Before we get to the details of the course syllabus, here are some guidelines to help you survive and succeed in this class.

1. The best way to contact your instructor or TA is to email them and put your Course and Section number in the Subject Line of your email. For this class it is MSIS 2103.503.

2. You do the labs on your own at your convenience in a program called SIMnet. You have to purchase a SIMnet log-in and set up your account. You can get a SIMnet log-in by buying the book pack from the campus book store or you can purchase the log-in code.

SIMnet assignments are available for you to accomplish over window of couple weeks. Therefore, no make-up assignments are necessary. You have ample time to complete them. The SIMnet work will be available to start on January 19, 2014.

3. All information you need for this course about grading scales, class schedule, due dates, and deliverables contained in this syllabus. If there is a conflict between the syllabus and some other source of information, the syllabus is what we will go by.

4. I use the Oklahoma State University’s learning management system Desire2Learn (or D2L). You can find it at oc.okstate.edu. In it you will find course slides and other course materials. I will also use it to make announcement. Read D2L at least twice a week.
CLASS INFORMATION

Instructor: Dr. David P. Biros, Associate Professor of MIS

Contact Information:

**Office:** 406 Business Building
**Email:** david.biros@okstate.edu

Please put MSIS 2103.503 in the subject line!! (emails without MSIS 2103.503 in the subject line will not be answered)

**Phone:** 405-744-7156
**Office Hours:** Tu/Th 2:00PM – 3:00PM in 406 Business Building
**Course Site:** Desire2Learn (Online Classroom): [http://oc.okstate.edu](http://oc.okstate.edu)

On-line classroom: materials for the class will be available for you in D2L found at [http://oc.okstate.edu](http://oc.okstate.edu), under “Content.” That includes the syllabus, all PowerPoint slides, the instruction sheets for SIMnet, and a week-by-week schedule of deliverables. Your grades will be posted under “Grades” as the class proceeds.

Check the “News” section at least twice a week for class information. I will post important information here that you will need to know in order to keep up with the course. Also, if anything happens that you need to know about, I will post it here as well.

**SIMnet Project Site:** [https://okstate.simnetonline.com/sp/](https://okstate.simnetonline.com/sp/)

**SIMnet Technical Support Hotline:** 1-800-331-5094

**Teaching Assistant:** Mr. Gandhi Kumar

**Distance Learning Support**
cepdsupport.wikispaces.com
Email: spearsdistance@okstate.edu or (405) 744-4048

Special Accommodations for Students

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the University of his or her disability and to request accommodations. Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible so that we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. You should also request verification of eligibility for accommodations from the Office of Student Disability Services, 326 Student Union (call 405-744-7116 for information).

For more information about OSU Student Disability Services, please go to [http://sds.okstate.edu/](http://sds.okstate.edu/)
Overview of the Course

This course provides the student with up-to-date materials about information technology (IT) in his/her personal world, both at home and at work. Students are exposed to knowledge they need to know about IT, along with knowledge they want to learn about how to use computers and associated IT for their direct benefit. Special emphasis is placed upon personal computer use and security with respect to Internet access and use. Students will learn Office 2010 skills so that they can use this software to enhance their lives, both at home and at work.

Course Prerequisites

NONE

Course Goals

1) to develop in each student a fundamental realization of the importance of cutting-edge information technology (IT) in his/her life both at home and at work, given today's knowledge-based and networked global world;

2) to give the student an understanding of security issues related to his/her use of IT in his/her life and in the workplace, and to build the student's ability to use and adjust security software on his or her own computer;

3) to give the student focused hands-on experiences to learn and/or extend Microsoft Office 2010 skills (Word, Excel, Access, and PowerPoint) to better prepare him/her for competency and continuous IT learning in today's info-centric society;

4) to deliver to the student the pragmatic IT-related material they want to learn together with the material they need to learn in order to apply IT effectively in their personal lives and in their business world.

