given to current road conditions, weather forecasts, severity and duration of the inclement weather, College obligations to students, clients, and staffing requirements for pre-arranged events. When conditions such as fire, explosions or tornadoes cause the College to be closed, the same procedures will apply.

Students are responsible for checking social media sites, College Websites, or local television stations to learn of postponements and cancellations. The President and/or CEO shall report postponements and cancellations at or before 6:00 a.m. for daytime programs, and 3:00 p.m. for evening programs. If possible, reports will be made at 9:00 p.m. the day before the postponement or closing. The College may reschedule or cancel a College holiday or holidays in order to make up for a missed school day or days.

## Paperless Campus

We live in an era in which the higher education industry strives to become more efficient while maintaining a level of student-focused service that exceeds past standards. Recycling and electronic document access helps achieve these goals in many ways.

For years, employees of the College have utilized a desk-side recycling bin for office paper that is collected daily by the custodial staff. In July 2005, Community Care College furthered this effort by using electronic media in place of print media in the computer laboratory. Assignments and research can be stored electronically and submitted to instructors via e-mail or on MyCourseConnection.com. This is a first step in the long term plan to go completely paperless by converting all documents to electronic media

## Conduct Guidelines

Students are expected to demonstrate professionalism, behave honestly and show respect for others. Therefore, it is college policy to put any students committing misconduct on corrective action. In most cases, the student is first placed on academic warning. If a student commits added offenses, the student's academic warning may be extended or the student may be suspended or expelled from the college. This decision will be made by the Department Head, Campus Director, and/or President.

### ***Theft***

Any student found to have committed theft of property from another person or from the College will be expelled. The school reserves the right to take legal recourse including, but not limited to, arrest.



# Inappropriate Behavior and Language

It is college policy that students practice professional behavior while attending school. As an example of respect, always use last names unless your instructor prefers otherwise.

Inappropriate public displays of affection which reflect negatively on the school or which create an uncomfortable or unprofessional education environment are strictly prohibited. If a student refuses to behave, dress, speak, or treat instructors or others in a professional manner while attending school or school functions, the student will be subject to corrective action, including possible academic warning and expulsion.

The college reserves the right to evaluate and document special cases, and to refuse admission if the college determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College. Cases may include but not limited to felons, sex offenders, etc. Students whose admission is revoked after enrollment must be given due process.

## Harassment

There are various forms of harassment, some sexual and some non-sexual in nature, such as verbal, physical, etc. Do not allow others to harass you in any form or fashion. If you feel threatened in any way speak to your instructor, campus director or the college president immediately.

Have you ever been upset by unwanted sexual behavior or comments at work? If so, you may have experienced one of the most common forms of employment discrimination.

Sexual harassment happens to women and men, in all types of jobs, at every level of the working world. Studies show that as many as one-half to two-thirds of all working women and some working men have experienced sexual harassment. It is a serious problem in the United States and many other countries.

Sexual harassment generally does not happen to you because of the way you dress, talk, or even your behavior. In fact, sexual harassment isn't necessarily about sex - it's about power. When someone at work uses sexual behavior to control you - whether it's to encourage you to have sex or just to make you feel uncomfortable, that's sexual harassment. Sexual harassment violates you and it violates the law and you can get it stopped.

In many states, complaints can be filed with the state and/or local Human Rights Commission under state human rights laws. In addition, students can file a report of sexual harassment at the Office for Civil Rights in Kansas City, which services Oklahoma. The phone number is 816-268-0550. Non-legal services are also available in most states. These services include counseling, advocacy groups, support groups, referral services and employer training programs.



# Texting and Telephone Policy

## **Telephone Calls**

Students may not make or receive telephone calls during class/lab, clinical, or internship/externship hours. Please inform your friends and family of this important College policy. There is a telephone available for your use located in the reception area at each campus. Please use this telephone for urgent situations only.

