### EAST CENTRAL UNIVERSITATION TIGER ORIENTATION EVERYTHING YOU NEED TO KNOW TO START SUCCESSFULLY



THEER

## WELCOME

Dear Students,

We are excited to have you join the ECU Tiger family!

You're starting university life and that can be exciting, and sometimes a little scary, but know that you have folks committed to your success. You are starting a journey that will help you understand the world and allow you to make your place in it.

To help you as you embark on your journey, I invite you to take advantage of everything this amazing place has to offer. You have expert guides including your first-year advisors, peer



mentors, and residence assistants that can't wait to meet you and help you get started.

You also have the opportunity to participate in a variety of programs and experiences when you first arrive. Once you move in to your residence hall, you will spend the weekend getting to know ECU and find out how you can be involved in campus life. Students who are engaged in the campus, both the learning and the social activities, are the most successful.

Remember, your journey starts with one step, and you have already taken it by being here today for orientation. Making sure you step into the classroom each and every day will keep you on the path to completion.

I welcome you to your first year at East Central University! I can't say it enough — I am thrilled that you are here! Please reach out to me if you need anything.

You are joining a group of people committed to your success. It is our hope that you learn more about the world and about yourself while you are here. Again, welcome to the Tiger family.

Yours, Katricia G. Pierson, PhD ECU President

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### **BEFORE CLASSES BEGIN...**

#### **LOGIN INFO**

This information will be used for all ECU Resource logins: Blackboard, Colleague Self-Service, Email and Etrieve. <u>Tiger Password Reset</u>



#### **ECU EMAIL**

Once you are admitted to the university, you will receive communications through your <u>ECU email address.</u>

Use the username you received in the reset password step, followed by @email. ecok.edu then enter the password. A <u>tutorial is available</u> if you need assistance. Be sure to check often for :

- Financial Aid Information
- Housing Information
- Communication from Advisers/ Special Groups

#### **COLLEAGUE SELF-SERVICE**

Self-Service is your portal for ECU business (Student Finance and Financial Aid) and academic (Student Planning, Grades and Transcripts). Use your ECU login information.

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<b>IMPOR</b> Monitor your I					COLLEAGUE SELF-SERVICE
Apply for Housing MARCH		e and submit aid documents (if 8 <mark>1</mark>	<b>Tiger Move in 8</b> (Required for all		First day of Classes AUG 16
APRIL Enroll in Classes Meet with Acaden Center to enroll 580-559-5696	nic Success	JULY 31 Final transcript & A Office of Records		AUG 1 Immunization documentation due	AUG 27 Last day to pay fees Bursar's Office 580-559-5227 bursarsoffice2@ecok.e

academicadvisingcenter@ecok.edu



### TIGER PREP BEGINS FRIDAY, AUG. 13 -- REQUIRED FOR ALL NEW FRESHMEN

Save the date for Aug. 13 and join us for the official start of your journey as an ECU Tiger.

Tiger Prep is designed to prepare you for a successful start to your ECU career by developing new friendship and connections, and helping you navigate ECU. All new students are expected to participate. As you move in and explore the ECU campus, you will learn more about your academic program, opportunities to be involved on campus, and our community.

Tiger Prep begins with move-in the Friday before classes and continues throughout the first week of class.

Don't miss this great opportunity to meet new people and get connected to your ECU family.

Bring family and loved ones! We have activities especially for them.



#### Friday, Aug. 13

Move-in at Assigned times Tiger Prep Check-In Lunch Welcome Event Meet Your Faculty Being Parents of a College Student Dinner Parent/Student Convocation Community Life Session Residence Hall Meetings

#### Saturday, Aug. 14

Breakfast Tiger Prep Session 1 First Year Seminar Sessions Lunch Workshops Dinner Social & Community Events

#### Sunday, Aug. 15

Workshops Back-to-School Block Party

#### Monday, Aug. 16 Classes Begin Howdy Fair



### **TUITION & BILLING**

#### **BURSAR'S OFFICE**

The Office of the Bursar is responsible for the assessment and collection of student tuition, fees and other related charges for the university.

