CS1103 Syllabus (Fall 2021)
Computer Programming (Python)

Instructor
Matthew E. Orr
matthew.e.orr@okstate.edu

Table of Contents
Instructor.............................................................................................................................................................1
Office Hours........................................................................................................................................................2
Textbook/Reading Materials............................................................................................................................2
  Primary Reading Materials..........................................................................................................................2
  Course Text Book.......................................................................................................................................2
Course Objectives...........................................................................................................................................2
Course Format................................................................................................................................................2
  Noob Friendly.............................................................................................................................................2
  Learning Format.........................................................................................................................................3
  Expectations for You.................................................................................................................................3
  Discussion Forum Policy...........................................................................................................................3
Course Schedule............................................................................................................................................4
Grading and Assignments...............................................................................................................................5
  Course Grades...........................................................................................................................................5
  Bonus Assignment....................................................................................................................................5
  Due dates...................................................................................................................................................5
  Late Assignments.....................................................................................................................................5
  Meaning of Grades....................................................................................................................................6
Academic Integrity..........................................................................................................................................6
  Collaboration and Cheating Policy............................................................................................................6
OSU Syllabus Attachment..............................................................................................................................6
Office Hours

I, Matthew Orr (AKA the instructor), will not be holding regular office hours. If you need to meet over the phone or Zoom, please give at least 24 hours advance notice to schedule it during a mutually acceptable time. Generally, my availability will be in the evenings and weekends. However, please do not hesitate to email with any questions you may have. I will be diligent about answering email each evening. Please put “CS1103” in the email subject to ensure it isn’t accidentally overlooked.

Textbook/Reading Materials

Primary Reading Materials

Jupyter Notebooks/Google Colaboratory Files
The bulk of the course will be delivered using Jupyter Notebook files. These files will include instruction, examples, hands-on practice problems, and assignment requirements. Please see Topic 0.01 in Canvas for more information.

Course Text Book

A Byte of Python (https://open.umn.edu/opentextbooks/textbooks/a-byte-of-python)
This book is an open textbook, which means that it is a free resource. It will not be used within the lectures or assignments, but you can use it to supplement the course content if you need further instruction.

Course Objectives

- For you to learn the basics of computer programming using the python programming language.
- To be introduced to more advanced topics so that you are aware of what is possible when attempting to solve real world problems in the future.
- To make the learning as easy and painless as possible.

Course Format

Noob Friendly

This course does not have any prerequisites related to computer programming, so I will be teaching it accordingly. If you happen to have previous programming experience, you will hopefully find this course extremely easy. If you don’t have any previous programming experience, that’s okay. It may not be “easy” for you, but it should still be possible to get an A as long as you put in the effort to actually learn as you progress through the material. I will also try to add humor throughout the course so that it’s not completely boring.
Learning Format

My goal is to teach you how to program the way that most programmers in the world learn a new language: by working through online tutorials, and asking when you need additional help. The course definitely builds on itself, so do your best to actually learn a topic before going on to the next.

I have laid out the course instruction using Jupyter Notebooks to walk you through each topic. This has the advantages that they are not only interactive in nature, but also do not require a lot of setup before you get started. Feel free encouraged to modify my examples as you go to try different things in order to get a better understanding. If you have a “what if” question, the answer will be TIAS (try it and see).

Expectations for You

Because this course builds on itself, I highly recommend you read through the topics and work on assignments as frequently as possible. Ideally, you would do a little bit each day. The more time you go between working on this course, the more time you’ll have to spend refreshing your memory. I know all teachers say this, but procrastination can really hurt you here, so don’t save everything up for the last minute. This is a self-paced course, so if you want to finish everything in the first few weeks, go for it.

I also understand that not everyone’s preferred learning style is reading pages and pages of text. If you get stuck, confused, or overwhelmed on any particular topic, I have the expectation that you will reach out for help. Again, my goal is to make the learning as easy and painless as possible, so I am not intentionally trying to make anything difficult if it happens to feel that way.