## **Cell Phones and Other Handheld Electronic Devices**

While at school, students are expected to exercise discretion in using personal cellular phones and other handheld electronic devices. As described in this policy, these devices are collectively referred to as "handheld devices". Excessive use of these handheld devices during school hours can interfere with learning and is distracting to others. A reasonable standard is to limit personal calls, and personal text messaging, instant messaging, emailing and other means of electronic communications during school hours and limited use at break and lunch time. Students are asked not bring these devices to class or to leave them turned off. Failure to comply will result in turning your cell phone in to your instructor on a daily basis as you enter the classroom. Again, texting is against school policy during class/lab hours. Flexibility will be provided in circumstances demanding immediate attention.

## **Recording Devices**

To maintain the security of our premises and systems, and the privacy of our employees and students, the College prohibits unauthorized photography, audio or video recording of its employees, confidential documents, or students. This prohibition includes the use of cell phones equipped with cameras and audio and video recording capabilities. Students may not use a cell phone, camera phone, PDA or any other handheld device in a manner that violates our No Harassment Policy, or other college policies. Students may not use a cell phone, camera phone, PDA or any other handheld device in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful. Students who violate this policy are subject to disciplinary action up to and including corrective action, probation or expulsion.

## **Corrective Action Policies**

Students are expected to exhibit honesty, integrity, friendliness and helpfulness. Compassion is also an essential virtue and is to be demonstrated toward patients, clients, customers, co-workers, fellow students and other Para professionals. Therefore, it is the policy of the College to discipline any student committing violations that compromise professionalism.

### **CORRECTIVE ACTION**

In some instances, before a student is expelled, he or she will be notified in writing by the department head that he or she is being placed on corrective action, the reason for corrective action, what must be done during the time of corrective action, and dates of the corrective action. Possible reasons for corrective action may include, but are not limited to the following: attendance, academic, drug/alcohol use, lack of professional conduct, dress code violation, or any other reason deemed necessary by the institution. This will be done during a private counseling session. Students will be offered the opportunity to sign a copy of the corrective action form and it will be placed into the student record. Students will receive a copy of the form. Removal from corrective action occurs when students meet all the requirements outlined in the agreement. Students not fulfilling the terms of the 30-day agreement will be subject to immediate expulsion.



## **Expulsion**

Students who fail to meet all requirements of a warning or corrective action can be expelled by the President. The student will be notified in writing that he or she is being expelled with an explanation of reasons normally based on violation of a warning or corrective action. In some cases such as theft or highly inappropriate behavior the student may be expelled without a warning period. Expulsion will be conducted during a private counseling session. Students will be offered the opportunity to sign a copy of the suspension or expulsion form and it will be placed into the student record. The student will also be given a copy of the form. Students may appeal using the procedures below.

## **Appeal and Reinstatement Policy**

Expelled students or those who have withdrawn are not entitled to re-admission unless a written request is submitted to the President and is approved. Students re-entering the college are charged current tuition rates for the time required to complete the program, plus a \$150 reinstatement fee, and will be required to re-enter on a conditional status.

If the student feels the college has made an error in its decision to expel, he or she should submit arguments in writing and address it to the attention of the President within a two week period. The case will then be reviewed by the President, whose decision is final. Students who are denied initial admission to the College may reapply for admission after 90 days from the date of the denial.

## **Grievance Procedure**

The purpose of the grievance procedure is to provide an opportunity to resolve concerns as quickly as possible. A student with a concern may contact the instructor, Department Head, Campus Director or President. Recommendations, directives, or suggestions will be made. The following guidelines are to be followed:

1. Problems are to be addressed outside of class, during break, or after class.
2. Complaints should first be resolved by discussion with the instructor and/or Department Head for academic concerns. If the grievance is not resolved satisfactorily with these individuals, it can then be submitted to the President, whose decision is considered final in all matters pertaining to the school.

If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Oklahoma Board of Private Vocational Schools.