- Assessment & collection of tuition & fees
- Student account
- Billing information
- Payment plans & processing
- Refund processing
- Student account consultation

Billing and Payment information is available in your <u>Self-Service</u> portal.

580-559-5227 bursarsoffice2@ecok.edu



#### **FINANCIAL AID OFFICE**

The Office of Financial Aid is firmly committed to ensuring that all students are able to attend college, regardless of their financial situation. Financial Aid is available through:

- Grants
- Scholarships
- Loans
- Part-Time Employment

*Financial Aid information is available in your* <u>Self-Service</u> *portal.* 

> 580-559-5243 financialaid@ecok.edu





### **TUITION & BILLING**



#### FALL

Semester charges for fall 2021 are payable and due by Aug. 27, 2021.



**SPRING** Semester charges for spring 2022 are payable and due by Jan. 24, 2022.

Exceptions apply to the above due dates for pending financial aid, as long as all requested information and/or documents have been submitted. If all requested information and/or documents have not been submitted to the Financial Aid Office by July 31 or Dec. 15, the remaining balance is due immediately.





### FINANCIAL AID FAQ

**Q:** How much financial aid can I qualify for?

A: Eligibility for federal student aid depends on the results of the FAFSA application. A student may qualify for a Pell Grant, student loan(s) and/or employment opportunities through College Work Study.

**Q:** How do I qualify for financial aid?

A: It all begins with the FAFSA application. Once the FAFSA is completed, you will be notified by the ECU Financial Aid Office of the different types of federal aid that you may be eligible for.

**Q:** What are the important dates and deadlines for financial aid?

A: The <u>FAFSA</u> application is available beginning Oct. 1 each year. Some types of federal and state aid are time sensitive. We encourage all students to complete the FAFSA as soon as possible. <u>Information on</u> <u>Financial Aid is available.</u>

**Q**: What is ECU's code for the FAFSA form?

A: When prompted on the FAFSA form, use code 003154 For ECU.

**Q:** How often do I need to complete the FAFSA form?

A: FAFSA must be completed annually.



**Q**: My parents didn't claim me when they filed taxes. Does this make me independent for financial aid purposes?

A: No. Dependency is based upon Step Three of the FAFSA application. You must be able to answer "Yes" to any one of the FAFSA questions 45-57 to be classified as an independent student..

**Q:** Why was I offered loans, but no grants?

A: Federal and state grants are contingent upon the EFC (Expected Family Contribution) results from the FAFSA. Students with a higher EFC may not qualify for grants, but will qualify for loans.

**Q:** Can I enroll part-time and still receive financial aid?

A: Federal Aid may be available to part-time students. To receive student loans, a student must be enrolled at least half time -- six hours or more for undergraduate students, and four hours or more for graduates.



### **FINANCIAL AID**



#### **STUDENT EMPLOYMENT ON CAMPUS**

Working on campus is a great way to earn income that works around your class schedule. Simply activate your Handshake Account at ecok.joinhandshake.com and log in using your ECU student email and set your password. Be sure to enter your entire email address. For example, if you were Roary Tiger, your email would look like: roaetig@ email.ecok.edu. You can also download the free app on Android or iPhone. Search "East Central University On-Campus Employment" as the employer and search jobs. ECU pays student employees through Direct Deposit. Please bring a voided check or a letter from your bank that includes your account number and the bank's routing number.



#### FINANCIAL LITERACY FOR YOU @ ECU (FLY)

Financial Literacy for You @ ECU is a program designed to help manage money as a college student. Financial literacy is understanding how money works: how you make, manage, and invest your money wisely. Knowing the basics of managing your money will help you become self-sufficient and achieve financial stability.