Each topic will include one or more practice problems. These are worth no points. They are there to allow you to attempt the solution to make sure you understand it before going on. As a result, a solution to each problem is provided. Make an effort to do the practice problems on your own first. If you get stuck, go ahead and look at the solution. If you don’t understand the solution, follow these steps until you do understand:

1. Try re-reading the topic from the top.
2. Try reading the relevant section of the textbook
3. Email the instructor with your question

Discussion Forum Policy

The whole goal of this course is for you and everyone else in the course to learn python. If you want to use the forum to ask questions where my explanations aren’t enough, go for it. However, do not use it to ask for answers to actual assignments or to post answers to assignments, or else you could find yourself in violation of the Academic Integrity policy. Lastly, I will try to keep tabs on questions posted to the forum and respond somewhat frequently, but if you need a quick response you should email me directly.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Unit</th>
<th>Topics</th>
</tr>
</thead>
</table>
| Week 1  | 8/16 – 8/22 | Syllabus & Course Information, Unit 0: Introductory Topics, Unit 1: Foundations | Syllabus & Attachment Course Introduction  
|         |             |                               | 0.01 – Jupyter Notebooks  
|         |             |                               | 0.02 – Assignments  
|         |             |                               | 0.03* – Bonus Assignment  
|         |             |                               | 1.01 – Programming  
|         |             |                               | 1.02 – Versions  
|         |             |                               | 1.03 – Command Line  
|         |             |                               | 1.04 – Interactive Python  
|         |             |                               | 1.05 – Tabs vs. Spaces  
|         |             |                               | 1.06 – IDEs |
| Week 2  | 8/23 – 8/29 | Unit 2: Getting Started       | 2.01 – Print Statements  
|         |             |                               | 2.02 – Code Comments  
|         |             |                               | 2.03 – Variables  
|         |             |                               | 2.04 – Data Types  
|         |             |                               | 2.05* – Math Operations |
| Week 3  | 8/30 – 9/5  | Unit 2: Getting Started       | 2.06 – Type Conversions  
|         |             |                               | 2.07 – String Concatenation  
|         |             |                               | 2.08* – String Operations |
| Week 4  | 9/6 – 9/12  | Unit 2: Getting Started       | 2.09* – Collections  
|         |             |                               | 2.10 – Collection Operations  
|         |             |                               | 2.11 – Value vs. Reference |
| Week 5  | 9/13 – 9/19 | Unit 3: Programming Structures | 3.01 – Boolean Logic  
|         |             |                               | 3.02* – Conditional Logic |
| Week 6  | 9/20 – 9/26 | Unit 3: Programming Structures | 3.03* – Looping  
|         |             |                               | 3.04 – Comprehensions |
| Week 7  | 9/27 – 10/3 | Unit 3: Programming Structures | 3.05* – Methods and Functions  
|         |             |                               | 3.06 – Functions Continued |
| Weeks 8-9 | 10/4 – 10/17 | Unit 3: Programming Structures | 3.07* – Recursion |
| Week 10 | 10/18 – 10/24 | Unit 4: Software Engineering | 4.01 – Function Scope  
|         |             |                               | 4.02 – Main Method  
| Week 11 | 10/25 – 10/31 | Unit 4: Software Engineering | 4.03* – Object Oriented  
|         |             |                               | 4.04 – Class Inheritance |
| Week 12 | 11/1 – 11/7 | Unit 4: Software Engineering | 4.05 – Libraries  
|         |             |                               | 4.06 – Exception Handling |
| Week 13 | 11/8 – 11/14 | Unit 5: Files                 | 5.01 – Files  
|         |             |                               | 5.02* – File Formats |
| Week 14 | 11/15 – 11/28 | Unit 6: Advanced Topics       | Databases, Encryption, Web |
| Week 15 | 11/29 – 12/5 | Final Project                 | No lecture – Work on final project* |

* this topic has an assignment
Grading and Assignments

Course Grades

Your entire grade depends on how well you do with the assignments. There will be no quizzes, tests, or finals, because the nature of each assignment will require an understanding of each topic that came before it. Each assignment will count as 100 points, for a total of 1000 points for the course.

To discourage unauthorized collaboration and cheating, all of the assignments in this course will be unique to each student. All students will cover the same topics and all of the assignments on a given topic will be the same degree of difficulty. Email me (the instructor) to request your list of assignments.