Oklahoma Board of Private Vocational Schools (OBPVS)  
3700 NW Classen Blvd. Suite 250  
Oklahoma City, OK 73118-2864  
405.528.3370

If OBPVS fails to resolve your complaint, you may also contact these additional accrediting bodies:

### **Accrediting Council for Independent Colleges and Schools (ACICS)**

750 First Street, NE Suite 980  
Washington, DC, 20002-4223  
202.336.6780



## **Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia, 22048 (703) 917-9503

## **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

1361 Park Street Clearwater, FL 33756 (727) 210-2350

### **A SPECIAL NOTE REGARDING RETALIATION AND/OR ADVERSE TREATMENT FOR BRINGING A COMPLAINT**

All students raising a complaint or issue under this Procedure will be treated with respect and will be responded to promptly. Complaints are not to result in retaliation against anyone including the person raising the complaint, witnesses, or institutional representatives. If a student ever believes that he/she has been subjected to adverse treatment because of making or participating in a complaint, the President or Campus Director must be immediately so notified

This Complaint Procedure is not intended to impede any student's right to file a timely complaint with an appropriate external state or federal agency. Students may seek resolution through the Office of Civil Rights of the Federal Department of Education. Information on how to proceed may be accessed on their website at:

[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)

## **Drug and Alcohol Testing**

The College enforces a policy to maintain a drug-free workplace and educational environment for all employees and students. All employees and students are informed that the unlawful manufacture, distribution, dispensing, possession, transportation, or use of any controlled substance is prohibited on the premises, within 500 feet surrounding the facility, and/or during any school-related activities. The College participates in employment, random, reasonable suspicion, and post-accident drug testing for both students and employees.

Students as well as employees are expected to comply with the above policy in order to maintain a drug and alcohol-free environment. Anyone not in compliance with the above policy will be subject to local, state, and federal laws for unlawful possession, use, or distribution of illicit drugs and alcohol and will be subject to drug testing and possible dismissal from training or employment. Please refer to the College's student drug and alcohol testing policy manual for more details.

### ***Drug Testing***

The College promotes a drug-free workplace and drug-free campus and participates in random, post-accident and reasonable belief drug and alcohol testing for both students and employees. Students will immediately be placed on probation if a positive drug test is generated. The College will cover the cost of the initial test. Required follow-up testing will be at student's own expense.

### ***Laboratory/Clinical/Practical Privileges***

Please note the following: Any student who is on a Drug or Alcohol warning will **not** be permitted to actively participate in any invasive, hands-on laboratory or practical procedure until which time the drug levels have reached a negative state, warning status students will not be permitted to leave the training area during procedures, and student will remain in the classroom for observation.



# MAXIMIZING YOUR EDUCATION



## Student Loans

Student loans are a financial investment, but they are also an important responsibility. If students don't pay their student loans on time or miss payments, they are in danger of going into default, which occurs when a student consistently fails to make payments on student loans. When a student's loan goes into default, he or she:

- Will not be able to receive more financial aid to further his or her education
- Must pay the entire balance in full
- May incur fees up to 19.5%
- Will have negative information on his or her credit report until the default is resolved; resolved defaults appear on a credit report for up to seven years.
- May be subject to wage garnishments up to 15%
- May be subject to income tax refund withholding

Even bankruptcy will not wipe out a defaulted student loan; you will still be responsible to pay the loan in full even after declaring bankruptcy. However, default can easily be avoided, even if you are unable to make payments due to financial difficulty. You just need to call a Direct Loan Borrower Services representative and ask about a forbearance or deferment.

**The number is 1-800-848-0978.**

When you graduate, your payments will be due each month. You will want to address your payments to:

Direct Loan Payment Center  
P.O. Box 530260  
Atlanta, GA 30353-0260

You may also make payments online at [www.dl.ed.gov](http://www.dl.ed.gov)

## Building a Resume

It is a good idea for each student to update their resume before beginning selected program at the College. Students will be making changes and updates to it throughout their program. Resources are available to help build a draft of a student's resume on Facebook ("The Job Stop" Facebook page) and on MyCourseConnection.com.