### **ACADEMIC CALENDAR**



August 13 -15 Tiger Prep for All New Freshmen

> August 16 Classes Begin

#### August 20

Last Day to Add 1st 8-Week, Full Semester and TBA Classes; Last Day to Drop 1st 8-Week Classes w/100% Refund

#### August 27

Last Day to Drop Full Semester Classes w/100% Refund; Last Day to Pay Fees

> September 6 School Closed Labor Day

September 23 Last Day to Drop 1st 8-Week Classes w/Guaranteed "W"

October 11 Second 8-Week Classes Begin

October 13 Midterm Grades Available

October 14-15 Fall Break-Campus Closed

October 19 Last Day to Add 2nd 8-Week Classes Last Day to Drop 2nd 8-Week Classes w/100% Refund

November 1-5 Spring '22 Priority Enrollment

November 19 Last Day to Drop 2nd 8-Week Classes w/Guaranteed "W"

#### November 24-26

Campus Closed Thanksgiving Break

November 29 Last Day to Drop Full Semester Classes

> December 6-10 Final Exams

December 11 Commencement

December 13 Intersession Begins

December 14 Semester Officially Ends

December 15 Final Grades Available



January 7 Intersession Ends

January 10 Spring Classes Begin

January 14 Last Day to Add 1st 8-Week, Full Semester and TBA Classes; Last Day to Drop 1st 8-Week Classes w/100% Refund

> January 17 School Closed Martin Luther King Jr. Day

January 24 Last Day to Drop Full Semester Classes w/100% Refund; Last Day to Pay Fees

#### February 17

Last Day to Drop 1st 8-Week Classes w/Guaranteed "W"

March 4 1st 8-Week Classes End

March 7 2nd 8-Week Classes Begin

March 9 Midterm Grades Available

March 11 Last Day to Add 2nd 8-Week Classes; Last Day to Drop 2nd 8-Week Classes w/100% Refund

> March 14-18 School Closed Spring Break

April 4 Last Day to Drop Full Semester Classes

April 4-8 Summer/Fall '22 Priority Enrollment

April 20 Last Day to Drop 2nd 8-Week Classes

> May 2-6 Final Exams

May 7 Commencement

May 11 Final Grades Available

Complete ECU calendar



### ACADEMIC FAQ

#### **Q:** What can I major in at ECU?

**A:** ECU offers more than 70 degree options. No matter your career choice, you can get there from here. Visit <u>ECU's Find a Major</u> to explore options.

**l**: Do I have an Academic Advisor?

A: Yes! An advisor from the Academic Success Center will work with you during your orientation and first enrollment to get you started in your course of study. A faculty member from your major will serve as your advisor after that. You can locate your advisor's name on the first page of your degree audit, and in the advising menu from the <u>Colleague Self-Service</u> for Student Planning.

**Q**: How do I make sure I receive my earned AP credit?

A: Please have your AP scores sent directly from the College Board to ECU (Institution Code: 3394). If you have an AP course that is not on the approved list and have the score required, the Office of Admissions and Records will apply the qualifying credits and equivalencies to your transcript.





**Q:** How do I change my schedule?

A: Once you have enrolled, you will be able to change your schedule as long as the add/ drop period is open. You should continue to work with your advisor to make schedule changes.

**Q:** How do I make sure I graduate on time?

A: Each major has a four-year plan of study with suggested courses for each semester. This plan and working with your advisor will help you stay on track to graduate on time.

**Q:** How do I get academic help if I need it?

A: Professors are always glad to answer questions and assist students. Be sure to speak with your instructor or advisor. If you need help with a specific class, or tutoring, the <u>Academic Success Center</u>, <u>Writing</u> <u>Center</u> and <u>Tutoring Zone</u> are available.

#### **INFORMATION RELEASE**

**l**: Can my parents see my grades?

A: The Family Educational Rights and Privacy Act (FERPA) protects the privacy of students' education records once they reach the age of 18 or attend a postsecondary institution. This law protects the rights of students to review their own records and to challenge any content of the record.

To grant someone else access to your records, fill out the information release for each office. For FERPA questions, contact the Office of Admissions and Records at registrar@ecok.edu.

#### FRESHMEN ON CAMPUS

One of the best ways to become involved in student life is for students to reside in the residence halls. Research has shown that students who live on campus persist and graduate at higher rates, are more satisfied with their personal college experience, and show more development than students who do not live on campus.

In light of the benefits of on-campus living, all freshmen students under the age of 21 shall live on campus for their first academic year. Summer sessions are excluded. For exclusions to this policy and more information, see the <u>Housing Brochure</u> and <u>website</u>.