Course Objectives

Upon completion of this class, the student will be able to:

1. explain why it is essential that he/she be proficient in the use of IT in today's work environment and understand how IT affects all business disciplines and functions. (LG2)
2. explain how various business disciplines use information and IT to achieve their core missions (LG2)
3. understand the important of IT and how it impacts existing ethical dilemmas or create new ethical dilemmas in the work place (LG1);
4. identify ethical rules or principles that may be relevant to various ethical dilemma (LG1).
5. demonstrate the use of MS Word 2010 at an expert level to accomplish tasks in support of effective business communications; use MS Excel 2010 at an intermediate level to construct and use spreadsheets for decision-making and what-if analysis; use MS Access 2010 at an intermediate level to build and use a simple database and develop queries to generate information from that database; and use MS PowerPoint 2010 at an intermediate level to create professional presentations to enhance and enrich his/her communication abilities (LG 4 and 5)
6. recognize how IT can be employed to become a resource multiplier for business activities (LG6)

7. engage in continuous IT learning to maintain the student’s ability to apply and integrate IT to business challenges and requirements (LG 6).

8. describe the core MIS functions required in the a typical modern company or industry (LG4.1)

9. understand the importance and criticality of data and information, and IT in support of business objectives and describe measures that can be taken to ensure the confidentiality, integrity, and availability of those organizational assets. (LG 4.3)

10. describe how information can be organized, standardized, aggregates and manipulated to produce identifiable trends and patterns promoting knowledge creation in support of business innovations and the achievement of core competencies. (LG 4.2)

Required Materials

Required Text


2) a SIMnet student access code

Recommended Text

### Grading Policy

<table>
<thead>
<tr>
<th>Exams #1, #2, #3 – 250 each</th>
<th>750</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Computer-based training and testing projects</td>
<td>330 (done using SIMnet; 10 for training, 20 for testing)</td>
</tr>
</tbody>
</table>

**Total** 1080 Points

Letter grades will be assigned according to the following standard scale:

- 972-1080 pts. (90% - 100%) = A
- 864 < 971 pts. (80% < 90%) = B
- 756 < 863 pts. (70% < 80%) = C
- 648 < 755 pts. (60% < 70%) = D
- Below 648 pts. (below 60%) = F

### Description of Course Requirements

You are expected to read the chapters as shown in the schedule on the last pages of this syllabus. You will complete 11 interactive computer-based MS Office 2013 projects, with training and test for each one. You will complete three on-line exams based on the course textbook.

Your exams will be done on-line in D2L. SIMnet training and testing projects, and assignments will be done online in SIMnet at [https://okstate.simnetonline.com/sp/](https://okstate.simnetonline.com/sp/). The three exams can be done **only once**. The 11 computer-based training and testing projects, can be done **as many times as you like; your highest grade will be used**.

- You can do your SIMnet work anywhere you like on a Windows-based or Mac computer of your choice, (see instructions on D2L Content) and it has access to the Internet.

- If you wish to use a university computer located in a lab, you may go to Gundersen 104

### Exams

You are expected to **read and study** all chapters in your Business Driven Information Systems (BDIS) textbook according to the schedule at the end of this syllabus. Coverage of each exam is shown in the schedule on the last pages of this syllabus.

All Exams are online, open book, timed, and will consist of multiple choice questions. They must be taken in a given window of time and will be found in D2L. Sometimes I refer to these exams a “BDIS Exams”

- Be sure to read AND STUDY each chapter that is on an exam before you take the exam. If you know the material, you will be able to finish the exam satisfactorily in plenty of time. If you expect to look up answers during the exam, you will do very poorly.

The exam schedule is as follows:
Exam #1 (250 points): Due Thursday, February 19 at 5PM
You will have 40 minutes and 50 questions.

Exam #2 (250 points): Due Thursday, March 26 at 5PM
You will have 40 minutes and 50 questions.

Exam #3 (250 points): Due Wednesday, May 6 at 5PM
You will have 40 minutes and 50 questions.

MS Office 2013 Lessons (SIMnet)

You will complete 11 interactive computer-based MS Office 2013 projects on the SIMnet platform (https://okstate.simnetonline.com/sp/). These are computer-based training and testing modules that you will complete according to deadlines shown in the schedule on the last pages of this syllabus.

All SIMnet lessons are ready for you starting January 19th, and you can work on them continuously and get them done ahead of time.