Assignment 10 will be a comprehensive project. This final project will build upon the previous topics just like the assignments before it, so it shouldn’t be any more difficult than those previous assignments. However, it will be a larger program which will take more time and effort to complete. Since I’d like this course to be worthwhile for you, if you have a goal in mind for taking this course, please let me know as early as possible and I may allow you to substitute or customize the final project to better meet your goal. Any and all changes to the final project must be requested in writing in advance and must be approved by me in writing in advance. I encourage you to think up actual problems/opportunities you’d like to solve in your life as potential topics.

Bonus Assignment

In addition to the regular assignments, there will be 1 bonus assignment worth up to an extra 50 points. Since this is a bonus assignment, failure to turn it in will not negatively affect your grade. This assignment is due on the date below and no late submissions will be accepted.

Due dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 29</td>
<td>Bonus Assignment (no late submissions will be accepted)</td>
</tr>
<tr>
<td>Sep 5</td>
<td>Assignment 1 – Math</td>
</tr>
<tr>
<td>Sep 12</td>
<td>Assignment 2 – Strings</td>
</tr>
<tr>
<td>Sep 19</td>
<td>Assignment 3 – Collections</td>
</tr>
<tr>
<td>Oct 3</td>
<td>Assignment 4 – Conditionals</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Assignment 5 – Loops</td>
</tr>
<tr>
<td>Oct 17</td>
<td>Assignment 6 – Functions</td>
</tr>
<tr>
<td>Oct 31</td>
<td>Assignment 7 – Recursion</td>
</tr>
<tr>
<td>Nov 7</td>
<td>Assignment 8 – OOP</td>
</tr>
<tr>
<td>Nov 14</td>
<td>Assignment 9 – Files</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Assignment 10 – Final Project</td>
</tr>
</tbody>
</table>

Late Assignments

Assignments will be due on or before 11:59:00 PM (central time zone) of the specified due dates above. Late assignments will have 10 points deducted from your score for each day they are late. Assignments will be accepted up to a maximum of 3 days late, unless we've made prior arrangements in writing.
Meaning of Grades

A (90% or better) – You are proficient in the topic/course.
B (80% or better) – You almost have it learned. With a little more time and effort, you’ll be proficient.
C (70% or better) – You have the basic idea down, but struggle with the implementation.
D (60% or better) – You are struggling to understand but you’re still trying hard to get it right.
F (less than 60%) – You do not understand what is going on.

Because of the way I have laid out the meaning of each grade, I do not plan to grade on a curve. However, because I do not have any delusions that I am the greatest instructor of all time, I will reserve the right to curve your grades up if I believe the reason you are struggling is because of the way I have structured the course.

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended or dismissed from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, https://academicintegrity.okstate.edu.

Collaboration and Cheating Policy

Since the primary goal of the course is that you learn python programming, and the only way to gauge that is through the assignments, you are not allowed to collaborate with anyone on your assignments. No sharing of code, no peer reviewing of code for correctness, no team-based troubleshooting, no posting or searching for the solutions on websites, etc. If you get stuck, reach out to the instructor for help.

If I have a reasonable suspicion that there has been any cheating, copying, or other collaboration on any of the assignments, I will give you 0 points on the original assignment and may offer a retake assignment that must be completed over video conferencing where I can watch you/your screen as you complete said retake assignment. Adequate notice will be given to schedule a video conferencing call. I also reserve the right to report the incident to the Office of Academic Affairs, with further disciplinary action (as described above in the Academic Integrity section) as a possibility.

With all of that said, if you want to collaborate with others on practice problems or the general lecture material (i.e. anything but the assignments) to gain a better understanding of the underlying topics, feel free to do so.

OSU Syllabus Attachment

continued on next page...
Your success as a student is our top priority so the following information is provided to answer questions most often asked by students. Be assured the OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, please be sure to seek help EARLY! We are here to assist you.