#### **CAMPUS SAFETY**

ECU prides itself in providing residents a safe place to live while attending school. Each building has an assigned Residence Director (RD) which is a full-time staff member that manages the day to day operations of their residence hall. Additionally, each building holds a number of Resident Assistants (RAs) to help with the facilitation, safety, and security of the residence halls. Residents may find assistance 24 hours a day, whether it is an RD or an on-call RA. On-call numbers are posted at the front desk of each building.

#### For any other questions, please call the Office of Housing and Residence Life at 580-559-5602.

Any individual experiencing or aware of an emergency situation that is threatening to the health and/or safety of any student should immediately call 911 or campus police at 580-559-5555. The RA On- Call number for each building is listed below:

Pontotoc Hall - 580-399-9236 Briles Hall / Chokka-Chaffa' Hall - 580-399-9242 Pesagi Hall / Tiger Commons / Stadium Apartments - 580-399-9235



## LIFE ON CAMPUS FAQ

**Q**: When will I get my housing assignment?

**A:** Once the housing application is complete, you will be notified through your ECU email when it is time to return to the application, select a room, choose a meal plan and sign the housing contract.

**Q**: What amenities are available in my residence hall?

**A:** All halls have access to coin-free laundry facilities, WIFI is available in each room of the4 residence. Vending machines, and a front desk to assist are in each hall and can provide the use of games and recreational equipment. Find the Housing Brochure featuring each residence hall for more information.

**Q:** What are my dining options?

A: ECU offers various meal plans for students living on campus. Taff Cafeteria and the University Center Snack Bar are available where residents can use meal plan credits.



#### **l:** What do I bring to move in?

Things to bring move-in day:

Toiletries Toilet paper Hangers Laundry supplies Power strip Towels Bedding (Sheets, blankets, pillows) Eating utensils Cups/ water bottles Computer/laptop Trash can TV Things to bring later:

Pictures Posters Calendar Sticky tack Small table Extra chairs Mini fridge Microwave Decorations Cleaning supplies Storage containers Curtains Keurig Wall plug air fresheners

#### Things to leave at home:

Extension cords Hammer and nails Candles/incense Coffee pots Crock pots Electric kettles Toasters George Foreman grills Candle warmers Weapons Expensive jewelry or collectibles Amplified instruments

#### **IMMUNIZATION REQUIREMENTS**

Compliance documentation and the certification of exemption is available on the <u>ECU</u><u>Health Services</u> website.



#### **ECU POLICE DEPARTMENT**

The East Central University Police Department provides uniformed, state-certified police officers for enforcement of local, state and federal laws 24 hours per day. Officers are available to students or employees needing access to buildings or residences after hours upon request and presentation of proper identification. Around-the-clock car and foot patrol is maintained on campus property.

A no-tolerance policy on alcohol and drugs is upheld on all ECU property. All local, state and federal laws will be enforced by the ECU Police Department.

> ECU Police Department 830 East Main Street 580-559-5555 580-332-3875

#### PARKING

All motor vehicles parked on campus must obtain and display at all times an appropriate parking permit that corresponds to the area parking in, unless otherwise directed or exempt. (refer to parking map for locations). Permits are obtained at the ECU Information booth located in the Wellness Center/Student Union. Student parking permits are valid for one year. Student permits become void after the student is no longer enrolled or maintaining a student status.

Parking and traffic regulations available.





#### INTERNATIONAL STUDENTS

International students have separate requirements and processes for enrollment and living on campus. Visit the <u>International Student</u> website for a timeline, resources and documents.



#### **ECU BOOKSTORE**

The ECU Campus Bookstore provides classroom textbooks, computers, materials and other academic resources along with fan gear, gifts and general supplies. The bookstore is inside the Memorial Student Union and is open Monday through Friday 8 a.m. to 5 p.m.

> ECU Bookstore 580-332-6347 bookstore@ecok.edu

You can order your textbooks online through the <u>ECU Campus Bookstore</u> and check prices and requirements online.