## Social Media

Community Care College has been an early adopter of social media because it enables the College to not only share what is happening on campus, but also to hear directly and immediately from students, faculty, staff, and the community about what is important to them. Through the network power of social technologies online the communication taking place at our campuses is made even more accessible. Blogs, websites, and social network sites such as Facebook, Twitter, LinkedIn, YouTube, Pinterest, Instagram and Flickr are exciting channels for students to share knowledge, express their creativity and interact with others who share common interests and goals. Students are encouraged to join social media communities in order to stay connected to the college, connect with industry professionals, and to build a professional network of their own.



The primary tools we are currently using for increased communication are Facebook, LinkedIn, Twitter, YouTube, Pinterest, Instagram and Flickr. Across each campus, departments such as Student Services, Academics, Career Services, and Alumni Relations are using these resources to communicate with key audiences.

- Facebook:
  - [www.facebook.com/communitycarecollege](http://www.facebook.com/communitycarecollege)
  - [www.facebook.com/clarysagecollege](http://www.facebook.com/clarysagecollege)
  - [www.facebook.com/oklahomatechnicalcollege](http://www.facebook.com/oklahomatechnicalcollege)
- Twitter:
  - [www.twitter.com/CommCareCollege](http://www.twitter.com/CommCareCollege)
  - [www.twitter.com/ClarySage3131](http://www.twitter.com/ClarySage3131)
  - [www.twitter.com/OKTechCollege](http://www.twitter.com/OKTechCollege)
- YouTube:
  - [www.youtube.com/user/communitycarecollege](http://www.youtube.com/user/communitycarecollege)
  - [www.youtube.com/user/OKTechnicalCollege](http://www.youtube.com/user/OKTechnicalCollege)
  - [www.youtube.com/user/theskintourage](http://www.youtube.com/user/theskintourage)
- Pinterest:
  - <http://pinterest.com/clarysageco/>
  - <http://pinterest.com/commcarecollege/>
  - <http://pinterest.com/oktechcollege/>

In addition to the sites mentioned above, many of our departments and programs also have a social media presence through blogs and Facebook groups, all connected to our main channel. We also encourage the use of LinkedIn for career exploration and development. To connect with the college as well as your classmates and instructors, add your campus to the Education or Employee section of your profile.

We believe it is important for students to be aware of social media and how social technologies can help create and nurture relationships, share information, advance knowledge, raise awareness, build support, participate in important conversations and collaborate on new ideas. Whether students are using social media for personal or professional means, we do advise students to observe guidelines in online conversations:

- Always pause and think before posting. Privacy does not exist in the world of social media; the Internet is a public space and anything you post can be searched online.
- Respect your audience, do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace.
- When disagreeing with others' opinions, keep it appropriate and polite.
- Add value to the conversation. With millions of resources and words online, the best way to get yours read is to write things that people will value.
- Practice good judgment in sharing information.

## Time Management

By adding school to their schedule, students have not only significantly increased obligations; it is likely that they have also increased stress levels. In order to succeed, it may be necessary to re-evaluate daily and weekly responsibilities and make sure that they fit personal values and priorities.



One helpful time management tool to consider is the “Time Matrix.” All of life’s activities fit into one of four categories:



***URGENT AND IMPORTANT***

These tasks demand immediate attention, but they also relate to one’s core values or a major goal one is trying to accomplish. Examples might be a test a student must study for, a sick child who needs attention or finding alternative transportation if car breaks down. It is hard to eliminate tasks in this category.

***URGENT AND NOT IMPORTANT:***

These are tasks that demand immediate attention, but they have nothing to do with core values or anything that matters in the long run. Examples might be a phone call from one’s boss, email that needs to be checked, grocery shopping, or other routine tasks. Often, the time spent in this category can be reduced with some careful planning. For example, rather than check your email for an hour per day, make a plan to check your email once in the morning and once before bed...and spend the rest of the time doing things that are important!