As a student, you may experience a range of issues that can cause barriers to learning. Mental health concerns, such as strained relationships, increased anxiety, alcohol/drug problems, difficulty concentrating, and/or a lack of motivation, can lead to diminished academic performance and/or feelings of distress. A lack of access to basic needs including food, housing, or hygiene products, can negatively affect your ability to do well in your courses. Whatever your need, the OSU community is here for you and wants to provide resources to best support your needs. You can access mental health resources, health and wellness resources, and the Basic Needs Resource Center to help navigate college life (https://ssc.okstate.edu/student_support_resources.html). You can request assistance in navigating resources or share concerns you might have about a peer at Student Support and Conduct (https://ssc.okstate.edu/report.html).

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add a class (without instructor permission)</td>
<td>08/23/2021</td>
</tr>
<tr>
<td>Last day to drop a class with no grade and 100% refund</td>
<td>08/23/2021</td>
</tr>
<tr>
<td>Last day to add a class (requires instructor &amp; advisor permission)</td>
<td>08/27/2021</td>
</tr>
<tr>
<td>Last day to drop a class or withdraw from the University with no grade and receive a partial refund</td>
<td>08/27/2021</td>
</tr>
<tr>
<td>Last day to drop a class or withdraw from the University with an automatic “W”</td>
<td>11/05/2021</td>
</tr>
<tr>
<td>Last day to request to drop a class with an assigned grade of “W” or “F” (requires instructor &amp; advisor permission)</td>
<td>11/19/2021</td>
</tr>
<tr>
<td>Last day to withdraw from the University With an assigned grade of “W” or “F”</td>
<td>11/19/2021</td>
</tr>
<tr>
<td>Pre-Finals Week</td>
<td>11/29/2021-12/03/2021</td>
</tr>
<tr>
<td>Final examinations</td>
<td>12/06/2021-12/10/2021</td>
</tr>
<tr>
<td>Final grades due from faculty</td>
<td>12/15/2021</td>
</tr>
</tbody>
</table>

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet, and Outreach Class Schedules page of the Registrar’s website http://registrar.okstate.edu/SIO-Schedule.

FALL SEMESTER HOLIDAYS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Holiday</td>
<td>09/06/2021</td>
</tr>
<tr>
<td>Students’ Fall Break</td>
<td>11/22/2021-11/24/2021</td>
</tr>
<tr>
<td>University Holiday</td>
<td>11/25/2021-11/26/2021</td>
</tr>
</tbody>
</table>

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY: students often confuse these terms.

**Dropping a Course** refers to the dropping of one or more classes while remaining enrolled in at least one other OSU course for a given semester. Students may request to drop a course during the 13th and 14th weeks of the semester with instructor and advisor permission. The grade of “W” or “F” will be assigned by the instructor. Drop and refund deadlines can be found within the Academic Calendar. Summer courses and other short courses that vary from the standard 16-week semester follow proportionate drop and refund periods.

**Withdrawing** from the university means dropping all courses and you are no longer enrolled for the current semester. The withdrawal process is initiated with your academic advisor. Withdrawal deadlines can be found within the Academic Calendar. Withdrawal deadlines involving summer courses and other short courses that vary from the standard 16-week semester follow proportionate withdrawal periods.

Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw and Refund of Tuition and Fees Petition is available on the Academic Affairs’ website: https://academicaffairs.okstate.edu/faculty-development/add-drop-withdraw.html.

ALERTS AND RESCHEDULING

If the OSU campus moves to virtual classes or officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

ACADEMIC INTEGRITY

101 Whitehurst/405-744-5627/http://academicintegrity.okstate.edu

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. Students have the right to appeal the charge.

COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared. Assignments, quizzes, and exams
(individual questions or in its entirety) should not be uploaded to websites offering note-sharing, tutoring, or other academic help (free or by paid subscription).

CLASS ATTENDANCE AND PARTICIPATION
Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. **SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.** If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are ill, you should stay home. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY
Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY
In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY

**Student Email** - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

**Computer Labs** - A complete description of computer labs and hours of operations are available at their website: [https://it.okstate.edu/services/computer-labs/index.html](https://it.okstate.edu/services/computer-labs/index.html). Lab information is also available by calling the Information Technology Help Desk at 405-744-HELP (4357).