You should be prepared to spend up to two to four hours a week on the average for your SIMnet work. However, if you have even minimal knowledge of Office 2013 you may complete your projects in less time. Remember, everything (except the 3 exams you take in D2L) is available to you as of January 19, so work ahead of the schedule and get things done early.

All projects have firm due dates each week (see schedule at the end of this syllabus). Do NOT fall behind, or you cannot complete this class successfully. You can accelerate and work ahead of the schedule.

How to Do Your Lessons: Procedures

Each SIMnet project consists of a training session, worth 10 points; and a post-test, worth 20 points. Do one project at a time; first the training module; then, when you are ready, the testing module. You can do both of them as many times as you wish; your highest grade is what will be counted – so you are never “stuck” with a bad score. Don’t like it? Then do it again! The test contains the tasks that are in the training, but they are couched in a different scenario and a different order.

The training project is very important. In training you can click on “HINT” or "SHOW ME" and it will take you through the process to complete the task. Then it will have you do it yourself. When you have completed your training project to your satisfaction, go on to the test.

You can check your computer grades in SIMnet by clicking on “My Grades.” You can also look at what you submitted, step by step, after you complete a module so you can see exactly what you did. You can, for any specific assignment, “view submission” and also see your grades. Also, all scores will be uploaded to D2L for your convenience; each grade will be uploaded after it expires in SIMnet. Please monitor your D2L grades and let me know right away if there is a problem.

Class and Related University Policies
**Academic Integrity Policy**

You are to do ALL your own work on the three Exams. On the three exams, do NOT have helpers; **do them completely on your own.** Doing it with someone else or having a “coach” or having someone else do it for you all constitute CHEATING and can result in an F! for a course grade. You are also to do your own work on the three extra credit assignments.

You need to complete your own SIMnet projects, but you can talk with other students about the work as you go along. Remember, don’t settle for a poor grade; you can do them as many times as you like and the highest score goes in for your grade.

OSU has a policy on academic integrity. You are expected to abide by this policy in this class. Academic dishonesty can result in an F!. You can read about OSU’s Academic Integrity Policy at

[http://academicintegrity.okstate.edu/](http://academicintegrity.okstate.edu/)

**Make-Up and Late Work**

**Exams (750 points)**

Make-up exams for the three exams will be offered for full credit for justifiable absences (illness, family crisis, business trips, etc.) with written documentation provided on or before the opening Exam date. Otherwise, for the first two exams a late makeup exam can always be taken on the Monday following the exam between 5:00 am and 10:00 pm. This late make-up exam can be taken for a maximum of 75% of the points. Your grade will be computed by multiplying your percentage on the exam times the value of the exam times 75%. You can take the makeup if you did poorly on the exam, and if 75% of your makeup exam points is more than your first exam score, I will use the higher one.

Exam #3, the last exam, is open for you from the Saturday before Finals Week until WEDNESDAY, May 6, at 5:00 pm. The makeup for this exam is from Thursday, May 7 at 5:00 am until Thursday May 2 at 5:00 pm.

**Lessons (330 points)**

Since you have three weeks to complete each lesson, **there are no opportunities to make them up.** Get them done on time. There is one SIMnet project (consisting of a lesson worth 10pts and an accompanying exam worth 20pts) due each week starting January 19.

**Extra Credit**

There is an opportunity to received extra credit for taking 3 quizzes (up to 10 points each for a total of 30 possible points). These quizzes will be posted on D2L similar to your BDIS Exams.

**Netiquette: E-Mail Rules**

**e-mail rules:** when you e-mail me, **please put MSIS 2103.503 in the subject line**, along with your topic. This routes your message to my top priority box. There are four different MSIS 2103 courses this semester and if put
your class and section number in the subject line, I can find you much easier. I guarantee a quick response to you if you put MSIS 2103.503 in your subject line; if you do not, you may not get a response at all because your message will get lost in my email swamp.

University Drop and Withdrawal Policy

University drop dates are listed at this website:


The last day to drop MSIS 2103.002 with a W is Friday, November 7, 2013.