***NOT URGENT, BUT IMPORTANT:***

The more time spent in this category, the more successful a student be in the long-term. The goal is to plan ahead, so that one is less bothered by “urgent” activities or emergencies that demand immediate attention. Next, start focusing extra time on things that matter in the long-term and bring one closer to meeting goals. Some examples might include regular exercise, long-range financial planning, and “quality” time with family.

***NEITHER URGENT OR IMPORTANT:***

These tasks are time-wasters...things that neither demand immediate attention nor bring one closer to accomplishing a goal. Sometimes, it is important to relax and de-stress, but be careful with this category because these activities can get out of hand...fast! Some examples include: checking your Facebook, watching TV, napping, etc.

## Study Skills

Here are some ideas to help students study strategically while in school:

- Attend classes. The students who perform the best in school are usually those who are disciplined about attending class and taking notes.
- Pay attention to the course syllabus. A syllabus is distributed or posted on MyCourseConnection.com at the beginning of every course. A syllabus outlines the topics that will be covered in the class, and usually provides some ideas of the pacing of the class. Students refer to it to make sure that they are on track with their study schedule.
- Set a specific goal for each study session. A student will accomplish more—faster—if they set a specific goal for each study session. Instead of sitting down to study “math,” decide to answer the review questions at the end of the chapter. Instead of “studying marketing,” set a goal to complete an outline for your paper.
- Remove distractions. Study groups are often a fun and useful way to study, but be careful! Sometimes, they can be distracting and result in wasted time. Be sure that each study group is focused, and that everyone is making an equal contribution.
- Don’t cram! Study small amounts of material at one time, and spread your studying out over several days. Cramming might help a student remember the material for the test, but remember that most students need to pass a programmatic final and/or certification test. Studying in small amounts over an extended period of time will help you remember the information even after many months have passed.

## Students’ Right to Privacy

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

A CCC, CSC and OTC student has the right to:

1. Inspect and review information contained in his or her educational records within 45 days of the day that the College receives a written request from the student.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.
7. File a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers **FERPA is:**

Family Policy Compliance Office, U.S. Department of Education, 400  
Maryland Avenue, SW, Washington, D.C. 20202-8520.  
1-800-872-5327