**EQUAL OPPORTUNITY**

409 General Academic Building/405-744-7607
[https://is2many.okstate.edu/](https://is2many.okstate.edu/)

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, pregnancy, status as a parent, national origin, disability (physical or mental), age, family medical history or genetic information, political affiliation, military service, protected veteran status, or other non-merit based factors. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that they may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or one of the University’s Sexual Assault Victim Advocates (Mon-Fri 8 AM-5 PM, 405-564-2129 or 24 Hour Help Line 405-624-3020).

**DIVERSITY AND INCLUSION**

408 Whitehurst/405-744-9154
[https://diversity.okstate.edu](https://diversity.okstate.edu)

Oklahoma State University is a land-grant institution committed to excellence in diversity and inclusion. We strive to maintain a welcoming and inclusive environment that appreciates and values all members of the University community. We define diversity as engagement in meaningful actions, behaviors, and conversations that reflect a commitment to recognizing, understanding, and respecting the differences among students, faculty, staff, and visitors throughout the OSU system. We do not condone acts, behavior, language, or symbols that represent or reflect intolerance or discrimination. OSU is dedicated to cultivating and enriching the competitive advantages that diversity and inclusion provides all members of the University community. We identify diversity as a quality of life issue, as well as an important economic driver for the prosperity and well-being of the state, nation, and world.

**STUDENT ACCESSIBILITY SERVICES**

1202 W. Farm Rd #115/405-744-7116/[http://sds.okstate.edu/](http://sds.okstate.edu/)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of the disability and requesting accommodations. If you think you have a qualifying disability and need accommodations, contact the Office of Student Accessibility Services to start the registration process and to ensure timely implementation of appropriate accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations. Faculty have an obligation to respond when they receive official notice of accommodations but are under no obligation to provide retroactive accommodations.
STUDENT SUPPORT AND CONDUCT

328 Student Union/405-744-5470/ https://ssc.okstate.edu/

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University’s mission. The Student Code of Conduct educates students about their civic and social responsibilities including policies and procedures involving student misconduct.

In general, the University expects students to aspire to follow and promote the Cowboy Community Standards or integrity, community, social justice, respect, and responsibility.

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741 Text 405-592-4128

For a complete list of the library’s hours, please visit http://library.okstate.edu/about/hours

For information about the library’s services and how to utilize research tools, please visit www.library.okstate.edu

*Contact the following for information on hours of operation:
- Architecture Library 405-744-6047
- Curriculum Materials Library 405-744-6310
- Veterinary Medicine Library 405-744-6655

WHERE TO GO FOR HELP

ACADEMIC RELATED SERVICES

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with them prior to or immediately following your class session or check with the departmental office on when the instructor may be available. Some office hours may be virtual, and students are strongly encouraged to confirm the format and available times with their instructor.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, you may log in to my.okstate.edu to locate their contact information. Some advising appointments may be virtual, so students are strongly encouraged to confirm the format when requesting an appointment.

Bursar

113 Student Union/405-744-5993 http://bursar.okstate.edu/
The Bursar Office bills and collects tuition, fees, campus housing, and other university related charges. The Bursar Office also processes and disburses all federal and campus-based funds to students’ bursar accounts and refunds any overpayments on students' bursar accounts.

Career Services

360 Student Union/405-744-5253 http://hireosugrads.com

Concurrent Student Academic Support Services

University College/040 Student Union/405-744-1389 http://universitycollege.okstate.edu/concurrent/index.html
Find out about academic services for concurrent students or to schedule an advising appointment.

Language Placement Test

206 Gunderson Hall/405-744-9547 http://languages.okstate.edu/
Students with prior language experience in French, German, or Spanish who take the placement exam and then score a ‘B’ or higher in a more advanced class, will get up to 6 credit hours for the classes below it. Schedule your free test by emailing Nick Howland at nick.howland@okstate.edu.

Multicultural Affairs

240 Student Union/405-744-5481 http://oma.okstate.edu/
Academic, career, and personal success programs are available. Student organizations representing diverse communities and annual events are offered.

Pre-Professional Health and Law Support Services

University College/040 Student Union/405-744-9965 https://preprofessional.okstate.edu
Support services available to all OSU students, regardless of major, who desire to pursue a professional education in healthcare or law.