OSU Administration has asked that you be informed of the location of the University Syllabus Attachment. That is to be found at http://academicaffairs.okstate.edu/faculty-a-staff/46-syllabus-attachment

Welcome to our class! I am delighted to be teaching your class, and I’m looking forward to working with you. I am here for you; I’m at the other end of your e-mail – and I will respond quickly if you do as I ask on the subject line; and I’m in our online classroom and in SIMnet. I am available to you! Remember, when you e-mail me, please put MSIS 2103.503 into the subject line along with whatever else you put. That way I can answer you quickly and correctly, based on the schedule you have for your particular section.

Please see next pages for our detailed spring schedule. It contains due dates for all SIMnet work, exams, and assignments. You have available all of the materials that you need for this course in our online classroom (oc.okstate.edu) and in SIMnet (www.SIMnet.com) starting January 19, and you can work ahead of the schedule if you like. This schedule will help you plan and get your work done on time; if you work FASTER than the schedule, so much the better. You cannot work slower than the schedule and hope to be successful. Don’t fall behind - stay on top of it!!

I’m looking forward to working with you
<table>
<thead>
<tr>
<th>Week of</th>
<th>Topics</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12 BDIS</td>
<td>Introduction, Chapter 1</td>
<td>Read syllabus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Chapter 1, Section 1.1</td>
</tr>
<tr>
<td>1/12-1/16 SIMnet</td>
<td>Get registered in SIMnet and get enrolled in our class on SIMnet</td>
<td>Go to our online classroom (oc.okstate.edu), read the news item, and do what it says. You will be launched!</td>
</tr>
<tr>
<td>1/19</td>
<td>University Holiday</td>
<td>Read Chapter 1, Section 1.2</td>
</tr>
<tr>
<td>1/20-23</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>1/20-1/22</td>
<td>Begin SIMnet MS Office 2010 Labs</td>
<td>Do these projects online at <a href="https://okstate.simnetonline.com/sp/">https://okstate.simnetonline.com/sp/</a> You can follow along in the O'LEARY book if you wish – or not if you don’t wish.</td>
</tr>
<tr>
<td>Week of</td>
<td>Topics</td>
<td>Due</td>
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<tr>
<td>---------</td>
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<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>1/26</td>
<td>BDIS</td>
<td><strong>Chapter 2</strong></td>
</tr>
</tbody>
</table>
| 1/26-1/29 | SIMnet                | **Introduction to MS Office**                                      | **Introduction to MS Office** Due by 2/5 at 5PM  
|         |                         | Do these projects online at [https://okstate.simnetonline.com/sp/](https://okstate.simnetonline.com/sp/)  
|         |                         | This is a non-graded practice item. It will give you a good feel as to how SIMnet works | But get it done early, so you can stay ahead of the game |
| 2/2     | BDIS                    | **Chapter 2**                                                       | Read Chapter 2, Sec 2.2.  
| 2/5     |                         | **Chapter 3**                                                       | Read Chapter 3 (All)  
| 2/2-2/5 | SIMnet                | **MS Word 2013**                                                    | **Word Lab 1** Due by 2/5 at 5PM  
|         |                         | Do these projects online at [https://okstate.simnetonline.com/sp/](https://okstate.simnetonline.com/sp/) |  
| 2/9     | BDIS                    | **Appendix 1**                                                       | Read Appendix 1 for extra credit opportunity  
| 2/9-2/12 | SIMnet                | **MS Word 2013**                                                    | **Word Lab 2** Due by 2/12 at 5:00PM  
|         |                         | Do these projects online at [https://okstate.simnetonline.com/sp/](https://okstate.simnetonline.com/sp/) |  
|         | Week of | Topics                  | Due                                                                 |
| 2/16    | BDIS                    | **Chapter 4**                                                       | Read Chapter 4 (All)  
| 2/16-2/19 | SIMnet                | **MS Word 2013**                                                    | **Word Lab 3** Due by 2/19 at 5:00PM  
|         |                         | Do these projects online at [https://okstate.simnetonline.com/sp/](https://okstate.simnetonline.com/sp/)  
|         | EXAM 1                  | **Covers Chapter 1, 2, and 3**                                      | **Due by Thursday 2/19 at 5:00 pm at the latest**  
|         | Due 2/19 at 5:00PM      | **OPENS Monday 2/16 at 5:00 am; CLOSES Thursday 2/19 at 5:00 pm**    |  
| 2/23    | BDIS                    | **Chapter 5**                                                       | Read Chapter 5, Section 5.1  
| 2/23-2/26 | SIMnet                | **MS Excel 2013**                                                   | **Excel Lab 1** Due by 2/26 at 5:00PM  
|         |                         | Do these projects online at [https://okstate.simnetonline.com/sp/](https://okstate.simnetonline.com/sp/) |  
| 3/3     | BDIS                    | **Chapter 5**                                                       | Read Chapter 5, Section 5.2  
| 3/2-3/5 | SIMnet                | **MS Excel 2013**                                                   | **Excel Lab 2** Due by 3/5 at 5:00PM  
|         |                         | Do these projects online at [https://okstate.simnetonline.com/sp/](https://okstate.simnetonline.com/sp/) |  