Plan to order 1-2 weeks in advance. Orders must be shipped to a physical address, no P.O. boxes. Only order books for the upcoming semester. Textbooks are subject to change each term. When purchasing course materials, you will have the choice of new, used, or rental, and also in digital or print formats. Some courses may also require an access code for online activities that may either be bundled together or purchased separately.



Upon enrollment every student is automatically approved to charge up to \$500 to their student account at the bookstore on books and supplies. Whatever is spent will be reflected on your bill from the Bursar's office. To utilize, choose "Financial Aid" as your payment option during checkout.



ORDERING BOOKS

#### **HOW TO RECEIVE PACKAGES & LETTERS**

Chokka-Chaffa' and Pesagi residence halls are equipped with mailboxes at no additional cost so residents are able to receive mail or packages at these residence halls.

To receive mail at Chokka- Chaffa' :

At Pesagi:

Your Name East Central University 1100 E 14th PMB 2 (room number) Ada, OK 74820 Your Name East Central University 1100 E 14th PMB 1 (room number). Ada, OK 74820

ECU also provides mailbox rental services through the campus bookstore. Any other residents wishing to acquire a personal mailbox are encouraged to stop by the Campus Bookstore, located in the Memorial Student Union.





### LIFE ON CAMPUS GET INVOLVED

East Central University has 65 different Student Organizations looking for new members. From academic and major-specific organizations, to religious, service, or special interest groups. The Office of Campus Involvement, located in the Administration Building, Room 150 is home to the Campus Activities Board, Greek Life, and Student Organizations.

Be sure to stop by the Office of Campus Involvement or email <u>cab@ecok.edu</u> with any questions or comments and get connected!

**Greek Life:** Greek life can provide you with opportunities to further your career, increase your personal and professional network, and help you develop inter- and intrapersonal skills all while hanging out with like-minded men and women that feel like family.

**Student Government Association:** All students are members of the SGA upon enrollment. Officers and Senators are elected on a yearly basis.

The SGA exists to represent the interest of the students by serving as a liaison between the university and community. We encourage you all to meet with your Senators through our SGA town halls as well as through our weekly SGA meetings.





#### Clubs and Organizations:

The Office of Campus Involvement provides services, leadership development resources, and recognition programs for 65 student organizations. Student organizations connect students with a stronger sense of community, develop group

building and leadership skills, and serve as an outlet for self-expression and sharing of talents. The Office provides assistance with student organization recognition, organization recruitment and retention, publicizing on campus, and event planning.



### LIFE ON CAMPUS GET INVOLVED

#### ECU Tiger Esports:

The esports program is to create an inclusive environment that promotes the goals and values of teambased video games. We currently have varsity Overwatch, as well as club teams in various other titles. Follow on Discord, Twitch, Facebook and Instagram. Email <u>esports@ecok.edu</u> for more information.





#### ECU Intramurals

The Intramural department offers all ECU students, faculty/staff members, alumni and now including community members with quality activities that enhance health and wellness, social and physical interaction, teamwork and competitive fun. For more information, email margkir@ecok.edu.





### **STUDENT SUPPORT SERVICES**



#### **STUDENT COUNSELING CENTER**

The <u>Counseling Center</u> offers free counseling to all enrolled ECU students. The center is dedicated to helping students resolve personal difficulties which may interfere with their personal and academic functioning. Resources include developmental, remedial and preventive services.

Memorial Student Union Building Room 137B 580-559-5714 ccenter@ecok.edu

#### **STUDENT HEALTH SERVICES**

The <u>Health Services Center</u> provides students with confidential, quality health care at the onset of illness or injury and educate students regarding the prevention of and protection from disease. The office hours are 8 a.m. to 4:30 p.m. Monday-Thursday; 8 a.m. to 3:30 p.m. on Friday; with scheduled doctor appointments from non to 1 p.m. Monday through Friday. The State of Oklahoma and East Central University requires students to <u>submit</u> <u>immunization documentation</u>.