Registrar

322 Student Union/405-744-6876 http://registrar.okstate.edu/
The Office of the Registrar provides services related to the creation and maintenance of student academic records. Staff in the Registrar’s office are available to assist students with enrollment, official transcript requests, degree and enrollment verification, updating personal information in the Student Information System, graduation, and other services.

Scholarships and Financial Aid

119 Student Union/405-744-6604 http://financialaid.okstate.edu
Over 80 percent of Oklahoma State University students received scholarships, grants, work, and low-interest loans totaling over $320 million last year. Contact the Office of Scholarships & Financial Aid to apply for financial aid or to meet with a financial aid counselor.

Transfer Student Academic Support Services

University College/104 North Classroom Building/405-744-1390 http://universitycollege.okstate.edu/transfer/index.html
This office provides undergraduate transfer students with a seamless transition to OSU by collaborating with various departments on campus, including Undergraduate Admissions, the LASSO Center, the Office of the Registrar, and Scholarships and Financial Aid.

University Assessment and Testing

107 University Assessment and Testing Building/405-744-5958 http://uat.okstate.edu/
Campus and national tests as well as testing accommodations are provided.

Veteran Benefit Services

322 Student Union/405-744-6343 http://registrar.okstate.edu/Veteran-Benefit-Services
This office provides information and assistance in completing the appropriate forms to apply for educational benefits through the U.S. Department of Veterans Affairs and through the State of Oklahoma.
Veteran Student Academic Support Services
University College/104 North Classroom Building/405-744-1390
http://universitycollege.okstate.edu/veteran/index.html
This office works with veteran and military-affiliated students to aid in their transition from military service to successful careers by ensuring they succeed academically through coordination of support services from both on- and off-campus entities.

HEALTH RELATED SERVICES

Center for Family Services
101 Nancy Randolph Davis West/405-744-5058
https://education.okstate.edu/outreach/center-family-services/index.html
The Center for Family Services is the on-campus training clinic for the Marriage and Family Therapy graduate program. The CFS offers individual, couple, and family therapy sessions.

Counseling Psychology Clinic
107 Public Information Office/405-744-6980
https://education.okstate.edu/ccp_clinic/index.html
Faculty and graduate students offer high quality and cost efficient psychological and mental health services to students Monday through Friday.

Psychological Services Center
118 Psychology Building/(405) 744-5975
https://psychology.okstate.edu/osupsc
Graduate Students in the Clinical Psychology Ph.D. program offer low cost, evidence-based therapy as well as assessment for ADHD and learning disabilities.

University Counseling Services
320 Student Union/405-744-5458
https://ucs.okstate.edu/
Services include personal counseling, the Alcohol & Substance Abuse Center, and stress management through the Reboot Center.

University Health Services
1202 W. Farm Road/405-744-7665
http://uhs.okstate.edu/
Any individual who feels as though they have concerning symptoms (fever, cough, difficulty breathing) or have been around someone being investigated for COVID-19 can call UHS at 405-744-7665. An allergy clinic, lab services, x-ray, travel clinic, women’s clinic and pharmacy are among the services offered at this campus outpatient medical clinic.

Wellness Department
405-744-5510
http://wellness.okstate.edu/
Intramurals, group fitness and sports clubs are among the many programs and services available through the Wellness Department.

CAMPUS LIFE RELATED SERVICES

Fraternity and Sorority Affairs
211J Student Union/405-744-5490
https://lcl.okstate.edu/gogreek/
For questions and comments about fraternity and sorority organizations, contact Fraternity and Sorority Affairs.

Housing and Residential Life
100 Iba Hall/405-744-5592
http://reslife.okstate.edu
For questions and comments about housing and residential life, contact the Housing administration office.

Leadership and Campus Life
211 Student Union/405-744-5488
http://lcl.okstate.edu
Get involved through student organizations; the Center for Ethical Leadership; International Students & Scholars; Non-traditional Student Services; and Parent & Family Relations.

Service-Learning Volunteer Center
211G Student Union/405-744-5145
https://lcl.okstate.edu/volunteer/
Find volunteer opportunities and earn the recognition C.O.R.D. to wear at graduation.

University Dining Services
076 Student Union/405-744-4424
http://dining.okstate.edu/
For questions and comments about meal plans or university dining operations, contact University Dining Services.