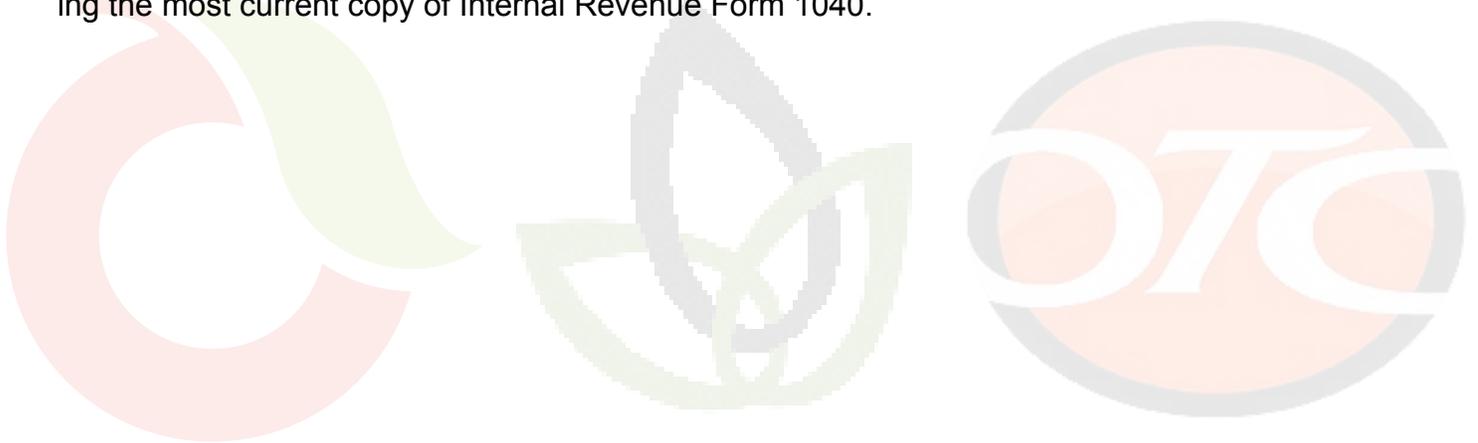


### **Withholding Disclosure of Information**

Currently enrolled students may withhold disclosure of directory information. A student may file a written request with the Office of the Registrar to not release personally identifiable information, including directory information. Such requests will be honored until revoked by the student. The College assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

### **Parental Access to Records**

At the postsecondary education level, parents have no inherent rights to inspect their son's or daughter's educational records. Information regarding educational records is best obtained by direct communication between the parent and the student. Students may consent to release their educational records to parents, legal guardians, or other individuals by completing the appropriate form in the Office of the Registrar. Such consent should be given in an uncoercive environment. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of Internal Revenue Form 1040.



# FERPA Opt-Out form

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Secondary Contact Phone #:( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Relationship \_\_\_\_\_  
Example: Cell, Spouse, Parent, Work, Sibling, Friend, someone who can get in touch with you or your family

E-mail Address: \_\_\_\_\_

## NOTICE OF DIRECTORY INFORMATION:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your educational records. However, the College may disclose the following basic "directory information" which is generally not considered harmful or an invasion of privacy, without your consent: Name, Program of study, Dates of attendance, as well as Degrees, Diplomas or Certificates received. If you do not want your information disclosed without your consent, you may choose to opt-out by notifying the College in writing. This form may be used for that purpose.

To: Registrar Department  
Subject: Directory Information OPT-OUT NOTICE

*I understand that, under FERPA guidelines, the College may disclose basic information about me that is generally not considered harmful or an invasion of privacy without my consent, which is released as "Directory Information." This is notification that I do not want to be included in College Directory Information and that my educational records should not be disclosed without my written consent, except as required by law. I further understand that the College will code my educational records to prohibit the release of my educational records without my consent within ten business days of receipt of this notification*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Date Records Coded: \_\_\_\_\_ Initial: \_\_\_\_\_



# Use of Student Images for School Promotion

The College engages in external promotional activities that contribute to our positive image in the community and to prospective enrollments. The promotional material that is always most appealing contains photos or video images of actual students and employees from the school engaged in various educational activities. The promotional activities include Television, websites, newspaper articles, advertisements, videos, social networking, local community displays and all other marketing activities.

*All images are used in a positive context and may or may not contain the name of the student or employee. Whenever possible, students and employees will be specifically informed that their photos are being used. If a student or employee does not give consent to have his or her photograph used for promotional activities, he or she must complete a Non Consent Form and submit to their Instructor.*

## Use of Images Non-Consent Form

I \_\_\_\_\_ do not give permission for the College to use my photo or video image for promotional activities during my enrollment and/or employment with the College. If for any reason I withdraw the Non-Consent, I will contact the College immediately.

Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Program/Position: \_\_\_\_\_



# Acknowledgement of Receipt

As a student/employee of Community Care College, Clary Sage College, or Oklahoma Technical College, I verify that I have received a copy of CCC, CSC, or OTC's current Catalog with Addendum A,B,C and D; including Tuition and Fees, Orientation Manual, Campus Security Report & Policy, Program Completion and Placement Statistics, and Safety Manual (OTC students only). I also verify that I have reviewed any questions with a school official. Furthermore; I understand that I am releasing all photos, videos, images or similarities that have been taken of me for use in any or all advertising mediums.

*I have read, understand and will adhere to all Community Care College, Clary Sage College, and Oklahoma Technical College policies as outlined in the CCC, CSC, or OTC Catalog, Student Orientation Manual and Campus Security Report & Policy.*

Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

School Official Signature and Date: \_\_\_\_\_