Memorial Student Union Building Room 137A 580-559-5713 <u>healthservices@ecok.edu</u>

#### **TESTING & ACCESSIBILITY SERVICES**

The Office of Testing and Accessibility Services works with ECU students, professors, and administration to foster a welcoming environment, inclusive and accessible for everyone. We work with our students, to support and encourage selfadvocacy, self-awareness, independence, and academic achievement. Fentem Hall

Room 302 580-559-5297 <u>tasstu@ecok.edu</u>



### **STUDENT SUPPORT SERVICES**



#### ACADEMIC SUCCESS CENTER

The <u>Academic Success Center</u> is committed to providing a student-centered environment to foster partnerships between students and faculty, furnish accurate academic information, and to promote lifelong learning. Hours are 8 a.m. to 5 p.m. Monday-Friday.

Spencer Administration Building Room 262, 580-559-5696 academicadvisingcenter@ecok.edu

#### **TUTORING ZONE**

The <u>Tutoring Zone</u> is a free resource available to all ECU students. The Tutoring Zone offers tutoring in Math, Physics, Biology, Chemistry, General Science, Financial & Managerial Accounting, and Advanced Computer Business Applications. Tutors can also help with study skills. Spencer Administration Building Room 259

#### **WRITING CENTER**

The <u>Writing Center</u> is a free resource that assists students with all stages of the writing process. Writing Center consultants can help generate and organize ideas provide constructive feedback and suggestions and provide assistance with grammar, punctuation, or citations. Spencer Administration Building Room 260

#### **TRIO STUDENT SUPPORT SERVICES**

TRIO is a U.S. Department of Education funded program aimed at supporting eligible students (low-income, firstgeneration and/or documented disability) in transition from high school through college graduation.



# **DEAR PARENTS**

Welcome to the Tiger family! Each of you is a valued member of the ECU community whether you have been a part of the Tiger family for several generations or are joining us for the first time. Your participation in the educational journey of your child and in the life of campus is greatly valued. So much so, that we wish to invite you to Tiger Prep on Friday, Aug. 13. We have activities especially for you, now a parent of a college student.

We want to thank you for sharing your child with us. We, the staff, faculty, and administrators, are committed to providing opportunities for your child to learn, grow, and become professionals prepared for the challenges of their adult life.

Indeed, our mission, "To educate and empower students to understand and transform the world," guides everything we do at ECU. We have watched many students dip their toes into exploring the world while others jump in with everything they have. We are prepared to support your student with either approach they take.

We encourage you to stay connected with your child while at ECU. We have a **Parent & Family** page on the ECU website that provides information on how to help your student with encouragement, resources, and support in their new journey. Of course, you are also welcome to attend events hosted by ECU, and those may be found on the **campus calendar**. You are especially invited to participate in Homecoming on Sept. 18. We look forward to seeing you at many activities, and at your child's commencement.

Again, welcome to the Tiger family.

Yours, Katricia G. Pierson, PhD President





### **IMPORTANT NUMBERS**

#### Academic Success Center

580-559-5696 Spencer Administration, 262 Orientation, Enrollment, Transfer Coursework Review

#### Office of the Bursar

580-559-5227 Spencer Administration, 108 *Billing & Payment* 

#### Counseling Center

580-559-5714 Memorial Student Union 137B

ECU Police Department 580-559-5555 Chickasaw Business & Conference Center

#### Educational Opportunity Center

580-559-5684 Memorial Student Union College resources for special populations/FAFSA Assistance

> <mark>Financial Aid</mark> 580-559-5243 Spencer Administration, 101A

#### **Housing**

580-559-5602 Spencer Administration, 155

#### **Information & Technology Help Desk**

580-559-5884 Danley Hall 101 Password, Email, Blackboard, and MyECU logins

#### International Student Office

580-559-5669 Spencer Administration, 152

> Linscheid Library 580-559-5376

#### Admissions and Records

580-559-5236 Spencer Administration, 111 Transcripts, Grades, Degree Information

#### Student Health Services

580-559-5713 Memorial Student Union, 137A

#### Student Support Services 580-559-5833 Spencer Administration, 250 Academic support for special populations

#### Testing and Accessibility

580-559-5297 Fentem Hall, 302