ACADEMIC SUPPORT RESOURCES AND TUTORING

Learning and Student Success Opportunity (LASSO) Tutoring Center
021 Classroom Building/405-744-3309
https://universitycollege.okstate.edu/lasso/
LASSO offers free individual and group tutoring for a variety of courses.

STUDENT ACADEMIC SERVICES CENTERS

Ferguson College of Agriculture
136 Agricultural Hall/405-744-5395
Contact: Dr. Deb VanOverbeke
http://agriculture.okstate.edu/students/
Academic support and career guidance resources are available for Agriculture students.

Arts and Sciences
213 Life Sciences East/405-744-5658
Contact: Dr. Amy Martindale
https://cas.okstate.edu/advising
Academic support and career guidance resources are available for Arts and Sciences students.

Education and Human Sciences
101 Nancy Randolph Davis/405-744-5053
Contact: Ms. Kristi Seuhs
https://education.okstate.edu/undergraduate-students/
Academic support, advisement and career counseling is available to all Education and Human Sciences majors.

Engineering, Architecture and Technology
111 Engineering North/405-744-5276
Contact: Mr. Lance Millis
https://studentservices.okstate.edu/advising
Academic advising and career services are available for all CEAT
students. Tutoring is offered for general math, science, and engineering courses.

Spears School of Business  
155 Business Building/405-744-2772  
Contact: Ms. Marissa McIntyre  
https://business.okstate.edu/student-services/  
Academic advisement is provided for freshmen through seniors in all business major areas.

University College Advising  
214 Student Union/405-744-5333  
Contact: Mr. Nick Holmes  
https://universitycollege.okstate.edu/uca/  
University College Advising has academic advisors to help with your academic needs, whether planning your semester schedule, looking at degree options, or helping to bridge the gap between student life and academic success. Call or visit the office anytime Monday through Friday, between 8:00 a.m. and 5:00 p.m.

DISCIPLINE SPECIFIC TUTORING

Accounting  
416 Business Building/405-744-2863  
https://spears.okstate.edu/accounting/ace/  
Support is provided to all students enrolled in classes offered by the OSU School of Accounting.

Biology  
303 Life Sciences West  
http://biol1114.okstate.edu  
Tutoring is provided for BIOL 1114.

College of Engineering, Architecture and Technology Tutoring  
ENDEAVOR 102/405-744-1750  
https://ceat.okstate.edu/studentservices/tutoring.html  
Tutoring is provided for Engineering and Engineering Science courses.

The Language Lab  
205 Gunderson Hall/405-744-9547  
http://languages.okstate.edu/  
Two 28-user labs fully equipped with personal computers and listening/recording devices are available. Students may practice vocabulary building and grammar in the target language.

Graduate Research and Writing Lab  
306 Edmon Low Library/405-744-1241  
http://info.library.okstate.edu/RLS/grads  
Offers one-on-one consultations, workshops, and other services for graduate students.

History  
101 Social Sciences and Humanities/405-744-5680  
http://history.okstate.edu/contact  
Tutoring is given for Survey of History and upper division courses.

Mathematics Learning Success Center  
5th Floor Edmon Low Library/405-744-5818  
https://mlscokstate.com/  
The MLSC is located on the 5th floor of the Edmon Low Library. We offer free drop-in mathematics tutoring for OSU and NOC students. For the Fall 2021 semester we will also offer online drop-in tutoring during our normal hours of operation on our Discord server. For more information about our services and hours of operation, visit our website.

Writing Center  
440 Student Union/405-744-6671  
http://osuwritingcenter.okstate.edu  
The Writing Center helps writers throughout the composing process; plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors work with students to improve brainstorming, organizational, and composing techniques. Please check the website or call the Center about online tutoring options.

FOR MORE INFORMATION

go.okstate.edu/apps  
The OState app is your link to campus departments, OSU news, and maps. The Rave Guardian app is the official safety app of OSU.

my.okstate.edu  
This portal connects students to a wide range of campus services including links to student email, the library, and the Online Classroom and Community (Canvas).

For other comments and inquiries, please contact academics@okstate.edu.

Office of Academic Affairs  
Revised as of 07/21/21