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<table>
<thead>
<tr>
<th>Week of</th>
<th>Topics</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/9 BDIS</td>
<td>Chapter 6</td>
<td>Read Chapter 6 (All)</td>
</tr>
<tr>
<td>3/9-3/12 SIMnet</td>
<td>MS Excel 2013 Do these projects online at <a href="https://okstate.simnetonline.com/sp/">https://okstate.simnetonline.com/sp/</a></td>
<td>Excel Lab 3 Due by 3/12 at 5:00PM</td>
</tr>
<tr>
<td>3/16</td>
<td>SPRING BREAK WEEK!! HAVE FUN! BE SAFE!</td>
<td></td>
</tr>
<tr>
<td>3/23 BDIS</td>
<td>Appendix B For Extra Credit Opportunity</td>
<td>Read Appendix B (ALL) Rev Chapters 4, 5 and 6</td>
</tr>
<tr>
<td>3/23-3/26 SIMnet</td>
<td>MS Access 2013 Do these projects online at <a href="https://okstate.simnetonline.com/sp/">https://okstate.simnetonline.com/sp/</a></td>
<td>Access Lab 1 Due by 3/26 at 5:00PM</td>
</tr>
<tr>
<td>EXAM 2 Due 3/26 at 5:00PM</td>
<td>Covers Chapter 4, 5, 6 <strong>OPENS Monday 3/23 at 5:00 am; CLOSES Thursday 3/26 at 5:00 pm</strong> Due by Thursday 3/26 at 5:00 pm at the latest</td>
<td></td>
</tr>
<tr>
<td>3/31 BDIS</td>
<td>Chapter 7</td>
<td>Read Chapter 7 (ALL)</td>
</tr>
<tr>
<td>3/30-4/2 SIMnet</td>
<td>MS Access 2013 Do these projects online at <a href="https://okstate.simnetonline.com/sp/">https://okstate.simnetonline.com/sp/</a></td>
<td>Access Lab 2 Due by 4/2 at 5:00PM</td>
</tr>
<tr>
<td>4/6 BDIS</td>
<td>Chapter 8</td>
<td>Read Chapter 8 (ALL)</td>
</tr>
<tr>
<td>4/6-4/9 SIMnet</td>
<td>MS Access 2010 Do these projects online at <a href="https://okstate.simnetonline.com/sp/">https://okstate.simnetonline.com/sp/</a></td>
<td>Access Lab 3 Due by 4/9 at 5:00PM</td>
</tr>
<tr>
<td>4/12 BDIS</td>
<td>Chapter 9</td>
<td>Read Chapter 9 (ALL)</td>
</tr>
<tr>
<td>4/12-4/16 SIMnet</td>
<td>Do these projects online at <a href="https://okstate.simnetonline.com/sp/">https://okstate.simnetonline.com/sp/</a></td>
<td>PowerPoint Lab 1 Due 4/16 at 5:00PM</td>
</tr>
<tr>
<td>4/20 BDIS</td>
<td>Appendix C For Extra Credit Opportunity</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Course</td>
<td>Activity</td>
</tr>
<tr>
<td>------------</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4/20-4/23</td>
<td>SIMnet</td>
<td>Do these projects online at [<a href="https://okstate.simnetonline.com/s">https://okstate.simnetonline.com/s</a> p/](<a href="https://okstate.simnetonline.com/s">https://okstate.simnetonline.com/s</a> p/)</td>
</tr>
<tr>
<td>4/28</td>
<td>BDIS</td>
<td>Selected Topics in MIS</td>
</tr>
<tr>
<td>4/27-4/30</td>
<td>SIMnet</td>
<td>ALL SIMnet WORK MUST BE COMPLETED AND GRADES POSTED TO D2L. NO EXTENSIONS ARE POSSIBLE AFTER 4/30</td>
</tr>
<tr>
<td>Exam #3</td>
<td></td>
<td>Covers chapters 7, 8 and 9,</td>
</tr>
<tr>
<td>Due by 5/6</td>
<td></td>
<td><strong>OPENS Saturday 5/2 5:00 am; CLOSES Wednesday 5/6 at 5:00 pm</strong></td>
</tr>
</tbody>
</table>
YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.

THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.

IMPORTANT DATES

Last day to add a class (without instructor permission) 1/20/2015
Last day to drop a course with no grade and 100% refund 1/20/2015
Last day to add a class (requires instructor & advisor permission) 1/23/2015
Last day to drop a course or withdraw from the University with an automatic “W” and receive a partial refund (requires advisor signature) 1/23/2015
Last day to post 6 week grades 2/24/2015
Last day to file diploma application (for name to appear in Spring Commencement program) 4/1/2015
Last day to drop a class or withdraw from the University with an automatic “W” 4/10/2015
Last day to withdraw from all OSU classes with an assigned grade of “W” or “F” 4/24/2015
Pre-Finals week 4/27/2015 – 5/1/2015

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.

Spring Semester Holidays

University Holiday 1/19/2015
Students’ Spring Break 3/16/2015 – 3/20/2015

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

Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar’s website.

Withdrawing from the university means that you are dropping all of your courses and are no longer enrolled for the current semester. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor in your student academic services office. For additional information and dates, go to: http://academicaffairs.okstate.edu/policies-a-procedures/35-adding-a-dropping-policy

ALERTS AND RESCHEDULING

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

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.
In the event that 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 and place 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 and place for administration of the final exam. After one week, if an agreement cannot be reach, 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.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx](https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx). Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

**EDMON LOW LIBRARY HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>9:00 a.m.-12:00 midnight</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>24 hours a day</td>
</tr>
<tr>
<td>Friday</td>
<td>12:00 midnight-10:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m.-10:00 p.m.</td>
</tr>
</tbody>
</table>

*For holiday and intersession hours, check [http://www.library.okstate.edu/services/hours.htm](http://www.library.okstate.edu/services/hours.htm)*

*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

**GENERAL EXPECTATIONS OF STUDENTS**

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 Rights and Responsibilities Governing Student Behavior document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University’s response to violations [http://studentconduct.okstate.edu/](http://studentconduct.okstate.edu/).

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

**WHERE TO GO FOR HELP**

**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 him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

**Academic Advisor** - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

**Academic911.okstate.edu** - Your online resource for academic and personal success, sponsored by Student Affairs.

**Mathematics Learning Success Center**

5th Floor, Edmon Low Library/405-744-5818 [http://www.math.okstate.edu/](http://www.math.okstate.edu/)

Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

**Writing Center**

440 Student Union/405-744-6671 [http://osuwritingcenter.okstate.edu](http://osuwritingcenter.okstate.edu)

The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.
Learning & Student Success Opportunity (LASSO) Tutoring Center  
021 Classroom Building/405-744-3309  
https://lasso.okstate.edu/  
LASSO offers free individual tutoring for a variety of courses.

University Counseling Services  
320 Student Union/405-744-5472 or 405-744-7007  
http://ucs.okstate.edu/  
Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)  
315 Student Union/405-744-7116  
http://sds.okstate.edu/  
According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive 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.

Office of Equal Opportunity - 408 Whitehurst/405-744-9153  
OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. 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 he or she 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). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. 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 the University’s Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, please go to: http://1is2many.okstate.edu.